



REQUEST FOR PROPOSAL

Automotive Parts

RFP #201920-12

March 4, 2020

1. INSTRUCTIONS AND CONDITIONS

A. No proposal will be considered for award unless submitted in the proposal format described in this Request for Proposal (RFP). The proposal must be fully complete and executed. Each response shall contain three (3) copies of the completed proposals which will include; two (2) bound and one (1) unbound copy with appropriate responses included.

Format: Proposal should be 8 ½ x 11 inches, printed two-sided on recycled paper with removable bindings, bound in a single document and organized in sections.

Each proposal must be submitted in a sealed envelope addressed to Becky McCurdy, Procurement Services Manager, City of Madera, Purchasing-Central Supply, 1030 South Gateway Drive, Madera, California 93637, and delivered prior to the time and date specified in this document. Each sealed envelope containing a proposal must have, on the outside, the name of the proposer, proposer's address and the statement "DO NOT OPEN UNTIL THE TIME OF PROPOSAL OPENING" and in addition, must be plainly marked on the outside as follows:

Proposal: Automotive Parts
RFP #: 201920-12
Filing Deadline: Monday, April 6, 2020 - 3:00 P.M.

B. Attention of proposers is especially directed to the specifications which, in addition to the proposal and these instructions, are basis for evaluation and will be part of any agreement with the successful proposer. Any deviations from the specifications in this notice shall be proper reason for rejection of all or any part of the proposal.

C. The City of Madera recognizes its policy of providing equal opportunity to all qualified persons and reaffirms its commitment that there shall be no discrimination against qualified applicants or employees on the basis of race, gender, color, national origin, religion, age, disability, sexual orientation or marital status.

D. The City reserves the right to reject or accept any or all proposals or parts thereof, and to accept or reject the alternatives individually or jointly, for any reason.

E. The City reserves the right to consider any minor deviations from the specifications and determine the acceptance or rejection of such deviation. The City reserves the right to seek supplementary information from any proposer at any time after official proposal opening and

before the award. Such information will be limited to clarification or amplification of information asked in the original proposal.

F. The City reserves the right to modify this Request for Proposal (RFP) at any time. In the event it becomes necessary to modify or revise the RFP, a written amendment or addenda issued by City's Purchasing-Central Supply Division is the only method which should be relied on with respect to changes to the RFP. Proposer is responsible to contact City's Purchasing-Central Supply Division prior to submitting a proposal to determine if any amendments were made to the RFP. Documents, amendments, addenda, etc. will be posted to the City's Purchasing page at www.madera.gov/purchasing under Bid Announcement and Results.

Questions and suggestions concerning the RFP must be submitted in writing no later than 3:00 P.M. Monday, March 30, 2020. Written questions or inquiries should be e-mailed, mailed or faxed to:

Becky McCurdy
Procurement Services Manager
City of Madera
Purchasing-Central Supply
1030 South Gateway Drive
Madera, CA 93637

rmccurdy@madera.gov

FAX: (559) 661-0760

No questions or inquiries should be directed to any individual(s) at the locations detailed in this document. All communications should be submitted in writing per the process described in this document.

Proposals will be evaluated by the City. If a proposal is found to be incomplete or not in compliance with the format required, it will not be considered for evaluation. During the evaluation process, the City may find it beneficial to request additional information.

G. Any proposal may be withdrawn at any time prior to the hour fixed for the opening, provided that a request in writing executed by the proposer, or his/her duly authorized representative, for the withdrawal of such proposal is filed with Purchasing-Central Supply. The withdrawal of a proposal shall not prejudice the right of a proposer to file a new proposal prior to the time and date set for the opening. After the expiration of the time and date for receipt of proposals, a proposal may not be withdrawn or altered.

H. Issuance of the RFP and receipt of proposals does not commit the City to award an agreement. The City reserves the right to postpone the RFP process for its own convenience, to accept or reject any or all proposals received in response to this RFP, to negotiate with other than the selected company should negotiations with the selected company be terminated, or to cancel any section of this RFP. The City also reserves the right to apportion the award among more than one proposer.

I. An award will be made as soon as reasonably practical after the opening of Proposals. The initial award will cover a two-year period. Prices shall remain firm for a minimum of two years. The City may elect to extend the award for an additional two (2) year period on the same terms and conditions, upon providing written notice to Contractor not less than thirty (30) days prior to expiration of the Agreement.

J. The City may, at its sole option, terminate any award as a result of this RFP at the end of any City Fiscal Year, for reason of non-appropriation of funds. In such event, the City will give proposer at least thirty (30) days written notice that such function will not be funded for the next fiscal period. In such event, the City will return any associated equipment to the Contractor in good working order, reasonable wear and tear excepted.

K. Prior to beginning any work or delivering any equipment or material to be furnished under this proposal, the proposer shall secure the appropriate Business License from the City of Madera. Business license information may be obtained by calling (559) 661-5408. Should the proposer already have his license, please indicate the license number and expiration date below:

City License No. _____ Expiration Date _____

L. Proposer's Proprietary Information: All documents provided by the successful proposer shall become public record.

M. It is the City's policy to encourage the purchase of supplies, services and equipment from vendors located within the boundaries of the City. Local vendors are sellers, vendors, suppliers and contractors who maintain places of business located within the limits of the City and who have a current City of Madera business license. The local vendor outreach policy shall not apply to those Agreements where State or Federal law, or other laws or regulations preclude such a preference.

Contractors will, to the greatest extent feasible, attempt to incorporate local area businesses as subcontractors and suppliers. Contractors will, upon request, provide records showing the outreach efforts made to local businesses to demonstrate that they have made a reasonable effort to inform local businesses of the opportunity.

2. GENERAL INFORMATION

The City of Madera stock various automotive parts and supplies in their Central Supply Warehouse. The purpose of this RFP is to obtain a vendor for these parts and supplies that can deliver the needed items on an as needed basis.

Vendors can bid any or all of the items listed. We do not have information on annual usage or annual spend. We have approximately 250 pieces of equipment of various types and manufacturers, specific make and model not available.

3. SPECIFICATIONS

A. The bid includes automotive parts as listed on the Bid Proposal Form.

- B. Indicate manufacturer and part number for all merchandise.
- C. Quote prices in specific unit measure
- D. Bid prices shall be firm for two years
- E. Delivery of merchandise must be F.O.B. Madera
- F. Inflationary increases will be subject to City of Madera approval. The only consideration will be an increase of raw materials at the manufacturing level. Burden of proof is on the vendor.
- G. For the purchase of items not specified in this bid, vendor will allow City the standard governmental discounts.
- H. Charges will not be imposed on returned merchandise.
- I. Payment will be made by credit card.
- J. Delivery will be expected in approximately three (3) working days from time of order.
- K. Delivery Location:

Purchasing-Central Supply
1030 South Gateway Drive
Madera, CA 93637
- L. Delivery Hours:

Monday through Friday
7:00 AM – 12:00 PM
1:00 PM – 4:00 PM
- M. All prices must include freight/delivery charges if applicable.

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**CITY OF MADERA
PROPOSAL AUTHORIZATION
Automotive Parts
RFP #201920-12**

COMPANY NAME _____

STREET ADDRESS _____

CITY / STATE / ZIP _____

PHONE NUMBER _____

EMAIL _____

PERSON PREPARING PROPOSAL _____

POSITION _____

SIGNATURE _____

DATE _____

MADERA BUS. LIC. NO. _____

CITY OF MADERA
PROPOSAL
Automotive Parts
RFP #201920-12

<u>City P/N</u>	<u>Description</u>	<u>MANUFACTURER</u>	<u>PART NUMBER</u>	<u>PRICE</u>	<u>UNIT MEASURE</u>
H006	<u>CHAMOIS ABSORBER</u>	-	-	-	<u>EACH</u>
H007	<u>LUBRICANT ENGINE RESTORER</u>	-	-	-	<u>EACH</u>
H008	<u>SWITCH ROCKER PANEL</u>	-	-	-	<u>EACH</u>
H009	<u>ARMOR ALL 32FL</u>	-	-	-	<u>EACH</u>
H011	<u>ADHESIVE SILICONE CLEAR</u>	-	-	-	<u>EACH</u>
H014	<u>WAX AUTO CARNUBA</u>	-	-	-	<u>EACH</u>
H015	<u>BRAKE FLUID</u>	-	-	-	<u>EACH</u>
H016	<u>CARB.CHOKE CLEANER B-12</u>	-	-	-	<u>EACH</u>
H018	<u>MUD FLAPS 24 X 36</u>	-	-	-	<u>EACH</u>
I001	<u>WATER DISTILLED</u>	-	-	-	<u>EACH</u>
I002	<u>ANTI-FREEZE/COOLANT GREEN</u>	-	-	-	<u>EACH</u>
I003	<u>WINDSHIELD CLNR MCKAY 349</u>	-	-	-	<u>EACH</u>
I008	<u>ANTI-FREEZE EXTENDED LIFE/COOLANT-ORANGE</u>	-	-	-	<u>EACH</u>
I009	<u>ANTI-FREEZE/COOLANT-GOLD</u>	-	-	-	<u>EACH</u>
I024	<u>DIESEL EXHAUSE FLUID DEF</u>	-	-	-	<u>EACH</u>
K001	<u>WIPER REFILLS N-20R</u>	-	-	-	<u>PAIR</u>
K002	<u>WIPER REFILLS N22R</u>	-	-	-	<u>PAIR</u>
K003	<u>BLADES, WIPER REFILL U-22R</u>	-	-	-	<u>PAIR</u>
K004	<u>WIPER REFILLS U-24R</u>	-	-	-	<u>PAIR</u>
K005	<u>WIPER REFILLS N-19R</u>	-	-	-	<u>PAIR</u>
K006	<u>BRAKE REAR PAD 0932.20 RAYBESTOS</u>	-	-	-	<u>SET</u>
K007	<u>BRAKE PADS 931.2 FRONT RAYBESTOS</u>	-	-	-	<u>SET</u>
K008	<u>BRAKE, FRONT PADS SP1611APPH</u>	-	-	-	<u>SET</u>
K009	<u>BRAKE, REAR PADS SP1612PPH</u>	-	-	-	<u>SET</u>
K010	<u>ROTORS, BRAKE FRONT 680982P</u>	-	-	-	<u>EACH</u>
K011	<u>ROTORS, REAR 680983P</u>	-	-	-	<u>EACH</u>
K013	<u>BATTERY 12V GROUP 65</u>	-	-	-	<u>EACH</u>
K014	<u>BATTERY 12V GROUP 78</u>	-	-	-	<u>EACH</u>
K015	<u>BRAKE, REAR PAD 8C2Z-2200 BRF1330</u>	-	-	-	<u>SET</u>
K016	<u>BRAKE, FRONT PAD 8C2Z-2001 BRF-1328</u>	-	-	-	<u>SET</u>
K019	<u>ROTOR, BRAKE FRONT 680110-RAYBESTOS</u>	-	-	-	<u>EACH</u>

K020	<u>ROTOR, BRAKE 680129P</u>	-	-	-	<u>EACH</u>
K021	<u>BATTERY CLEANER</u>	-	-	-	<u>EACH</u>
K022	<u>BATTERY 12V 27-72</u>	-	-	-	<u>EACH</u>
K024	<u>FILTER HYDRAULIC WIX 51759</u>	-	-	-	<u>EACH</u>
K025	<u>FILTER HYDRAULIC WIX 24073</u>	-	-	-	<u>EACH</u>
K026	<u>WIPER ASSEMBLY DLA-22</u>	-	-	-	<u>EACH</u>
K027	<u>WIPER ASSEMBLY DLA-26</u>	-	-	-	<u>EACH</u>
L003	<u>HOSE CLAMP #4</u>	-	-	-	<u>EACH</u>
L004	<u>HOSE CLAMP #6</u>	-	-	-	<u>EACH</u>
L005	<u>HOSE CLAMP #10</u>	-	-	-	<u>EACH</u>
L006	<u>HOSE CLAMP #12</u>	-	-	-	<u>EACH</u>
L007	<u>HOSE CLAMP #16</u>	-	-	-	<u>EACH</u>
L008	<u>HOSE CLAMP #24</u>	-	-	-	<u>EACH</u>
L009	<u>HOSE CLAMP#32</u>	-	-	-	<u>EACH</u>
L010	<u>HOSE CLAMP #40</u>	-	-	-	<u>EACH</u>
O002	<u>FILTER, AIR WIX 49410</u>	-	-	-	<u>EACH</u>
O003	<u>FILTER, AIR WIX 42234</u>	-	-	-	<u>EACH</u>
O004	<u>FILTER AIR WIX 46562</u>	-	-	-	<u>EACH</u>
O006	<u>FILTER AIR WIX 42487</u>	-	-	-	<u>EACH</u>
O007	<u>FILTER AIR WIX 46418</u>	-	-	-	<u>EACH</u>
O009	<u>FILTER AIR WIX 46744</u>	-	-	-	<u>EACH</u>
O015	<u>FILTER AIR WIX 46134</u>	-	-	-	<u>EACH</u>
O017	<u>FILTER, AIR WIX 46569</u>	-	-	-	<u>EACH</u>
O018	<u>FILTER, AIR WIX 46438</u>	-	-	-	<u>EACH</u>
O019	<u>FILTER, AIR WIX 46153</u>	-	-	-	<u>EACH</u>
O024	<u>FILTER AIR 49902 WIX</u>	-	-	-	<u>EACH</u>
O025	<u>FILTER, AIR WIX WA10095</u>	-	-	-	<u>EACH</u>
O026	<u>FILTER, AIR WIX CABIN 24419</u>	-	-	-	<u>EACH</u>
P001	<u>FILTER OIL WIX 51085</u>	-	-	-	<u>EACH</u>
P007	<u>FILTER 46870 AIR WIX</u>	-	-	-	<u>EACH</u>
P008	<u>FILTER 46522 AIR WIX</u>	-	-	-	<u>EACH</u>
P009	<u>FILTER WIX AIR 42812</u>	-	-	-	<u>EACH</u>
P010	<u>FILTER OIL 51361 WIX</u>	-	-	-	<u>EACH</u>
P011	<u>FILTER OIL WIX 51522</u>	-	-	-	<u>EACH</u>
P012	<u>FILTER OIL WIX 51040</u>	-	-	-	<u>EACH</u>
P015	<u>FILTER, WIX AIR 49783</u>	-	-	-	<u>EACH</u>
P016	<u>FILTER, WIX AIR 49782</u>	-	-	-	<u>EACH</u>
P017	<u>FILTER, 49883 AIR WIX</u>	-	-	-	<u>EACH</u>
P018	<u>FILTER, AIR 46907 WIX</u>	-	-	-	<u>EACH</u>
P019	<u>FILTER, WIX 49902 AIR</u>	-	-	-	<u>EACH</u>
P020	<u>FILTER, WIX AIR 49065</u>	-	-	-	<u>EACH</u>

P021	<u>FILTER OIL WIX 51334</u>	-	-	-	<u>EACH</u>
P022	<u>FILER OIL WIX 57099</u>	-	-	-	<u>EACH</u>
P024	<u>FILTER OIL WIX 51791</u>	-	-	-	<u>EACH</u>
P025	<u>FILTER, OIL 51042 WIX</u>	-	-	-	<u>EACH</u>
P028	<u>FILTER OIL WIX 51372</u>	-	-	-	<u>EACH</u>
P029	<u>FILTER, AIR WIX 49746</u>	-	-	-	<u>EACH</u>
P030	<u>FILTER, WIX AIR 24048</u>	-	-	-	<u>EACH</u>
P031	<u>FILTER AIR WIX 49739</u>	-	-	-	<u>EACH</u>
P032	<u>CABIN AIR FILTER WIX 24068</u>	-	-	-	<u>EACH</u>
P033	<u>FILTER AIR WIX 46935</u>	-	-	-	<u>EACH</u>
P034	<u>AIR FILTER CABIN WP10266</u>	-	-	-	<u>EACH</u>
P035	<u>FILTER AIR WIX WA10697</u>	-	-	-	<u>EACH</u>
P036	<u>FILTER AIR WIX WA10679</u>	-	-	-	<u>EACH</u>
P037	<u>FILTER AIR WIX 46573</u>	-	-	-	<u>EACH</u>
P038	<u>FILTER AIR WIX WA10655</u>	-	-	-	<u>EACH</u>
P039	<u>FILTER OIL WIX 57060XP</u>	-	-	-	<u>EACH</u>
Q001	<u>FILTER TRANS. WIX 58955</u>	-	-	-	<u>EACH</u>
Q002	<u>FILTER, FUEL WIX 33011</u>	-	-	-	<u>EACH</u>
Q003	<u>FILTER, FUEL WIX 33416</u>	-	-	-	<u>EACH</u>
Q004	<u>FILTER, OIL 51348 WIX</u>	-	-	-	<u>EACH</u>
Q005	<u>FILTER, OIL 51748 WIX</u>	-	-	-	<u>EACH</u>
Q006	<u>FILTER OIL 57060 WIX</u>	-	-	-	<u>EACH</u>
Q007	<u>FILTER OIL 57750 WIX</u>	-	-	-	<u>EACH</u>
Q008	<u>FILTER, FUEL WIX 33626</u>	-	-	-	<u>EACH</u>
Q009	<u>FILTER TRANS.WIX 58904</u>	-	-	-	<u>EACH</u>
Q012	<u>FILTER, 58847 TRANS WIX</u>	-	-	-	<u>EACH</u>
Q013	<u>FILTER, TRANS FT-180</u>	-	-	-	<u>EACH</u>
Q014	<u>FILTER TRANS 57740XE WIX</u>	-	-	-	<u>EACH</u>
Q015	<u>FILTER, A10119 FUEL</u>	-	-	-	<u>EACH</u>
Q016	<u>FILTER, 33739 FUEL WIX</u>	-	-	-	<u>EACH</u>
Q017	<u>FILTER FUEL FG-1088</u>	-	-	-	<u>EACH</u>
Q022	<u>FILTER OIL WIX 57502</u>	-	-	-	<u>EACH</u>
Q023	<u>FILTER WIX OIL 57744XD</u>	-	-	-	<u>EACH</u>
Q024	<u>FILTER 57674 WIX OIL</u>	-	-	-	<u>EACH</u>
Q027	<u>FILTER 57325 WIX</u>	-	-	-	<u>EACH</u>
Q028	<u>FILTER 33788 WIX FUEL</u>	-	-	-	<u>EACH</u>
Q029	<u>FILTER 33606 WIX FUEL</u>	-	-	-	<u>EACH</u>
Q030	<u>FILTER WIX 33076</u>	-	-	-	<u>EACH</u>
Q033	<u>FILTER FUEL WIX 33595</u>	-	-	-	<u>EACH</u>
Q035	<u>FILTER WIX OIL WL10010</u>	-	-	-	<u>EACH</u>
Q036	<u>FILTER FUEL WIX 33481</u>	-	-	-	<u>EACH</u>

Q037	<u>FILTER FUEL WIX 33615</u>	-	-	-	<u>EACH</u>
Q039	<u>FILTER OIL WIX 51372XP</u>	-	-	-	<u>EACH</u>
Q040	<u>FILTER OIL WIX 51348XP</u>	-	-	-	<u>EACH</u>
Q041	<u>FILTER OIL WIX 57502XP</u>	-	-	-	<u>EACH</u>
Q042	<u>FILTER, OIL WIX 57151XP</u>	-	-	-	<u>EACH</u>
Q043	<u>FILTER FUEL WIX WF10458</u>	-	-	-	<u>EACH</u>
Q044	<u>FILTER, 57182 OIL WIX</u>	-	-	-	<u>EACH</u>
S001	<u>LAMP, 194A</u>	-	-	-	<u>EACH</u>
S002	<u>LAMP GE-922 MINI</u>	-	-	-	<u>EACH</u>
S003	<u>LAMP 4157</u>	-	-	-	<u>EACH</u>
S004	<u>LAMP 1156</u>	-	-	-	<u>EACH</u>
S008	<u>LAMP 1157</u>	-	-	-	<u>EACH</u>
S009	<u>LAMP GE 3157</u>	-	-	-	<u>EACH</u>
S010	<u>LAMP, 194</u>	-	-	-	<u>EACH</u>
S017	<u>HEADLIGHT BULB 9007</u>	-	-	-	<u>EACH</u>
S021	<u>HEADLAMP BULB 9005 (SYLVANIA FRONT HEADLIGHT)</u>	-	-	-	<u>EACH</u>
S022	<u>HEADLIGHT HIR2U 912 REPLACEMENT BULB</u>	-	-	-	<u>EACH</u>