



**THIS IS NOT AN ORDER**

**REQUEST FOR QUOTATION: #16-2394GE**  
**TIRE SERVICES**

**MANATEE COUNTY**  
**PURCHASING OFFICE**  
**1112 MANATEE AVENUE WEST, SUITE 803, BRADENTON, FL 34205**  
**ATTENTION: George Earnest CPPB, Buyer**  
**PHONE (941) 749-3044**  
**FAX (941) 749-3034**

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**Please Respond to Quote Via FAX, 941-749-3034, Attention: George Earnest or**  
**Email to: [george.earnest@mymanatee.org](mailto:george.earnest@mymanatee.org)**

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**DESCRIPTION**

Manatee County invites your participation in the following quotation. The specifications stated herein are minimum requirements. All quotes submitted must be in accordance with the General Conditions and Specifications.

**DATE DUE: AUGUST 5, 2016 by 3:00 P.M.**

Authorization to Release:           

A handwritten signature in blue ink, appearing to be "JE", is written over a horizontal line.

## **GENERAL CONDITIONS AND SPECIFICATIONS**

### **PURPOSE**

It is the intent of Manatee County to purchase tire repair services on an "as required" basis. It is the specific purpose of this quote to establish a Blanket Purchase Order to secure the cost and availability of the items as specified herein. Release Orders will be issued from the Blanket Purchase Order for the individual order of services.

### **SPECIFICATIONS**

Brand names as listed on the Quote Response Form are required. **No substitutions will be accepted.**

### **CLARIFICATION**

It shall be the responsibility of all Suppliers to request via fax or email any additional clarification of the contents herein. Clarification will be furnished by written addendum from George Earnest of the Purchasing Office. Suppliers shall not accept any verbal or telecommunication explanation as authorized clarification of the contents herein.

### **TAXES**

Manatee County is exempt from Federal and State Sales Taxes.

### **QUALITY GUARANTEE AND REMEDIAL CLAUSE**

If any product does not meet specifications or does not produce the results required of the product, the contractor will be required to replace, at no extra cost to the County, any and all products involved.

### **WARRANTY**

All work, materials, and equipment furnished as defined herein shall be guaranteed and warranted by the supplier for a minimum period of one (1) year, unless otherwise specified, from final acceptance by the County to be free from defects due either to faulty materials or equipment or faulty workmanship. The County shall, following discovery thereof, promptly give written notice to the supplier within the period of the guarantee and the supplier shall promptly replace any part of the faulty equipment, material, or workmanship at his own cost. The supplier shall supply the County with all written warranty information and shall file all warranty and labor claims on behalf of the County.

### **BLANKET PURCHASE ORDER**

Blanket Purchase Order(s) shall be issued as a result of this quote. A Blanket Purchase Order number, when accompanied by a valid Release Order number provided by an authorized County department, will authorize purchases on an "as required" basis.

Each invoice must indicate the Blanket Purchase Order number followed by a valid Release Order number. The vendor is not authorized to proceed with, and will not be compensated for, any work that is not authorized by a valid Release Order Number issued by the County's Representative.

**TERM**

If not cancelled by the Supplier or the County the term of this RFQ will be for a one-year period with an automatic extension of the agreement for four (4) additional one-year periods for a possible total of five (5) years. Pricing shall be firm for the first year. Written notice of intention not to renew or to request a change in price must be submitted by the Supplier 90 days prior to the end of the first contract period. The contract period begins with the issuance of the Blanket Purchase Order. Should the Supplier choose not to renew the quote, the County reserves the right to terminate the Contract with that Supplier and select the next qualified quoter or solicit a new Request for Quote.

**INVOICES & PAYMENTS**

By state statute the payment terms are Net 45. Each delivery must have a written delivery ticket detailing the items, Blanket Purchase Order number, Release Order Number and date of delivery to be left with the County. All invoices shall be itemized to match the delivery ticket and match the pricing per the RFQ.

**RESERVED RIGHTS**

The County reserves the right to accept or reject any or all quotes, to waive irregularities and technicalities, and to request resubmission. Also, the County reserves the right to accept all or any part of the quote and to increase or decrease quantities or add related items/services to meet additional or reduced requirements of the County. Any sole response received by the first submission date may or not be rejected by the County depending on available competition and current needs of the County. A sole response under these circumstances may be negotiated toward acceptance by the County.

**QUANTITIES**

The exact quantities of the required supplies cannot be determined at this time, but approximated past annual usage is indicated on the Quote Response Form. This RFQ award may result in similar quantities of purchases; however, this is not guaranteed. Release Orders shall be issued on an **as required** basis; covering all or part of the specified items on Quote Response Form.

**AWARD**

Award will be made to the lowest responsive, responsible quoter having the lowest Grand Total price. Quoters must quote all items to be considered responsive for the award. The County also reserves the right to make multiple awards.

**END OF GENERAL CONDITIONS AND SPECIFICATIONS**

## **MINIMUM TECHNICAL SPECIFICATIONS**

### **PURPOSE**

It is the intent of the County to purchase on an “as required basis,” tire repairs and related services. It is the specific purpose of this quote to establish an annual contract for these services at the prices as quoted.

### **QUANTITIES**

The exact quantities of the required services cannot be determined at this time, but approximated past annual usage is indicated on the Quote Response Form. This quote may result in similar quantities of purchases; however, this is not guaranteed. Similar items may be added to the Blanket Purchase Order throughout the term of the agreement as needed.

The unit of measure (UM) shall be “each” unless otherwise indicated on the Quote Response Form and items shall be priced in accordance with this UM.

### **ROAD REPAIRS**

Suppliers must have the ability to provide all services at road-side from a fully equipped and stocked service vehicle.

### **ON-SITE WORK TIMES**

All services provided on County property (on-site) shall be made between the hours of 8:00 AM and 3:00 PM, Monday through Friday (excluding holidays) to the following designated locations.

Fleet Services (Main)	Fleet Services West (66 <sup>th</sup> St)	Fleet Services (East/Landfill)
1100 26 <sup>th</sup> Avenue East	4508 66 <sup>th</sup> Street West	3055 Lena Road
Bradenton, FL 34208	Bradenton, FL 34210	Bradenton, FL 34211
941-708-7454	941-792-8811 x 5260	941-748-5543 / press 3
Fleet Services (Small Engine Shop)	Fleet Services Transit (South)	
5161 65 <sup>th</sup> Street West	2411 Tallevast Road	
Bradenton, FL 34210	Sarasota, FL 34243	
941-795-8784 x 3269		

### **SERVICE TICKET REQUIREMENTS**

The Supplier shall provide a separate service ticket for each service, and will obtain acceptance signatures from the County representative at the site at the time of the service. At least one copy of the service ticket shall be left with the County’s representative at the time the service is provided. Invoices shall be sent to Manatee County Clerk of Court as detailed on the Blanket Purchase Order and Release Order. Payment cannot be authorized without a copy of this ticket signed by a County representative.

**PRICES AND TERM**

Prices are firm for at least the first contract year. Suppliers shall quote unit prices, (FOB destination for any items shipped) including all discounts, in accordance with the unit of measure indicated on the Quote Response Form. Prices quoted shall be used to include payment in full for all transportation, labor, fuel and equipment used to provide all services to any location. The County prohibits the use of fuel surcharges.

**CONFORMANCE TO SAFETY RULES AND REGULATIONS**

Suppliers must conform to all site rules and regulations affecting the work, especially road-side services. These include but are not limited to: keeping public areas free of waste materials, removing all rubbish that the Supplier is responsible for before leaving the work site and strictly adhering to all Local, State and Federal safety codes.

**END OF MINIMUM TECHNICAL SPECIFICATIONS**

**QUOTE RESPONSE FORM**  
**RFQ 16-2394GE, TIRE SERVICES**

Company Name: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Fax \_\_\_\_\_

E-Mail: \_\_\_\_\_

\_\_\_\_\_  
*Signature of Representative*

\_\_\_\_\_  
*Print name & title of signer*

**PLEASE RETURN THIS QUOTE TO  
MANATEE COUNTY PURCHASING  
BY THE DEADLINE OF AUGUST 5, 2016 AT 3:00 PM  
ATTN: GEORGE EARNEST CPPB, BUYER  
VIA FAX: 941-749-3034  
OR EMAIL: [george.earnest@mymanatee.org](mailto:george.earnest@mymanatee.org)**

**THE "CONTRACTOR'S REFERENCE FORM" PAGE 11 AND THE  
"INSURANCE REQUIREMENTS" SIGNATURE PAGE 16 MUST BE  
SUBMITTED WITH YOUR QUOTE RESPONSE.**

**QUOTE RESPONSE FORM**  
**RFQ 16-2394GE, TIRE SERVICES**

ITEM	DESCRIPTION	UNIT PRICE	ESTIMATED QUANTITY	EXTENDED COST
<b>TIRE REPAIR: per tire pricing</b>				
1	Passenger: 12" thru 15"	\$	X 50 EACH =	\$
2	Light truck: 16" thru 19.5"	\$	X 200 EACH =	\$
3	Medium truck: 750x20 thru 11x24.5	\$	X 100 EACH =	\$
4	Duplex & S/S: 15x22.5 thru 18x22.5	\$	X 25 EACH =	\$
5	LP trailer: 750x15 thru 1000x15	\$	X 100 EACH =	\$
6	Implement: 4" thru 12"	\$	X 100 EACH =	\$
7	Industrial: 9" thru 15"	\$	X 10 EACH =	\$
8	Tractor: 1300x24 thru 18.4x30	\$	X 100 EACH =	\$
9	Loader: 15.5x25 thru 23.5x25	\$	X 100 EACH =	\$
10	Heavy equipment: 23.5x25 thru 33.25R39	\$	X 25 EACH =	\$
11	Plug repair: implement	\$	X 25 EACH =	\$
12	Plug repair: loader	\$	X 25 EACH =	\$
<b>DISMOUNT OR REMOUNT</b>				
13	Passenger: 12" thru 15"	\$	X 1,000 EACH =	\$
14	Light truck: 16" thru 19.5"	\$	X 600 EACH =	\$
15	Medium truck: 750x20 thru 11x24.5	\$	X 500 EACH =	\$
16	Duplex & S/S: 15x22.5 thru 18x22.5	\$	X 30 EACH =	\$
17	LP trailer: 750x15 thru 1000x15	\$	X 200 EACH =	\$
18	Implement: 4" thru 12"	\$	X 100 EACH =	\$

ITEM	DESCRIPTION	UNIT PRICE	ESTIMATED QUANTITY	EXTENDED COST
<b>DISMOUNT OR REMOUNT</b>				
19	Industrial: 9" thru 15"	\$	X 10 EACH =	\$
20	Tractor: 1300x24 thru 18.4x30	\$	X 100 EACH =	\$
21	Loader: 15.5x25 thru 23.5x25	\$	X 25 EACH =	\$
22	Heavy equipment: 23.5x25 thru 33.25R39	\$	X 50 EACH =	\$
<b>SWITCHES</b>				
23	Passenger: 12" thru 15"	\$	X 50 EACH =	\$
24	Light truck: 16" thru 19.5"	\$	X 100 EACH =	\$
25	Medium truck: 750x20 thru 11x24.5	\$	X 100 EACH =	\$
26	Duplex & S/S: 15x22.5 thru 18x22.5	\$	X 20 EACH =	\$
27	LP trailer: 750x15 thru 1000x15	\$	X 50 EACH =	\$
28	Loader: 15.5x25 thru 23.5x25	\$	X 50 EACH =	\$
29	Heavy equipment: 23.5x25 thru 33.25R39	\$	X 25 EACH =	\$
<b>FLEET INSPECTION: rate per hour</b>				
30	Tire air pressure: wear and tread life	\$	X 50 Hour =	\$
<b>WATER FILL: per tire pricing</b>				
31	Loader	\$	X 150 EACH =	\$
32	Tractor	\$	X 100 EACH =	\$
<b>BALANCE: per tire pricing</b>				
33	Passenger	\$	X 1,000 EACH =	\$
34	Light truck	\$	X 1,000 EACH =	\$
35	Medium truck	\$	X 500 EACH =	\$



ITEM	DESCRIPTION	UNIT PRICE	ESTIMATED QUANTITY	EXTENDED COST
<b>ROAD SERVICE CALLS</b>				
36	Day rate per call: 7:30 AM to 5:00 PM	\$	X 350 CALLS =	\$
37	Night rate per call: after 5:00 PM	\$	X 75 CALLS =	\$
38	Saturday rate per call	\$	X 75 CALLS =	\$
39	Sunday and Holiday rate per call	\$	X 75 CALLS =	\$
<b>SERVICE CALLS TO FLEET SHOPS</b>				
40	26 <sup>th</sup> Ave, East shop	\$	X 200 CALLS =	\$
41	66 <sup>th</sup> St. West shop	\$	X 100 CALLS =	\$
42	Lena Road landfill	\$	X 75 CALLS =	\$
<b>SERVICE CALL RATES: portal to vehicle</b>				
43	Within a 10 mile radius of the 26 <sup>th</sup> Ave East Shop	\$	X 350 CALLS =	\$
44	Per mile charge for 10-25 miles	\$	X 100 MILES =	\$
45	Per mile charge for over 25 miles	\$	X 100 MILES =	\$
<b>MISCELLANEOUS</b>				
46	Section repairs	\$	X 20 EACH =	\$
47	Boot repairs	\$	X 10 EACH =	\$
48	All liquid valve stems	\$	X 150 EACH =	\$
49	"O" rings	\$	X 75 EACH =	\$
50	Passenger tire rubber valve stem (J4)	\$	X 2,000 EACH =	\$
51	Medium truck valve: 10 ply or less	\$	X 1,000 EACH =	\$
52	Medium truck valve: 750x20 thru 11x24.5	\$	X 500 EACH =	\$

ITEM	DESCRIPTION	UNIT PRICE	ESTIMATED QUANTITY	EXTENDED COST
<b>MISCELLANEOUS</b>				
53	Loader & earth moving tire valves (J3)	\$	X 100 EACH =	\$
<b>GRAND TOTAL FOR AWARD PURPOSES: sum of the extended costs for items 1 thru 53</b>			\$	

Company Name: \_\_\_\_\_

**END OF QUOTE RESPONSE FORM**

REQUEST FOR QUOTATION 16-2394GE, TIRE SERVICES

**SUPPLIER'S REFERENCES**

**THIS QUESTIONNAIRE MUST BE COMPLETED AND SUBMITTED WITH YOUR QUOTE**

A. CUSTOMER NAME: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE NO: \_\_\_\_\_ SERVICE PERIOD: \_\_\_\_\_  
SERVICE DETAILS: \_\_\_\_\_  
\_\_\_\_\_

B. CUSTOMER NAME: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE NO: \_\_\_\_\_ SERVICE PERIOD: \_\_\_\_\_  
SERVICE DETAILS: \_\_\_\_\_  
\_\_\_\_\_

C. CUSTOMER NAME: \_\_\_\_\_  
CONTACT PERSON: \_\_\_\_\_  
ADDRESS: \_\_\_\_\_  
TELEPHONE NO: \_\_\_\_\_ SERVICE PERIOD: \_\_\_\_\_  
SERVICE DETAILS: \_\_\_\_\_  
\_\_\_\_\_

Company Name: \_\_\_\_\_

## **Insurance and Bonding Requirements**

The Contractor shall at its own expense, carry and maintain insurance coverage from responsible companies duly authorized to do business in the State of Florida as set forth in the Insurance and Bonding attachment of this solicitation. The Contractor shall procure and maintain property insurance upon the entire project, if required, to the full insurable value of the scope of work.

The County and the Contractor waive against each other and the County's separate Contractors, Contractors, Design Consultant, Subcontractors agents and employees of each and all of them, all damages covered by property insurance provided herein, except such rights as they may have to the proceeds of such insurance. The Contractor and County shall, where appropriate, require similar waivers of subrogation from the County's separate Contractors, Design Consultants and Subcontractors and shall require each of them to include similar waivers in their contracts.

Manatee County shall be responsible for purchasing and maintaining, its own liability insurance.

Certificates issued as a result of the award of this solicitation must identify "For any and all work performed on behalf of Manatee County."

The General Liability Policy provided by Contractor to meet the requirements of this solicitation shall name Manatee County, Florida, as an additional insured as to the operations of Contractor under this solicitation and shall contain a severability of interests provisions.

Manatee County Board of County Commissioners shall be named as the Certificate Holder. The Certificates of Insurance must state the Contract Number, or Project Number, or specific Project description, or must read: For any and all work performed on behalf of Manatee County. The "Certificate Holder" should read as follows:

Manatee County  
Board of County Commissioners  
Bradenton, Florida

The amounts and types of insurance coverage shall conform to the minimum requirements set forth in Insurance and Bonding attachment, with the use of Insurance Services Office (ISO) forms and endorsements or their equivalents. If Contractor has any self-insured retentions or deductibles under any of the below listed minimum required coverage, Contractor must identify on the Certificate of Insurance the nature and amount of such self-insured retentions or deductibles and provide satisfactory evidence of financial responsibility for such obligations. All self-insured retentions or deductibles will be Contractor's sole responsibility.

Coverage(s) shall be maintained without interruption from the date of commencement of the Work until the date of completion and acceptance of the scope of work by the County or as specified in this solicitation, whichever is longer.

The Contractor and/or its insurance carrier shall provide 30 days written notice to the County of policy cancellation or non-renewal on the part of the insurance carrier or the Contractor. The Contractor shall also notify the County, in a like manner, within twenty-four (24) hours after receipt, of any notices of expiration, cancellation, non-renewal or material change in coverage or limits received by

Contractor from its insurer and nothing contained herein shall relieve Contractor of this requirement to provide notice. In the event of a reduction in the aggregate limit of any policy to be provided by Contractor hereunder, Contractor shall immediately take steps to have the aggregate limit reinstated to the full extent permitted under such policy.

Should at any time the Contractor not maintain the insurance coverage(s) required herein, the County may terminate the Agreement or at its sole discretion shall be authorized to purchase such coverage(s) and charge the Contractor for such coverage(s) purchased. If Contractor fails to reimburse the County for such costs within thirty (30) days after demand, the County has the right to offset these costs from any amount due Contractor under this Agreement or any other agreement between the County and Contractor. The County shall be under no obligation to purchase such insurance, nor shall it be responsible for the coverage(s) purchased or the insurance company or companies used. The decision of the County to purchase such insurance coverage(s) shall in no way be construed to be a waiver of any of its rights under the Contract Documents.

If the initial or any subsequently issued Certificate of Insurance expires prior to the completion of the scope of work, the Contractor shall furnish to the County renewal or replacement Certificate(s) of Insurance not later than ten (10) calendar days after the expiration date on the certificate. Failure of the Contractor to provide the County with such renewal certificate(s) shall be considered justification for the County to terminate any and all contracts.

**Insurance and Bonding Requirements Worksheet**

(Mandatory with quote submittal)

Insurance / Bond Type	Required Limits
1. <input checked="" type="checkbox"/> Worker's Compensation	Statutory Limits of Florida Statutes, Chapter 440 and all Federal Government Statutory Limits and Requirements
2. <input checked="" type="checkbox"/> Employer's Liability	<u>\$1,000,000</u> single limit per occurrence
3. <input checked="" type="checkbox"/> Commercial General Liability (Occurrence Form) patterned after the current ISO form	Bodily Injury and Property Damage  <u>\$1,000,000</u> single limit per occurrence, \$1,000,000 aggregate for Bodily Injury Liability and Property Damage Liability. This shall include Premises and Operations; Independent Contractors; Products and Completed Operations and Contractual Liability.
4. <input checked="" type="checkbox"/> Indemnification	To the maximum extent permitted by Florida law, the Contractor/Contractor/Consultant shall indemnify and hold harmless Manatee County, its officers and employees from and against all claims, suits, actions, damages, liabilities, losses and costs, including, but not limited to, reasonable attorneys' fees and paralegals' fees; caused or contributed to by the negligence, recklessness, or intentionally wrongful conduct of the Contractor/Contractor/Consultant or anyone employed or utilized by the Contractor/Contractor/Consultant in the performance of this Agreement. This indemnification obligation shall not be construed to negate, abridge or reduce any other rights or remedies which otherwise may be available to an indemnified party or person described in this paragraph or deemed to affect the rights, privileges and immunities of the County as set forth in Florida Statute Section 768.28.
4. <input checked="" type="checkbox"/> Automobile Liability	<u>\$ 1,000,000</u> Each Occurrence; Bodily Injury & Property Damage, Owned/Non-owned/Hired; Automobile Included
5. <input type="checkbox"/> Other insurance as noted:	<input type="checkbox"/> Watercraft Occurrence \$ _____ Per <input type="checkbox"/> United States Longshoreman's and Harborworker's Act coverage shall be maintained where applicable to the completion of the work. \$ _____ Per Occurrence <input type="checkbox"/> Maritime Coverage (Jones Act) shall be maintained where applicable to the completion of the work. \$ _____ Per Occurrence <input type="checkbox"/> Aircraft Liability coverage shall be carried in limits of not less than \$5,000,000 each occurrence if applicable to the completion of the Services under this Agreement. \$ _____ Per Occurrence

☐ Pollution Occurrence \$ \_\_\_\_\_ Per

☐ Professional Liability \$ \_\_\_\_\_ per claim  
and in the aggregate

- \$1,000,000 per claim and in the aggregate
- \$2,000,000 per claim and in the aggregate

☐ Project Professional Liability Occurrence \$ \_\_\_\_\_ Per

☐ Valuable Papers Insurance Occurrence \$ \_\_\_\_\_ Per

6. ☐ Bid bond

Shall be submitted with proposal response in the form of certified funds, cashiers' check or an irrevocable letter of credit, a cash bond posted with the County Clerk, or proposal bond in a sum equal to 5% of the cost proposal. All checks shall be made payable to the Manatee County Board of County Commissioners on a bank or trust company located in the State of Florida and insured by the Federal Deposit Insurance Corporation.

7. ☐ Performance and Payment Bonds

For projects in excess of \$200,000, bonds shall be submitted with the executed contract by Proposers receiving award, and written for 100% of the Contract award amount, the cost borne by the Proposer receiving an award. The Performance and Payment Bonds shall be underwritten by a surety authorized to do business in the State of Florida and otherwise acceptable to Owner; provided, however, the surety shall be rated as "A-" or better as to general policy holders rating and Class V or higher rating as to financial size category and the amount required shall not exceed 5% of the reported policy holders' surplus, all as reported in the most current Best Key Rating Guide, published by A.M. Best Company, Inc. of 75 Fulton Street, New York, New York 10038.

8. ☒ Contractor shall ensure that all subcontractors comply with the same insurance requirements that he is required to meet. The same Contractor shall provide County with certificates of insurance meeting the required insurance provisions.
  9. ☒ Manatee County must be named as "**ADDITIONAL INSURED**" on the Insurance Certificate for Commercial General Liability where required.
  10. ☒ The Certificate Holder shall be named as Manatee County Board of County Commissioners, OR, Board of County Commissioners in Manatee County, OR Manatee County Government, OR Manatee County. The Certificates of Insurance must state the Contract Number, or Project Number, or specific Project description, or must read: For any and all work performed on behalf of Manatee County.
- ☒ **Thirty (30) Days Cancellation Notice** required.

**Contractor's Insurance Statement**

We understand the insurance requirements of these specifications and that the evidence of insurability may be required within five (5) days of the award of this solicitation.

Name of \_\_\_\_\_ Date \_\_\_\_\_  
Firm

Contractor \_\_\_\_\_  
Signature

Print Name \_\_\_\_\_

Insurance \_\_\_\_\_  
Agency

Agent \_\_\_\_\_ Telephone Number \_\_\_\_\_  
Name