

ITQ NO.
20-R074542GE
AUTOMOTIVE PARTS
(060-00)
JULY 20, 2020

Manatee County BCC
Procurement Division
1112 Manatee Avenue West Ste 803
Bradenton, FL 34205
purchasing@mymanatee.org



**NOTICE TO BIDDERS, ITQ NO. 20-R074542GE
AUTOMOTIVE PARTS**

Manatee County, a political subdivision of the State of Florida (hereinafter referred to as County) will receive quotes from individuals, corporations, partnerships, and other legal entities authorized to do business in the State of Florida (Bidders), to provide automotive parts as specified in this Invitation to Quote (ITQ).

DATE, TIME AND PLACE DUE:

The Due Date and Time for submission of Quotes in response to this ITQ is **August 5, 2020 at 3:00 P.M. ET**. Quotes must be delivered via email to george.earnest@mymanatee.org, or to the following location: Manatee County Administration Building, 1112 Manatee Ave. West, Suite 803, Bradenton, FL 34205.

SOLICITATION INFORMATION CONFERENCE:

There is no Information Conference scheduled for this solicitation.

QUESTIONS AND CLARIFICATION REQUESTS:

Submit all questions, inquiries, and requests concerning interpretation, clarification or additional information pertaining to this ITQ to the Manatee County Procurement Division by July 29, 2020. Questions and inquiries should be submitted via email to purchasing@mymanatee.org or to the Designated Procurement Contact shown below.

Important: A prohibition of lobbying is in place. Review Section 8.13 carefully to avoid violation and possible sanctions.

DESIGNATED PROCUREMENT CONTACT:

George Earnest CPPB, Buyer
(941) 749-3044, Fax (941) 749-3034
Email: george.earnest@mymanatee.org
Manatee County Financial Management Department
Procurement Division

AUTHORIZED FOR RELEASE:

Jacob
Erickson,
MBA, CPPO

Digitally signed by
Jacob Erickson, MBA,
CPPO
Date: 2020.07.20
11:58:20 -04'00'

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**INVITATION TO QUOTE FOR AUTOMOTIVE PARTS
ITQ NO: 20-R074542GE**

1.0 Background and Contact Information

The Manatee County Government (County) issues this ITQ for automotive parts. Companies and individuals that are qualified to provide the required goods and services (Bidders) are invited to submit a response (Quote) to this ITQ.

1.01 Contact Information

The County representative regarding this ITQ is:

- **George Earnest CPPB, Buyer**
- **george.earnest@mymanatee.org**
- **941-749-3044**

2.0 Due Diligence

The County will conduct a due diligence review of all Quotes received to determine if the Bidder is responsible and responsive. To be responsive a Bidder must submit a Quote that conforms in all material respects to the requirements of this ITQ and contains all the information, fully completed attachments and forms, and other documentation required. Quotes that are deemed non-responsive will not be considered or evaluated.

To be responsible, a Bidder must meet the minimum qualification requirements as stated in Exhibit 2 and have the capability to perform the Scope of Services contained in this ITQ. Quotes submitted by Bidders that are deemed non-responsive will not be considered or evaluated. Bidder must submit the information and documentation requested in Exhibit 2 that confirms it meets the Minimum Qualification Requirements as stated in Exhibit 2.

3.0 Scope

The successful Bidder shall furnish all equipment, labor, materials, supplies, licensing, transportation, and other components necessary to provide automotive parts that meet the requirements of the County and as specified in Exhibit 1.

4.0 ITQ Schedule

Scheduled Item	Scheduled Date
Question and Clarification Deadline	July 29, 2020
Final Addendum Posted	July 30, 2020
Offer Response Due Date and Time	August 5, 2020 at 3:00 P.M.
Projected Award	August, 2020

5.0 Quote and Submission Process

5.01 Quote

Complete the Quote form that details all costs associated with providing automotive parts as specified herein.

5.02 Submission Process

Submit the Quote by the Quote Deadline stated above to the Procurement Division representative assigned to this solicitation via email at george.earnest@mymanatee.org, or deliver to 1112 Manatee Ave. West, Suite 803, Bradenton, FL 34205.

6.0 Term

6.01 Term

The term of the Agreement shall be for one (1) year with the option to renew for four (4) additional one-year terms.

6.02 Terms and Conditions

A Purchase Order will be issued to the Successful Bidder. The Purchase Order will incorporate the Terms and Conditions of this ITQ, Successful Bidder's Quote and any subsequent information requested from the Successful Bidder by the County. Should a conflict exist between the terms and conditions of this ITQ and the Purchase Order terms and conditions, the terms and conditions in this ITQ shall prevail.

6.03 Payment and Invoices

Payment will be made in accordance with Florida State Statutes and with a payment schedule approved by the County and the Successful Bidder. Invoices required by this ITQ will be to the County in a manner accepted by the County and will include at a minimum the invoice date, invoice amount, date, goods provided/services performed, and purchase order number.

6.04 Taxes

All taxes of any kind and character payable for the work done and materials furnished under the Purchase Order will be paid by the Successful Bidder. The laws of the State of Florida provide that sales tax and use taxes are payable by the Successful Bidder upon the tangible personal property incorporated in the work and such taxes will be paid by the Successful Bidder. County is exempt from all State sales taxes.

7.0 Quote Requirements

7.01 ITQ Process

This ITQ will in no manner be construed as a commitment on the part of the County to award a Purchase Order. The County reserves the right to postpone or cancel this ITQ process; to negotiate, select or procure parts of services; to change or modify the ITQ schedule at any time; to award a Purchase Order to another Bidder if the Successful Bidder does not agree to the terms and conditions of this Purchase Order or if the Successful Bidder's performance does not meet the requirements in this ITQ; and to award a Purchase Order based to the lowest responsible, responsive Bidder. The County reserves the right to recover damages from any Successful Bidder that does not perform after the award of such Purchase Order.

7.02 Rejection of Quotes

Quotes containing any omission, alterations of form, additions or conditions not requested, conditional or alternate Quotes, incomplete Quotes, will be considered irregular and may be rejected. The County reserves the right to waive any technicalities and formalities in this ITQ process or in the Quotes thereto and make the award in the best interest of the County. The County may, at its discretion, reject any or all Quotes.

7.03 Cost of Preparation

All costs associated with preparing and delivering the Quote will be borne entirely by the Bidder. The County will not compensate the Bidder for any expenses incurred by the Bidder as a result of this ITQ process.

7.04 Questions and Addenda

All questions concerning this ITQ must be submitted in writing to the Procurement Division prior to the Question Deadline as stated in the ITQ Schedule. It is the responsibility of the Bidder to verify the County received its question or inquiry concerning this ITQ. All questions and answers will be provided to each potential Bidder in the form of an addendum posted on the Procurement webpage of the County website.

7.05 Additional Information and Presentations

The County reserves the right to request additional information, if applicable, from select Bidders based on the needs of the County.

7.06 Government Entities

The County reserves the right to utilize applicable State of Florida contracts or other approved cooperative contracts for any items or services covered by this ITQ when it is in the best interest of the County.

Successful Bidder agrees to make available to all governmental agencies, authorities, departments, and municipalities the Quote prices submitted with the successful Quote should any governmental agency, authority, department, and municipality (collectively referred to as Public Entities) desire to buy under the successful Quote.

The County will not be responsible for any transactions between the successful Bidder and Public Entities that may elect to utilize the successful Quote. All terms, prices and conditions of the successful Quote will apply between the Successful Bidder and Public Entities utilizing the successful Quote. As a condition of using the successful Quote, the Public Entity and Successful Bidder shall hold the County harmless from any claims or lawsuits that may arise. NOTE: Any quantities estimated in this ITQ are for the County requirements only.

7.07 Basis of Award

Award(s) will be made to the responsive, responsible Bidder having the lowest quote. The County, at its sole discretion, may make multiple awards based upon groups, price, or other such criteria. When there is a discrepancy between the unit prices and any extended prices submitted by Bidder, the unit prices will prevail.

7.08 Tie Bids

Whenever the lowest quote is submitted by two or more responsive, responsible Bidders and are equal with respect to price, quality, and/or service award of the Agreement shall be determined as follows:

- a. The quote received from a local business, as defined below, shall be awarded the Agreement.
- b. If none or all of the equal Bidders are a local business, the award shall be determined in accordance with Florida Statute 287.07, Preference to businesses with drug-free workplace programs.
- c. If none or all of the equal Bidders have a drug-free workplace program, the award shall be determined by a chance drawing to be conducted by the Procurement Official in a publicly noticed meeting.

Local business is defined as a business legally authorized to engage in the sale of goods and/or services which, for at least six months prior to the announcement of the solicitation for quotes, has maintained a physical place of business in Manatee, Desoto, Hardee, Hillsborough, Pinellas, or Sarasota County, and which has had at least one full-time employee at that location during the qualifying period.

8.0 ITQ General Terms and Conditions

8.01 Binding Offer

A Bidder's Quote will remain valid for a period of 60 days following the Quote Deadline and will be considered a binding offer to perform the required services and/or provide the required goods. The submission of a Quote will be taken as prima facie evidence that the Bidder has familiarized itself with the contents of this ITQ.

8.02 Insurance Requirements

Successful Bidder must maintain the insurance limits and coverages, as identified in Section 9.0, uninterrupted or amended through the term of the Agreement/Purchase Order. In the event the Successful Bidder becomes in default of the insurance requirements the County reserves the right to take whatever actions deemed necessary to protect its interests. Required liability policies other than Workers' Compensation/Employer's Liability and Professional Liability, will provide that the County, members of the County's governing body, and the County officers, volunteers and employees are included as additional insured.

8.03 Public Entity Crimes

A person or affiliate who has been placed on the convicted vendor list following a conviction for a public entity crime may not submit a Quote on a contract to provide any goods or services to a public entity; may not submit a Quote on a contract with a public entity for the construction or repair of a public building or public work; may not submit a Quote on leases of real property to a public entity; may not be awarded or perform work as a contractor, supplier, subcontractor, or consultant under a contract with any public entity; and may not transact business with any public entity in excess of the threshold amount

provided in Florida Statute Section 287.017, for CATEGORY TWO for a period of 36 months from the date of being placed on the convicted vendor list.

8.04 Drug-Free Workplace Program Certification

In accordance with Section 287.087, Florida Statutes, whenever two or more Quotes are equal preference will be given to the Quote received from a business that certifies it has implemented a drug-free workplace program, as detailed in Section 7.08. Bidders must complete and return the Drug-Free Workplace form included with the Quote.

8.05 Convicted Vendor List

A Bidder cannot be listed on the Florida Department of Management Services, Convicted Vendor List, as defined in Section 287.133(3) (d), Florida Statutes. (www.dms.myflorida.com)

8.06 Collusion

More than one Quote from the same Bidder under the same or different names will not be considered. Joint Quotes will not be accepted. Reasonable grounds for believing that a Bidder is submitting more than one Quote will cause the rejection of all Quotes in which the Bidder is involved. Quotes will be rejected if there is reason for believing that collusion exists among Bidders and no participant in such collusion will be considered in any future solicitations for a period of six months following the Quote Deadline for this ITQ.

8.07 Public Disclosure

All documents and other materials or documents submitted by a Bidder in response to this ITQ will become the property of the County. The County is subject to the open records requirements of Florida State Statute Chapter 119, and as such, all materials submitted by the Bidder to the County are subject to public disclosure. The Bidder specifically waives any claims against the County related to the disclosure of any materials if made under a public records request.

8.08 Procurement Protest Policy

Failure to follow the procurement protest policy set out in the County policies constitutes a waiver of the Bidder's protest and resulting claims. A copy of the procurement protest policy may be obtained by contacting the County via mail at purchasing@mymanatee.org.

8.09 Disclosure

Upon receipt, all inquiries and responses to inquiries related to this ITQ become "Public Records" and shall be subject to public disclosure consistent with Florida Statute, Chapter 119.

Quotes become subject to disclosure thirty (30) days after the opening or if a notice of intent to award decision is made earlier than this time as provided by Florida Statutes § 119.071(1)(b).

No announcement or review of the Quotes shall be conducted at the public opening. If County rejects all Quotes and concurrently notices its intent to reissue the solicitation, the rejected Quotes are exempt from public disclosure until such time the County provides

notice of an intended decision concerning the reissued solicitation or until County withdraws the reissued solicitation. A Quote is not exempt for longer than twelve (12) months after the initial notice of rejection of all Quotes.

Pursuant to Florida Statute 119.0701, to the extent Successful Bidder is performing services on behalf of County, Successful Bidder must:

- a. Keep and maintain public records required by public agency to perform the service. That information and data it manages as part of the services may be public record in accordance with Chapter 119, Florida Statutes and Manatee County public record policies. Bidder agrees, prior to providing goods/services, it will implement policies and procedures, which are subject to approval by County, to maintain, produce, secure, and retain public records in accordance with applicable laws, regulations, and County policies including but not limited to Section 119.0701, Florida Statute.
- b. Upon request from the public agency's custodian of public records, provide the public agency with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Florida Statutes, Chapter 119, or as otherwise provided by law.
- c. Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the contract if the Successful Bidder does not transfer the records to the public agency.
- d. Upon completion of the contract, transfer, at no cost, to the public agency all public records in possession of contractor or keep and maintain public records required by the public agency to perform the service. If the Successful Bidder transfers all public records to County upon completion of the contract, the Successful Bidder shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Successful Bidder keeps and maintains public records upon completion of the contract, the Successful Bidder shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to County, upon request from County's custodian of public records, in a format that is compatible with the information technology systems of County.

IF THE SUCCESSFUL BIDDER HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO ITS DUTY TO PROVIDE PUBLIC RECORDS RELATING TO ANY RESULTING CONTRACT, CONTACT COUNTY'S CUSTODIAN OF PUBLIC RECORDS AT: (941) 742-5845, DEBBIE.SCACCIANOCE@MYMANATEE.ORG, ATTN: RECORDS MANAGER, 1112 MANATEE AVENUE WEST, BRADENTON, FL 34205.

8.10 Trade Secrets

Manatee County is subject to Chapter 119, Florida Statutes. Therefore, all documents, materials, and data submitted as part of a Quote in response to an ITQ are governed by the disclosure, exemption and confidentiality provisions relating to public records in Florida Statutes.

Except for materials that are ‘trade secrets’ as defined by Chapter 812, Florida Statutes, ownership of all documents, materials and data submitted as part of a Quote in response to the ITQ shall belong exclusively to County.

To the extent that Bidder desires to maintain the confidentiality of materials that constitute trade secrets pursuant to Florida law, trade secret material submitted must be segregated from the portions of the Quote that are not declared as trade secret. In addition, Bidder shall cite, for each trade secret claimed, the Florida Statute number which supports the designation. Further, Bidder shall offer a brief written explanation as to why the cited Statute is applicable to the information claimed as trade secret. Additionally, Bidder shall provide a hard copy of its Quote that redacts all information designated as trade secret.

In conjunction with trade secret designation, Bidder acknowledges and agrees that:

- a. Trade secret requests made after the opening will not be considered. However, County reserves the right to clarify the Bidders request for trade secret at any time;
- b. County and its officials, employees, agents, and representatives are hereby granted full rights to access, view, consider, and discuss the information designated as trade secret throughout the evaluation process and until final execution of any awarded purchase order or contract; and
- c. That after notice from County that a public records request has been made pursuant to Bidder’s Quote, the Bidder at its sole expense, shall be responsible for defending its determination that submitted material is a trade secret and is not subject to disclosure. Action by Bidder in response to notice from the County shall be taken immediately, but no later than 10 calendar days from the date of notification or Bidder will be deemed to have waived the trade secret designation of the materials.

Notwithstanding any other provision in this solicitation, designation of the entire Quote as ‘trade secret’, ‘proprietary’, or ‘confidential’ is not permitted and may result in a determination that the Quote is non-responsive.

8.11 Confidentiality of Security Related Records

- a. Pursuant to Florida Statutes § 119.071(3), the following records (hereinafter referred to collectively as “the Confidential Security Records”) are confidential and exempt from the disclosure requirements of Florida Statutes § 119.07(1):
 - i. A Security System Plan or portion thereof for any property owned by or leased to County or any privately owned or leased property held by County.
 - ii. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout and structural elements of a building, arena, stadium, water treatment facility, or other structure owned or operated by County.
 - iii. Building plans, blueprints, schematic drawings, and diagrams, including draft, preliminary, and final formats, which depict the internal layout or structural elements of an attractions and recreation facility, entertainment or resort complex, industrial complex, retail and service development, office development, or hotel

- or motel development in the possession of, submitted to County.
- b. Successful Bidder agrees that, as provided by Florida Statute, it shall not, as a result of a public records request, or for other reason disclose the contents of, or release or provide copies of the Confidential Security Records to any other party absent the express written authorization of County's Property Management Director or to comply with a court order requiring such release or disclosure. To the extent Successful Bidder receives a request for such records, it shall immediately contact the County's designated Contract administrator who shall coordinate County's response to the request.

8.12 eVerify

Prior to the employment of any person under this contract, the Successful Bidder shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of (a) all persons employed during the contract term by the Successful Bidder to perform employment duties within Florida and (b) all persons, including subcontractors, assigned by the Successful Bidder to perform work pursuant to the contract with Manatee County. For more information on this process, please refer to United States Citizenship and Immigration Service site at: <http://www.uscis.gov/>.

Only those individuals determined eligible to work in the United States shall be employed under this contract.

By submission of a Quote in response to this ITQ, the successful Bidder commits that all employees and subcontractors will undergo e-verification before placement on this contract.

The successful Bidder shall maintain sole responsibility for the actions of its employees and subcontractors. For the life of the contract, all employees and new employees brought in after contract award shall be verified under the same requirement stated above.

8.13 Lobbying

After the issuance of any solicitation, no prospective Bidders, or their agents, representatives or persons acting at the request of such Bidders, shall contact, communicate with or discuss any matter relating in any way to the solicitation with any County officers, agents or employees, other than the Procurement Official or designee, unless otherwise directed by the Procurement Official or designee. This prohibition includes copying such persons on written communications (including email correspondence) but does not apply to presentations made to evaluation committees or at a County Commission meeting where the Commission is considering approval of a proposed contract/purchase order. This requirement ends upon final execution of the contract/purchase order or at the time the solicitation is cancelled. Violators of this prohibition will be subject to sanctions as provided in the Manatee County Code of Ordinances Section 2-26-31 and 2-26-32. Sanctions may include (a) written warning; (b) termination of contracts; and (c) debarment or suspension.

8.14 License and Permits

The successful Bidder shall be solely responsible for obtaining all necessary license and permit fees, including, but not limited to, all license fees, permit fees, impact fees, or inspection fees, and responsible for the costs of such fees. Successful Bidder is solely responsible for ensuring all work complies with all Federal, State, local, and Manatee County ordinances, orders, codes, laws, rules, regulations, directives, and guidelines.

8.15 Health Insurance Portability and Accountability Act (HIPAA)

Any person or entity that performs or assists the County with a function or activity involving the use or disclosure of “individually identifiable health information (IIHI) and/or Protected Health Information (PHI) shall comply with the Health Insurance Portability and Accountability Act (HIPAA) of 1996. HIPAA mandates for privacy, security, and electronic transfer standards include, but are not limited to:

- a. Use of information only for performing services required by the contract or as required by law;
- b. Use of appropriate safeguards to prevent non-permitted disclosures;
- c. Reporting to the County any non-permitted use or disclosure;
- d. Assurances that any agents and subcontractors agree to the same restrictions and conditions that apply to the Bidder and reasonable assurances that IIHI/PHI will be held confidential;
- e. Making PHI available to the customer;
- f. Making PHI available to the customer for review and amendment, and incorporating any amendments requested by the customer;
- g. Making PHI available to the County for an accounting of disclosures; and
- h. Making internal practices, books, and records related to PHI available to the County for compliance audits.

PHI shall maintain its protected status regardless of the form and method of transmission (paper records and/or electronic transfer of data). The selected Bidder must give its customers written notice of its privacy information practices, including specifically, a description of the types of uses and disclosures that would be made with protected health information.

8.16 Minority and/or Disadvantaged Business Enterprise

The State of Florida Office of Supplier Diversity provides the certification process and maintains the database of certified MBE/DBE firms. Additional information may be obtained at

https://www.dms.myflorida.com/agency_administration/office_of_supplier_diversity_osd or by calling (850) 487-0915.

8.17 Quantities

The estimated quantities in this ITQ are provided for tabulation and evaluation purposes only. No guarantee is expressed or implied as to the quantities or dollars that will be used during the Agreement period.

8.18 ePayables

The County offers an ePayable program which allows payments to be made to suppliers via credit cards. If this payment option is selected by the successful Bidder, the Clerk will issue a unique credit card number to the successful Bidder. The card has a zero balance until payments have been authorized. After goods are delivered and/or services rendered, the successful Bidder must submit a proper invoice to the County. When the invoice payment is authorized, an email notification is sent to the successful Bidder notifying them of the amount that has been placed on the credit card for retrieval.

There is no cost by the County for participation in this program, however, there may be charges applied by the successful Bidder's credit card processing company. Bidder's who are interested in this program may contact the County Clerk's Accounts Payable office.

9.0 Insurances

Work under the resulting Agreement cannot commence until all insurance coverages indicated herein have been obtained. The cost for insurance coverages is the sole responsibility of successful Bidder. The Successful Bidder shall obtain and submit to the Procurement Division within ten (10) calendar days from the date of notice of intent to award, proof the following minimum amounts of insurance on a standard ACORD form (inclusive of any amounts provided by an umbrella or excess policy):

The SUPPLIER will not commence work under the resulting Agreement until all insurance coverages indicated by an "X" herein have been obtained. The SUPPLIER shall obtain and submit to the Procurement Division within ten (10) calendar days from the date of notice of intent to award, at its expense, the following minimum amounts of insurance (inclusive of any amounts provided by an umbrella or excess policy): Work under this Agreement cannot commence until all insurance coverages indicated herein have been obtained on a standard ACORD form (inclusive of any amounts provided by an umbrella or excess policy):

REQUIRED INSURANCES

Automobile Liability Insurance Required Limits

Coverage must be afforded under a per occurrence policy form including coverage for all owned, hired and non-owned vehicles for bodily injury and property damage of not less than:

- \$1,000,000 Combined Single Limit; OR
- \$ 500,000 Bodily Injury and \$500,000 Property Damage
- \$10,000 Personal Injury Protection (No Fault)
- \$500,000 Hired, Non-Owned Liability
- \$10,000 Medical Payments

This policy shall contain severability of interests' provisions.

Commercial General Liability Insurance Required Limits (per Occurrence form only; claims-made form is not acceptable)

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name 'Manatee County, a political subdivision of the State of Florida' as an Additional Insured, and include limits not less than:

- \$1,000,000 Single Limit Per Occurrence
- \$2,000,000 Aggregate
- \$1,000,000 Products/Completed Operations Aggregate
- \$1,000,000 Personal and Advertising Injury Liability
- \$50,000 Fire Damage Liability
- \$10,000 Medical Expense, and
- \$1,000,000, Third Party Property Damage
- \$ Project Specific Aggregate (Required on projects valued at over \$10,000,000)

This policy shall contain severability of interests' provisions.

Employer's Liability Insurance

Coverage limits of not less than:

- \$100,000 Each Accident
- \$500,000 Disease Each Employee
- \$500,000 Disease Policy Limit

Worker's Compensation Insurance

US Longshoremen & Harbor Workers Act

Jones Act Coverage

Coverage limits of not less than:

- Statutory workers' compensation coverage shall apply for all employees in compliance with the laws and statutes of the State of Florida and the federal government.
- If any operations are to be undertaken on or about navigable waters, coverage must be included for the US Longshoremen & Harbor Workers Act and Jones Act.

Should 'leased employees' be retained for any part of the project or service, the employee leasing agency shall provide evidence of Workers' Compensation coverage and Employer's Liability coverage for all personnel on the worksite and in compliance with the above Workers' Compensation requirements. NOTE: Workers' Compensation coverage is a firm requirement. Elective exemptions are considered on a case-by-case basis and are approved in a very limited number of instances.

OTHER INSURANCES

Aircraft Liability Insurance Required Limits

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name 'Manatee County a political subdivision of the State of Florida' as an Additional Insured, and include limits not less than:

- \$ Each Occurrence Property and Bodily Injury with no less than \$100,000 per passenger each occurrence or a 'smooth' limit.
- \$ General Aggregate.

Un-Manned Aircraft Liability Insurance (Drone)

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name 'Manatee County a political subdivision of the State of Florida' as an Additional Insured, and include limits not less than:

- \$ Each Occurrence Property and Bodily Injury; Coverage shall specifically include operation of Unmanned Aircraft Systems (UAS), including liability and property damage.
- \$ General Aggregate

Installation Floater Insurance

When the contract or agreement **does not** include construction of, or additions to, above ground building or structures, but does involve the installation of machinery or equipment, Installation Floater Insurance shall be afforded under a per occurrence policy form, policy shall be endorsed and name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured, and include limits not less than:

- 100% of the completed value of such addition(s), building(s), or structure(s)

Professional Liability and/or Errors and Omissions (E&O) Liability Insurances

Coverage shall be afforded under either an occurrence policy form or a claims-made policy form. If the coverage form is on a claims-made basis, then coverage must be maintained for a minimum of three years from termination of date of the contract. Limits must not be less than:

- \$ 1,000,000 Bodily Injury and Property Damage Each Occurrence
- \$ 2,000,000 General Aggregate

Builder's Risk Insurance

When the contract or agreement includes the construction of roadways and/or the addition of a permanent structure or building, including the installation of machinery and/or equipment, Builder's Risk Insurance shall be afforded under a per occurrence policy form, policy shall be endorsed and name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured, and include limits not less than:

- An amount equal to 100% of the completed value of the project, or the value of the equipment to be installed
- The policy shall not carry a self-insured retention/deductible greater than \$10,000

Coverage shall be for all risks and include, but not be limited to, storage and transport of materials, equipment, supplies of any kind whatsoever to be used on or incidental to the project, theft coverage, and Waiver of Occupancy Clause Endorsement, where applicable.

Cyber Liability Insurance

Coverage shall comply with Florida Statute 501.171, shall be afforded under a per occurrence policy form, policy shall be endorsed and name 'Manatee County, a political subdivision of the State of Florida' as an Additional Insured, and include limits not less than:

- \$ Security Breach Liability
- \$ Security Breach Expense Each Occurrence
- \$ Security Breach Expense Aggregate
- \$ Replacement or Restoration of Electronic Data
- \$ Extortion Threats
- \$ Business Income and Extra Expense
- \$ Public Relations Expense

NOTE: Policy must not carry a self-insured retention/deductible greater than \$25,000.

Hazardous Materials Insurance (As Noted Below)

Hazardous materials include all materials and substances that are currently designated or defined as hazardous by the law or rules of regulation by the State of Florida or federal government.

All coverage shall be afforded under either an occurrence policy form or a claims-made policy form, and the policy shall be endorsed and name 'Manatee County, a political subdivision of the State of Florida' as an Additional Insured. If the coverage form is on a claims-made basis, then coverage must be maintained for a minimum of three years from termination of date of the contract. Limits must not be less than:

Pollution Liability

Amount equal to the value of the contract, subject to a \$1,000,000 minimum, for Bodily Injury and Property Damage to include sudden and gradual release, each claim and aggregate.

Asbestos Liability (If handling within scope of Contract)

Amount equal to the value of the contract, subject to a \$1,000,000 minimum, for Bodily Injury and Property Damage to include sudden and gradual release, each claim and aggregate.

Disposal

When applicable, SUPPLIER shall designate the disposal site and furnish a Certificate of Insurance from the disposal facility for Environmental Impairment Liability Insurance covering liability.

- Amount equal to the value of the contract, subject to a \$1,000,000 minimum, for Liability for Sudden and Accidental Occurrences, each claim and an aggregate.
- Amount equal to the value of the contract, subject to a \$1,000,000 minimum, for Liability for Non-Sudden and Accidental Occurrences, each claim and an aggregate.

Hazardous Waste Transportation Insurance

SUPPLIER shall designate the hauler and have the hauler furnish a Certificate of Insurance for Automobile Liability insurance with Endorsement MCS-90 for liability arising out of the transportation of hazardous materials. EPA identification number shall be provided.

All coverage shall be afforded under either an occurrence policy form or a claims-made policy form and the policy shall be endorsed and name “Manatee County, a political subdivision of the State of Florida” as an Additional Insured. If the coverage form is on a claims-made basis, then coverage must be maintained for a minimum of three years from termination of date of the contract. Limits must not be less than:

- Amount equal to the value of the contract, subject to a \$1,000,000 minimum, per accident.

Liquor Liability Insurance

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name “Manatee County, a political subdivision of the State of Florida” as an Additional Insured, and include limits not less than:

- 1,000,000 Each Occurrence and Aggregate

Garage Keeper’s Liability Insurance

Coverage shall be required if the maintenance, servicing, cleaning or repairing of any County motor vehicles is inherent or implied within the provision of the contract.

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name “Manatee County, a political subdivision of the State of Florida” as an Additional Insured, and include limits not less than:

- Property and asset coverage in the full replacement value of the lot or garage.

Bailee’s Customer Liability Insurance

Coverage shall be required for damage and/or destruction when County property is temporarily under the care or custody of a person or organization, including property that is on, or in transit to and from the person or organization’s premises. Perils covered should

include fire, lightning, theft, burglary, robbery, explosion, collision, flood, earthquake and damage or destruction during transportation by a carrier.

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured, and include limits not less than:

- Property and asset coverage in the full replacement value of the County asset(s) in the SUPPLIER'S care, custody and control.

Hull and Watercraft Liability Insurance

Coverage shall be afforded under a per occurrence policy form, policy shall be endorsed and name "Manatee County, a political subdivision of the State of Florida" as an Additional Insured, and include limits not less than:

- \$ Each Occurrence
- \$ General Aggregate
- \$ Fire Damage Liability
- \$10,000 Medical Expense, and
- \$ Third Party Property Damage
- \$ Project Specific Aggregate (Required on projects valued at over \$10,000,000)

I. INSURANCE REQUIREMENTS

THE POLICIES ARE TO CONTAIN, OR BE ENDORSED TO CONTAIN, THE FOLLOWING PROVISIONS:

Commercial General Liability and Automobile Liability Coverages

- a. **"Manatee County, a Political Subdivision of the State of Florida," is to be named as an Additional Insured in respect to:** Liability arising out of activities performed by or on behalf of the SUPPLIER, his agents, representatives, and employees; products and completed operations of the SUPPLIER; or automobiles owned, leased, hired or borrowed by the SUPPLIER. The coverage shall contain no special limitation(s) on the scope of protection afforded to the COUNTY, its officials, employees or volunteers.

In addition to furnishing a Certificate of Insurance, the SUPPLIER shall provide the endorsement that evidences Manatee COUNTY being listed as an Additional Insured. This can be done in one of two ways: (1) an endorsement can be issued that specifically lists "Manatee County, a Political Subdivision of the State of Florida," as Additional Insured; or, (2) an endorsement can be issued that states that all Certificate Holders are Additional Insured with respect to the policy.

- b. The SUPPLIER'S insurance coverage shall be primary insurance with respect to the COUNTY, its officials, employees and volunteers. Any insurance or self-insurance maintained by the COUNTY, its officials, employees or volunteers shall be excess of SUPPLIER's insurance and shall be non-contributory.

- c. The insurance policies must be on an occurrence form.

Workers' Compensation and Employers' Liability Coverages

The insurer shall agree to waive all rights of subrogation against the COUNTY, its officials, employees and volunteers for losses arising from work performed by the SUPPLIER for the COUNTY.

General Insurance Provisions Applicable to All Policies

- a. Prior to the execution of contract, or issuance of a Purchase Order, and then annually upon the anniversary date(s) of the insurance policy's renewal date(s) for as long as this contract remains in effect, SUPPLIER shall furnish the COUNTY with a Certificate(s) of Insurance (using an industry accepted certificate form, signed by the Issuer, with applicable endorsements, and containing the solicitation or contract number, and title or description) evidencing the coverage set forth above and naming "Manatee County, a Political Subdivision of the State of Florida" as an Additional Insured on the applicable coverage(s) set forth above.
- b. If the policy contains an aggregate limit, confirmation is needed in writing (letter, email, etc.) that the aggregate limit has not been eroded to procurement representative when supplying Certificate of Insurance. In addition, when requested in writing from the COUNTY, SUPPLIER will provide the COUNTY with a certified copy of all applicable policies. The address where such certificates and certified policies shall be sent or delivered is as follows:

**Manatee County, a Political Subdivision of the State of Florida
Attn: Risk Management Division
1112 Manatee Avenue West, Suite 969
Bradenton, FL 34205**

- c. The project's solicitation number and title shall be listed on each certificate.
- d. SUPPLIER shall provide thirty (30) days written notice to the Risk Manager of any cancellation, non-renewal, termination, material change, or reduction in coverage of any insurance policies to procurement representative including solicitation number and title with all notices.
- e. SUPPLIER agrees that should at any time SUPPLIER fail to meet or maintain the required insurance coverage(s) as set forth herein, the COUNTY may terminate this contract.
- f. The SUPPLIER waives all subrogation rights against COUNTY, a Political Subdivision of the State of Florida, for all losses or damages which occur during the contract and for any events occurring during the contract period, whether the suit is brought during the contract period or not.
- g. The SUPPLIER has sole responsibility for all insurance premiums and policy deductibles.
- h. It is the SUPPLIER'S responsibility to ensure that his agents, representatives and subcontractors comply with the insurance requirements set forth herein. SUPPLIER shall include his agents, representatives, and subcontractors working on the project or at

the worksite as insured under its policies, or SUPPLIER shall furnish separate certificates and endorsements for each agent, representative, and subcontractor working on the project or at the worksite. All coverages for agents, representatives, and subcontractors shall be subject to all of the requirements set forth to the procurement representative.

- i. All required insurance policies must be written with a carrier having a minimum A.M. Best rating of A- FSC VII or better. In addition, the COUNTY has the right to review the SUPPLIER's deductible or self-insured retention and to require that it be reduced or eliminated.
- j. SUPPLIER understands and agrees that the stipulated limits of coverage listed herein in this insurance section shall not be construed as a limitation of any potential liability to the COUNTY, or to others, and the COUNTY'S failure to request evidence of this insurance coverage shall not be construed as a waiver of SUPPLIER'S obligation to provide and maintain the insurance coverage specified.
- k. SUPPLIER understands and agrees that the COUNTY does not waive its immunity and nothing herein shall be interpreted as a waiver of the COUNTY'S rights, including the limitation of waiver of immunity, as set forth in Florida Statutes 768.28, or any other statutes, and the COUNTY expressly reserves these rights to the full extent allowed by law.
- l. No award shall be made until the Procurement Division has received the Certificate of Insurance in accordance with this section.

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EXHIBITS

EXHIBIT 1, SCOPE OF WORK

1.01 BACKGROUND INFORMATION

The Manatee County Fleet Services Division has need to obtain automotive parts and supplies on an “as needed” basis for the maintenance and repair of a large diverse fleet of rolling stock. The previous agreement was awarded by groups to five (5) suppliers. This solicitation will also be awarded by groups to the lowest responsive and responsible bidder for each group.

1.02 SCOPE

Successful Bidder (hereinafter in this Scope referred to as Supplier) shall furnish all materials, supplies, transportation (shipping, delivery, temporary storage, and handling), and other components necessary to provide automotive parts that will meet the requirements of the ITQ. Suppliers should expect that items will be deleted and added to the product list as the County’s needs change. Alterations to the product list shall be made via Change Orders to the Blanket Purchase Order.

1.03 GENERAL REQUIREMENTS

Supplier shall provide the following requirements:

A. Deliver to the following County facilities:

1. Fleet Services (Main), 1100 26th Avenue E, Bradenton, FL 34208
2. Fleet Services (West), 4508 66th Street W, Bradenton, FL 34210
3. Fleet Services (East/Landfill), 3055 Lena Road, Bradenton, FL 34211
4. Fleet Services (Transit), 2411 Tallevast Road, Sarasota, FL 34243

B. Deliveries must be made between the hours of 8:00 AM and 3:00 PM, Monday through Friday, excluding holidays.

C. Large shipments requiring a forklift or other equipment must be given a 24-hour notice to the following phone numbers as applicable to the delivery:

1. Fleet Services, Main, 941-708-7454
2. Fleet Services, West, 941-792-8811, Ext. 5260
3. Fleet Services, East/Landfill, 941-748-5543, Press 3
4. Fleet Services, Transit, 941-742-4378

1.04 SERVICE REQUIREMENTS

Supplier’s services shall include, but not be limited to, the following:

A. Provide products that are brand names, as listed in Exhibit 3, Quote Form. No substitutions will be accepted where specified. The County has the right to refuse brands quoted.

- B. Provide a minimum of one-year warranty for all items. Upon notification of a defective item, the Supplier must promptly replace that item at no cost to the County. The Supplier must provide the County with all warranty documentation and must file all warranty claims on behalf of the County.
- C. Supplier must accept obsolete items with a credit when returned within one (1) year of the last purchase. A restocking fee of no more than ten percent (10%) will be allowed.
- D. A separate delivery ticket must be provided with each delivery. All delivery tickets must be signed by an authorized County representative. A copy of the delivery ticket must be left with the authorized County representative.
- E. Under special circumstances, freight will be reimbursed. These would be rush or overnight deliveries and will only be permitted with the advance permission of the County. There will be no markup for the freight cost in these circumstances, however, the County will reimburse for state sales tax if applicable.

1.05 ACCESSIBILITY

Supplier shall ensure all its electronic information, documents, applications, reports, and deliverables required under the Agreement are in a format that meets the requirements of Section 508 of the Rehabilitation Act and best practices (W3C WCAG 2). Where not fully compliant with these requirements and best practices, Supplier shall provide clear points of contact for each document and information technology to direct users in how to obtain alternate formats. Further, Supplier shall develop accommodation strategies for those non-compliant resources and implement strategies to resolve the discrepancies.

1.06 PRICE ESCALATION/DE-ESCALATION

Supplier's prices for providing automotive parts shall remain firm for a minimum of one (1) year after issuance of the Blanket Purchase Order. Any escalation or de-escalation in pricing thereafter will be based on the Bureau of Labor Statistics PPI Commodity Index, Number WPU1412 for Motor Vehicle Parts change in most recent 12-month period. No more than one (1) price increase is allowed in a 12-month period.

EXHIBIT 2, MINIMUM QUALIFICATIONS

Bidders must submit the information and documentation requested that confirms Bidder meets the following minimum qualification requirements:

1. Bidder must be registered with the State of Florida, Division of Corporations to do business in Florida.

No documentation is required. The County will verify registration.

2. The Bidder has provided automotive parts for at least three (3) commercial clients since July 1, 2017.

Provide the following information for the three (3) qualifying clients: a) Name of client; b) Location (city/state); c) Client contact name; d) Contact phone; e) Contact email; f) Service dates (start/end); and g) Components

3. Bidder has not been convicted of a public entity crime per Section 287.133, Florida Statutes or environmental law in the past five (5) years.

Bidder must complete Attachment C and submit with its Quote attesting that it has not been convicted of a public entity crime or environmental law in the past five (5) years. The County will verify.

4. Bidder is not on the Florida Department of Management Services Suspended, Debarred, Convicted Vendor List.

No documentation is required. The County will verify.

5. If Bidder is submitting as a joint venture, Bidder must file the required documents with the Florida Department of Business and Professional Regulation as required by Florida Statute Section 489.119, prior to the Due Date and Time.

If Bidder is a joint venture, Bidder must provide a copy of Bidder's approved filing with the Florida Department of Business and Professional Regulation. If Bidder is not a joint venture, Bidder must provide a statement to that effect.

6. Bidder has no reported conflict of interests in relation to this ITQ.

Bidder must disclose the name of any officer, director, or agent who is also an employee of the County; and Bidder must disclose the name of any County employee who owns, directly or indirectly, any interest in the Bidder's firm or any of its branches. If no conflicts of interests are present, Bidder must submit a statement to that effect.

EXHIBIT 3, QUOTE FORM

Separate Attachments:

1. Exhibit 3, Quote Form - Group A
2. Exhibit 3, Quote Form - Group B

ATTACHMENTS

Bidder must complete and return all Attachments with its Quote.

ATTACHMENT A, ACKNOWLEDGMENT OF ADDENDA

The undersigned acknowledges receipt of the following addenda:

Addendum No.: _____ Date Received: _____

Print or type Bidder's information below:

Name of Bidder: _____

Telephone Number: _____

Street Address: _____

City, State, Zip: _____

Email Address: _____

Website Address: _____

Signature of Authorized Official: _____

Printed Name, Title, Date: _____

Offeror must fully execute and return this form with its Quote.

ATTACHMENT B, BIDDER'S SIGNATURE FORM

The undersigned represents that:

- (1) By signing the bid, that he/she has the authority and approval of the legal entity purporting to submit the bid and any additional documentation which may be required such as the Joint Venture Agreement or Joint Venture Affidavit, if applicable;
- (2) All facts and responses set forth in the bid are true and correct;
- (3) By submitting a bid and signing below, the Bidder agrees to all terms and conditions in this ITQ, which incorporates all addenda, appendices, exhibits, and attachments, in its entirety, and is prepared to sign the Contract as written. The Respondent understands that if it submits exceptions to the Contract in its Response, the Respondent's Response may be determined non-responsive; and
- (4) The Bidder, which includes all companies included in a partnership or joint venture, is not on the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector List.

Print or type Bidder's information below:

Signature of Authorized Official / Date: _____

Printed Name of Authorized Signer: _____

Title of Authorized Signer: _____

Name of Bidder: _____

Street Address: _____

City, State, Zip: _____

Email Address: _____

Telephone: _____

Website URL: _____

Bidder must fully execute and return this form with its Quote.

**ATTACHMENT C, PUBLIC CONTRACTING AND ENVIRONMENTAL CRIMES
CERTIFICATION**

SWORN STATEMENT PURSUANT TO SECTION 2-26 ARTICLE V, MANATEE COUNTY
PROCUREMENT CODE

THIS FORM MUST BE SIGNED AND SWORN TO IN THE PRESENCE OF A NOTARY
PUBLIC OR OTHER OFFICIAL AUTHORIZED TO ADMINISTER OATHS.

This sworn statement is submitted to Manatee County by _____
[print individual's name and title]

For _____
[name of entity submitting sworn statement]

whose business address is: _____

and (if applicable) its Federal Employer Identification Number (FEIN) is _____.
(If the entity has no FEIN, include the Social Security Number of the individual signing this sworn
statement):

I understand that no person or entity shall be awarded or receive a county contract for public
improvements, procurement of goods or services (including professional services) or a county
lease, franchise, concession or management agreement, or shall receive a grant of county
monies unless such person or entity has submitted a written certification to County that it has
not:

(1) been convicted of bribery or attempting to bribe a public officer or employee of Manatee
County, the State of Florida, or any other public entity, including, but not limited to the
Government of the United States, any state, or any local government authority in the United
States, in that officer's or employee's official capacity; or

(2) been convicted of an agreement or collusion among Bidders or prospective Bidders in
restraint of freedom of competition, by agreement to bid a fixed price, or otherwise; or

(3) been convicted of a violation of an environmental law that, in the sole opinion of the
County's Purchasing Director, reflects negatively upon the ability of the person or entity to
conduct business in a responsible manner; or

(4) made an admission of guilt of such conduct described in items (1), (2) or (3) above, which
is a matter of record, but has not been prosecuted for such conduct, or has made an admission
of guilt of such conduct, which is a matter of record, pursuant to formal prosecution. An
admission of guilt shall be construed to include a plea of nolo contendere; or

(5) where an officer, official, agent or employee of a business entity has been convicted of or
has admitted guilt to any of the crimes set forth above on behalf of such and entity and pursuant
to the direction or authorization of an official thereof (including the person committing the

offense, if he is an official of the business entity), the business shall be chargeable with the conduct herein above set forth. A business entity shall be chargeable with the conduct of an affiliated entity, whether wholly owned, partially owned, or one which has common ownership or a common Board of Directors.

For purposes of this Form, business entities are affiliated if, directly or indirectly, one business entity controls or has the power to control another business entity, or if an individual or group of individuals controls or has the power to control both entities. Indicia of control shall include, without limitation, interlocking management or ownership, identity of interests amount family members, shared organization of a business entity following the ineligibility of a business entity under this Article, or using substantially the same management, ownership or principles as the ineligible entity.

Any person or entity who claims that this Article is inapplicable to him/her/it because a conviction or judgment has been reversed by a court of competent jurisdiction, shall prove the same with documentation satisfactory to Manatee County's Purchasing Official. Upon presentation of such satisfactory proof, the person or entity shall be allowed to contract with Manatee County.

I UNDERSTAND THAT ANY CONTRACT OR BUSINESS TRANSACTION SHALL PROVIDE FOR SUSPENSION OF PAYMENTS, OR TERMINATION, OR BOTH, IF THE PROCUREMENT DIVISION OR THE COUNTY ADMINISTRATOR DETERMINES THAT SUCH PERSON OR ENTITY HAS MADE FALSE CERTIFICATION.

[Signature of Bidder's Authorized Official]

STATE OF _____
COUNTY OF _____

Sworn to and subscribed before me this ____ day of _____, 20 ____

By _____ who is

Personally known OR Produced identification

Type of identification] _____

Notary Public Signature: _____

My commission expires: _____
[Print, type or stamp Commissioned name of Notary Public]

Signatory Requirement - In the case of a business entity other than a partnership or a corporation, this affidavit shall be executed by an authorized agent of the entity. In the case of a partnership, this affidavit shall be executed by the general partner(s). In the case of a corporation, this affidavit shall be executed by the corporate president.

ATTACHMENT D, SUPPLIER'S INSURANCE STATEMENT

THE UNDERSIGNED has read and understands the aforementioned insurance and bond requirements of the Agreement and shall provide the insurance and bonds required by this section within ten (10) days from the date of notice of intent to award.

Date: _____

Company Name: _____

Authorized Signature: _____

Printed Name/Title: _____

Insurance Agency: _____

Agent Name: _____

Agent Phone: _____

[Remainder of page intentionally left blank]

Exhibit 3: Quote Form
ITQ 20-R074542GE Automotive Parts

Group A: Auto Parts & Accessories

ITEM	DESCRIPTION	PRICE EACH	STOCK #	EST USAGE	EXTENDED PRICE
1	BELT K100610 - 3097269		1G1030	10	\$0.00
2	BELT 1210K-6		1G1210	6	\$0.00
3	BELT, 9420		1G1256	30	\$0.00
4	BELT K060923		1G1420	12	\$0.00
5	BELT K060878		1G1510	12	\$0.00
6	BELT 6K915		1G1515	6	\$0.00
7	BELT K061187		1G1520	6	\$0.00
8	BELT K080496		1G1700	20	\$0.00
9	BELT 3289124		1G1720	6	\$0.00
10	BELT, K080813HD		1G1960	34	\$0.00
11	BELT K080471HD		1G5310	6	\$0.00
12	BELT 4931563/K080600		1G5320	6	\$0.00
13	BELT 4933315		1G6210	6	\$0.00
14	BELT JK81413		JK81413	6	\$0.00
15	BELT 1420-K6/K061420/K060680		TBD	6	\$0.00
16	PULLEY 36310		1G6310	2	\$0.00
17	PULLEY 38006		1G8006	3	\$0.00
18	PULLEY 89017		1G8015	5	\$0.00
19	PULLEY 38019		1G8019	4	\$0.00
20	HOSE 1" SILICONE H508 - 26254		1H1010	25	\$0.00
21	HOSE 1/8" H174 - 27000		1H2180	25	\$0.00
22	HOSE 7/64" H458 - 27041		1H2185	25	\$0.00
23	HOSE 1/4" H175 - 27022		1H2190	50	\$0.00
24	HOSE 5/16" H176 - 27023		1H2195	50	\$0.00
25	HOSE 3/8" H177 - 27024		1H2200	75	\$0.00
26	HOSE 5/32" H459 - 27042		1H2205	25	\$0.00
27	HOSE 1/2" HEATER H156 - 65020		1H2235	50	\$0.00
28	HOSE 5/8 HEATER H153 - 65023		1H2240	50	\$0.00
29	HOSE 3/4" HEATER H152 - 65026		1H2245	50	\$0.00
30	CLAMP 505-1204 - 6202		1H2340	20	\$0.00
31	CLAMP 505-1206 - 6203		1H2345	20	\$0.00
32	CLAMP 505-1212 - 5012		1H2350	20	\$0.00
33	CLAMP 505-1216 - 5016		1H2355	20	\$0.00
34	CLAMP 505-1224 - - 5024		1H2360	20	\$0.00

Exhibit 3: Quote Form
ITQ 20-R074542GE Automotive Parts

Group A: Auto Parts & Accessories

ITEM	DESCRIPTION	PRICE EACH	STOCK #	EST USAGE	EXTENDED PRICE
35	CLAMP 505-1228 - 5028		1H2365	20	\$0.00
36	CLAMP 505-1232 - 5032		1H2370	20	\$0.00
37	CLAMP 505-1236 - 5036		1H2375	20	\$0.00
38	CLAMP 705-1020 - 5040		1H2380	20	\$0.00
39	CLAMP 705-1023 - 5048		1H2385	20	\$0.00
40	CLAMP 705-1026 - 5056		1H2390	10	\$0.00
41	CLAMP 705-1029 - 32072		1H2395	10	\$0.00
42	CLAMP 705-1032 - 32104		1H2400	10	\$0.00
43	FUEL CAP 31748 GATES		1J1045	2	\$0.00
44	RADIATOR CAP 31527/703-1697		1J1055	3	\$0.00
45	RADIATOR CAP 31528/703-1698		1J1070	12	\$0.00
46	RED BAR LIGHT 49112		49112	3	\$0.00
47	STEERING WHEEL COVER 38405P		38405P	10	\$0.00
48	BATTERY HOLD DOWN BOLT 84-9286		1D1105	3	\$0.00
49	RELAY 1252/11-1650 AIR SOURCE 30AMP		1E1110	3	\$0.00
50	RELAY 1250/11-3002 AIR SOURCE 40AMP		1E1115	10	\$0.00
51	FUSE HOLDER WATERPROOF BUSS HHG		1E1305	30	\$0.00
52	FUSE HOLDER HD BUSS HHD		1E1310	20	\$0.00
53	ADD-A-CIRCUIT FHM200BP		FHM200BP	20	\$0.00
54	WIRE LOOM 1/4" 100 FT BOX 783		1E1378	100	\$0.00
55	WIRE LOOM 3/8" 100 FT BOX 784		1E1379	100	\$0.00
56	WIRE LOOM 1/2" 100 FT BOX 786		1E1380	100	\$0.00
57	WIRE LOOM 3/4" 100 FT BOX		1E1381	100	\$0.00
58	BACK UP ALARM 60-102 STAR/530 ECCO		1E1445	6	\$0.00
59	BACK UP ALARM ECCO #520 (12 TO 24VDC)		520	10	\$0.00
60	TRAILER CONNECTOR 12-707 BW (RV STYLE)		1E1700	15	\$0.00
61	TRAILER CONNECTOR 12-706 BW (RV STYLE)		1E1705	50	\$0.00
62	TRAILER CONN BRACKET 38016		1E1710	3	\$0.00
63	HORN, UNIVERSAL 12V HI NOTE 72100		111220	5	\$0.00
64	HORN, UNIVERSAL 12V LO NOTE 72010		111225	5	\$0.00
65	TOGGLE SW 5582-10 COLE		111267	3	\$0.00
66	BOOT 81264 COLE HERSEE		111268	12	\$0.00
67	RELAY 11-3007		1R3007	2	\$0.00
68	EXH CLAMP L40SA 4" 33224		1X1040	10	\$0.00

Exhibit 3: Quote Form
ITQ 20-R074542GE Automotive Parts

Group A: Auto Parts & Accessories

ITEM	DESCRIPTION	PRICE EACH	STOCK #	EST USAGE	EXTENDED PRICE
69	EXH HANGER 35103 / 8049		1X1025	40	\$0.00
70	MUD FLAP 24"x36" PLAIN BLACK RUBBER		1X1205	25	\$0.00
71	TARP MOTOR 61L DONOVAN		1X1400	2	\$0.00
72	TARP MOTOR SWITCH 90005-1-BX COLE HERSEE		1X1405	2	\$0.00
73	TRAILER BREAKAWAY KIT 20099		20099	15	\$0.00
	GROUP A: GRAND TOTAL				\$0.00

Exhibit 3: Quote Form					
ITQ 20-R074542GE Automotive Parts					
Group B: Chemicals					
ITEM	DESCRIPTION	PRICE EACH	STOCK NBR	EST USAGE	EXTENDED PRICE
1	BRAKE FLUID DOT 3 QUART		1B1305	24	\$0.00
2	BRAKE FLUID DOT 3 GALLON		1B1310	12	\$0.00
3	A/C FLUSH 2400 FJC 32 OU		1A1225	24	\$0.00
4	A/C FLUSH FJC #2401 (1 GALLON)		FJC2401	12	\$0.00
5	A/C COND/EVAP CLEANER FJC5915		1A1227	24	\$0.00
6	A/C EVAP CLEANER 5914 FJC		1A1228	24	\$0.00
7	A/C OIL, PAG 150 VIS		1A1240	24	\$0.00
8	A/C PAG OIL PAG46 8 OUNCE		1A1246	24	\$0.00
9	A/C PAG OIL PAG100 8 OUNCE		1A1250	24	\$0.00
10	ACID CORE SOLDER 1LB 38101 FOR		1N1015	6	\$0.00
11	ROSIN CORE SOLDER 1LB 38070 FOR		1N1020	6	\$0.00
12	WEATHERSTRIP ADH 80 PERMATEX 81731		1N1030	6	\$0.00
13	CLEAR SILICONE 66B PERMATEX 80050		1N1040	24	\$0.00
14	ULTR GREY SILICONE 82194 PTX		1N1043	12	\$0.00
15	BLACK SILICONE 16B PERMATEX 81158		1N1047	24	\$0.00
16	WD40 12OU NO SUBSTITUTE 490057		1N1055	24	\$0.00
17	MOLY LUBE ALL NO SUBSTITUTIONS		LA12	12	\$0.00
18	FREE ALL NO SUBSTITUTIONS		RE12	36	\$0.00
19	PB BLASTER 16PB NO SUBSTITUTE		1N1056	12	\$0.00
20	SEAFOAM SF16 NO SUBSTITUTE		1N1065	1200	\$0.00
21	BATTERY CLEANER 05023 CRC		1N1075	48	\$0.00
22	BATTERY PROTECTOR 7.5 OU SPRAY CRC 05046		1N1080	48	\$0.00

Exhibit 3: Quote Form ITQ 20-R074542GE Automotive Parts Group B: Chemicals					
ITEM	DESCRIPTION	PRICE EACH	STOCK NBR	EST USAGE	EXTENDED PRICE
23	CARB CLEANER, M48-14/1736 AXC		1N1085	48	\$0.00
24	BRAKE CLEAN NON CHLOR 0732 AXC 14OU		1N1105	800	\$0.00
25	ARMORALL PROTECTOR 10OU NO SUBSTITUTE 11010		1N1115	24	\$0.00
26	POWER STEERING FLUID 12 OU/M27-13 RAD		1N1120	36	\$0.00
27	TURTLE WAX PASTE T222R		1N1125	12	\$0.00
28	BUGS BE GONE BBG-1 16OU		1N1127	60	\$0.00
29	NEVER SIEZE 133K PERMATEX 80078 PTX		1N1135	6	\$0.00
30	CALIPER LUBE, PERMATEX #24110		24110	6	\$0.00
31	LOCTITE RED THREADLOCKER 27140 PERMATEX		1N1140	6	\$0.00
32	SILICONE SPRAY 05074 CRC		1N1145	36	\$0.00
33	ELECTRICAL TAPE 3/4"X60'-59656 MMM		1N1155	50	\$0.00
34	TEFLON TAPE 1/2"X522"-9-1462 MTM		1N1160	25	\$0.00
35	WINDOW WASH M5-06 RAD		1N1165	1000	\$0.00
36	FIRE EXTINGUISHER 466425 5LB A:B:C W/MTG BRACKET/466425 KID		1N1170	20	\$0.00
37	SPRAY WHITE GREASE 14OU/L6-16 RAD		1N1175	24	\$0.00
38	SPRAY PAINT WHITE GLOSS DPLBT40		1N1190	36	\$0.00
39	SPRAY PAINT BLACK GLOSS DPLBT42		1N1195	48	\$0.00
40	SUPER GLUE 82191		1N1200	24	\$0.00
41	REAR VIEW MIRROR ADH 81840		81840	10	\$0.00
42	REARVIEW MIRROR ADHESIVE 81844 PERMATEX		1N1210	15	\$0.00
43	LOCKTITE BLUE THREADLOCKER 24240 PERMATX		1N1215	6	\$0.00
44	PIPE JOINT COMP 80044 PERM 4OU/82194 PTX		1N1220	6	\$0.00

Exhibit 3: Quote Form ITQ 20-R074542GE Automotive Parts Group B: Chemicals					
ITEM	DESCRIPTION	PRICE EACH	STOCK NBR	EST USAGE	EXTENDED PRICE
45	AIR FRESHENER TREES U6P-60101 (6 PER PACKAGE) OR PRICE EACH		1N1240	72	\$0.00
46	DISTILLED WATER GAL/WATER CPU		1N2010	175	\$0.00
47	LOCTITE GREY 21744 CARTRIDGE NO SUBSTITUTE/82195 PTX		1N5999	6	\$0.00
48	3M MARINE SEALANT/FAST CURE #06520 NO SUBSTITUTE		06520	10	\$0.00
49	TRIM ADHESIVE 08090 MMM		1N8090	10	\$0.00
50	DIELECTRIC GREASE 22058 PTX		22058	10	\$0.00
51	TAPE DOUBLE SIDED 03614 3M		3614	12	\$0.00
52	SEALANT, 3M BODY 08500		8500	12	\$0.00
53	DIESEL DEEP CLEAN (LUCAS) NO SUBTITUTE		10872	650	\$0.00
54	5078 THROTTLE BODY CLEANER		5078	12	\$0.00
55	1041/05103 CRC ELECTRICAL CONTACT CLEANER		5103	12	\$0.00
	GROUP B: GRAND TOTAL				\$0.00

**Exhibit 3: Quote Form
ITQ 20-R074542GE Automotive Parts
Group C: Heavy Duty Truck Parts**

ITEM	DESCRIPTION	PRICE EACH	STOCK NBR	EST USAGE	EXTENDED PRICE
1	GASKET STEMCO 330-3036		1W1070	10	\$0.00
2	GASKET ROCKWELL 2208J426-E2433		1W1072	10	\$0.00
3	GASKET STEMCO 3060		1W1075	10	\$0.00
4	GASKET N8092/FREIGHTLINER 11-14418-000		1W1078	12	\$0.00
5	AIR BRAKE TUBING, 1/2" (100' ROLL)PRICE PER FOOT		1H0012	100	\$0.00
6	AIR BRAKE TUBING, 1/4" (100' ROLL)PRICE PER FOOT		1H0014	100	\$0.00
7	AIR BRAKE TUBING, 3/8" (100' ROLL)PRICE PER FOOT		1H0038	100	\$0.00
8	HUBODOMETER, 600-9999 STEMCO		1W1200	6	\$0.00
9	AXLE GASKET J17829 / 55350		J17829	12	\$0.00
10	AXLE ORING F81Z1001BA		F81Z1001BA	10	\$0.00
11	U-JOINT 5-280X		5-280X	2	\$0.00
12	U-JOINT 5-675X		5-675X	2	\$0.00
13	GOVENOR OR275491X BENDIX		1B1010	8	\$0.00
14	PP-1 AIR BRAKE VALVE OR276567X		1B1015	4	\$0.00
15	DRIER ELEMENT 107794X BENDIX		1B1050	35	\$0.00
16	AD-9 PURGE VALVE 800405 BENDIX		1B1052	10	\$0.00
17	DRIER R950011 MERITOR		1B1056	4	\$0.00

Exhibit 3: Quote Form
ITQ 20-R074542GE Automotive Parts
Group C: Heavy Duty Truck Parts

ITEM	DESCRIPTION	PRICE EACH	STOCK NBR	EST USAGE	EXTENDED PRICE
18	DRIER KIT W/FILTERS T224-P		T224-P	25	\$0.00
19	DRUMS 64115B WEBB		1B1125	36	\$0.00
20	HEIGHT CONTROL VALVE 90054007 NEWAY		1B2010	4	\$0.00
21	BRAKE PADS MERITOR# KIT2252H2BA-2 NO SUBSTITUTE		1B6215	8	\$0.00
22	BRAKE ROTOR ONLY MERITOR #23123647002 NO SUBSTITUTE		TBD	8	\$0.00
23	BRAKE ROTOR & HUB ASM MERITOR #17160071000 NO SUBSTITUTE		TBD	8	\$0.00
24	BRAKE CALIPER MERITOR #EX225H301XX00 NO SUBSTITUTE		1B6220	8	\$0.00
25	BRAKE CALIPER MERITOR #EX225H302XX00 NO SUBSTITUTE		1B6225	8	\$0.00
26	DRUMS, 107864 CONMET NO SUB		1B2100	10	\$0.00
27	DRUMS, 3754		1B2110	4	\$0.00
28	DRUM 66884B WEBB		1B2165	4	\$0.00
29	BRAKE DRUM 107865 CONMET NO SUB		1B4715	12	\$0.00
30	BRAKE DRUM 107863 CONMET NO SUB		107863	4	\$0.00
31	BRAKE DRUM 107866 CONMET NO SUB		107866	4	\$0.00
32	HARDWARE KIT8846HD MERITOR		1B5515	4	\$0.00
33	HARDWARE KIT6065 MERITOR		1B5565	24	\$0.00
34	STEMCO CAP 343-4080		1S1005	10	\$0.00
35	NATIONAL 380001A NO SUBSTITUE		1S1018	4	\$0.00

Exhibit 3: Quote Form
ITQ 20-R074542GE Automotive Parts
Group C: Heavy Duty Truck Parts

ITEM	DESCRIPTION	PRICE EACH	STOCK NBR	EST USAGE	EXTENDED PRICE
36	NATIONAL 370003A NO SUBSTITUTE		1S1020	4	\$0.00
37	NATIONAL 370195A NO SUBSTITUTE		1S1035	40	\$0.00
38	BCA/TIMKEN ONLY 203FF		1S1040	4	\$0.00
39	BCA/TIMKIN ONLY 205FF		1S1042	12	\$0.00
40	BEARING 5106-WCC		1S1046	16	\$0.00
41	STEMCO CAP 340-4009		1S1165	4	\$0.00
42	NATIONAL 370047A/34387		1S1245	6	\$0.00
43	HUB CAP 340-4024 STEMCO		1S4024	4	\$0.00
44	SEAL BRS110 MTRCRAFT		710454	12	\$0.00
45	SEAL 710568		710568	12	\$0.00
46	PARKING BRAKE VALVE BENDIX K031485		K031485	4	\$0.00
47	HEIGHT CONTROL VALVE BENDIX KD2262		KD2262	6	\$0.00
	GROUP C: GRAND TOTAL				\$0.00