

Ozarks Area Community Action Corporation

Carl Rosenkranz, Executive Director

BID SPECIFICATIONS FOR OACAC HEAD START VEHICLE FLEET MANAGEMENT CONTRACT AND SERVICE AGREEMENT

OACAC Head Start is now accepting bids through Thursday, March 26, 2020 for Fleet Management services to include maintenance, repair, and storage of our buses.

Section I. Specific responsibilities include the following:

- 1) Fully manage the OACAC bus fleet of (28) active 18-27-passenger mini-shuttle buses.
- 2) Be available to receive calls from OACAC Bus Drivers from 7:00 a.m. – 5:30 p.m. Monday – Friday during the school year to respond to and help resolve all service or breakdown calls from OACAC staff in such a way as to minimize the amount of time the facility is without a vehicle.
- 3) Provide day-to-day oversight of all bus operations, with a focus on safety, efficiency, and cost savings.
- 4) Work with OACAC Director of Professional Development/Transportation (hereby referred to as Transportation Director) to assign buses to routes based on age and condition of buses and professional judgment.
- 5) Coordinate with Transportation Director and drivers to ensure the items required by the Head Start Performance Standards are in place, fully functional, and appropriately labeled (i.e. first aid kits, seat belt cutters, fire extinguishers serviced during summer break, integrated seats and/or child restraint harnesses, adult belts, reflective safety kits, registration paperwork, and insurance cards.)
- 6) Ensure spare buses are maintained, properly equipped, and ready for service at all times; and inspect and perform preventative maintenance buses two (2) times per year or as recommended.
- 7) Maintain current vehicle licenses, registration, and perform state safety inspections and D.O.T. inspections as applicable. Note: Buses are licensed as shuttle buses.
- 8) Follow up on all recall notices and warranty issues.
- 9) Advertise buses to be sold. Procure bids for new buses, equipped to meet local, national, and Head Start standards when funds are available; and present bids with recommendations to OACAC Head Start Director for approval.

- 10) Assist Head Start Area Supervisors and Transportation Director in responding to and managing all vehicle accidents involving OACAC buses and vehicles. Arrange towing services if needed, and obtain repair estimates in coordination with insurance requirements. Arrange transportation of buses to selected body shop for repairs.
- 11) Keep a complete maintenance log on each bus that includes detailed descriptions of repairs completed and cost of such repairs.
- 12) Know how to properly install child safety restraints; weight capacity of integrated and safety restraint harnesses; and maintain inventory and proper storage of extra restraint systems.
- 13) Seek and obtain prior approval from Head Start Director for all vehicle repairs estimated to cost more than \$1,000; and submit all invoices on a timely basis.
- 14) Provide proof of and maintain a minimum of \$1,000,000 of garage keepers' liability insurance.
- 15) Provide secure bus storage for all (28) buses from early May through August; and during (2) week winter break in December. Provide safe storage for 4-5 spare buses on site during the school year to exchange during bus repairs.
- 16) Coordinate basic maintenance services on all buses during the summer storage period and winter break to ensure each bus is fully prepared to safely transport children and meets DOT inspection requirements within our non-profit exemption status. Basic services, billed outside the scope of the management contract, must include:
 - Oil change, lube, oil, filters, fluids (as needed based on mileage and availability of local vendor)
 - Tune-up as needed
 - Thorough preventative maintenance through regular inspection of wheels, front end alignment, brakes/brake pads, tires, belts, hoses, transmission, chassis lubrication, air conditioning/heating systems, and lighting
 - Flush cooling system and fill with proper coolant.
- 17) Coordinate with DOT inspectors, when required.
- 18) Coordinate/communicate with a designated local repair shop in the Cassville/Butterfield/Monett area; and Branson/Kissee Mills/Hollister area to effectively contain costs and provide efficient service for buses assigned to these areas.
- 19) Assist Transportation Director in providing driver training in areas of proper bus maintenance, defensive driving, and annual behind the wheel training, and CDL refresher training.

Section II. OACAC Head Start responsibilities include:

- 1) Pay for and provide current insurance cards for OACAC vehicles.
- 2) Provide payment for purchase of new license tags, towing, and buses.
- 3) Hire drivers and provide Bus Manual of Policies and Procedures and required forms to drivers.
- 4) Forward all recall notices and warranty information.
- 5) Payment for services no later than 30 days from receipt of invoice.

Section III. Qualification of Subcontractor:

- 1) Mechanics shall fully meet the qualifications specified by local, state, or federal government regulations.
- 2) Contractor shall have personnel available with a CDL license to exchange or pick up a bus if necessary.

Contractor and shop personnel will treat OACAC employees with courtesy, and be available answer questions by phone and in person.

Section IV. Liability:

- 1) OACAC will be responsible for its own acts and omissions.
- 2) Fleet Management provider will be responsible for own acts and omissions.

Section V. Limitations:

Fleet management fee does not include costs associated with repairs, routine maintenance (oil changes, tire rotation, etc.), vehicle storage, or towing as will be required periodically to keep vehicles in proper operating condition. Costs outside the scope of the fleet management fee are the responsibility of OACAC regardless of the vendor selected for such services.

Section VI. Terms:

Complete the information below describing your compensation rates in regards to the terms for service stated.

Describe your contracted rate expectation for fleet management services: \$ _____ per hour x _____ hours per week

All maintenance work outside the scope of the contract, such as items listed in Section I, #16 will be billed at \$_____/hour.

Will parts and tire discounts be offered? ____ Describe discount: _____

Provide sample labor estimates of the following services:

Full Service oil change: \$ _____ based on ___ hr. @ \$ _____ or flat fleet rate

Replacement of brake pads (4): \$ _____ based on ___ hr @ \$ _____ or flat fleet rate

Replace front tires, rotate front to back: \$ _____ based on ___ hr @ \$ _____ or flat fleet rate

Replace fuel pump: \$ _____ based on ___ hr @ \$ _____ or flat fleet rate

Standard tune up: \$ _____ based on ___ hr @ \$ _____ or flat fleet rate

Replace rear shocks: \$ _____ based on ___ hr @ \$ _____ or flat fleet rate

Vehicle Inspection for license \$ _____ based on ___ hr @ \$ _____ or flat fleet rate

Cost for bus storage: \$ _____ based on ___ hr @ \$ _____ or flat fleet rate

Describe secure storage area:

Fleet contractor will bill OACAC Head Start on a monthly basis for established fleet management fee plus any additional time incurred; and (1/12) of annual contracted storage fee . Payment will be rendered within 30 days of receipt.

VII. Duration of Agreement:

This agreement shall become effective May 1, 20120 and shall remain in effect until April 30, 2021, and may be extended by agreement of both parties. In the event local, state, or federal agencies pass regulations that affect these terms this agreement shall subject to renegotiation accordingly. A thirty (30) day notice is required for any contract changes or withdrawal from this contract by either party.

VII. Related Party Transactions: I certify by my signature below that:

(___) I am not related to any OACAC employees /Board of Directors members.

(___) I am related to the following OACAC employees/Board of Directors members.

If related, describe the relationship(s):

VIII. Experience: Please describe your past experience in regards to Fleet Management (add additional sheet/s if necessary):

IX. References: Please list business references with contact information:

Printed Name of person completing bid: _____

Title: _____

Business name: _____

Complete address: _____

Contact number: _____ E-mail: _____

FAX: _____

Signature: _____

Thank you for your interest in OACAC Head Start!