



BRAKE PARTS

EVENT NO. 8186

SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for an annual contract for brake parts for medium to heavy trucks and vehicles for the City of Savannah. No electronic submissions will be accepted.

A pre-bid conference has not been scheduled for this event.

- 4.1 Annual Contract:
This is an annual contract and prices are to be held firm for a period of one (1) year (12 months). This agreement may be renewed for up to three (3) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.
- 4.2 The successful vendor will provide parts and/or service as required by the City of Savannah. **All parts must be O.E.M. or an equivalent approved in advance by Fleet Services.**
- 4.3 All parts required under this contract are for equipment which are under repair. Therefore, delivery time is critical. The City reserves the right to make purchases from other than the contract vendor on a case-by-case basis when Fleet Services Director deems the contract vendor's time to be unacceptable.
- 4.4 Repair services are estimated to be a minor portion of this contract and shall be billed at that bid labor based on the estimated total hours required as agreed to in advance by Fleet Services.
- 4.5 This contract will cover new parts and components except where otherwise specified by Fleet Services Department. Additional purchases will be required for parts not covered on the bid proposal form. Pricing of these items should be consistent when the lowest pricing offered by the vendor to their best customer.
- 4.6 Parts pricing for this bid shall be based on percent differentials from the Manufacturer's List Price (MPL). Current price list for the specified manufacturers **must be submitted with this bid.**
- The percent discount offered will be from the published retail list price sheet. A copy of the current sheet **must be provided with this bid submission.** No consideration will be given to bidders who fail to submit current price sheets with their bid. Also, any subsequent price sheets issued during the term of the contract must be provided at least ten (10) days prior to the effective date of the new prices. The percent discount from the price sheet must remain firm for the duration of the contract.
- 4.7 The following brands of brake parts are the most commonly used by the City of Savannah. The pricing for this bid shall be based on two major sections. Specific prices shall be submitted for the thirty-six individual items shown in Section I of the bid proposal form. These parts represent

typical, heavy usage items purchased on a repetitive basis. The bid prices for these specific parts must remain firm for the life of the contract.

4.7.1 Brake kits: Bushings are to be included in the kits.

4.8 This contract will cover new components, rebuilt components and repair parts. All repair parts provided must meet or exceed the specifications and performance of the original component part. In case of a dispute, it will be the vendor's responsibility to prove that this item meets or exceeds specifications.

4.9 It will be the responsibility of the selected vendor to provide the City of Savannah with the latest design replacement part. Parts which require modification to the component are not acceptable unless they represent a design change by the original manufacture or unless approved in advance by the Fleet Services Director.

4.10 **Delivery:** All prices should be FOB Savannah, Georgia, 31406. **Unit prices should include all delivery and handling charges.**

4.11 The City reserves the right to award to a primary and secondary contractor. During the term of the contract, the City will call on the secondary contractor only when it is determined that the primary contractor is unable to start or complete services as stated in the specifications. If, during the term of the contract, any or all awarded contractors default and/or are terminated, the City reserves the right to award this contract to subsequent bidders if terms, rates, and conditions remain the same.

4.12 Satisfaction of DBE Goals; Good Faith Effort

The process by which the City determines whether an Offeror has met the City's DBE goal is set forth in the guidelines below:

- a. A bid shall be considered non-responsive unless a bidder/proposer meets either the DBE goal established for the contract or demonstrates good faith effort to meet the DBE goal.
- b. In order to meet the DBE goal of a solicitation, a bidder/proposer entity must submit the following information:
 - i. The names and addresses of each DBE that will participate in the contract;
 - ii. A description of the work that each DBE will perform;
 - iii. The percentage of the contract value that each DBE will receive.
 - iv. Written documentation, in a form acceptable to OBO, of the bidder's/proposer's commitment to use each DBE whose participation the bidder/proposer submits to meet the contract goal; and
 - v. Written confirmation, in a form acceptable to OBO, from each DBE that it will participate in the contract as indicated by the bidder/proposer.
- c. The bidder/proposer should submit the above information as follows:

- i. Under sealed bid procedures, the information should be provided with the sealed bid response; or
 - ii. Under requests for letters of interest or requests for proposals, the information should be provided with the initial letter of interest or proposal.
- d. If the information required by section (b) above is not provided in accordance with section (c) above, the information must be provided to the City of Savannah within three (3) business days after the Office of Business Opportunity (OBO) notifies the bidder/proposer that it has not provided all the required information with its response. Failure to provide the City of Savannah with this information within such three (3) business days may be cause for the response to the solicitation to be deemed non-responsive.
- e. Determination of Good Faith Effort.
- i. A bidder/proposer shall not be denied award of a contract due to failure to meet the assigned contract goal if the bidder/proposer timely (within the timeframes provided in paragraphs (c) and (d) above, as applicable) provides documentation demonstrating the bidder's/proposer's good faith effort to meet the goal, as determined by the Program Coordinator. In making such determination, the Program Coordinator shall consider the quality, quantity, and extent of the various efforts that the bidder/proposer has made to meet the goal.
 - ii. The efforts that may be considered by the Program Coordinator include, but are not limited to:
 - 1. Soliciting through activities such as attendance at pre-bid meetings, advertising, or written notices, the interest of certified DBEs (or DBEs eligible for certification) that have the ability and capacity to perform the contract work. The bidder/proposer must solicit this interest in a timely manner to allow the DBEs to respond to the solicitation. The bidder/proposer must take appropriate steps to follow up initial solicitations of DBEs.
 - 2. Identifying the portions of the contract that could reasonably be performed by a DBE in order to increase the likelihood that the DBE goals will be achieved. This may include, where appropriate and commercially practicable, separating contract work items into segments more appropriate for participation by DBEs.
 - 3. Providing each interested DBE with adequate information about the plans, specifications, and requirements of the contract in a timely manner.
 - 4. Negotiating in good faith with each interested DBE. Evidence of such negotiation includes the names, addresses, and telephone numbers of DBEs that were considered; a description of the information provided regarding the plans and specifications for the work selected for subcontracting; and explaining why an agreement could not be reached with an interested DBE to perform the work. The fact that there may be some additional costs involved in subcontracting with DBEs is not in itself sufficient reason for a bidder's failure to meet the contract DBE goal, as long as such additional

costs are reasonable, as determined by the Program Coordinator in his or her sole discretion.

- iii. In determining whether a bidder/proposer has made a good faith effort, the Program Coordinator may also consider the level of participation proposed by the bidder/proposer and the level of participation proposed by other bidders/proposers. The closer the bidder's/proposer's proposed participation is to the goal or to the proposed participation by other bidders/proposers, the greater the indication of good faith by the bidder/proposer.

5.1 All referenced documents must be completed and returned in their entirety to constitute a complete bid.

5.2 Original invoices should be sent to:

City of Savannah
Accounts Payable
P.O. Box 1027
Savannah, Georgia 31402

5.3 The vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued for this event must be acknowledged in order for a bid to be considered.

5.4 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.

5.5 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.