



## **REQUEST FOR FORMAL BIDS**

*For Light Duty Vehicle Service*

<b>Submit Proposals To:</b>	San Mateo Consolidated Fire Department 1040 E. Hillsdale Boulevard Foster City, CA 94404
<b>Direct Inquiries:</b>	Saul San Filippo Title Fleet and Facilities Manager Phone 650-455-5399 Email <a href="mailto:ssanfilippo@smcfire.org">ssanfilippo@smcfire.org</a>
<b>Proposal Due:</b>	<b>08/25/2020</b>
<b>Form of Submittal:</b>	ORIGINAL HARD COPY <b><u>NO</u></b> faxes or emails will be accepted

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All bid proposals shall be sealed and marked on the outside as:

***San Mateo Consolidated Fire Department Light Duty Vehicle Service***

**REQUEST FOR BID  
SAN MATEO CONSOLIDATED FIRE DEPARTMENT**

***Light Duty Vehicle Service***

**BACKGROUND INFORMATION**

For nearly the past decade, the City of San Mateo, The City of Belmont/Belmont Fire Protection District, and the City of Foster City/Estero Municipal Improvement District had been working diligently to bring together fire services with the goal of providing a high level of shared fire, rescue and emergency medical services to all three communities, while also achieving a cost-efficient service delivery. The diligence culminated into the formation of a Joint Powers Authority (JPA) that was created on November 22, 2017, to form the San Mateo Consolidated Fire Department (SMC Fire), which represents the merger of the San Mateo, Foster City and Belmont Fire Departments.

SMC Fire commenced operations on January 13, 2019 and continues to provide integrated and comprehensive emergency response services to all three communities. The department has over 260 years of combined history providing emergency services to the cities of San Mateo, Belmont, and Foster City with a service area of approximately 38.5 square miles serving a population of over 164,000. SMC Fire utilizes ten engine companies and two ladder trucks from nine fire stations, has its administrative offices in Foster City, and its Community Risk Reduction Division in San Mateo.

**GENERAL DESCRIPTION**

This specification describes the services to be performed under this solicitation. The department's light duty vehicle fleet requires general and preventive maintenance and routine repair services on vehicles and equipment including but not limited to brakes, tires, suspension, heat/air conditioning systems, electrical systems, engine etc. The work shall be performed under the technical supervision of the Department and shall be performed and scheduled as requested by the Department. By employing appropriate resources, the Contractor is anticipated to complete all requested work within the agreed upon timeframe.

The Contractor shall provide all labor, materials, tools, instrumentation, travel and equipment to satisfactorily complete the services. The Department reserves the right to increase or reduce service needs based on operational needs or restrictions. Nothing in this specification shall be interpreted as relieving the Contractor of the responsibility of meeting all applicable federal, state and local codes and regulations.

**SCOPE OF SERVICES**

The successful Contractor must be able to perform general and preventive maintenance and routine repair services on vehicles and equipment including, but not limited to, brakes, tires, suspension, heat/air conditioning systems, electrical systems, engine, etc.

The Department's preference is for the Contractor to have the ability to perform all required services. However, some work may be subcontracted. When subcontractors are used, the Contractor is responsible for performance of the work including but not limited to, billing, reporting, scheduling, delivery, work quality, and warranty.

The Contractor must have the ability to provide required preventive maintenance and repair service listed in Items A through J (below) for the vehicle fleet listed in Exhibit B. Any exception including subcontracting must be noted in the response.

A. **Preventive Maintenance**

- The Department's vehicles are routinely driven in short distances and frequent start/stops; The attached Service Schedule (Exhibit A) outlines preventive maintenance requirements due to the vehicle use conditions. There are four (4) services required on vehicles based on mileage. Service A = 4,000 miles, Service B = 8,000 miles, Service C = 12,000 miles, and Service D, vehicles that do not exceed the 4,000 miles in one year, which be serviced annually. The average annual vehicle usage is normally around 8,000 miles.
- The Department will provide a listing of vehicles due for preventive maintenance service at the beginning of each month. Vehicles will be listed by VIN number, the type of preventive maintenance the vehicle is to receive, and the week the vehicle is due for service.
- The Department's Fleet Manager (FM) or designee will notify the Contractor for specific dates vehicles will be ready for service. The preventive maintenance services will be in accordance with the preventive maintenance schedule (Exhibit A).

B. **Repairs and Maintenance**

- Provide service/repairs to all common mechanical and electrical systems as needed.

C. **Pick-up & Delivery of Vehicles to be Serviced**

- It is preferred that vehicles from Department facilities and other locations within San Mateo, Foster City and Belmont city limits be picked up and returned by the Contractor once serviced. For vehicles not drivable, an additional towing charge may be billed upon approval by authorized Department staff. Department facilities where most vehicle are located include:
  - i. Prevention Office – 1900 O' Farrell St., Suite 375, San Mateo, CA 94403
  - ii. Administration Office – 1040 East Hillsdale Blvd., Foster City, CA 94404
  - iii. Fire Station 23 – 31 West 27<sup>th</sup> Ave., San Mateo, CA 94403

D. **Conditions on Required Services Priority**

- Six-hour turn-around on all Chief Officer vehicles. Six to eight-hour turn-around on routine repairs including brakes, etc. and routine maintenance.
- When a prior appointment has been made for routine maintenance, the turn-around time should be between three to six hours.
- Provide adequate inventory on special parts to ensure minimum turnaround on non-routine repairs.
- Exterior wash and interior vacuum vehicle after each service.

E. **Repair Order**

- The Contractor shall provide Repair Orders for all services provided which will include the following information:
  - i. Repair estimates with anticipated work to be performed, estimated completion time, and estimated cost, signed by designated Department staff upon pickup/drop-off. A final copy with cost shall be emailed to Department upon

completion, and a billing copy shall be sent to the Department with the monthly statement.

- Actual work/cost above the written estimate requires Department approval prior to starting work.
- Authorization of work by designated Department employee or designee is required for all repair orders.
- Individual vehicle charges shall be submitted on separate repair orders for each service visit. The repair order must include: Date work performed, Vehicle and/or license #, make/model, Vehicle mileage at time of service/repair, Date in / date out / time completed, Detail type of service, hours, material used, and cost associated with each. Subcontracted repair orders containing same information shall be attached to the repair order.
- The Contractor guarantees and warrants that all material furnished and all services performed will be free from defects in material and workmanship and will be warranted by Contractor for a minimum of 120 days, 4,000 miles, or the length of time of any warranty given by the manufacturer or rebuilder/remanufacturer, whichever is greater, after acceptance. The Contractor shall remedy all such defects at his/her own expense within one (1) working day after notification by the Department.
- Warranty and subcontracted repair orders need to be provided by the Proposer. **The Contractor must be the primary contractor**; however, subcontractors may be used by the Contractor. **The Contractor** assumes responsibility for the work of its subcontractors. The charges for such services to the Department shall be the amount of the subcontractor's invoice for services performed, or the contract price, whichever is less.

#### **F. Hours of Operation**

- The Department provides services that are on a twenty-four hour, seven days a week basis and desires the most comprehensive hours coverage possible. Please identify normal business hours and emergency business hours, if available.
- Contracted maintenance facilities are expected to provide prompt, courteous and competent services. Garage staff must be knowledgeable about service procedures and initiate the service transaction within 30 minutes of department personnel's arrival and/or when the service call is placed. It is important that the service desk is staffed adequately to provide efficient customer service in a timely manner. To assist the Contractor with the maintenance program, the Department will provide:
  1. Listing of covered vehicles updated as necessary (Exhibit B).
  2. Repair orders and billing invoices must refer to the vehicles by their VIN number.
  3. Department preventive maintenance schedule (Exhibit A).
  4. Designated Department staff contacts.

#### **G. Safety Check**

- The Contractor shall perform a safety check in conjunction with all maintenance requirements listed within this RFP. These safety checks shall be performed every time a vehicle is brought in for service:
  1. Tires – Visually check condition record tire tread depth on repair order.

2. Lights, including checking all directional signaling devices and emergency light systems for proper operation.
3. Seat Belts – Check operation of all seat belts.
4. Windshield Wipers and Washers – Check condition of wiper arms and blades.
5. Check aim and flow of washer spray. Fill washer reservoir with washer solvent.
6. Fluid Levels – Check and replenish fluid levels in engine, transmission, differential, cooling system, steering system and master cylinder.
7. Inspect all units for leakage and clogging.
8. Battery – Check condition of heatshield, hold-down clamps and cable ends, top off electrolyte level, and clean top and terminals as necessary.
9. Heater-Defroster-Air Conditioner System and Wiper Controls – Check switches, valves, and ducting doors for proper operation.
10. Exhaust System – Visually inspect complete exhaust system including catalytic converter and heat-shielding. Check for broken, damaged, missing, or poorly positioned parts. Inspect for open seams, holes, or any condition which could allow exhaust fumes to enter the vehicle.
11. Steering and Suspension Components – Conduct a “look” and “shake” inspection.
12. Frame/Sub-Frame and Cross Member – Visually check for “drive-over” and/or vehicular damage.
13. Drive Shaft U-Joints / CV Joints – Conduct a “look” and “shake” inspection for seal leakage and joint failure.
14. Critical Components – Check condition of all under-hood heatshields, and the routing of all hoses and wiring to ensure maximum protection from radiated exhaust heat. Inspect all coolant hoses, fuel line hoses, power steering hoses, engine accessory drive belts, and other under-hood plastic or rubber components.
15. Brakes – Inspect all brake line hoses and master cylinder for signs of leaks or damage. Inspect front brake pads, rear brake linings, wheels cylinders, and parking brake cables and linkage. Report estimate of remaining life of pads and shoes on repair order. If shoe or pad has less than 1,500 miles life expectancy, replace pads or shoes.
16. Starter/Charging System – Electronically check starter motor cranking speed and current draw. Check alternator charging rate.
17. Cooling System – Visually inspect entire system for leaks, damage or other signs of needed repair.

#### **H. Scheduling of Maintenance and Service Procedures**

- The Department has designated the Fleet Manager (FM) as the Contractor’s primary contact for the Department:
  1. The Contractor shall identify a single individual by name to serve as the responsible contact for daily communication with the Department regarding vehicle scheduling and vehicle status update(s).
  2. The FM will contact the designated Contractor’s representative on weekdays, between 7:00 a.m. and 5:00 p.m. to determine the status of

vehicles and/or equipment being serviced. The Contractor's representative shall provide accurate and timely information to the FM on vehicle status, including but not limited to: what vehicle(s)/equipment are ready by VIN number, what vehicle(s)/equipment are being serviced/require repair, estimated completion of vehicle(s)/equipment under repair, and description of repairs and costs.

3. For other services, the Department will deliver the vehicle to the Contractor's facility and provide a description of the problem(s) the vehicle is experiencing.
- The Contractor shall contact the FM and provide an estimate and obtain authorization to proceed. For services estimated over \$500, the Contractor must obtain FM written approval via e-mail prior to performing any work.
  - After the service is completed, the Contractor shall:
    1. Complete Vehicle Service Order and have ready for FM or designee to sign.
    2. Place service reminder label on the driver's side windshield stating the next maintenance mileage and date for routine preventive maintenance.
    3. Wash the exterior and vacuum the interior of vehicles.
    4. Contact FM to provide time that vehicle is ready for transporting back to the original location.
    5. If the FM is not available, leave a voicemail message.
    6. After the FM or designee has checked the work performed and signed off on the Repair Order, the Contractor's representative shall provide the vehicle keys to the FM or designee.
    7. When repairs cannot be accomplished at the Contractor's facility or a Department approved subcontractor's facility, the Contractor must contact the FM for further instructions. No repairs shall be made by non-authorized facilities without notification of the FM.
    8. The Contractor shall report to the FM any vehicle brought in for service or repair and which the Contractor has determined that the service or repair was due to driver misuse.
    9. The Contractor will be responsible for loss and damage to all Department vehicles under its custody and/or control.
    10. The Department may, at its sole option, purchase tires from the Contractor at the State of California Contract pricing or better.
    11. All repair parts are to be original equipment manufacturer (OEM) or equivalent. Exceptions will be individually considered by the FM on a case by case basis.

I. **Non-Preventive Maintenance Service and Emergencies.**

- Non-routine maintenance, other than emergencies, will be handled by appointment through the FM or designee:
  1. If a Department employee delivers a vehicle to the Contractor's facility Monday through Friday between 8:00 a.m. and 5:00 p.m. requesting service without prior notification to you from the Department, the Contractor shall call the FM or designee for further instructions.
  2. If a Department vehicle has a breakdown or is involved in an accident and must be towed after hours, then it will be towed to the Contractor's facility, and the Contractor shall contact the FM for further instructions.
  3. There may be times when the FM calls early in the day with a specific set of instructions, and later in the day changes them; or, another staff member will call to change them if the FM is not available. In these situations, the last set of instructions will prevail.
  4. Turn-around time of six to eight hours for non-preventive maintenance service is required, unless otherwise approved by the FM.

## EXHIBIT A

Schedule A Service	Service A Every 4000 Miles	Service B Every 8000 Miles	Service C Every 12000 miles	Service D Annual not by Mileage
Check all safety items (Seat Belts, Air Bags, Mirrors)	X	X	X	X
Check Exterior, Interior lights and other electrical items for Correct Operations	X	X	X	X
Check Reverse Camera for proper operation	X	X	X	X
Check interior, seats, headrests and carpet for operations tears and stains	X	X	X	X
Check OBD for vehicle trouble codes (report Active codes to FM)	X	X	X	X
Check Body for damage. loose panels, missing bolts or clips.	X	X	X	X
Check all external lights, door handles, Mirrors	X	X	X	X
Check Headlight Adjustment	X	X	X	X
Check Windshield Wiper Operation, Blade Condition, Washer Fluid level, Fill as needed.	X	X	X	X
Check Battery Electrolyte Level, Add water as needed	X	X	X	X
Clean and Tighten Battery Terminals	X	X	X	X
Lubricate Door Latches, Locks and Hinges	X	X	X	X
Check Heating and Air Conditioning System for operation. (Freon Level, heater core, and compressor operation)	X	X	X	X
Check for any Visible leaks, Oil, Coolant, Transmission, Power Steering and fuel.	X	X	X	X
Check Engine Compartment Fluid Levels, (Engine Oil, Coolant, Power Steering, Brake fluid) Add as required	X	X	X	X
Check Drive Train Fluid Levels (Transmission, Transfer Case, Differential) Add as as required	X	X	X	X
Check Steering components for wear and lubricate Steering Linkage	X	X	X	X
Check Tire Pressure and Condition Log Tread Depth	X	X	X	X
Rotate Tires (4 Way Front to Rear)	X	X	X	X
Check Lug nuts for proper torque	X	X	X	X
Check Breather Condition clean and replace if needed	X	X	X	X
Check trailer hitch and wiring harness	X	X	X	X
Check and lubricate plug in systems for Kussmaul	X	X	X	X
Change Engine Oil	X	X	X	X
Change Engine Oil Filter	X	X	X	X
Change Air Filter (Air filter and cabin air filter condition)	X	X	X	X
Change Fuel Filter	X	X	X	X
Check and Adjust Drive Belts	X	X	X	X
Check Front Brake Pads, Rotors and Calipers	X	X	X	X
Check Rear Brake pads/shoes drums, Rotors and wheel Cylinders	X	X	X	X
Check Parking brake for proper adjustment	X	X	X	X
Check Front and rear Shocks/Springs for cracks wear and/ leakage	X	X	X	X
Lubricate Chassis/ Driveline /CV boots	X	X	X	X
Check Cooling System, Hoses, Clamps and Water pump	X	X	X	X
Check Exhaust System (Muffler, catalytic converter, tail pipe & hangers)	X	X	X	X
Check Front Wheel Allignment	X	X	X	X
Check 4WD for operation if applicable	X	X	X	X
Transmission Change Fluid, Filter and Gasket			X	
Check Wheel bearings for lubrication and adjustment			X	
Check Hybrid or plug in systems for proper operations	X	X	X	X
Check Hybrid battery monitoring system	X	X	X	X
Check onboard Battery charger	X	X	X	X
Check Hybrid Batteries	X	X	X	X
Check Electric Motor	X	X	X	X
Check Activation of the battery fan (increased hazard due to overheating of the high-voltage battery), function, speed of the fan	X	X	X	X
Check Electric braking torque characteristic resulting from the wheel on the drive train to the electric motor	X	X	X	X
Check Electrical Sensors (current, voltage and rotor position sensor) Actuators (high-voltage contactor)	X	X	X	X
Complete smog check when required (FM will notify when required)				



## EXHIBIT B

Vehicle Number	Year	Make/Model	License #	VIN	Mileage
S-0103	2001	Ford F250 d cab longbed	1060894	3FTNW20S41MA55891	27576
S-0510	2006	Ford Superduty F350 Truck 4X4	1222268	1FTWX31Y26EB58699	93065
S-0511	2005	Chevrolet Silverado (XF-26)	1213858	1GCHK33215F930411	38419
S-0712	2007	Ford F250 4X4	1206725	1FTWW31P67EB44381	106999
S-0713	2007	Ford F350 4x4	1206724	1FTWX31P87EB44380	47915
S-0814	2008	Ford F 250 4X4	1301647	1FTSX21Y68ED51966	97418
S-1121	2011	Ford F250 4x4	1362331	1FT7W2B61BEB81271	5776
S-1322	2013	Chevrolet Impala	1397573	2G1WD5E31D1206574	73770
S-1424	2014	Ford Fusion Hybrid SE	1438362	3FA6P0LU3ER293684	84800
S-1425	2014	Ford Fusion Hybrid SE	1438358	3FA6P0LU6ER293680	76692
S-1426	2014	Ford Fusion Hybrid SE	1438359	3FA6P0LU8ER293681	72588
S-1427	2014	Ford Fusion Hybrid SE	1438360	3FA6P0LUXER293682	64978
S-1529	2015	Toyota Tacoma	1465901	5TFTU4GN8FX079721	10721
S-1530	2015	Toyota Tacoma	1465898	5TFTU4GNXFX079705	38513
S-1528	2015	Ford Explorer-Interceptor	1481971	1FM5K8AR9GGA46984	84764
S-1531	2015	Ford Explorer-Interceptor	1481972	1FM5K8AR5GGA52393	106482
S-1632	2017	Ford Explorer-Interceptor	1125948	1FM5K8ARXHGA62905	78206
S-1634	2016	Ford Explorer-Interceptor	1495826	1FM5K8AR7GGD32803	49995
S-1635	2016	Ford F250 4x4	1495797	1FT7W2B61GED00802	103333
S-1743	2017	Ford F250 4x4	1505573	1FTBF2A60HEC56823	5614
S-1744	2017	Toyota Tacoma	1505780	5TFRZ5CN1HX041225	24653
S-1745	2017	Toyota Tacoma	1505782	5TFRZ5CN5HX041566	23412
S-1846	2018	Dodge Hose Tender (Grant Funde	1545335	3C7WRMBL4JG118292	2051
S-1847	2018	Ford F250 4x4	1410277	1FT7W2B61JED02279	8112
S-1849	2018	Ford Explorer-Interceptor	1423844	1FM5K8AR7JGC95632	5348
S-1951	2020	Toyota Rav 4	1580667	2T3LWRFV8LW053600	4290
S-1952	2020	Toyota Rav 4	1580666	2T3LWRFV2LW059456	1865
S-1953	2019	Ford F-350 (Training)	1579401	1FT8W3B62KEF81110	1732
S-1954	2020	Toyota Rav 4	1580668	2T3LWRFV5LW067258	2760

### **Contract Term**

Bidders acknowledge the Agreement that will be entered into as a result of this Solicitation will be a Requirements Contract. The level of effort stated herein are estimates given as a general guide for bidding and are not guaranteed amounts, but do represent the best estimate of the Department, based on projected need.

The base term of the Contract shall be for a period of two (2) years, during which all prices shall remain firm. The Contract may be extended for an additional one (1) year at the sole discretion of the Department. Should the Department exercise the option to extend the contract, labor rates may be adjusted at the beginning of the option year in accordance with the cost of living wage.

### **Qualifications of Bidder**

To be considered for award of this contract, the bidder must meet the following minimum qualifications:

- The bidder must be organized and qualified for the purpose of providing maintenance services of light duty vehicles.
- The bidder must have a proven ability to commence work within reasonable time of contract award.
- The bidder must have qualified and trained staff with sufficient back-up personnel to successfully complete the contract requirements.
- Experience with government and municipalities are preferred.
- The bidder must have the central office capability to supervise and monitor the program ensuring satisfactory provision of services.
- The bidder shall provide evidence of insurance, including Workers' Compensation, Liability, and Property Damage Insurance.
- The bidder shall submit a list of ten (10) references, including name of institution, address, and contact person with email and phone number.

### **Process Schedule**

The following is a schedule of events concerning the bid process:

- Advertise Bid:
  - *07/23/2020 thru 08/24/2020*
- Due Date/Bid Opening:
  - *08/25/2020 1040 East Hillsdale Blvd Foster City, CA 94404*
- Notification of Award:
  - *Week of 08/31/2020*

### **Requirements for Proposal Package**

All proposals shall be received by 3:00 PM on 08/25/2020.

Any proposal received after the scheduled opening time shall not be considered. The Proposal must be signed by the Proposer with its full name and address and enclosed in a sealed envelope.

All proposals are to be submitted in sealed envelopes addressed to:

**San Mateo Consolidated Fire Department**

**Attn: Saul San Filippo**

**1040 E. Hillsdale Boulevard**

**Foster City, CA 94404**

### ***Re: Light Duty Vehicle Service***

Proposals must be sealed and labeled on the outside of the package to clearly indicate that they are in response to the Bid.

Bidder must submit a response in the form of a proposal that includes the following sections:

- Name and address of the Bidder; Name, title and telephone number of the contact person for the Bidder;
- A statement that the proposal is in response to this Request for Bids;
- The signature, typed name and title of the individual, who is authorized to commit to the proposal;
- A statement that the proposal is made without any connection with any other Proposers making any proposal for the same services; and
- A statement that no person acting for or employed by SMC Fire is directly or indirectly interested in the Proposal or any agreement which may be entered into to which the Proposal relates or in any portion of the profits here from.
- A statement of costs associated with the Bid materials, product or service.

### **Selection Criteria**

Once proposals are received, they will be evaluated based on the overall skill, competence, price, value, and related criteria, including (without limitation) the following factors:

- The total price quoted for completing the work
- The ability to meet the minimum specifications required for the work
- The ability to obtain insurance coverage
- Possession of and ability to retain necessary equipment, tools, and staffing
- The completeness of the information requested and provided
- Expertise, qualifications, licenses, certifications, and directly related experience of staff and managers assigned to perform the work
- Prior track record with similar projects
- Ability and Commitment to perform the work in a timely manner and to promptly invoice SMC Fire for the work performed

### **Award Process**

SMC Fire will review submitted proposals. Proposers who are deemed qualified and best suited, based on the selection criteria, may be requested to participate in discussions regarding their proposals. Discussion will cover cost, methods of operation, and all other relevant factors. SMC Fire is not responsible for any costs incurred by the Proposers, who shall bear their own costs in preparing and submitting proposals to SMC Fire and, if awarded a contract, costs incurred in negotiating its terms. At the conclusion of discussions, the Proposers will be ranked based on selection criteria, and final negotiations will be conducted with the proposer ranked first. If a satisfactory agreement can be reached, SMC Fire shall recommend to the designated approving authority that the bid be awarded to the Proposer; otherwise, negotiations will be conducted with each subsequent Proposer until a satisfactory contract can be established or until SMC Fire determines that rejection of all proposals is in the best interest of the Department.

Upon the recommendation to the approving authority, staff will award the contract to the Proposer whose proposal is determined to be professionally and technically complete. The selection process may, however, include a request for additional information or an oral presentation to support the written proposal; the price proposal will be considered firm and cannot be altered after receipt per the terms of this proposal, unless SMC Fire requests an additional financial proposal via a best and final offer. This does not imply a best and final offer opportunity will be available to the Proposers.

SMC Fire reserves the right to award this contract not necessarily to the Proposer with the lowest price, but to the Proposer that demonstrates the best ability to fulfill the requirements of the Bid and who provides the best value to the department.

The successful Proposer shall commence work only after the transmittal of a fully executed contract and after receiving written notification to proceed from SMC Fire. The successful Proposer will perform all services indicated in the proposal in compliance with the negotiated contract. After the evaluation of the proposals and selection of the successful Proposer, all Proposers will be notified in writing of the selected Proposer.

### **Contractual Format and Terms**

A written agreement will be entered into by SMC Fire and the selected Proposer. The form and terms of the written agreement shall be to the satisfaction of SMC Fire and contingent upon approval by SMC Fire, including insurance requirements to SMC Fire's satisfaction. The form and substance of the written agreement will substantially conform to SMC Fire's standard agreement form. The failure of the selected proposer and SMC Fire to agree to satisfactory terms in the written agreement shall deem the selected proposer to be non-compliant and SMC Fire may award the contract for services to a different party or cancel or re-issue the Bid.

### **Minimum Scope of Insurance**

Coverage shall be at least as broad as:

1. **Commercial General Liability (CGL):** Insurance Services Office (ISO) Form CG 00 01 12 07 covering CGL on an “occurrence” basis, including products-completed operations, personal & advertising injury, with limits no less than **\$2,000,000** per occurrence. If a general aggregate limit applies, either the general aggregate limit shall apply separately to this project/location or the general aggregate limit shall be twice the required occurrence limit.
2. **Automobile Liability:** ISO Form Number CA 00 01 covering any auto (Code 1), or if Consultant has no owned autos, hired, (Code 8) and non-owned autos (Code 9), with limit no less than **\$1,000,000** per accident for bodily injury and property damage.
3. **Workers’ Compensation:** as required by the State of California, with Statutory Limits, and Employer’s Liability Insurance with limit of no less than **\$1,000,000** per accident for bodily injury or disease.
4. **Professional Liability (Errors and Omissions):** Insurance appropriate to the Consultant’s profession, with limit no less than **\$1,000,000** per occurrence or claim, **\$2,000,000** aggregate.

The insurance policies shall conform to the Department’s standard requirements pertaining to deductibles, notices of cancellation, and related terms. The insurance policies shall be endorsed to name SMC FIRE, its elected and appointed officials, employees, and agents as covered as additional insureds.

### **Right to Extend/Reject**

This Request for Bids does not commit SMC Fire to award any agreement or contract for services. SMC Fire reserves the right to extend the time for the receipt of bids by up to 30 days if only one bid is received by the bid deadline, or reject any or all proposals for any reason, in whole or in part, received in response to this Request for Bids. SMC Fire reserves the right to withdraw this Request for Bids at any time in its sole discretion. SMC Fire reserves the right to waive minor irregularities or informalities in any proposal, negotiate with qualified proposer, or cancel this request in whole or in part. SMC Fire will not pay for any information herein requested, nor is it liable for any costs incurred by any proposer associated with responding to this Request for Bids or negotiating a contract with SMC Fire. Proposers whose proposals do not meet the mandatory requirements will be considered non-compliant.

### **Contact**

Questions regarding this Request for Formal Bid should be directed toward:

San Mateo Consolidated Fire Department

Attn: *Saul San Filippo*

*Monday - Thursday*

*Phone 650-445-5399*

*Email [ssanfilippo@smcfire.org](mailto:ssanfilippo@smcfire.org)*

--End--