

RIDER 101**SCOPE OF WORK/SPECIFICATIONS FOR
U. T. POLICE VEHICLE FLEET MAINTENANCE & REPAIR SERVICES****Background**

The University of Texas M.D. Anderson Cancer Center (“MDACC”), wishes to request a quote for routine maintenance and repair services on The University of Texas Police Department (UTPD) motor vehicle fleet. The bidder (“Contractor”) offering best value to MDACC shall be selected based upon the Bid Selection Criteria outlined in Part 5 below. It is MDACC’s expectation that the selected Contractor and MDACC shall shortly thereafter enter into a 12-month agreement for routine maintenance and repair services and that MDACC shall have the option to renew such Agreement for at least two (2) subsequent 12-month periods.

A Pre-Bid Meeting will be held for all interested bidders as described on the RFP Cover Page.

Part 1 GENERAL**1.1 RELATED DOCUMENTS**

- 1.1.1 The successful bidder (hereinafter called “Contractor”) shall recognize and perform in accordance with all stated intents, specifications, and stipulations contained or referenced herein.

1.2 SUMMARY

- 1.2.1 The Contractor shall perform routine maintenance and repair services on the vehicles that are part of the UTPD fleet. The fleet currently consists of the 43 vehicles listed in Appendix 1 of this scope of work. This list is included to provide the Contractor with an overview of the age and mileage of the current fleet. UTPD fleet vehicles may be added or deleted over the course of this Agreement at the discretion of MDACC. As described in Section 5 below, MDACC may require that Contractor’s performance of services described herein be extended to other non-UTPD vehicles in MDACC’s fleet.
- 1.2.2 The Contractor shall provide MDACC with fixed price quotations for the following routine maintenance services on the vehicles described in Paragraph 1.2.1 above.
- Oil change, oil filter replacement and chassis lube service with fluid check
 - Transmission fluid and filter change service
 - Front-end alignment
 - Tire Mount & Balance
 - Tire repair (plug)
 - Bulb replacements
 - Coolant flushes and refill
 - Air conditioning system checkup

- 1.2.3 The Contractor shall provide MDACC with a fixed price quotation on mechanic's hourly labor rate for service not classified as routine maintenance in Paragraph 1.2.2 above.
- 1.2.4 If parts are available at the Contractor's facility, Contractor must provide UT police with 45-minute "Quick Service" on a "wait" basis for the following jobs performed on the vehicles listed in Paragraph 1.2.1 above.
 - Oil change, oil filter replacement and chassis lube service with fluid check
 - Transmission fluid and filter change service
 - Tire rotation
 - Tire balance
 - Tire repair
 - Wiper blade(s) replacement
 - Fuse replacement
 - Bulb replacement
 - Annual vehicle inspection
- 1.2.5 The Contractor will provide a written preventive maintenance checklist at each oil change. The list will consist of all fluid checks, brake check, tire check, belts and hoses, filters, wiper blades, and battery check. An example of such a checklist is illustrated in Appendix 2 of this scope of work.
- 1.2.6 Any repair not considered routine maintenance as described in Paragraph 1.2.2 above, and estimated over \$200.00, will require a written estimate and pre-approval by the UTPD Contract Coordinator prior to performing any work on the vehicle in question. Written estimates should be faxed to the UTPD Contract Coordinator.
- 1.2.7 In the event any repair requires that a vehicle be kept overnight at the Contractor's repair facility, the Contractor must place the vehicle in a secure area.
- 1.2.8 The Contractor shall arrange, if needed, towing services for UTPD vehicles that may become disabled prior to reaching Contractor's repair facility. If towing service is contracted to a third party, the Contractor will reimburse the third party at the time of the tow and charge MDACC as a line item on the repair invoice. The Contractor shall provide MDACC with a fixed price quotation on towing charges to the Contractor's repair facility.
- 1.2.9 Because of the vehicle use pattern of the UTPD fleet, Contractor shall have the routine maintenance and repair services described herein available during the following hours:

Monday through Friday	7:00 a.m. to 6:00 p.m.
Saturday	8:00 a.m. to 3:00 p.m.
- 1.2.10 Upon request, the Contractor will provide shuttle service at no charge to return UTPD staff tasked with vehicle servicing and delivery, to the UTPD Headquarters located at 7777 Knight Road, Houston, Texas.

1.2.11 The Contractor shall provide detailed pricing as specified and/or listed in the attached Pricing Schedule - Rider 102 and must fully complete the referenced questionnaire.

1.3 WARRANTY

1.3.1 The Contractor will supply a minimum warranty of 4,000 miles or 90-calendar days on all labor and parts services.

1.3.2 If approved as an authorized repair facility by the GMPP and Ford Motor Company Extended Warranty (service protection contractors), the Contractor will handle vehicle service arrangements with the appropriate service protection contractor as requested by UTPD.

1.4 QUALITY ASSURANCE

1.4.1 The Contractor shall identify its employee who will have the authority to resolve any disputed service issues with UTPD. The Contractor shall also identify an alternate, higher level employee who can resolve service issues that cannot be resolved by the designated lower level employee.

1.4.2 All Contractor mechanics' work on UTPD fleet vehicles shall be at a minimum, ASE Master Certified Technicians in the particular area of repair. Contractor shall provide evidence of such certification as part of its bid submittal.

1.4.3 Contractor's repair facility must be designated as an Official Vehicle Inspection Station by the state of Texas.

1.4.4 All Contractor supplied services and parts will be compliant with terms of vehicle manufacturer's standards.

1.4.5 Contractor will utilize quality brand replacement parts that are approved by the vehicle manufacturer. Rebuilt replacement parts will not be accepted without the prior approval of the UTPD Contract Coordinator.

1.4.6 When making written service estimates, the Contractor shall use the published industry standards found in the All Data Manual as its guide to estimate the maximum service time for repair. Repairs requiring additional labor in excess of service time listed in the All Data Manual must have the approval of the UTPD Contract Coordinator before work is authorized to proceed.

1.4.7 Contractor shall provide all parts at a discounted rate. Contractor quotations that include parts prices higher than the agreed upon discounted price shall be rejected.

1.4.8 If Contractor offers the public any special pricing that is lower than MDACC's quoted price, the Contractor must provide MDACC the lower price.

1.5 MODIFICATIONS TO SCOPE OF WORK/SPECIFICATIONS

- 1.5.1 Both the UTPD and the Contractor must agree to modifications to the written specifications as stated in Section 1.2 in writing.

Part 2 UTPD CONTRACT COORDINATOR & INVOICING PROCEDURES

2.1 UTPD CONTRACT COORDINATOR AND DESIGNEE

- 2.1.1 Routine maintenance, repairs and other activities surrounding this Agreement will be scheduled through, approved by and reports made to the personnel listed below:

- 2.1.1.1 UTPD Contract Coordinator:

- Sgt. Donald C. Perry
U T Police Department @ Houston
Phone Number: 713-563-2157
Fax: 713-563-4988
E-Mail: dperry@mdanderson.org

- 2.1.2.1 UTPD Contract Coordinator Designee:

- Capt. Ron MacLennan
U T Police Department @ Houston
Phone Number: 713-563-7785
Fax: 713-745-1141
E-Mail: rmaclenn@mdanderson.org

- 2.1.2 The Contractor will obtain the pre-approval of the UTPD Contract Coordinator or designee as indicated in Paragraphs 1.2.5, 1.4.5 and 1.4.6 above.

2.2 INVOICING PROCEDURES

- 2.2.1 The Contractor will be issued a MDACC Purchase Order to cover all service work on the UTPD vehicle fleet for a period of one fiscal year. All invoices must clearly reference the assigned Purchase Order as provided by the UTPD Contract Coordinator or designee.
- 2.2.2 All invoices must clearly indicate the specific vehicle, identified by license plate number and make, on which the Contractor performed maintenance or repair.
- 2.2.3 All invoices will be reviewed by the UTPD Contract Coordinator and approved prior to payment by MDACC.
- 2.2.4 All invoices should be submitted on the 1st and 15th day of each month to the following address for payment:
 - Accounts Payable
 - The University of Texas M.D. Anderson Cancer Center
 - P.O. Box 301401
 - Houston, Texas 77230-1401

Part 3 CONTRACT PERFORMANCE METRICS

- 3.1 MDACC shall compile the following contract performance data during the term of the routine maintenance and repair services contract for UTPD vehicles resulting from this bid. The data shall then be used to evaluate Contractor's performance and will assist MDACC in making its determination whether to renew the contract for an additional term.
- 3.1.1 On the 1st and 15th day of each month, Contractor shall provide the UTPD Contract Coordinator a report, by vehicle, of all service performed during the previous month. The UTPD Contract Coordinator will provide the Contractor with the specific format and required information for this report. The UTPD Contract Coordinator shall review all such reports for accuracy.
- 3.1.2 The UTPD Contract Coordinator will document instances when Contractor failed to obtain proper approval from the UTPD Contract Coordinator prior to commencement of work as required in Paragraphs 1.4.6 above and elsewhere in this scope of work.
- 3.1.3 The UTPD Contract Coordinator will document the number of vehicle routine maintenance or repairs where documented re-work by the Contractor was necessary.
- 3.1.4 The UTPD Contract Coordinator will document the number of instances in which the Contractor was unable to provide 45-minute "Quick Service" on a "wait" basis as required in Paragraph 1.2.4 above.
- 3.1.5 The UTPD Contract Coordinator will record the number of documented instances in which the Contractor failed to properly secure a vehicle as described in Paragraph 1.2.7.
- 3.1.6 The UTPD Contract Coordinator will record the number of instances in which Contractor failed to provide required reports described in 3.1.1 above.

Part 4 PRICING AVAILABILITY

- 4.1 Upon request, the Contractor shall extend all pricing, specifications and stipulations contained or referenced herein to other vehicles within the MDACC fleet of approximately 169 vehicles. Operation of this fleet is outside the control of UTPD and the maintenance responsibility is delegated to various individuals designated as having fleet responsibility within the specific MDACC department (hereafter referred to as "Departmental Contract Coordinator". Such departmental fleets may vary in size from one (1) to thirty (30) or more vehicles.
- 4.1.1 The Departmental Contract Coordinator shall issue a separate Purchase Order to the Contractor specific to the routine maintenance and service work performed on their departmental fleet.

- 4.1.2 All invoices must clearly indicate the specific vehicle, identified by license plate number and make, on which the Contractor performed maintenance or repair.
- 4.1.3 All invoices will be reviewed by the Departmental Contract Coordinator and approved prior to payment by MDACC.
- 4.1.4 All invoices related to departmental fleet maintenance should be submitted on the 1st and 15th day of each month to the following address for payment:
Accounts Payable
The University of Texas M.D. Anderson Cancer Center
P.O. Box 301401
Houston, Texas 77230-1401
- 4.1.5 The Contractor shall work with the Departmental Contract Coordinator to establish all reporting requirements of the department.
- 4.1.6 By the 15th day of each month, Contractor shall submit a report, by vehicle, of all service performed outside of the UTPD fleet during the previous month to Parking & Transportation Services.

Part 5 BID SELECTION CRITERIA

- 5.1 MDACC shall use the following selection criteria in evaluating all properly submitted bids. The importance given to each of the categories is represented by a percentage representing its relative importance or “weight” within the whole (100%).
 - 5.1.1 Pricing [30%]
 - 5.1.2 Experience [30%] – Bidders shall provide at least two (2) references from organizations that have fleets greater than 40 vehicles and for which the Contractor provides routine maintenance and repair. Bidders must have the ability to comply with the Quality Assurance requirements described above in Section 1.4.
 - 5.1.3 Ability to perform [40%] – Size of Bidder’s facility, number of mechanics, numbers of service bays, mechanic certifications, ability to secure vehicles overnight and ability to provide electronic reporting will be used as criteria to determine Bidder’s ability to keep up with the needs of a 24/7 fleet operation that is the size of MDACC’s fleet.

APPENDIX 1

Monthly Vehicle Milage Form						
Unit Number	Department Vehicle Assigned To	Vehicle Make and Model	Vehicle Year	Vehicle Idenifaction Number	Vehicle Plate #	Milage
10	Adminstration	Chevy Impala	2000	2G1WK55K4Y9375528	789-923	56,489
20	North Patrol	Chevy Impala	2003	2G1WK55K239265148	849-192	48,392
30	North Patrol	Chevy Impala	2003	2G1WK55KX39263048	848-895	53,600
40	North Patrol	Ford Crown Vic.	2000	2FAFP71W6YX114086	769-169	89,477
50	North Patrol	Chevy Impala	2003	2G1WKF55493262378	848-944	80,109
60	Tech. Services	Chevy Van	1998	1GCG25F6W1058569	735-373	35,211
70	North Patrol	Ford Crown Vic.	2005	2FAFP71W55X145616	891-921	6,150
80	Transportation	Ford Van	2003	1FMRE11213HA99296	853-627	100,023
90	South Patrol	Chevy Impala	2001	2G1WF55K219322302	808-098	71,314
100	North Patrol	Chevy Impala	2001	2G1WF55K019324131	808-099	83,398
110	Tech. Services	Ford Van	2005	1FTRE14W95HA99634	899-605	3,087
120	Chief's Old Veh.	Mercury Grand Mar.	1998	2MEFM75W5WX667790	B85-XXP	113,320
130	South Patrol	Chevy Impala	2003	2G1WF55K639262995	849-275	51,626
140	Lock-Shop	Ford Van	2006	1FTR14W66HA60825	202-080	372
150	Tech. Services	Toyota-Pruis	2005	JTDKB22U153113041	212-218	99,601
160	Vip Escort	Chevy Suburban	2006	3GN3C16ZX6G123115	212-219	781
170	South Patrol	Chevy Impala	2003	2G1WF55KX39260764	849-276	59,400
180	Transportation	Chevy Van	2006	on order		
190	Transportation	Ford Van	2003	1FMRE11233HA99297	850-641	72,374
200	South Patrol	Ford Crown Vic.	2004	2FAFP71W63X111701	831-953	48,660
210	South Patrol	Ford Crown Vic.	2004	2FAFP71W83X111702	831-952	35,942
220	Map Patrol	Chevy Truck	2002	2GCEC19V221349671	835-427	67,055
230	Transportation	Ford Van	2003	1FMRE1125HA99298	852-547	74,340
240	Supply- Box Truck	Gmc Truck	1990	1GBJ7H1P4LJ203051	581-539	115,106
250	Transportation	Ford Van	2004	2FMZA55224BA46585	881-999	22,340
260	Transportation	Gmc Bus	1997	1GBJP37F1V3308932	870-762	102,062
270	Recrutment I/A	Ford Expedition.	2005	1FMPU15555LA7892	889-606	6,588
280	North Patrol	Ford Crown Vic.	2005	2FAFP71W75X145617	891-922	5,908
300	Asst. Chief's	Ford Expedition	2005	1FMPU155X5LA37880	46L-LC1	5,425
310	Chief's	Mercury Grand Mar.	2005	2M5FM75W15X624322	230-FWY	7,505
320	Transportation	Ford Bus	2005	1FDXE45P75HA943377	889-685	14,000
330	Transportation	Ford Bus	2005	1FDXE45P65HA9485	899-685	12,000
360	Tech. Services	Chevy Van	2006	1GCFG15X261218283	215-900	112
370	Criminal Investi.	Ford Crown Vic.	2006	2FAFP71W96X125905	215-901	103
380	Criminal Investi.	Ford Crown Vic.	2006	2FAFP71W56X125903	216-855	46
35	Lt. Partol	Ford Crown Vic	2005	2FAFP71W65X123589	885-901	10,112
45	Supply	Ford Van	2000	1GHG39R6Y113058	777-433	102,315
125	North Patrol	Chevy Impala	2002	2G1WF55K629170249	840-146	93,444
135	Captian's Patrol	Ford Crown Vic	2005	2FAFP71W85X150230	200-101	661
155	CID Crime	Ford Expedition	2004	1FMRU15W04LB11078	9YW-G76	11,730
165	Prevention/VIP Escort	Chevy Suburban	2005	3EGNEC16Z05G258019	898-932	1,840
175	North Patrol	Chevy Impala	2003	2G1WF55K629170400	840-148	68,784
185	South Patrol	Chevy Impala	2003	2G1WF55K639249082	844-681	57,388

Vehicles # 40,50, & 100 are being replaced and 2 new Crown Vics are being added to the fleet within the month.

APPENDIX 2

Example Only – Preventative Maintenance Checklist

Date: _____
 Mileage: _____
 Year: _____ Make: _____
 VIN #: _____

Company Name: _____
 License: _____
 Model: _____
 Odometer: _____

Check & Note:

Test Drive _____
 Fluid Levels _____
 Rear End _____
 Transmission _____
 Power Steering _____
 Brake Fluid _____
 Battery Cables _____
 Engine Coolant _____
 Pressure Test _____
 Windshield Fluid _____
 Exhaust _____
 Shocks _____
 Belts & Hoses _____
 Battery Cables _____
 Wiper Blades _____
 All Lights _____
 Tires _____
 Brakes _____
 Front End _____
 Instruments _____
 U-Joints _____
 Motor Mounts _____
 Excessive Fluid _____
 Leaks _____
 Loose Accessories _____
 State Inspection _____

Change or Adjust:

Oil _____
 Oil Filter _____
 Lube Job _____
 Air Filter _____
 PCV _____
 Fuel Filter _____
 Transmission _____
 Fluid Filter & Gasket _____
 Rotate Tires _____
 Pack Front Wheel Bearings _____
 Tune Up At Customer's Req _____
 Tire Pressure _____
 L/F _____ R/F _____
 L/R _____ R/R _____
 Spare _____

Remarks and suggested automotive needs: