

**REQUEST FOR PROPOSALS FOR
TIRES, TUBES, AND SERVICES**

Issued by the **State of Iowa**
Solicitation Number **RFP0223005113**



Attachment 2 SCOPE OF WORK

This Scope of Work describes the Deliverables being sought through this RFP and the scope of what Contractors will be expected to offer through a Master Agreement resulting from this RFP. The Scope of Work is intended to provide interested Offerors with sufficient basic information to submit a Proposal. It is not intended to limit a Proposal's content or exclude any relevant or essential data.

I. Master Agreement Objectives

The purpose of this RFP is to establish a Master Agreement(s) with qualified Offerors to provide competitive pricing for tire products and services through their retail distribution networks to all Participating States. The Lead State is requesting proposals for Tires, Tubes, and Service in furtherance of the NASPO ValuePoint Cooperative Purchasing Program. This RFP is a replacement for the current NASPO contracts that shall expire on March 31, 2024.

This RFP is designed to provide interested Offerors with sufficient information to submit Proposals meeting the requirements. It is not intended to be comprehensive. Each Offeror is responsible for determining all factors necessary for submission of a comprehensive Proposal. Offerors are encouraged to expand upon the specifications to add service and value consistent with state requirements.

The objective of the RFP is to obtain best value, and in some cases, achieve more favorable pricing than is obtainable by an individual state and local government entities.

The Master Agreement(s) resulting from this RFP may be used by state governments (including departments, agencies, institutions), institutions of higher education, political subdivisions (i.e., colleges, school districts, counties, cities, etc.), the District of Columbia, territories of the United States, and other eligible entities subject to approval of the using entities chief procurement official and compliance with local statutory and regulatory provisions. The initial term of the Master Agreement shall be three (3) years with three (3) annual extensions.

II. Master Agreement Deliverables

The scope of this RFP includes specific full lines of tires and tubes as covered in the Manufacturer's Price List (MPL) and related services in the subcategories listed below.

A. Tires and Tubes Subcategories

1. Pursuit and Performance Tires
2. Automobile/Passenger Vehicles
3. Light Duty Trucks: Radial and Bias
4. Medium Commercial/Heavy Duty Trucks/Buses
5. Off-the-Road OTR: Radial and Bias
6. Agriculture/Farm
7. Industrial
8. Specialty Tires
9. EV Tires
10. Retread

B. Product and Service Specifications

1. General Tire Specifications

The quality for all tires shall be the equivalent or greater than Original Equipment Manufacturers (OEM) as original for automobiles, trucks, tractors, buses, backhoes,

**REQUEST FOR PROPOSALS FOR
TIRES, TUBES, AND SERVICES**

Issued by the **State of Iowa**
Solicitation Number RFP0223005113



loaders, motor graders, and other heavy equipment. Tires supplied shall be marked with Federal Department of Transportation (DOT) compliance symbol. Tires shall conform to all applicable Federal Specifications.

All tires in subcategories one (1) through nine (9) shall be new, unused and shall have been produced or manufacturer within the last one (1) year prior to delivery to the purchasing Entity. Should an Authorized Dealer deliver a tire(s) with a manufacturing date exceeding the one (1) year limit, the Authorized Dealer shall pick up the expired tire(s) and replace them with tire(s) that meet the manufacturing date requirement for no additional fee to the Purchasing Entity.

All tires shall have the size, manufacturer's name, DOT number, serial number, and indication of body material molded in side-wall at time of cure. The application of any of the above by any other means such as branding, application of decals, etc. shall not be acceptable.

Tires offered shall have been tested to meet or exceed American Society of Testing and Materials (ASTM) Standard F1922 for highway tires, F1923 for Off Road/Low Speed tires, and meet operations performance levels and marking requirements of Federal Standards FMVSS 109 for new pneumatic passenger tires, FMVSS 139 for new pneumatic radial tires for light vehicles, and FMVSS 119 for new pneumatic non-passenger Multi-Passenger Vehicles (MPVs), trucks, buses, and trailers.

a. Pursuit and Performance Tires

Pursuit and performance tires include tires for police and other pursuit vehicles and for other high-speed, performance vehicles. This subcategory includes any tire that is H, V, W, Y, or ZR rated or above. An H rating is the minimum speed rating for tires in this subcategory.

Tires shall be new, standard production tires expressly designed and certified by manufacturer for high speed operation and shall exhibit exceptional safety, stability, handling, and stopping characteristics. Offeror shall maintain evidence/certifications that such tires meet all laboratory test and size requirements of Federal Standards MVSS 109.

b. Automobile/Passenger Vehicles

These tires include common passenger car tires and are designated with a "P" at the beginning of the tire size. Common applications for these types of tires would be passenger cars and minivans.

Tires shall be of standard OEM quality equal to or superior in every respect to those normally furnished as original equipment for such vehicles.

c. Light Duty Trucks Radial and Bias

These tires can usually be identified by the letters "LT" at the beginning of the tire size. Common applications for these types of tires would be pickup trucks, sport utility vehicles, full size vans, and some trailers.

Tires shall be of standard OEM quality equal to or superior in every respect to those normally furnished as original equipment for such vehicles.

d. Medium Commercial/Heavy Duty Trucks/Buses

These tires do not have a letter at the beginning of the tire size. Common applications for these types of tires would be medium and heavy trucks, buses,

**REQUEST FOR PROPOSALS FOR
TIRES, TUBES, AND SERVICES**

Issued by the **State of Iowa**
Solicitation Number RFP0223005113



semi-trucks, cargo, vans, and trailer tires. Tires in this subcategory have a diameter that is equal to or greater than twenty (20) inches.

Tires shall be of standard OEM quality equal to or superior in every respect to those normally furnished as original equipment for such vehicles.

e. Off-the-Road OTR and Low Speed Off Highway Tires (Radial and Bias)

Common applications are heavy construction equipment such as wheel loaders, backhoes, graders, and trenchers.

Tires shall be of standard OEM quality equal to or superior in every respect to those normally furnished as original equipment for such vehicles.

f. Agricultural/Farm (Radial and Bias)

Common applications are farm tractors, wagons, harvesters, and other farm implements requiring tires with high traction qualities and tires with high flotation qualities at low inflation pressures.

Tires shall be of standard OEM quality equal to or superior in every respect to those normally furnished as original equipment for such vehicles.

g. Industrial

Common applications are specialty industrial equipment, some construction equipment, and material handling equipment such as skid loaders and forklifts and include pneumatic, non-pneumatic, and press on tires.

Tires shall be of standard OEM quality equal to or superior in every respect to those normally furnished as original equipment for such vehicles.

h. Specialty Tires

Specialty tires may include, but are not limited to, recreational, all-terrain-vehicle (ATV), boat trailer, yard and garden, and aviation tires. This category also includes all other tires not identified above.

Tires shall be of standard OEM quality equal to or superior in every respect to those normally furnished as original equipment for such vehicles.

i. Electric Vehicle (EV) Tires

Common applications are electric sedans and trucks requiring tires with high load index.

Tires shall be of standard OEM quality equal to or superior in every respect to those normally furnished as original equipment for such vehicles.

j. Retread Tires – Optional Service

A retread tire undergoes a manufacturing process to replace the worn tread on used tires to extend the longevity of the tire.

2. Low Roll Resistance Tires

Because of average fuel economy standards, the auto industry generally equips new vehicles with tires that have significantly lower rolling resistance and better fuel economy than the average replacement tire. Replacement tires do not have to meet original equipment fuel efficiency standards as there is very little information regarding their rolling resistance and their relative fuel economy characteristics.

**REQUEST FOR PROPOSALS FOR
TIRES, TUBES, AND SERVICES**

Issued by the **State of Iowa**
Solicitation Number RFP0223005113



In the interests of maintaining fuel economy in fleet vehicles, NASPO ValuePoint Participating Entities would like to contract with manufacturers that offer certified low rolling resistance tires. Offeror is to identify in the Proposal whether or not it offers these types of tires and, if so, include them on their MPL and identified them as low roll resistance tires. Offeror is to also offer the fuel economy rating of the tires offered; e.g. miles per gallon fuel efficiency increase or percentage of fuel economy increase.

3. Tubes

All inner tubes shall be standard production first line, heavy duty butyl tubes or natural rubber of fresh stock. All tubes shall be of quality not less than the tubes normally furnished in representative quantities by OEM as original equipment for automobiles, trucks, tractors, buses, backhoes, loaders, motor graders, and other heavy equipment. Tubes shall conform to all applicable federal specifications. All tubes shall be new and shall have been produced or manufactured within the last one (1) year prior to installation or delivery to the purchasing Entity.

4. Detailed Services Specifications

Offeror is asked to provide pricing on each of the below mentioned listed services that may be performed by their approved Authorized Dealers to include any parts and labor as a total in its Cost Proposal. If an Offeror does not offer one of the items listed below, the Offeror should mark it as NA. Approved Authorized Dealers shall honor the services pricing in the Offeror's Cost Proposal.

Offeror is asked to provide a list of its approved Authorized Dealers for each state it is including in its Proposal. If awarded a Contract, the successful Offeror(s) are responsible for the timeliness and quality of all services provided by the approved Distributors under this RFP. NASPO ValuePoint Participating States may elect to use these services listed below at their discretion.

Product installation and repairs, such as mounting, rotation, and balancing, shall be in accordance with manufacturer's recommended procedures of warranted new virgin-product tires for each product subcategory.

- a. Tire installation with purchase in store includes dismount of used tires and tubes
- b. Change tire, dismount and mount
- c. Flat repair, remove, repair and mount
- d. Flat repair, off vehicle
- e. Rotate mounted tires (per tire)
- f. New valve stem rubber or metal
- g. Wheel balance – computer spin balance (per spin)
- h. Wheel balance – computer spin balance and valve stem combination
- i. Foam filled
- j. Alignment Services – If Offeror provides this service, the prices should be listed in the Cost Proposal as a percentage discount from list price for parts and a fixed price per hour for labor.

**REQUEST FOR PROPOSALS FOR
TIRES, TUBES, AND SERVICES**

Issued by the **State of Iowa**
Solicitation Number **RFP0223005113**



- k. Studding – Metal implants in the surface of the tread to improve traction on ice.
- l. Siping – The small slots that are cut or molded into a tire tread surface. These slots are meant to aid in increasing traction in snow, ice, mud, and wet road surfaces.
- m. Used tire recycle and disposal fee (per tire) – Some NASPO ValuePoint Participating States have statutes that only allow up to a specific fee to be charged. The Participating States with statute regulated fee caps will only pay the proposed amount or the statute price, whichever is lower.
- n. Bulk Disposal of Tires (Optional Service) – This is considered an additional chargeable service that will be excluded from the Technical Proposal criteria and scoring, but may be utilized for Contract pricing. Failure to bid on this optional service shall not affect an award.

If the Offeror proposes a cost for this service and is awarded a Contract, that Offeror shall, when requested, place trailers on-site at any requesting using Entity for the disposal of scrap tires. Offeror shall, on a will-call basis, within five (5) days' notification from requesting Purchasing Entity, remove and replace full trailers with empty trailers. Trailer capacity shall be a minimum of six (6) tons or scrap tires. Offeror shall dispose of scrap tires that are removed in Offeror provided trailers at an approved waste tire recovery area, other approved disposal methods. Offeror shall invoice for disposal of scrap tires at the established Master Agreement price per ton. Offeror shall submit with invoice, documentation of scrap tire disposal weight from a disposal site, if this is the method of disposal utilized by the Offeror. Offeror may return scrap tires mounted to wheels to Purchasing Entity if dismounting is required. With prior approval from the designated Purchasing Entity contract representative, Offeror may dismount scrap tires from wheels and invoice at the established Master Agreement price for such service. Offeror shall return wheels to purchasing Entity for disposition unless instructed otherwise by purchasing Entity.

- o. Tire Pressure Monitoring System (TPMS) – Vehicles all come with a TPMS which is built into the tire valve. When new tires are mounted on a vehicle with the TPMS system, the TPMS system is reinstalled with a new washer, valve, and valve cap (TPMS service kit).

C. Customer Service

1. The Offeror shall provide a website dedicated to any Participating State that includes, but, is not limited to, services, cost, technical specifications, online ordering, and payment capability.
2. The Offeror shall provide a dedicated customer service representative(s) for the Master Agreement. The representative shall be available to respond to all Participating Entity inquiries within two (2) business day. The representative shall be available to resolve any customer service issues.
3. The Offeror shall report Key Performance Indicators (KPIs) measuring their customer service and response time. The KPI report shall be issued to the RFP Contract Administrator no later than sixty (60) days following the end of each calendar year.

**REQUEST FOR PROPOSALS FOR
TIRES, TUBES, AND SERVICES**

Issued by the **State of Iowa**
Solicitation Number **RFP0223005113**



4. A Contractor representative(s) shall attend an annual meeting with the Lead State Contract Administrator and sourcing team to review usage and discuss any issues that are occurring, if requested. The Contractor shall be prepared to discuss overall effectiveness of contract, total sales, and customer service. The representative shall be responsible to conduct and/or coordinate sales meetings, training sessions, and product demonstrations if required.

D. Multi-Accounts within a Using Entity

Using Entities may have different agencies, departments, or divisions utilizing the goods and/or services provided by Offeror(s). Therefore, Offeror(s) shall be able to process multiple individual accounts and unique users within a Purchasing Entity.

E. Payment Types

Offeror shall accept mailed and electronic payments/P-Cards and cannot charge additional transaction fees under this Master Agreement. Offeror shall state in its Cost Proposal whether it offers any payment discounts. Offeror shall accept each Participating Entity's payment terms established in their Participating Addendum.

F. Recruiting and Education of Approved Distributors

Offeror shall agree to continue recruiting dealers to become Approved Distributors for Participating Entities for the duration of the Master Agreement. Offeror shall further agree to continue outreach with regards to the training of Approved Distributors on the terms and requirements of the Master Agreement and relaying billing procedures for each respective Participating Entity.

III. Contractor Responsibilities and Tasks

A. Administrative Fees

1. The Contractor shall pay to NASPO ValuePoint, or its assignee, a NASPO ValuePoint Administrative Fee of one-quarter of one percent (0.25% or 0.0025) no later than sixty (60) days following the end of each calendar quarter. The NASPO ValuePoint Administrative Fee shall be submitted quarterly and is based on all sales of products and services under the Master Agreement (less any charges for taxes and shipping). The NASPO ValuePoint Administrative Fee is not negotiable. This fee is to be included as part of the pricing submitted with the proposal.
2. Additionally, some Participating Entities may require an additional administrative fee be paid directly to the state only on purchases made within that state. For all such requests, the fee level, payment method, and schedule for such reports and payments shall be incorporated into the Participating Addendum that is made part of this Master Agreement. The Contractor may adjust the Master Agreement pricing accordingly for such purchased made by Purchasing Entities within the jurisdiction of the state. All such payments shall not affect the NASPO ValuePoint Administrative Fee percentage or the prices paid by the Purchasing Entities outside the jurisdiction of the state requesting the additional fee. The NASPO ValuePoint Administrative Fee shall be based on the gross amount of all sales (less any charges for taxes and shipping) at the adjusted prices (if any) in Participating Addenda.

B. NASPO ValuePoint Summary and Detailed Usage Reports

The Contractor shall provide the following NASPO ValuePoint reports.

1. Summary Sales Data – The Contractor shall submit quarterly sales reports directly to NASPO ValuePoint using the NASPO ValuePoint Quarterly Sales/Administrative Fee Reporting Tool found at: <https://calculator.naspovaluepoint.org/>

**REQUEST FOR PROPOSALS FOR
TIRES, TUBES, AND SERVICES**

Issued by the **State of Iowa**
Solicitation Number **RFP0223005113**



2. Contractor agrees, as Participating Addendums become executed, if requested by ValuePoint personnel to provide plans to launch the program within the Participating State. Plans shall include time frames to launch the agreement and confirmation that the Contractor's website has been updated to properly reflect the contract offer as available in the participating state.
3. Contractor agrees, absent anything to the contrary outlined in a Participating Addendum, to consider Participating Entities proposed terms and conditions, as deemed important to the Participating Entity, for possible inclusion into the Participating Addendum. Contractor shall ensure that their sales force is aware of this contracting option.
4. Contractor agrees to participate in an annual contract performance review at a location selected by the Lead State and NASPO ValuePoint, which may include a discussion of marketing action plans, target strategies, marketing materials, as well as Contractor reporting and timeliness of t of administrative fees.

C. Price and Rate Guarantee Period

All prices and rates shall be guaranteed for the initial six (6) month period of the Master Agreement. Following the initial six (6) month period of the Master Agreement, the Contractor may request for a price or rate adjustment for an equal guarantee period of six (6) months, and shall be made at least sixty (60) days prior to the effective date. Requests for price or rate adjustment shall include sufficient documentation supporting the request. Any adjustment or amendment to the Master Agreement shall not be effective unless approved by the Lead State. No retroactive adjustments to prices or rate shall be allowed.

IV. Lead State Responsibilities and Tasks

A. Adjustment in Pricing

The Lead State Contract Administrator and Multistate Sourcing Team shall review the Offerors request for a price or rate adjustment at least forty-five (45) days prior to the effective date. The Lead State RFP Contact shall notify the Offeror their requested price or rate adjustment was approved or shall be resubmitted for approval at least thirty (30) days prior to the effective date.

B. Contract Extensions

The Lead State Contract Administrator shall give the Contractor written notice of its intent whether to exercise each renewal option no later than ninety (90) days before the end of the Contract's then-current term.

C. Annual Review Meeting

The Lead State Contract Administrator shall coordinate a date and time that aligns with the Contractor, Contract Administrator, and Multistate Sourcing Teams schedule for the annual review meeting. The meeting shall be held in Des Moines, Iowa.

D. Participating Addendum Escalation Contact

The Lead State Contract Administrator shall be the escalation contact for a Participating Entity when the Contractor fails to respond to correspondence with the Participating Entity or if an issue or problem is not resolved in a timely fashion.