

SPECIFICATION PACKET



FLEET MANAGEMENT SERVICE 2021

NOTICE OF BID

The Jessamine County Fiscal Court will be accepting bids for a fleet management system that will include procurement, surplus, maintenance and fuel management. Bid specifications can be picked up at the office of the Jessamine County Judge Executive David West, 101 North Main Street, Nicholasville, KY 40356 or at www.jessamineco.com. Sealed bids will be accepted until Monday, October 25, 2021 at 12:00 noon at the office of the Jessamine County Judge / Executive, David West, 101 North Main Street, Nicholasville Kentucky 40356. The Fiscal Court reserves the right to reject any or all bids.

Jessamine County Fiscal Court

Run: October 7, 2021

At a rate per linear inch, single column, solid nine point measure

PO Number 50538 – Please email me back the cost of the ad

Reciprocal Preference for Kentucky Resident Bidders

KRS 45A.490 Definitions for KRS 45A.490 to 45A.494.

As used in KRS 45A.490 to 45A.494:

- (1) "Contract" means any agreement of a public agency, including grants and orders, for the purchase or disposal of supplies, services, construction, or any other item; and
- (2) "Public agency" has the same meaning as in KRS 61.805.

KRS 45A.492 Legislative declarations.

The General Assembly declares:

- (1) A public purpose of the Commonwealth is served by providing preference to Kentucky residents in contracts by public agencies; and
- (2) Providing preference to Kentucky residents equalizes the competition with other states that provide preference to their residents.

KRS 45A.494 Reciprocal preference to be given by public agencies to resident bidders -- List of states -- Administrative regulations.

- (1) Prior to a contract being awarded to the lowest responsible and responsive bidder on a contract by a public agency, a resident bidder of the Commonwealth shall be given a preference against a nonresident bidder registered in any state that gives or requires a preference to bidders from that state. The preference shall be equal to the preference given or required by the state of the nonresident bidder.
- (2) A resident bidder is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:
 - (a) Is authorized to transact business in the Commonwealth; and
 - (b) Has for one (1) year prior to and through the date of the advertisement, filed Kentucky corporate income taxes, made payments to the Kentucky unemployment insurance fund established in KRS 341.490, and maintained a Kentucky workers' compensation policy in effect.
- (3) A nonresident bidder is an individual, partnership, association, corporation, or other business entity that does not meet the requirements of subsection (2) of this section.
- (4) If a procurement determination results in a tie between a resident bidder and a nonresident bidder, preference shall be given to the resident bidder.
- (5) This section shall apply to all contracts funded or controlled in whole or in part by a public agency.
- (6) The Finance and Administration Cabinet shall maintain a list of states that give to or require a preference for their own resident bidders, including details of the preference given to such bidders, to be used by public agencies in determining resident bidder preferences. The cabinet shall also promulgate administrative regulations in accordance with KRS Chapter 13A establishing the procedure by which the preferences required by this section shall be given.
- (7) The preference for resident bidders shall not be given if the preference conflicts with federal law.
- (8) Any public agency soliciting or advertising for bids for contracts shall make KRS 45A.490 to 45A.494 part of the solicitation or advertisement for bids.

The reciprocal preference as described in KRS 45A.490-494 above shall be applied in accordance with 200 KAR 5:400.

Method of Award

Best Value – Ranking Approach

Jessamine County Fiscal Court intends to award a Contract to the Vendor, whose offer, conforming to the Solicitation, is the most advantageous on the basis of "best value" for all products, services, and requirements contained herein.

An evaluation committee, or a designated individual, will evaluate the information provided by the Vendor in response to the established measurable criteria contained in the Solicitation.

Measurable Criteria:

Price	90 Points
Experience	10 Points

TOTAL POINTS	100 Points
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Each Vendor is responsible for submitting all relevant, factual and correct information with their offer to enable the evaluator(s) to afford each Vendor the maximum score based on the available data submitted by the Vendor. VENDOR SHALL ENTER UNIT PRICE AND TOTAL PRICE ON THE BID SHEET. If adequate space is not available, the Vendor must attach additional information that clearly cross-references the appropriate location in the solicitation (i.e. page number, paragraph, subject, etc.).

Vendors responding with the minimum Best Value requirements in this Solicitation shall not be credited with Best Value points. Vendors responding with greater than the minimum requirements shall receive Best Value points. Failure to provide adequate information will impact the evaluated points awarded to the Vendor.

Price (90 points)

The bidder with the lowest Price receives the maximum score. The bidder with the next lowest Price receives points by dividing the lowest Price by the next lowest price and multiplying that percentage by the available points. For example, 95 points is allocated to the lowest Price criteria for this procurement, Bidder "A" bids \$3.00 as the lowest bidder and receives the maximum 95 points ($\$3.00 / \$3.00 = 1.00 \times 95 = 95$). Assume Bidder "B" is the next lowest bidder at \$4.00, then "B" receives 71.3 points ($\$3.00 / \$4.00 = .75 \times 95 = 71.25$).

Experience- (10 points)

5 years experience is the minimum requirement for this criteria. Points are only given to bidders who exceed the 5 year requirement. The bidder with the greatest number of years experience (not to exceed 10 years for evaluation purposes) receives the maximum number of points. The bidder with the next largest number of years experience, receives points by dividing the next largest number of years experience by the largest number of years experience and multiplying that percentage by the available points. For example, 10 points is allocated to the largest number of years experience, over 5 years, for this procurement, Bidder "A" bids 10 years as the bidder with the largest number of years experience and receives the maximum of 10 points ($10 / 10 = 1.00 \times 10 = 10$). Assume Vendor "B" is the bidder with the next largest number of years experience at 5 years, then "B" receives 5 points ($5 / 10 = .50 \times 10 = 5$).

Vendor shall enter number of year's experience: _____ years

Best Value scoring is subject to **Reciprocal preference for Kentucky resident bidders and Preferences for a Qualified Bidder or the Department of Corrections, Division of Prison Industries (KAR 200 5:410).**

**REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND
CONTRACTORS CLAIMING
RESIDENT BIDDER STATUS**

FOR BIDS AND CONTRACTS IN GENERAL:

The bidder or offeror hereby swears and affirms under penalty of perjury that, in accordance with KRS 45A.494(2), the entity bidding is an individual, partnership, association, corporation, or other business entity that, on the date the contract is first advertised or announced as available for bidding:

1. Is authorized to transact business in the Commonwealth;
2. Has for one year prior to and through the date of advertisement
 - a. Filed Kentucky corporate income taxes;
 - b. Made payments to the Kentucky unemployment insurance fund established in KRS 341.49; and
 - c. Maintained a Kentucky workers' compensation policy in effect.

The BIDDING AGENCY reserves the right to request documentation supporting a bidder's claim of resident bidder status. Failure to provide such documentation upon request shall result in disqualification of the bidder or contract termination.

Signature Printed Name

Title Date

Company Name _____

Address _____

Subscribed and sworn to before me by _____
(Affiant) (Title)

of _____ this ____ day of _____, 20__.
(Company Name)

Notary Public

[seal of notary]

My commission expires: _____

**REQUIRED AFFIDAVIT FOR BIDDERS, OFFERORS AND
CONTRACTORS CLAIMING
QUALIFIED BIDDER STATUS**

FOR BIDS AND CONTRACTS IN GENERAL:

I. The bidder or offeror swears and affirms under penalty of perjury that the entity bidding, and all subcontractors therein, meets the requirements to be considered a “qualified bidder” in accordance with [200 KAR 5:410\(3\)](#); and will continue to comply with such requirements for the duration of any contract awarded. Please identify below the particular “qualified bidder” status claimed by the bidding entity.

_____ A nonprofit corporation that furthers the purposes of KRS Chapter 163

_____ Per KRS 45A.465(3), a "Qualified nonprofit agency for individuals with severe disabilities" means an organization that:

- (a) Is organized and operated in the interest of individuals with severe disabilities; and
- (b) Complies with any applicable occupational health and safety law of the United States and the Commonwealth; and
- (c) In the manufacture or provision of products or services listed or purchased under KRS 45A.470, during the fiscal year employs individuals with severe disabilities for not less than seventy-five percent (75%) of the man hours of direct labor required for the manufacture or provision of the products or services; and
- (d) Is registered and in good standing as a nonprofit organization with the Secretary of State.

The BIDDING AGENCY reserves the right to request documentation supporting a bidder’s claim of qualified bidder status. Failure to provide such documentation upon request may result in disqualification of the bidder or contract termination.

Signature

Printed Name

Title

Date

Company Name _____

Address _____

Solicitation/Contract #: Fleet Management Service

- _____ Must provide proof of general liability insurance in the minimum amount of \$1,000,000.00 with Jessamine County Fiscal Court named as additional insurer
- _____ Must have worker's compensation insurance coverage for all employees that perform work under the contract prior to execution of contract
- _____ Must have a Jessamine County Occupational License and be in compliance
- _____ Must adhere to all local, state and federal regulations

FLEET MANAGEMENT PROPOSAL

Service Overview

Entity is seeking proposals for a fleet management program over Jessamine County Fiscal Court's vehicles. The intention of this program is to eventually encompass the entire fleet of vehicles and implement active management and oversight of the fleet. The Fiscal Court intends to achieve these objectives through several service elements, described below.

- A. **Acquisition** – The successful proposer should be able to facilitate the acquisition of new vehicles and provide insight into market prices, applicable costs of acquisition, and projected resale values. The successful proposer should be able to provide this information across vehicle brands based on the best value for the Fiscal Court and its current needs.
- B. **Financing/Leasing** – The successful proposer should provide satisfactory financing or leasing options for related vehicles. Financing and leasing options should be open-ended, with no penalty for the purchase or sale of the vehicle during the life of the term.
- C. **Fuel Monitoring** – The successful proposer will provide, at the Fiscal Court's option, a method by which fuel usage will be tracked on a per vehicle basis. This usage will be tracked and reported to County Administration through an interactive, web-based portal.
- D. **Maintenance Monitoring** – The successful proposer will, at Jessamine County Fiscal Court's option, provide a method by which maintenance charges will be tracked on a per vehicle basis. These charges will be tracked and reported to County Administration through an interactive, web-based portal.
- E. **Vehicle Resale** – The successful proposer will continually monitor Jessamine County Fiscal Court's vehicle fleet and provide insight into optimal resale points based on current market values, specific fuel consumption, and maintenance information. When a vehicle is designated for resale, the proposal will facilitate the sale of the vehicle through sufficient appraisal and disposal on the open market. The Fiscal Court's asset disposal requirements must be adequately met through the proposer's disposal method.
- F. **Aftermarket Vehicle Customization** – Where applicable, the successful proposer will, at the entity's option, coordinate the necessary aftermarket modifications of new vehicles to be sufficiently ready the vehicle for use and provide financing for the aftermarket equipment.
- G. **Licensing, Titling and Registration** – During the facilitation of acquisition, the successful proposer will prepare and file all necessary documentation for the acquisition, including licensing, titling, registration and notification of the Fiscal Court's insurer. All related documentation will be forward to the Fiscal Court, and copy of this documentation will be maintained on file with the proposer according to Jessamine County Fiscal Court's record retention requirements.

Solicitation/Contract #: Fleet Management Service

- H. **Accident/Risk Management** – The successful proposer will handle, at the entity's option, insurance claims, provide roadside assistance, and facilitate the acquisition of replacement vehicles where necessary.
- I. **Telematics and Driver Safety** – the successful proposer will provide, at the entity's option, the capability to track vehicles with GPS guidance and furnish feedback regarding the safe operation of county vehicles.
- J. **Proactive Fleet Management** – Successful proposer will be able to provide local proactive account management.
- K. **Technology & Tools** – Successful proposer must have a website portal that allows entity officials to access and monitor fleet data at any time. Order status, applicable maintenance date fuel and resale information should also be visible on the website.

Proposer Qualifications

Each Proposer is required to submit with the proposal all certified supporting data regarding his qualifications and suitability for the work to be performed including the following information, sworn under oath by him:

- A copy of the most recent three (3) fiscal years financial statements prepared by an outside certified accounting firm for the Proposer (or its parent corporation).
- Where the Proposer is a corporation, evidence that the Proposer is in good standing under the laws of the State of Kentucky. In the case of corporation organized under laws of any other state, evidence that the Proposer is licensed (or is capable of being licensed) to do business and in good standing under the laws of the State of Kentucky, or a sworn statement that it will take all necessary action to become so licensed if its proposal is selected.
- Evidence, in form and substance satisfactory to the County, to support that the Proposer (or its affiliated companies) has been in existence as a going concern for in excess of three (3) years and/or possesses not less than three (3) years actual operating experience in fleet management.

Right to Rejection

Entity reserves the right to reject and all proposals at its sole discretion.

Solicitation/Contract #: Fleet Management Service

Company Name _____

Company Phone Number _____

Company Address _____

Bid \$ _____