REQUEST FOR PROPOSALS

FOR

VEHICLE MAINTENANCE, REPAIR AND REPLACEMENT SERVICES

Issued on: May 25, 2018
Due Date: Tuesday, June 19, 2018 at 11:00 A.M. EST

Administered by: Therese Soon, Chief Financial Officer
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1. Definition and Purpose

Definitions

“Bidder” is an individual or business submitting a bid or proposal to Enrichment Services Program, Inc.

A request for proposal (RFP) is a document that solicits proposal, often made through a bidding process, by an agency or company interested in procurement of labor, parts, or services for valuable assets, to potential suppliers to submit business proposals.

“Contractor” is one who performs or furnishes labor, parts or services in accordance with a contract.

Purpose

Enrichment Services Program, Inc. is seeking “Request for Proposals” from experienced, qualified vendors who specialize in providing repairs, replacements and labor for standard and/or commercial vehicle maintenance in its eight county service areas. We expect the selected Contractor to begin work on July 1, 2018.

Proposals will be accepted until Tuesday, June 19, 2018 at 5:00 pm at the Main Office at 2601 Cross Country Drive, Bldg. C-1, Columbus, Georgia, 31906. Complete specifications and instructions are attached herewith.

Proposals shall be submitted on the standard forms furnished by Enrichment Services Program, Inc. and shall be submitted in a sealed envelope identifying the Contractor’s name, the RFP title, and the RFP due date on the face of the envelope.

Submission of a proposal signifies the Contractor’s agreement that its proposal and the content thereof are valid and will become part of the contract that is negotiated between Enrichment Services Program, Inc. and the successful Contractor. All prices submitted with the proposal shall remain in effect for the contract period.

2. Background Information

Enrichment Services Program, Inc. is a 501(c)(3) non-profit community action agency founded in 1965. ESP provides opportunities and assistance to residents within a nine county area of the lower Chattahoochee Valley including Chattahoochee, Clay, Harris, Muscogee, Quitman, Randolph, Stewart, and Talbot counties in Georgia and Russell County in Alabama.

Enrichment Services Program, Inc.’s mission is to eliminate poverty through education, services, and partnerships by providing early childhood education through its Head Start and Early Head Start Programs and serving the community through its self-sufficiency, nurse aide, CDL and facility maintenance training scholarship program, energy assistance, and food distribution programs.
Head Start and Early Head Start are federally funded programs serving more than 1,000 low-income children and their families. The program ensures that children ages 0-5 are provided with comprehensive education, health, nutrition, and parent involvement services.

The Community Services Block Grant and Low Income Household Energy Assistance Program allow Enrichment Services Program, Inc. to administer the Self-Sufficiency, Nurse Aide Training Scholarship programs, provide assistance on energy payments, and partner with other agencies on food distribution.

3. Scope of Work

a. Schedule and Nature of Work

The successful Contractor shall propose to perform **SOME OR ALL** of the following services for **SOME OR ALL** of the vehicles listed, according to the work schedule outlined in the specifications below:

- AC – (Diagnostics and Repair)
- Heating - (Diagnostics and Repair)
- Brakes – (as needed)
- Computerized Diagnostics – (as needed)
- Electrical Systems
- General Repair – As Needed
- Inspections – (front to rear; includes grease, oil, etc. once a year)
- Preventative Maintenance
- Oil Change – (as recommended by the manufacturer)
- Service Call Rate - normal hours
- Service Call Rate – after normal hours to include emergency hours, weekends or holidays.
- Tires/alignment/springs
- Glass Replacement
- Towing Services

<table>
<thead>
<tr>
<th>Vehicle#</th>
<th>Year</th>
<th>Mileage</th>
<th>Passenger</th>
<th>Service</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bus#402 Chattahoochee</td>
<td>2005</td>
<td>117537</td>
<td>54</td>
<td>Current</td>
<td>In-service</td>
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<tr>
<td>Van#32 Clay County</td>
<td>2009</td>
<td>44,900</td>
<td>7</td>
<td>Current</td>
<td>In-Service</td>
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<tr>
<td>*Bus #403 Muscogee</td>
<td>2011</td>
<td>55194</td>
<td>64</td>
<td>Current</td>
<td>In-service</td>
</tr>
<tr>
<td>Vehicle#</td>
<td>Year</td>
<td>Mileage</td>
<td>Passenger</td>
<td>Service</td>
<td>Status</td>
</tr>
<tr>
<td>------------------------------</td>
<td>------</td>
<td>---------</td>
<td>-----------</td>
<td>---------------</td>
<td>----------------</td>
</tr>
<tr>
<td>Bus #400 Muscogee</td>
<td>2005</td>
<td>175854</td>
<td>54</td>
<td>Current</td>
<td>Spare</td>
</tr>
<tr>
<td>Van #33 Talbot County</td>
<td>2009</td>
<td>67083</td>
<td>7</td>
<td>Current</td>
<td>Food Service</td>
</tr>
<tr>
<td>Van#35 Company Vehicle</td>
<td>2001</td>
<td>35000</td>
<td>35</td>
<td>current</td>
<td>Staff service</td>
</tr>
<tr>
<td>Van#37 Company Vehicle</td>
<td>2016</td>
<td>4,034</td>
<td>7</td>
<td>Current</td>
<td>Staff service</td>
</tr>
<tr>
<td>Car# 38 Company Vehicle</td>
<td>2016</td>
<td>4100</td>
<td>5</td>
<td>Current</td>
<td>Staff service</td>
</tr>
<tr>
<td>Car# 39 Company Vehicle</td>
<td>2016</td>
<td>4,598</td>
<td>5</td>
<td>Current</td>
<td>Staff service</td>
</tr>
<tr>
<td>Car #40 Company Vehicle</td>
<td>2016</td>
<td>4500</td>
<td>5</td>
<td>Current</td>
<td>Staff service</td>
</tr>
<tr>
<td><strong>Vehicles Not in Use</strong></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Bus# 254 Muscogee</td>
<td>2001</td>
<td>197,601</td>
<td>18</td>
<td>Not in use</td>
<td>Shop Muscogee Cty</td>
</tr>
</tbody>
</table>

The Contractor will report to Transportation Specialist or designee and will cooperate and confer with that person as necessary to ensure satisfactory work progress.

CONTRACTOR QUALIFICATIONS: The successful Contractor must be properly licensed to do business within Muscogee County. The successful Contractor shall have been in the Vehicle Maintenance and Repair business for a minimum of two (2) years. The Contractor shall have a person available during normal business working hours to address any problems or complaints.

PRICING: The Contractor warrants that the pricing stated herein shall remain firm for a period of one (1) year from the first day of the contract period. Pricing shall include all charges that may be imposed in fulfilling the terms of the contract.

ASSIGNS, SUCCESSORS & SUBCONTRACTING: This contract is binding on the Enrichment Services Program, Inc. and the Contractor, their successors and designees. Neither Enrichment Services Program, Inc. nor the Contractor shall assign or transfer its interest in this Contract without the written consent of the other. The Contractor is prohibited from subcontracting any services covered in the scope of work unless prior written approval is obtained from transportation specialist.

CHANGES: Enrichment Services Program, Inc. shall have the right, at any time, to alter the specifications to meet increased or decreased needs due to closure of locations and funding availability. If any such changes cause an increase or decrease in the cost or the time required for the performance, or otherwise affects any other provision of this agreement, an equitable adjustment shall be made and this agreement shall be modified in writing accordingly.

AVAILABILITY OF FUNDS: Any and all payments to the Contractor shall be deemed binding only to the extent of appropriated funds for the purpose set forth in this proposal.

COMPLIANCE WITH LAWS AND REGULATIONS: The Contractor will comply with all federal, state, and local regulations, including but not limited to all applicable OSHA and Head Start Program Performance Standard requirements.

NON-DISCRIMINATION: The Contractor shall not discriminate against any individuals or applicant for employment because of race, color, religion, sex, national origin, except where religion, sex or national origin is a bona fide occupational reasonably necessary to the normal operations of the business.

GOVERNING LAWS: This contract is to be interpreted by the laws of the State of Georgia. The parties agree that the proper forum for litigation arising out of this contract is Muscogee County, Georgia.

TIME FOR ACCEPTANCE: Each proposal shall state that it is a firm offer which may be accepted within a period of 90 days following the submittal date, Tuesday, June 19, 2018. Although the contract is expected to be awarded prior to that time, the 90-day period is requested to allow for unforeseen delays.
Enrichment Services Program, Inc.  
RFP #05172018-01  
Due Date: Tuesday, June 19, 2018 at 5:00 A.M.  
Vehicle Maintenance and Repair Services  

**SIGNED PROPOSAL CONSIDERED AN OFFER:** Receipt of a signed proposal shall be considered an offer on the part of the Contractor. The terms, conditions and specifications of this proposal will become part of the contract, if the proposal shall be deemed approved and accepted by Enrichment Services Program, Inc. In the event of a default on the part of the Contractor after acceptance, Enrichment Services Program, Inc. may take such action as it deems appropriate including legal action for damages or specific performance.

**GENERAL INDEMNITY:** The Contractor shall save and hold harmless, pay on behalf of, protect, defend, indemnify Enrichment Services Program, Inc., assume entire responsibility and liability for losses, expenses, demands and claims in connection with or arising out of any injury, or alleged injury (including death) to any person, or damage, or alleged damage, to property of Enrichment Services Program, Inc. or others sustained or alleged to have been sustained in connection with or to have arisen out of or resulting from the performance or the intended performance of any work/service, outlined or resulting from this agreement, by the Contractor or their employees, including losses, expenses or damages sustained by Enrichment Services Program, Inc. or its officials and employees from any and all such losses, expenses, damages, demands and claims. The Contractor further agrees to defend any suit or action brought against Enrichment Services Program, Inc. (as outlined above) based on any such alleged injury or damage and to pay all damages, cost and expenses in connection therewith or resulting there from. As an integral part of this agreement, the Contractor agrees to purchase and maintain, during the life of this contract, contractual liability insurance in the amounts required in the general liability insurance requirements. The obligations of the Contractor pursuant to this paragraph shall not be limited in any way by any limitation in the amount or type of proceeds, damages, compensation, or benefits payable under any policy of insurance or self-insurance maintained by or for the use and benefit of the Contractor.

**CONFLICT OF INTEREST:** All Contractors must disclose in writing with their proposal the name of any owner, officer, director, or agent who is also an employee of Enrichment Services Program, Inc. All Contractors must also disclose in writing with their proposal the name of any employee or relative at Enrichment Services Program, Inc. who owns, directly or indirectly, an interest of five percent (5%) or more in the Contractor’s firm or any of its branches or subsidiaries. By submitting a proposal, the Contractor certifies that there is no relationship between the Contractor and any person or entity which is or gives the appearance of a conflict of interest related to this RFP.

**ERRORS AND OMISSIONS:** The Contractor shall not take advantage of any errors or omissions in this RFP. The Contractor shall promptly notify Enrichment Services Program, Inc. of any omissions or errors found in this document.

**INSURANCE COVERAGE:** For Businesses ONLY, Individuals Are Not Required to Submit

During the term of the contract, the Contractor at their sole cost and expense shall provide commercial insurance of such type and with such terms and limits as may be reasonably associated with the contract. At a minimum, the Contractor shall provide and maintain the following coverage and limits:

- **Worker’s Compensation** - The Contractor shall provide and maintain Worker’s Compensation Insurance, as required by the laws of Georgia. This insurance must include and cover all of the Contractor’s employees who are engaged in any work under this contract.
- **General Liability** - The Contractor shall provide and maintain General Liability Coverage at a rate no less than $500,000 per occurrence for bodily injury, personal injury and property damage.
INSURANCE REQUIREMENTS:
Providing and maintaining adequate insurance coverage is a material obligation of the Contractor and is of the essence of this contract. All such insurance shall meet all laws of the State of Georgia. Such insurance coverage shall be obtained from companies that are authorized to provide such coverage and that are authorized by the Commissioner of Insurance to do business in Georgia. The Contractor shall at all times comply with the terms of such insurance policies, and all requirements of the insurer under any such insurance policies, except as they may conflict with existing Georgia laws or this contract. The limits of coverage under each insurance policy maintained by the Contractor shall not be interpreted as limiting the Contractor’s liability and obligations under the contract.

OTHER INSURANCE PROVISIONS

The policy or policies are to contain, or be endorsed to contain, the following provisions:
A. Contractor’s insurance is to be considered primary for losses that occur as a direct result of the Contractor’s actions.
B. Coverage shall state that the Contractor’s insurance shall not be suspended, voided, canceled, reduced in coverage or in limits except after 30 days written notice.

The Contractor must include a copy of their insurance certificate with their proposal package. Upon award of this contract, the selected Contractor shall add Enrichment Services Program, Inc. as a Certificate Holder to their insurance policy.

5. Contractor Information Exhibit A containing contractor information is a required document for submission with this proposal.

6. Term of Contract

a. Contract Period
The initial contract term will be from August 1, 2018 through July 31, 2019. The contract will be renewable on an annual basis for up to two (2) additional fiscal years depending on funding availability and the quality of services provided in the first year.

All subsequent contract agreements as a result of an award hereunder, shall incorporate all terms, conditions, and specifications contained herein, and in response hereto, unless mutually amended in writing.

Services for each facility can be bid individually on the bid sheet. For example Clay Head Start may be bid separately and a separate contract may result from this proposal.

b. Billing Address & Payments

Invoices can emailed to AccountsPayable@espheadstart.org or mailed to the attention of Accounts Payable at Enrichment Services Program, Inc. 2601 Cross Country Drive, Bldg. C-1, Columbus GA 31906. See attached W-9 to be completed if contractor is not an existing vendor (Exhibit E). Invoices will be paid 30 days from the receipt thereof.
c. Termination with Cause

Enrichment Services Program, Inc. reserves the right to terminate this contract at anytime for cause. The violation of any provision or condition contained in this contract, or the refusal, failure, or inability to carry out any provisions of this contract shall constitute sufficient grounds to terminate this contract for cause. Should Enrichment Services Program, Inc. elect to terminate this contract for cause, Enrichment Services Program, Inc. will notify the Contractor 30 days prior to the termination date and shall specify the cause for termination as well as the date the termination shall be effective. This termination notice will be issued via a written letter sent by certified U.S. mail. Immediate dismissals may be executed if deemed necessary by Enrichment Services Program, Inc.

d. Termination without Cause

Enrichment Services Program, Inc. and the Contractor may terminate this contract without cause. Written notice of termination must be sent via certified U.S. mail or via email no later than thirty (30) days prior to the termination date.

7. Withdrawal and Late Submissions of Proposals

a. Any proposal may be withdrawn until the date and time set forth in the RFQ.
b. Any proposal received after the due date and time shall not be considered.

8. RFP Process & Evaluation

a. Following is the minimum RFP process but additional steps may be taken during the course of the RFP process.

<table>
<thead>
<tr>
<th>Date</th>
<th>Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Friday, May 25, 2018 9:00 AM</td>
<td>RFP available at <a href="http://www.enrichmentservices.org">www.enrichmentservices.org</a> and 2601 Cross Country Drive, Bldg. C-1, Columbus GA 31906 and mailed on May 18, 2018</td>
</tr>
<tr>
<td>Tuesday, June 19, 2018 5:00 PM</td>
<td>Proposal receipt deadline. All proposals are due at 2601 Cross Country Drive, Bldg. C-1, Columbus GA 31906 by 11:00 AM. No late proposals will be accepted.</td>
</tr>
<tr>
<td>Wednesday, June 20, 2018 through Monday, June 22, 2018</td>
<td>Proposals opened and evaluated based on criteria in this proposal.</td>
</tr>
<tr>
<td>Monday, June 25, 2018</td>
<td>Present Recommendation to Finance Committee</td>
</tr>
<tr>
<td>Tuesday, July 24, 2018</td>
<td>Present Recommendation to Board of Directors</td>
</tr>
<tr>
<td>Friday, July 27, 2018</td>
<td>Vendors are notified of award decision.</td>
</tr>
<tr>
<td>August 1, 2018</td>
<td>Contract term begins</td>
</tr>
</tbody>
</table>

b. Evaluation Elements

Each proposal submitted will be evaluated based on the following criteria including, but not limited to:

<table>
<thead>
<tr>
<th>Criteria</th>
<th>Weight</th>
</tr>
</thead>
<tbody>
<tr>
<td>Number of years in business</td>
<td>10%</td>
</tr>
<tr>
<td>Price quoted that includes a scope of work</td>
<td>20%</td>
</tr>
<tr>
<td>The contractor's ability to provide a competitive, complete, comprehensive and economical project considering all of the activities outlined in this request</td>
<td>35%</td>
</tr>
</tbody>
</table>
Meet all of the requirements regarding licensing, insurance, and experience in working with the fleet and with non-profit organizations, schools and early childhood centers  

Whether you are a woman or Minority Business Enterprise  

Overall ability of the Contractor to meet ESP, Inc.’s needs. Please list any certifications of mechanics such as ASE or certifications of your employees in your particular area of work  

Turnaround time mentioned in proposal  

Reference Feedback

8. Contact Information

For clarification regarding this proposal, please contact:

Therese Soon, CFO email: tsoon@espcaa.org or bjackson@espheadstart.org Please indicate on the subject line “RFP-Vehicle Maintenance and Repair Services”.

9. Workplace Conduct and Safety

Drug Policy: The Contractor certifies that it maintains a drug free work place environment to ensure worker safety and workplace integrity.

Authorized Personnel: While engaged in the performance of these Vehicle Maintenance and Repair Services on-site, only authorized employees of the Contractor are allowed at the Enrichment Services Program, Inc. location where the work is being performed. During the performance of these services, the Contractor employees are not to be accompanied in the work area by acquaintances, family members, associates or any other person(s) who are not a current, authorized employee(s) of the Contractor.

Employee Guidelines: The Contractor shall use only qualified personnel to provide the required services. The Contractor shall be responsible for ensuring that employees abide by all rules and regulations set forth for the buildings and grounds.

Safety: The Contractor and any persons employed by the Contractor are strongly recommended to adhere to all OSHA requirements and regulations that apply while performing any part of the work listed under the title “Scope of Work”. The Contractor and any persons employed by the Contractor are strongly recommended to wear the following safety items as required by OSHA regulations while performing any part of the work listed under the title “Scope of Work”. These recommended safety items are: steel-toed boots, gloves, hearing protection, and eye protection.

State and Federal Regulations: The Contractor shall perform all work in accordance with State and Federal safety regulations in regards to work zones, work areas, equipment, vehicles, tools and supplies. The Contractor shall provide all necessary and required work zone protective devices and traffic channeling devices as required under State and Federal safety regulations.

Should the Contractor fail to remedy any identified safety concerns, where feasible, the Transportation Specialist shall have functional authority to halt work until said safety concerns are corrected.
Should the Contractor fail to remedy any verifiable safety concerns identified by the Transportation Specialist, Enrichment Services Program at its’ option may cancel any agreement, reserving for itself any remedies it may have for breach of contract.

**Public Safety:** The Contractor shall protect the safety and convenience of the general public. The Contractor shall perform work as needed and necessary to protect the general public from hazards.
EXHIBIT A – Contractor Information

1. Name of Business_______________________________________________________________

   Previous Name of Business, if applicable_______________________________________

2. Owner of the Company_________________________________________________________

3. Address/Location of the Company ______________________________________________

4. List the number of years in business __________________________________________

5. Is your business classified as Women/Minority Owned?  Please encircle-Yes or No

6. List the number of people employed on a regular basis. __________________________

7. Do you maintain an office that is staffed during normal daily working hours? ______

   After 5:00? ___________ Weekends? ______________ Holidays? ___________________

8. Describe the equipment, quantity of equipment, and vehicles to be used for these services.

   __________________________________________________________________________

9. Have any of your principal employees been included in the List of Parties Excluded from Federal
   Procurement or Non-procurement Programs? Please encircle-Yes or No

10. List or detail all pertinent information and data that would indicate the ability of your organization to
    satisfactorily fulfill the work as outlined in this Request for Proposal. Attach separate sheet if needed.

   __________________________________________________________________________

11. Have you or a member of your management team personally inspected the proposed work sites?

12. Who is the point of contact in the event your firm is awarded the contract?

   __________________________________________________________________________

   E-mail Address: ______________________________________________________________
13. List at least five (5) references (not residences; preferably non-profit organization, schools, early childhood/pre-school centers) in which your company has provided vehicle maintenance and repair services within the past five (5) years.

<table>
<thead>
<tr>
<th>Company Name</th>
<th>Non-Profit</th>
<th>Email Address</th>
<th>Contact Name</th>
<th>Phone Number</th>
<th>Work Performed</th>
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<tr>
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</tbody>
</table>

List of Certifications:

<table>
<thead>
<tr>
<th>Name of Certification</th>
<th>Employee</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
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<td></td>
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</tbody>
</table>
EXHIBIT B - Proposal Form for Standard Vehicles

Please submit the total bid amount to perform vehicle maintenance, repair services per visit basis.

**SCOPE OF WORK:**

- Inspections – (front to rear; includes grease, oil, etc.)
- Computerized Diagnostics – (as needed)
- Oil Change – (as recommended by the manufacturer)
- Brakes – (as needed)
- AC – (Diagnostics and Repair)
- General Repair – As Needed
- Major Repair – As Needed
- Service Call Rate – (including emergency after school/office hours or Holidays and weekends.
- Towing
- Glass
- Tires
- Alignment and Springs

<table>
<thead>
<tr>
<th>TYPE OF SERVICE</th>
<th>FREQUENCY</th>
<th>BID AMOUNT (Per Visit)</th>
<th>LESS: IN-KIND</th>
<th>NET BID AMOUNT (Per Visit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspections (see attached checklist)</td>
<td>Once a year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computerized Diagnostics</td>
<td>As needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oil Change</td>
<td>As recommended by the manufacturer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brakes</td>
<td>As needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AC and Heat(Diagnostics and Repair)</td>
<td>As needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>General Maintenance/Repair</td>
<td>As needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Call Rate-normal hours</td>
<td>As needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>*After Hours Service Call</td>
<td>As needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Towing Charge</td>
<td>As needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor Rate</td>
<td>For repairs and services</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>
### Vehicle Maintenance and Repair Services

<table>
<thead>
<tr>
<th>Service</th>
<th>Price 1</th>
<th>Price 2</th>
<th>Price 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>Parts at retail or wholesale rates?</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Tires</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Springs or Alignment</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Glass Replacement</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Service Call after hours (including evenings, weekends, holidays)*

**Pricing Note:** You may outline your pricing differently based on the way your services are priced if pricing cannot be tailored to fit in the table above.
EXHIBIT C - Proposal Form for Buses

Please submit the total bid amount to perform Vehicle Maintenance and Repair Services per visit basis.

SCOPE OF WORK:

- Inspections – (front to rear; includes grease, oil, etc.)
- Computerized Diagnostics – (as needed)
- Oil Change – (as recommended by the manufacturer)
- Brakes – (as needed)
- AC – (Diagnostics and Repair)
- General Repair – As Needed
- Tires
- Glass
- Alignments and Springs
- Service Call Rate – (including emergency after school/office hours or during school break such as Thanksgiving/Christmas Holidays, Spring/Winter/Summer Breaks

<table>
<thead>
<tr>
<th>TYPE OF SERVICE</th>
<th>FREQUENCY</th>
<th>BID AMOUNT (Per Visit)</th>
<th>LESS: IN-KIND</th>
<th>NET BID AMOUNT (Per Visit)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Inspections (see attached checklist)</td>
<td>Once a year</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Computerized Diagnostics</td>
<td>As needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Oil Change</td>
<td>As recommended by the manufacturer</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brakes</td>
<td>As needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>AC (Diagnostics and Repair)</td>
<td>As needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Labor Rate for General Maintenance/Repair</td>
<td>As needed</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Service Call Rate-normal hours</td>
<td>As needed</td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

16 of 25
**DEPARTMENT OF PUBLIC SAFETY SCHOOL BUS INSPECTION REPORT**

<table>
<thead>
<tr>
<th>Ticker Number</th>
<th>OK</th>
<th>Defect</th>
<th>OOS</th>
<th>Comments/Repairs</th>
</tr>
</thead>
<tbody>
<tr>
<td>Headlamps &amp; Parking Lamps</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hooded Amber and Reds Lights (front &amp; rear)</td>
<td></td>
<td></td>
<td></td>
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<tr>
<td>Clearance &amp; Marker Lights/Strobe Lamp</td>
<td></td>
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<tr>
<td>Turn Signals/Stop/Tail Lamps/Back up Lamps</td>
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<td></td>
<td></td>
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<tr>
<td>Step Well Light/ Dome Light</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>&quot;School Bus&quot; Front &amp; Rear</td>
<td></td>
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<td></td>
<td></td>
</tr>
<tr>
<td>Stop Arm/Crossing Gate</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Brakes: Pedal Reserve</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Hyd. Fluid Levels</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air Brake Adjustment</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Loose/Missing Brake Components</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Air/Fluid Leaks</td>
<td></td>
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</tr>
<tr>
<td>Low Air Warning</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Parking Brake</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Steering Wheel Lash</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Ball Joints/Bushings/Kingpin/Drag Link/Tie Rod</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Pitman Arm</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Power Steering Fluid</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Fuel Leaks/Lines</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Exhaust System: Leaks/Hangers/Discharge</td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

*Service Call (including emergency after school/office hours or holidays such as Thanksgiving/Christmas and weekends.*

*See the Preventative Maintenance Checklist and Bus Inspection Report issued by the Dept. of Public Safety. This is for informational purposes only.*
<table>
<thead>
<tr>
<th>Point</th>
</tr>
</thead>
<tbody>
<tr>
<td>Underneath Inspection Frame/Joist/Body Clips</td>
</tr>
<tr>
<td>Drive Shaft: U Joints/Safety Loops</td>
</tr>
<tr>
<td>Suspension: Structural Parts/Sway Bars</td>
</tr>
<tr>
<td>Shocks/ Springs &amp; Hangers</td>
</tr>
<tr>
<td>Tires &amp; Wheels</td>
</tr>
<tr>
<td>Windows / Windshield/Wipers</td>
</tr>
<tr>
<td>Service Door</td>
</tr>
<tr>
<td>Seat Belt (driver only)</td>
</tr>
<tr>
<td><strong>Horn &amp; Mirrors/Mirror Brackets</strong></td>
</tr>
<tr>
<td>Seats: Anchor/ Upholstery</td>
</tr>
<tr>
<td>First Aid Kit/ Body Substance Kit</td>
</tr>
<tr>
<td>Fire Extinguisher/Emergency Triangles</td>
</tr>
<tr>
<td>Seats: Fastened, Upholstery</td>
</tr>
<tr>
<td>Emergency Doors and Windows</td>
</tr>
<tr>
<td>Instruments Operational</td>
</tr>
</tbody>
</table>

**OFFICER:**

The undersigned certifies that all violations noted on this report have been corrected.

**Signature ------------ Title_________________________ Date ---**
Enrichment Services Program, Inc.  
Due Date: Tuesday, June 19, 2018 at 5:00 A.M.  

RFP #0517201801  
Vehicle Maintenance and Repair Services  

EXHIBIT D - Cost Proposal/Execution of Proposal

By submitting this proposal, the potential Contractor certifies the following:

- This proposal is signed by an authorized representative of the firm.
- The Contractor can obtain insurance certificates as required within 10 calendar days after notice of award.
- The Contractor will complete the Form W-9 - Request for Taxpayer Identification Number and Certification (Exhibit E)
- The cost and availability of all equipment, materials, and supplies associated with performing the services described herein have been determined and included in the proposed cost.
- All labor costs, direct and indirect, have been determined and included in the proposed cost.
- The Contractor has conducted site visits and is aware of prevailing conditions associated with performing these services.
- The potential Contractor has read and understands the conditions set forth in this RFP and agrees to them with no exceptions. If exceptions exist, they must be listed on a separate numbered sheet.
- The potential Contractor should submit five (5) copies of the RFQ.

Therefore, in compliance with this Request for Proposals, and subject to all conditions herein, the undersigned offers and agrees, to perform the services in accordance with the specifications and conditions in this RFP at the prices quoted, if this proposal is accepted within 90 days from the date of the opening.

CONTRACTOR: __________________________________________________________

ADDRESS: ____________________________

CITY, STATE, ZIP: ________________________________________________________

TELEPHONE NUMBER: _______________ FAX: __________________________

FEDERAL EMPLOYER IDENTIFICATION NUMBER/: __________________________
SOCIAL SECURITY NUMBER

E-MAIL: ________________________________________________________________

BY: _________________________________ ______________________________
    Signature                         Typed or printed name

_________________________ __________________________
    Title                             Date

THIS PAGE MUST BE SIGNED AND INCLUDED IN YOUR PROPOSAL.
Vehicle Maintenance and Repair Services  
RFP #05172018-01

EXHIBIT E – W-9

Form W-9 (Rev. 12-2014)  
Department of the Treasury  
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

Give Form to the requester. Do not send to the IRS.

1. Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

2. Business name/disregarded entity name, if different from above.

3. Check appropriate box for federal tax classification; check only one of the following seven boxes:
   [ ] Individual, sole proprietor or partner
   [ ] C Corporation
   [ ] S Corporation
   [ ] Partnership
   [ ] Trust and estate
   [ ] Single-member LLC
   [ ] Limited liability company. Enter tax classification (C-C corporation, S-C corporation, Partnership)
   - Note: For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in line above for the tax classification of the single-member owner.

4. Exemptions [check code(s) apply only to certain entities, see instructions on page 3]
   [ ] Exempt payee code (if any)
   [ ] Exemption from FATCA reporting code (if any)
   [ ] (payee is account maintained in a US
   - Note: If account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

5. Address (number, street, and apt., if any, or suite no.)

6. City, state, and zip code

7. List account number(s) here (optional)

Part I  
Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part II instructions on page 5. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3.

Note: If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

1. Social security number

2. Or: Employer identification number

Part II  
Certification

Under penalties of perjury, I certify that:

1. The statement made above is true, correct, and complete to the best of my knowledge and belief.

2. I am not subject to backup withholding because:
   [ ] I am exempt from backup withholding, or
   [ ] I have not been notified by the IRS that I am subject to backup withholding as a result of a failure to report all interest and dividends on your tax return.

3. I am a U.S. citizen or other U.S. person (defined below); and

4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Classification instructions. You must cross out Item 2 above if you have been notified by the IRS that you are subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here

Date

Signature of U.S. person

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/irsforms.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN), which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report any information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MS (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1098-K (merchant card and third party network transactions)

Cat. No. 10230X  
Form W-9 (Rev. 12-2014)
On behalf of the Offeror:

1. The individual signing certifies that he/she is authorized to contract on behalf of the Offeror.

2. The individual signing certifies that the Offeror is not involved in any agreement to pay money or other considerations for the execution of this agreement, other than to an employee of the Offeror.

3. The individual signing certifies that the prices in this proposal have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition.

4. The individual signing certifies that the prices quoted in this proposal have not been knowingly disclosed by the Offeror prior to an award to any other Offeror or potential Offeror.

5. The individual signing certifies that there has been no attempt by the Offeror to discourage any potential Offeror from submitting a proposal.

6. The individual signing certifies that the Offeror is a properly licensed certified real estate appraiser.

7. The individual signing certifies that he/she has read and understands all of the information in this Request for Proposal, including the information on the facilities to be appraised for Head Start, Early Head Start and Early Head Start Expansion.

8. The individual signing certifies that the Offeror, and any individuals to be assigned to the appraisal, does not have a record of substandard work and has not been debarred or suspended from doing work with any federal, state, or local government

Dated this _______ day of ____________, 20____.

_____________________________________
(Offeror’s Firm Name)

______________________________________
(Signature of Offeror’s Representative)

_____________________________________
(Printed Name and Title of Individual Signing)
Termination:

1. **Termination with Cause**
   Enrichment Services Program, Inc. reserves the right to terminate this contract at any time for cause. The violation of any provision or condition contained in this contract, or the refusal, failure, or inability to carry out any provisions of this contract shall constitute sufficient grounds to terminate this contract for cause. Should Enrichment Services Program, Inc. elect to terminate this contract for cause, Enrichment Services Program, Inc. will notify the Contractor 30 days prior to the termination date and shall specify the cause for termination as well as the date the termination shall be effective. This termination notice will be issued via a written letter sent by certified U.S. mail or electronically by email. Immediate dismissals may be executed if deemed necessary by Enrichment Services Program, Inc.

2. **Termination Without Cause**
   Enrichment Services Program, Inc. and the Contractor may terminate this contract without cause. Written notice of termination must be sent via certified U.S. mail no later than thirty (30) days prior to the termination date.

**Relationship of Parties:** It is understood by the parties that the Contractor is an independent entity with respect to ESP, and not an employee of ESP. ESP will not provide fringe benefits, including health insurance, paid vacation, or any other employee benefit, for the benefit of the Contractor or the Contractor’s employees. The Contractor shall provide proof of liability insurance within ten (10) working days naming ESP as additional insured upon execution of the agreement.

**Notices.** All notices required or permitted under this Agreement shall be in writing and shall be deemed delivered when delivered in person or deposited in the United States mail, postage prepaid.

**Entire Agreement:** The Agreement, with this attachment, contains the entire agreement of the parties and there are no other promises or conditions in any other agreement whether oral or written. This Agreement and these Terms and Conditions supersede any prior written or oral agreements between the parties.

**Amendment:** The Agreement may be modified or amended if the amendment is made in writing and is signed by both parties.

**Change Orders:** No Change Orders will be acceptable unless written approval is given by ESP prior to the work being performed. Any pricing quoted in the Contractor’s proposal should be a “Not to exceed” price and strictly adhered to, unless a Change Order is instigated by a request from ESP.

**Nonfederal Match:** The Contractor for services rendered may elect to contribute as an in-kind donation the difference between the Contractor’s normal and customary fees/services and the fees and/or services charged to ESP by virtue of the ESP being a non-profit organization.

**Severability:** If any provision of this Agreement shall be held to be invalid or unenforceable for any reason, the remaining provisions shall continue to be valid and enforceable.

**Indemnity:** THE CONTRACTOR IS ACKNOWLEDGED AS AN INDEPENDENT CONTRACTOR OF ESP AND AS SUCH WILL INDEMNIFY AND HOLD HARMLESS ESP FOR ANY AND ALL LOSS, EXPENSE, AND/OR CLAIMS ASSOCIATED WITH OR ARISING OUT OF SUCH INJURY OR DAMAGE DUE TO
Insurance. The contractor shall acquire and carry throughout the contract term any applicable insurance, including workers comprehensive or employee accident insurance if the contractor has employees. At a minimum the contractor shall secure liability/professional insurance if there are no employees or sub-contractors. Proof of insurance shall be furnished by the Contractor prior to the first day of work.

Right of Access to Contractor Records: ESP, the awarding agency, the Comptroller General of the United States, or any of their duly authorized representatives shall have access to any books, documents, papers, and records of the Contractor that are directly pertinent to a specific program (such as but not limited to Head Start, Early Head Start, CSBG, LIHEAP) for the purpose of making audits, examinations, excerpts, and transcripts. Records shall be maintained for at least three years from the termination date of the agreement.

Waiver of Contractual Right: The failure of either party to enforce any provision of the Agreement shall not be construed as a waiver or limitation of that party’s right to subsequently enforce and compel strict compliance with every provision of this Agreement.

Applicable Law: This Agreement shall be governed by the laws of the State of Georgia unless superseded by federal law.

Equal Opportunity. During the performance of this contract, the CONTRACTOR agrees to follow:
1. The CONTRACTOR shall not discriminate against any employee or applicant for employment because of race, color, age, religion, disability, political belief, sex, or national origin. The CONTRACTOR shall take affirmative action to ensure that applicants are employed, and that employees are treated during employment without regard to their race, color, age, religion, disability, political belief, sex, or national origin. Such action shall include, but not be limited to, the following: employment, upgrading, demotion, or transfer; recruitment or recruitment advertising; layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. The CONTRACTOR agrees to post in conspicuous places, available to employees and applicants for employment, notices to be prepared by the Contracting Officer setting forth the provisions of this Equal Opportunity clause.

2. The CONTRACTOR shall, in all solicitation or advertisements for employees placed by or on behalf of the CONTRACTOR, state that all qualified applicants shall receive consideration for employment without regard to race, color, religion, sex, or national origin, or political belief.

Additional Provision:
- Immigration Reform and Control Act.-
  - Requires employers to attest to their employees’ immigration status
  - Makes it illegal to knowingly hire or recruit unauthorized Immigrants.

CERTIFICATIONS: By signing the Contractor agrees to and certifies, if applicable, that:

1) The CONTRACTOR shall be in compliance with the Copeland Act, 18 U.S.C. 874, as supplemented by Department of Labor regulations, 29 CFR part 3, providing that each contractor and sub-recipient shall be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up part of the compensation to which he is otherwise entitled. The recipient shall report all suspected or reported violations to the AGENCY.
2) The CONTRACTOR shall take action to insure that all work is performed in accordance with OSHA guidelines and OSHA required record keeping and training is current and ongoing.

4) The CONTRACTOR shall be in compliance with the Clean Air Act (42 U.S.C. 7401 et seq.) and the Federal Water Pollution Control Act as amended (33 U.S.C. 1251 et seq.). Violations shall be reported to the HHS and the appropriate Regional Office of the Environmental Protection Agency.

5) The CONTRACTOR shall to the best of its knowledge or belief, not be currently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal or state agency, and are not currently or previously been indicted or convicted either civilly or criminally by a governmental entity (local, state or federal) for violations of procurement, consumer, and/or felony statutes. The Contractor is not listed in the General Services Administration’s List of Parties Excluded from Federal Procurement or Nonprocurement Programs.

6) The CONTRACTOR shall not and will not use Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. 1352.

7) The CONTRACTOR shall include the provisions of paragraphs (1) through (7) in every subcontract or purchase order (over $100,000) unless exempted by rules, regulations, or orders of the Secretary of Labor issued pursuant to section 204 of Executive Order No. 11246 of September 24, 1965, as amended by Executive Order No. 11375 of October 13, 1967, so that such provisions shall be binding upon each subcontractor or vendor.

In the event of the CONTRACTOR’S noncompliance with the above terms, conditions, and certifications or with any state or federal rules, regulations, or orders, this agreement may be canceled, terminated, or suspended, in whole or in part, and the CONTRACTOR may be declared ineligible for further contracts. No other terms and conditions may take precedence without the written permission of ESP.

I have read the above and agree to abide by these terms and conditions. I further, by my signature, certify that I am an authorized representative of the CONTRACTOR with authority to obligate such to comply with the above with the exception of the following:

Executed this ____ day of _____________, 20__

By:
Contractor___________________________________ Date______________________

Company________________________________________

By:
Agency________________________________________ Date______________________

Enrichment Services Program, Inc.
Checklist: Exhibit F
Checklist before submitting the proposal document:

_____ Read the entire document.

_____ You can bid on all or you may select services you would like to bid on.

_____ Note critical items such as: mandatory requirements; supplies and/or services required; submittal dates; number of copies required for submittal; funding amount and source; contract requirements (i.e., insurance requirements, performance and/or reporting requirements, etc.).

_____ Note the person’s name, address, phone numbers and e-mail address to submit to. This is the only person (or their designee) you are allowed to communicate with regarding the proposal.

_____ Attend the pre-proposal conference if one is offered. These conferences provide an opportunity to ask clarifying questions, obtain a better understanding of the Project, or to notify ESP, Inc. of any ambiguities, inconsistencies, or errors in the proposal.

Take advantage of the “question and answer” option if there is one.

 _____ Submit your questions to the contact by the due date listed in the RFP and view the answers given in the formal “addenda” issued for the RFP. All addenda issued for a proposal are posted on ESP, Inc.’s website and will include all questions asked and answered concerning the RFP. It is the proposer’s responsibility to be sure all addenda were received.

_____ Follow the format required in the RFP when preparing your response. Address point-by-point responses to all sections in a clear and concise manner.

Provide complete answers/descriptions. Read and answer all questions and requirements. Don’t assume ESP, Inc. or evaluator/evaluation ranking committee will know what your company capabilities are or what items/services you can provide, even if you have previously contracted with ESP, Inc. the proposals are evaluated based solely on the information and materials provided in your response.

_____ Use the forms provided i.e. Exhibits, etc.

_____ Check the website for RFP addenda’s. Before submitting your response, check the website to determine whether any addenda were issued for the RFP. If so, you must circle for each addenda issued on the “Proposer acknowledgement form”.

_____ Review and read the RFP document again, to make sure that you have addressed all requirements. Your original response and the requested copies must be identical and be complete.

_____ Submit your response on time. Note all the dates and times listed in the proposal and within the document, and be sure to submit all required items on time. Late proposal responses are never accepted.