



Attachment 02 SCOPE OF WORK

I. OVERVIEW AND DEFINITIONS

The purpose of this RFP is to establish a Master Agreement(s) with qualified Offerors to provide competitive pricing for Public Works Specialty Vehicles, OEM Parts, & Service through their retail distribution networks to all Participating States and Political Subdivisions. The City of Fairfax, Virginia is requesting proposals from qualified Offerors to provide Specialized Fleet Vehicles for Municipal Operations, OEM Parts, & Out-of-Warranty Service Work to establish the inaugural RFxPremier contract for Specialized Fleet Vehicles for Municipal Operations, OEM Parts, & Out-of-Warranty Service Work.

The intent of this portfolio is to provide nationwide coverage for these goods and services; however, Offerors are not required to provide nationwide coverage to be eligible for an award. Offerors are required to respond with areas they are able to cover if awarded on the Offeror Response Worksheet. The preference is for entities that provide coverage for larger regions or national coverage.

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, and territories of the United States.

II. MASTER AGREEMENT OBJECTIVES

The scope of this RFP includes Specialized Fleet Vehicles for Municipal Services & Public Works, OEM Parts, or Out-of-Warranty Vehicle Service Work Service. The section outlines the full list of product categories. The Offeror shall provide a category that aligns with their business model. The Offeror can provide one (1), two (2), or all categories.

A. Required Capabilities

1. The Offeror shall be in business for a minimum of five (5) years providing (1) one or more of the following categories: Specialized Fleet Vehicles for Municipal Operations, OEM Parts, or Out-of-Warranty Vehicle Service Work. In Section [I.A.] of Attachment 08, Offeror Response Worksheet the Offeror will select a category that aligns with their business model.
2. The Offeror shall provide a minimum of three (3) reference letters from a government entity.

B. Categories

1. Specialized Fleet Vehicles for Municipal Operations

This section outlines the full list of subcategories for Specialized Fleet Vehicles for Municipal Services & Public Works. The Offeror may provide a subcategory for Specialized Fleet Vehicles for Municipal Services & Public Works that aligns with their business model. The Offeror may provide any number of the subcategories listed below. In [II.A.1.] of Attachment 08, Offeror Response Worksheet the Offeror will select the vehicle types in this category(s) that align with their business model.

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- Refuse truck
- Brush truck
- Sweeper
- Flusher/Vacuum Flush Truck
- Bucket Truck
- Dump Truck
- Leaf Collector
- Utility Truck
- CCTV Truck
- Other Municipal or Public Works Vehicles

All vehicles shall be new, unused and the latest Chassis Manufacturer's production model equipped with all the standard equipment as advertised by the Chassis Manufacturer. All bodies shall be brand new and represent the latest and current models from the manufacturers. Each vehicle shall be full assemble, adjusted, serviced and ready for immediate and continuous operation upon delivery. Should the equipment fail to meet the specification requirements upon delivery, Offeror shall be responsible for correcting all deficiencies and making any corrections or adjustments needed to attain specification requirements.

- a. Vehicle Design and Construction:** The Offeror shall have a dedicated account representative to support a Purchasing Entity in the design and construction of the vehicle.

The Offeror shall have the ability to supply a Purchasing Entity with a PDF rendering that includes, but not limited to vehicle images, layout of components, lighting, drawers and any other components that may be included in the vehicle

- b. Communication and Meetings:** The Offeror shall implement the following communication measures with the Purchasing Entity during the design, build, and completion phases on the vehicle.
1. Virtual pre-build meeting.
 2. Upon initial build date of the vehicle, Offeror shall provide bi-weekly progress updates with pictures and comments during the build process.
 3. Offeror shall schedule monthly meeting with the Purchasing Entity to facilitate answering questions about vehicle design and functionality associated with the vehicle.
 4. Final inspection conducted on-site at the Offeror's facility.

c. Training

A qualified representative(s) of the Offeror shall provide on-site training at the Purchasing Entity's location to instruct Purchasing Entity personnel with the proper operation and maintenance of the vehicle.

d. Manuals

Offeror shall supply an operator manual, a service and parts manual for chassis, and a service and parts manual for the body. The manuals can be provided in a PDF format.

e. Motor Vehicle Requirements

The vehicle shall conform to all United State DOT and Federal Motor Carrier requirements without waivers for size and restrictions on primary or secondary interstates and highways in the United States.

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f. Undercoated

The Offeror shall apply an undercoat to the body and chassis after the vehicle has been fully constructed.

g. Keys

The Offeror shall supply four (4) ignition keys with each vehicle.

h. Plates

The Offeror shall provide a temporary rear plate and potentially front plates in accordance with State code for each vehicle.

i. Fire Extinguisher

Each vehicle shall contain a mounted fire extinguisher inside the vehicle.

j. State Inspection(s)

The necessary State specific inspections shall be completed prior to delivery of the vehicle.

k. Quotes/Invoice

A quote/invoice shall include a list of individual items along with their respective price.

l. Vehicle Service Warranty Period: The Offeror shall provide a copy of the vehicle chassis manufacturer's warranty, engine warranty, as well as the Offeror's warranty covering the vehicle's body and workmanship. The warranty period shall commence upon delivery and acceptance of the vehicle by the Purchasing Entity

To ensure full service after delivery, the Offeror shall be capable of facilitating communication and resolution with the chassis manufacturer and engine manufacturer.

- 1. Chassis:** The chassis manufacturer shall be accountable for managing all service-related matters concerning the vehicle's chassis during the warranty period.
- 2. Engine:** The engine manufacturer shall be accountable for managing all service-related matters concerning the engine during the warranty period.
- 3. Body:** The Offeror shall be accountable for managing all service-related matters concerning the vehicle's body. The Offeror shall provide a minimum of a one (1) year warranty against defects in design, materials, and workmanship to the body.

m. Service or Maintenance Plan

The Offeror can provide a service and/or maintenance plan to a Purchasing Entity. The plan shall clearly indicate the cost structure for such plans, clearly indicating which costs and fees are included for each plan.

n. Vehicle Trade-In

The Offeror may accept vehicle trade-ins from a Purchasing Entity as an option. If the Purchasing Entity has a used vehicle, the vehicle trade-in will be expected as a credit towards a new vehicle.

2. OEM Parts

This section outlines the full list of subcategories for Manufacturer OEM Parts. The Offeror may provide a subcategory for OEM Parts that aligns with their business model. The Offeror may provide any number of the subcategories listed below. In [II.A.2.] of Attachment 08, Offeror Response Worksheet the Offeror will select the part manufacturers they will provide within this category(s) that aligns with their business model.

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- Allison Transmission
- Amerx
- Bayne
- Boss Snow Products
- Bucher Hydraulics
- Buyers Products
- Chalmers
- Chelsea Parker
- Cole Hersee
- Cummins
- Dakota Bodies
- Denso
- Detroit
- Donovan
- Eaton Fuller
- ECCO
- EnviroSight
- First Alert
- Fisher
- Ford
- Freightliner
- Goodwin Bodies
- Heil
- Henderson Snow Products
- Hendrickson
- Hi-Vac
- HydraForce
- Knapheide Bodies
- Mack
- Meritor
- Miller Welding
- Modine
- Monroe Snow Products
- Muncie Power Products
- Old Dominion Leak Collection
- Pac Mac
- Pure Wine Wave
- Rausch
- Reading Bodies
- Ride-Rite
- Roll-Rite
- Rugby Bodies
- SnowEx
- Stellar Industries
- Wenson Snow Products
- Switch-N-Go
- Timbern
- Tommy Gate
- Tymco
- Vaccon

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- Vanair
 - Versa Lift
 - Weather Guard
 - Weather Tech
 - Western Snow Products
 - Xantrex
 - Other OEM Product Catalogs. The Lead Entity may or may not accept additional proposed catalogs, at their sole discretion.
- b. Parts:** All parts used or furnished under this Contract shall be new and genuine manufacturer's recommended or authorized replacement parts. Use of rummage or used parts is prohibited. Manufacturers rebuilt parts and components may be authorized by the Purchasing Entity, provided such parts and components carry the same warranty as the new parts and components. Prior written approval of the Purchasing Entity is required when rebuilt parts are proposed for use.
- c. Stocked Items:** The Lead Entity requires that delivery of OEM Parts be delivered to the destination within the shortest possible time frame. Shipment is required within two (2) business days for commonly stocked items. Stock items are to be defined as items that Offerors keep in their local warehouses.
- A Purchasing Entity may furnish an awarded Offeror(s) with a list of their frequently purchased OEM parts following the completion of a Participating Addendum. The Offeror(s) will be expected to maintain these items in their local warehouse or possess the capability to deliver these parts within the shortest possible time frame.
- d. Non-Stocked Items:** The Offeror(s) shall provide the Purchasing Entity an estimated delivery date within three (3) business days after receipt of order (ARO) for all non-stock and special-order items. The Offeror(s) shall notify the Purchasing Entity when it may take longer to obtain an estimated delivery date.
- e. Late Delivery Notification:** The Offeror(s) shall notify the Purchasing Entity should any order exceed the specified timeframe of two (2) business days for stock items or exceed the estimated delivery date for non-stock or special-order items.
- f. Expedite OEM Parts Order:** The Purchasing Entity may authorize the Offeror(s) to expedite parts deliveries through air freight, UPS, FEDEX, or other method for speedy delivery of critical parts. The Purchasing Entity will be responsible for all expedited costs.
- g. Permitted Delivery Hours:** The location of delivery of items ordered shall be provided by the Purchasing Entity. Delivery shall be made Monday through Friday between the hours of 9:00 A.M. to 4:00 P.M. Any deviation outside this timeframe shall be approved by the Purchasing Entity.
- h. OEM Parts Pick Up:** Purchasing Entity may pick up orders from the Contactor when it is in the best interest of the Purchasing Entity. In these instances, the Offeror shall release the parts to the designated representative(s) of the Purchasing Entity authorized to pick up order.
- i. Part Warranty:** A part warranty shall be manufacturer's standard and shall be inclusive of any other warranty requirements which may be stipulated elsewhere herein.

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3. Out-of-Warranty Vehicle Service Work

This section outlines the full list of subcategories for Out-of-Warranty Vehicle Service Work. The Offeror may provide a subcategory for Service that aligns with their business model. The Offeror may provide any number of the subcategories listed below. For each category selected, the Offeror may be required to have work performed by an ASE (National Institute for Automotive Service Excellence) certified technician, if required for vehicle warranty. In [II.A.3.] of Attachment 08, Offeror Response Worksheet the Offeror will select the service category(s) they will be able to provide that aligns with their business model.

a. Service List

- Allison Transmission
- Boss Snow Products
- Bucher Hydraulics
- Cummins
- Dakota Bodies
- Detroit
- Eaton Fuller
- EnviroSight
- Ford
- Freightliner
- Goodwin Bodies
- Heil
- Hi-Vac
- HydraForce
- Knapheide Bodies
- Mack
- Old Dominion Leaf Collection
- Pac Mac
- Reading Bodies
- Rugby Bodies
- Suspension & Alignments
- Tymco
- Vaccon
- Versa Lift
- Other General Vehicle Service & Maintenance

b. Parts: All parts used or furnished under this Contract shall be new and genuine manufacturer's recommended or authorized replacement parts. Use of rummage or used parts is prohibited. Manufacturers rebuilt parts and components may be authorized by the Purchasing Entity, provided such parts and components carry the same warranty as the new parts and components. Prior written approval of the Purchasing Entity is required when rebuilt parts are proposed for use.

c. Certifications: The Offeror shall have a minimum of one (1) certified technician on staff for a service list subcategory that the Offeror selects in [II.A.3.] of Attachment 08, Offeror Response Worksheet.

At any point during the duration of the resulting Contract(s), the Purchasing Entity may request the awarded Offeror(s) to submit a certification confirming their status as a service center of the Manufacturer's product line.

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- d. Work Location:** All vehicle service performed under these contracts will be performed at the Offeror's service center or Purchasing Entities location. The Purchasing Entity or Offeror will pick up and deliver vehicles to Offeror's service center. A repair order (or invoice) shall be provided on pickup or delivery stating what work was completed and any parts used. The Purchasing Entity may request detailed information on the above repair order (or invoice) to be provided to the Purchasing Entity within (3) three business days. Travel and mileage charges will be based on Google Maps. Any traffic violations charged to the Offeror are solely the responsibility of the Offeror.
- e. Repairs:** All repairs and/or maintenance services requested and authorized by the Purchasing Entity shall be performed within the shortest timeframe possible. All Purchasing Entity vehicles shall be repaired within ten (10) days following the date of vehicles arrive at the Contactor's shop. The Offeror shall submit a written request for a time frame longer than ten (10) days and provide justification for such delays, when a vehicle diagnosis indicates that more time is needed for service/repair.
- f. Warranty Period:** The Offeror shall warranty all labor and parts for a period of six (6) months from the time the service and/or repair is completed and accepted by the Purchasing Entity.
- g. On-Site Service Technician: Optional Service**
A Purchasing Entity may require an on-site vehicle technician at their facilities to conduct vehicle service tasks. The Offeror is able to supply a vehicle technician to a Purchasing Entity, as needed, on a weekly basis. The Offeror may impose an hourly fee for this service. Additionally, the Offeror can apply an overtime rate for any hours worked beyond 40 hours. Offeror will be responsible for providing tools, equipment, parts, etc., unless otherwise agreed to with the Purchasing Entity.

III. OFFEROR RESPONSIBILITIES AND TASKS

A. Participating Entity Terms and Conditions

The Offeror shall understand each Participating Entity reserves the right to negotiate additional terms and conditions in its Participating Addendum. Offeror shall submit a statement that they understand they may be required to negotiate these additional terms and conditions when executing a Participating Addendum.

B. Insurance

Offerors shall, during the term of this Master Agreement, maintain in full force and effect, the insurance described in this section. Offeror shall acquire such insurance from an insurance carrier or carriers licensed to conduct business in each Participating Entity's state and having a rating of A-, Class VII or better, in the most recently published edition of A.M. Best's Insurance Reports. Failure to buy and maintain the required insurance may result in this Master Agreement's termination or, at a Participating Entity's option, result in termination of its Participating Addendum.

- 1.** Coverage shall be written on an occurrence basis. The minimum acceptable limits shall be as indicated below: (1) Commercial General Liability covering premises operations, independent Offerors, products and completed operations, blanket contractual liability, personal injury (including death), advertising liability, and property damage, with a limit of not less than \$1 million per occurrence/\$2 million general aggregate; Offeror must comply with any applicable State Workers Compensation or Employers Liability Insurance requirements.

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2. Offeror / Offeror shall pay premiums on all insurance policies. Offeror shall provide notice to a Participating Entity who is a state within five (5) business days after Offeror is first aware of expiration, cancellation or nonrenewal of such policy or is first aware that cancellation is threatened or expiration, nonrenewal or expiration otherwise may occur.
3. Copies of renewal certificates of all required insurance shall be furnished within thirty (30) days after any renewal date to the applicable state Participating Entity. Failure to provide evidence of coverage may, at the sole option of the Lead State, or any Participating Entity, result in this Master Agreement's termination or the termination of any Participating Addendum.
4. Coverage and limits shall not limit Offeror's liability and obligations under this Master Agreement, any Participating Addendum, or any Purchase Order

C. Changes in Offeror Contact

The Offeror shall notify the Contract Administrator of any changes in the company status, such as mergers, sell-offs, discontinuation of equipment, addition of equipment lines and changes in the contact information of the Contract. The Contract Administrator shall be able to contact the Offeror at all times during business hours.

D. Quarterly Reporting

The Offeror shall submit a quarterly sales report directly to RFXPremier no later than thirty (30) days following the end of each quarter.

E. Administrative Fees

1. The Offeror shall pay RFXPremier, or its assignee, RFXPremier Administrative Fee of one percent (1.00%) no later than sixty (60) days following the end of each calendar quarter. The RFXPremier Administrative Fee shall be submitted quarterly and is based on all sales and services under the Master Agreement. The RFXPremier Administrative Fee is not negotiable. This fee is to be included as part of the pricing submitted with the proposal.
2. Additionally, a Participating Addendum may also require payment of an additional administrative fee by Offerors to a Participating Entity based on sales to Purchasing Entities within the jurisdiction of the Participating Entity. **Unless otherwise negotiated by the Participating Entity**, Offeror may adjust the Master Agreement pricing incorporated into the Participating Entity's Participating Addendum by an amount not to exceed the Participating Entity's fee. Such adjustments will have no effect on the RFXPremier administrative fee, pricing in the Master Agreement, or pricing offered to Purchasing Entities outside the jurisdiction of the Participating Entity.

IV. LEAD ENTITY RESPONSIBILITIES AND TASKS

A. Solicitation Process Management

1. Develop, issue, and manage the Request for Proposals (RFP) in compliance with applicable procurement laws and regulations.
2. Serve as the point of contact for questions, clarifications, and any modifications during the solicitation process.
3. Ensure transparency, fairness, and competition throughout the evaluation process, working in coordination with the cooperative's governance guidelines.

B. Evaluation and Award

1. Lead the evaluation of proposals in accordance with the established criteria.
2. Coordinate evaluation committee activities, including scoring and discussions, to recommend Offerors for award to RFXPremier.

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3. Notify awarded Offerors.

C. Master Agreement Oversight

1. Ensure that all agreements reflect the scope of work, deliverables, Offeror responsibilities, pricing, and service levels as outlined in the RFP.
2. Manage any amendments of the Master Agreement(s) as needed.

D. Adjustment in Pricing

The Lead Entity Contract Administrator and Sourcing Team shall review the Offeror request for a price or rate adjustment at least forty-five (45) days prior to the effective date. The Lead Entity Contract Administrator shall notify the Offeror their requested price or rate adjustment was approved. If rejected the Lead Entity Contract Administrator shall request the Offeror to resubmit their price or rate adjustment for approval at least thirty (30) days prior to the effective date.

E. Participating Addendum Escalation Contact

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