

**REQUEST FOR PROPOSALS (RFP)**  
**FOR**  
**VEHICLE FLEET SERVICE**  
**FOR**  
**SAN JOAQUIN COUNTY OFFICE OF EDUCATION**



**SAN JOAQUIN COUNTY  
OFFICE OF EDUCATION**

**WARREN SUN DIRECTOR OF OPERATIONS AND SUPPORT SERVICES  
SAN JOAQUIN COUNTY OFFICE OF EDUCATION  
2707 TRANSWORLD DRIVE  
STOCKTON, CA 95206**



Return this original

## GENERAL CONDITIONS

1. **USE OF FORMS:** In order to preserve uniformity and facilitate the award of contracts, no written proposals will be considered unless made upon forms furnished by the County. Vendors shall complete the Notice Requesting Written Proposal Form and return the original copy and retain a copy for your records.
2. **ACCEPTANCE OR REJECTION OF WRITTEN PROPOSALS:** The Director of Operations and Support Services will accept written proposals from responsible vendor. The responsible vendor must offer the service that meets SJCOE's specifications and be capable of delivering the service as required. In the event of equal, low written proposals, preference shall be accorded to local firms in recognition of greater convenience. The Director of Operations and Support Services reserves the right to reject any or all of any written proposals, to waive any irregularity, non-material irregularities or information in any proposal, and to accept or reject any items or combination of items or any proposal. **THOUGH COST IS AN IMPORTANT FACTOR, IT IS NOT THE SOLE CONSIDERATION.**
3. **WRITTEN PROPOSAL FORM REQUIREMENTS:** All prices and notations must be typed or written in blue or black ink. Written proposal shall not be written in pencil. Mistakes may be crossed out and corrections inserted adjacent and shall be initialed in ink by the person signing the proposal. No revisions can be made after proposal submission deadline.

The successful proposer **MUST** agree, in advance, to provide the information contained in **attachment A** (Vehicle Fleet Service Specification Form).

Proposals should be verified before submission and cannot be withdrawn and/or revised after being opened. SJCOE will not be responsible for errors or omissions on the part of the vendor in making up their written proposals.

Statements or communications with a proposal which serve to qualify a written proposal shall void the written proposal as to the item qualified.

Proposals **MUST** be received no later than 2:00:00 p.m. on **June 09, 2022**, in the Operations Department. SJCOE will not be responsible for lost, stolen or misplaced proposals – it is the sole responsibility of the vendor to ensure the proposal is received in Operations on or before the due date and time.

Please mail or hand deliver to:

**MAIL TO:**  
**San Joaquin County Office of Education**  
**Operations Department**  
P.O. Box 213030  
Stockton, CA 95213-9030

**DELIVER TO:**  
**San Joaquin County Office of Education**  
**Operations Department**  
2707 Transworld Drive  
Stockton, CA 95206

Final selection - it is anticipated that a company will be selected on or about **Thursday, June 16, 2022**.

4. **FORM OF CONTRACT:** The successful vendor will be awarded a SJCOE Purchase Order. Following notification of the firm selected, it is expected that a Purchase Order be executed on or **after Friday, July 1, 2022** for the fiscal year **2022/2023**.
5. **INSPECTION OF SERVICES FURNISHED:** The services rendered shall be subject to inspections and/or rejection by the SJCOE. If defects or non-compliance with the specifications are found, service may be rejected at time of delivery and the purchase order will be voided for payment.
6. **NO CHARGE:** No additional charges will be allowed over and above the price written in the proposal, unless otherwise specified.
7. **DEFAULT BY VENDOR:** SJCOE shall hold the vendor responsible for any damage which may be sustained because of failure or neglect of the vendor to comply with the terms or conditions listed herein with the terms of the contract. Upon written notice to the vendor, SJCOE may cancel the contract in its entirety or cancel/rescind on all items affected by such default.
8. **INVOICE:** In order to facilitate payment, the vendor must adhere to the following instructions. The invoice must reference the SJCOE Purchase Order number and separately list any taxes payable. The vendor shall provide the following: description of item including specifications listed in the proposal. Vendor will submit a statement NET 30 days after delivery of the services. The vendor will provide two (2) copies of the invoice.
9. **SUBSTITUTIONS:** Whenever, in specification, any product that is specified by proprietary name, by name of manufacturer, such specification shall be deemed to be used for the purpose of facilitating description of the product desired and must be followed by the words "OR EQUAL". The vendor may, unless otherwise stated, offer a product which shall be substantially equal or better in every respect indicated or specified. If the product offered by the vendor is not, in the opinion of the SJCOE, substantially equal or better in every respect as specified, then the vendor must furnish the product specified. Burden of proof, as to equality of the product shall rest with the vendor.
10. **PRICES:** Taxes shall not be included on the written proposal form. At no time during the contract period, shall the prices charged to the SJCOE exceed the price quoted on the written proposal form.
11. **SCOPE OF WORK TO BE PROVIDED:** Provide VEHICLE FLEET services to SJCOE vehicles.
12. **PUBLIC INFORMATION:** All submitted proposals and information included therein shall become public record upon their delivery to SJCOE. SJCOE reserves the right to retain all proposals submitted and to use any ideas in a proposal regardless of whether that proposal is

selected. Submission of a proposal indicates acceptance by the firm of the conditions contained in this request for proposals unless clearly and specifically noted in the proposal submitted and confirmed in the contract between SJCOE and the vendor selected.

16. **TERMINATION:** SJCOE may at any time terminate this Agreement, in whole or in part. In such case, SJCOE's liability shall be limited to payment of the amount due for work performed up to the time of termination. This amount shall be substantiated with proof of satisfactory to SJCOE on and no further work will be rendered by vendor. Such payment shall constitute a full and complete discharge of vendor's obligations.

## 17. **CONTRACT RENEWAL**

**Initial Contract Term: Friday, July 1, 2022 through Monday, June 30, 2025.**

Pursuant to approval by the Superintendent of SJCOE, it is anticipated the contract awarded as a result of this RFP shall be for three (3) years with two (2) additional one-year options to renew annually.

SJCOE shall provide the Vendor with sixty (60) days notice of its intent to renew. Any renewal shall be on the same terms and conditions as the original agreement except for any price adjustments authorized by the SJCOE.

**Prices must be firm and fixed for the first 3 years of this agreement (i.e. Friday, July 1, 2022 through Monday, June 30, 2025).** At the time of renewal the Vendor may request price increases for the next twelve month renewal term. Any price increase requested must only be as a result of severe industry/market conditions and must be justified and proven by submission of documentation. The decision of the SJCOE as to the validity of the price increase requested and the amount thereof shall be final. Furthermore, all price increases must be approved by SJCOE Superintendent by written amendment to this agreement.

If vendor receives any price reductions of the items listed herein a corresponding reduction in price must be passed onto the SJCOE for the balance of the contract period, or as long as the lower prices are in effect.

# ATTACHMENT A

## VEHICLE FLEET SERVICE SPECIFICATION FORM

San Joaquin County Office of Education requires the following information:

- **Please use additional pages if necessary**

Charge for factory scheduled maintenance - Break down each charge	
Fleet rate – how is this rate established?	
Commercial rate – how is this rate established?	
Oil change rate	
Brake/tune-up rate	
Do you use the Chilton book or another source?	
Do you pick up and deliver vehicles that need service?	<input type="checkbox"/> Yes  <input type="checkbox"/> No
Do you charge a fee to pick up and deliver vehicles that need service?	<input type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> N/A
What is your tow charge (use) 2922 Transworld Drive as a base?	
Do you use genuine parts or after-market parts?	<input type="checkbox"/> Genuine parts  <input type="checkbox"/> After-market parts
Are all your shop mechanics certified?	<input type="checkbox"/> Yes  <input type="checkbox"/> No
Based on the list provided, what is your shop charge for tune-ups and oil changes?	



Classification	Year	Make	Model
Maintenance - Heavy Trucks (20,001 - 45,000 lbs)	2017	Freightliner	M2-106
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2000	Ford	Econoline
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2000	Ford	F-150 (lift truck)
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2007	Ford	E 350 Cargo Van
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2008	Ford	F150
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2010	Ford	Econoline
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2011	Ford	E-450 Box
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2011	Ford	F-150
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2011	Ford	F-150
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2011	Ford	F-150 Crew
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2011	Ford	F-350 F/B
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2012	Ford	F-150 Crew
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2012	Ford	F-350 crew
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2012	Ford	F-350 Flat
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2013	Ford	E-350 Box Van
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2013	Ford	F-150
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2013	Ford	F-450
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2014	Ford	F-250
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2015	Ford	E-350 Box Van
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2015	Ford	F250 Crew Cab Pickup
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2015	Ford	F450 Crew Cab Box Van
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2015	Ford	F450 Crew Cab Box Van
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2015	Ford	F450 Stake Side
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2018	Ford	F-150
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2018	Ford	Transit Cargo Van
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2018	Ford	Transit Cargo Van
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2019	Ford	F-250
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2019	Ford	Transit Connect
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2020	Ford	F-150 w/Lift Gate
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2020	Ford	F-350
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2020	Ford	F-350
Maintenance - Light Trucks (Vans/Pickups -10,000 lbs)	2021	Ford	Transit Cargo
Maintenance - Medium Trucks (10,001 - 20,000 lbs)	2017	Ford	F-250
Maintenance - Medium Trucks (10,001 - 20,000 lbs)	2017	Ford	F-250
Maintenance - Medium Trucks (10,001 - 20,000 lbs)	2017	Ford	F-350
Maintenance - Medium Trucks (10,001 - 20,000 lbs)	2017	Ford	F-450
Maintenance - Medium Trucks (10,001 - 20,000 lbs)	2019	Isuzu	NPR HD Crew Gas
Maintenance - Medium Trucks (10,001 - 20,000 lbs)	2019	Isuzu	NPR HD Crew Gas
Maintenance - Medium Trucks (10,001 - 20,000 lbs)	2022	Ford	F-450
Private Passenger - Passenger Vans (1-8 Passengers)	2002	Ford	Econoline
Private Passenger - Passenger Vans (1-8 Passengers)	2003	Ford	Econoline
Private Passenger - Passenger Vans (1-8 Passengers)	2006	Toyota	Sienna
Private Passenger - Passenger Vans (1-8 Passengers)	2008	Chevy	Express
Private Passenger - Passenger Vans (1-8 Passengers)	2009	Ford	Econoline
Private Passenger - Passenger Vans (1-8 Passengers)	2009	Ford	Econoline
Private Passenger - Passenger Vans (1-8 Passengers)	2009	Ford	Econoline
Private Passenger - Passenger Vans (1-8 Passengers)	2009	Ford	Econoline 150
Private Passenger - Passenger Vans (1-8 Passengers)	2009	Ford	Econoline Wheelchair
Private Passenger - Passenger Vans (1-8 Passengers)	2010	Ford	Econoline
Private Passenger - Passenger Vans (1-8 Passengers)	2011	Ford	E 150 Van
Private Passenger - Passenger Vans (1-8 Passengers)	2011	Ford	E 350 Van
Private Passenger - Passenger Vans (1-8 Passengers)	2013	Ford	E 150 Van
Private Passenger - Passenger Vans (1-8 Passengers)	2013	Ford	E 150 Van
Private Passenger - Passenger Vans (1-8 Passengers)	2013	Ford	E 150 Van
Private Passenger - Passenger Vans (1-8 Passengers)	2014	Ford	E-150 Van
Private Passenger - Passenger Vans (1-8 Passengers)	2014	Ford	E150 Van
Private Passenger - Passenger Vans (1-8 Passengers)	2014	Ford	E150 Van



Private Passenger - Passenger Vans (1-8 Passengers)	2014	Ford	E150 Van
Private Passenger - Passenger Vans (1-8 Passengers)	2016	Ford	Transit
Private Passenger - Passenger Vans (1-8 Passengers)	2017	Ford	Transit
Private Passenger - Passenger Vans (1-8 Passengers)	2019	Ford	Transit Van
Private Passenger - Passenger Vans (1-8 Passengers)	2020	Ford	Transit Cargo XL
Private Passenger - Passenger Vans (1-8 Passengers)	2021	Ford	Explorer
Private Passenger - Private Passenger Car	2010	Ford	Expedition
Private Passenger - Private Passenger Car	2011	Ford	Fusion
Private Passenger - Private Passenger Car	2011	Ford	Fusion
Private Passenger - Private Passenger Car	2012	Ford	Fusion
Private Passenger - Private Passenger Car	2012	Ford	Fusion
Private Passenger - Private Passenger Car	2013	Ford	Fusion
Private Passenger - Private Passenger Car	2013	Ford	Fusion
Private Passenger - Private Passenger Car	2013	Ford	Fusion Hybrid
Private Passenger - Private Passenger Car	2014	Ford	Fusion
Private Passenger - Private Passenger Car	2014	Ford	Fusion
Private Passenger - Private Passenger Car	2015	Ford	Fusion
Private Passenger - Private Passenger Car	2016	Ford	CMAX Energi
Private Passenger - Private Passenger Car	2016	Ford	Fusion
Private Passenger - Private Passenger Car	2016	Ford	Fusion Energi Hybrid
Private Passenger - Private Passenger Car	2016	Ford	Fusion Energi SE
Private Passenger - Private Passenger Car	2017	Ford	Fusion Energi Hybrid
Private Passenger - Private Passenger Car	2017	Ford	Fusion Hybrid
Private Passenger - Private Passenger Car	2018	Ford	Explorer
Private Passenger - Private Passenger Car	2018	Ford	Explorer
Private Passenger - Private Passenger Car	2018	Ford	Fusion
Private Passenger - Private Passenger Car	2018	Ford	Fusion
Private Passenger - Private Passenger Car	2018	Ford	Fusion SE
Private Passenger - Private Passenger Car	2019	Ford	Fusion
Private Passenger - Private Passenger Car	2019	Ford	Fusion
Private Passenger - Private Passenger Car	2019	Ford	Fusion
Private Passenger - Private Passenger Car	2019	Ford	Fusion
Private Passenger - Private Passenger Car	2019	Ford	Fusion
Private Passenger - Private Passenger Car	2019	Ford	Fusion
Private Passenger - Private Passenger Car	2019	Ford	Fusion
Private Passenger - Private Passenger Car	2019	Ford	Fusion
Private Passenger - Private Passenger Car	2020	Ford	Fusion
Private Passenger - Private Passenger Car	2020	Ford	Fusion Energy Hybrid
Private Passenger - Private Passenger Car	2020	Ford	Fusion Energy Hybrid
Private Passenger - Private Passenger Car	2020	Ford	Fusion Energy Hybrid
Private Passenger - Private Passenger Car	2020	Ford	Fusion Energy Hybrid
Private Passenger - Private Passenger Car	2020	Ford	Fusion Energy Hybrid