

**REQUEST FOR PROPOSALS  
FOR  
FURNISHING AND DELIVERY  
OF  
VEHICLE MAINTENANCE SERVICES  
FOR  
THE CURATORS OF THE UNIVERSITY OF MISSOURI  
ON BEHALF OF  
KANSAS CITY CAMPUS  
RFP # 22077  
DUE DATE: FEBRUARY 10, 2022  
TIME: 2:00 PM CST**

THE CURATORS OF THE UNIVERSITY OF MISSOURI

Prepared by:  
Amanda Lorentzen  
Strategic Sourcing Specialist  
University of Missouri Procurement  
2910 LeMone Industrial Blvd  
Columbia, MO 65201

Date Issued: JANUARY 21, 2022

**RFP # 22077**

**VEHICLE MAINTENANCE SERVICES**

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## NOTICE TO RESPONDENTS

The University of Missouri requests proposals for the Furnishing and Delivery of Vehicle Maintenance Services, **RFP #22077** which will be received by the undersigned at University of Missouri Procurement, until **JANUARY 27, 2022 at 2:00 p.m.** **The University assumes no responsibility for any vendor's on-time receipt at the designated location for proposal opening. Faxed or emailed responses will not be considered.**

Specifications and the conditions of Request for Proposal together with the printed form on which Request for Proposals must be made may be obtained by accessing the following website: <http://www.umsystem.edu/ums/fa/procurement/bids> or from the Strategic Sourcing Specialist identified within this document.

In the event a Respondent chooses to use the Word version of the RFP to aid in preparation of its response, the Respondent should only complete the response information. Any modification by the Respondent of the specifications provided will be ignored, and the original wording of the RFP shall be the prevailing document.

If you have any questions regarding the RFP, please send them to:

*Amanda Lorentzen  
University of Missouri Procurement  
2910 LeMone Industrial Blvd  
Columbia, Missouri 65201  
AMWYT7@umsystem.edu*

**All questions regarding the RFP must be received no later than 2:00 PM on JANUARY 31, 2022.**

The University reserves the right to waive any informality in Request for Proposals and to reject any or all Request for Proposals.

THE CURATORS OF THE UNIVERSITY OF MISSOURI  
Prepared by:  
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University of Missouri Procurement  
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Columbia, MO 65201

**UNIVERSITY OF MISSOURI  
REQUEST FOR PROPOSAL (RFP)  
GENERAL TERMS AND CONDITIONS  
&  
INSTRUCTIONS TO RESPONDENTS**

**A. General Terms and Conditions**

1. **Purpose:** The purpose of these specifications is to require the furnishing of the highest quality equipment, supplies, material and/or service in accordance with the specifications. These documents, and any subsequent addenda, constitute the complete set of specification requirements and proposal response forms.
2. **Governing Laws and Regulations:** Any contract issued as a result of this RFP shall be construed according to the laws of the State of Missouri. Additionally, the contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
3. **Taxes:** The contractor shall assume and pay all taxes and contributions including, but not limited to, State, Federal and Municipal which are payable by virtue of the furnishing and delivery of item(s) specified herein. Materials and services furnished the University are not subject to either Federal Excise Taxes or Missouri Sales Tax.
4. **Sovereign Immunity:** The Curators of the University of Missouri, due to its status as a state entity and its entitlement to sovereign immunity, is unable to accept contract provisions, which require The Curators to indemnify another party (537.600, RSMo). Any indemnity language in proposed terms and conditions will be modified to conform to language that The Curators are able to accept.
5. **Preference for Missouri Firms:** In accordance with University policy, preference shall be given to Missouri products, materials, services and firms when the goods or services to be provided are equally or better suited for the intended purpose. As long as quality is equal, preference by a differential not to exceed 5% shall be given. Firms are considered "Missouri firms" if they maintain a regular place of business in the State of Missouri.
6. **Appropriation:** The Curators of the University of Missouri is a public corporation and, as such, cannot create indebtedness in any one year (the fiscal year beginning July 1 to June 30) above what they can pay out of the annual income of said year as set forth in 172.250, RSMo. Therefore, if the University determines it has not received adequate appropriations, budget allocations or income to enable it to meet the terms of this contract, the University reserves the right to cancel this contract with 30 days' notice.
7. **Equal Opportunity and Non-Discrimination:** In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all

subcontractors shall agree not to discriminate against any recipients of services, or employees or applicants for employment on the basis of race, color, religion, national origin, sex, age, disability, or veteran status. The contractor shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment of minorities, women, persons with disabilities, and certain veterans. Contract clauses required by the United States Government in such circumstances are incorporated herein by reference.

8. **Supplier Diversity Participation:** The University of Missouri System is committed to and supports supplier diversity as an essential part of the University's mission and core values. To qualify as a Diverse Supplier, the company must be at least 51% owned and controlled by someone in one of the recognized groups (see below). These firms can be a sole proprietorship, partnership, joint venture or corporation. Diverse suppliers should be certified from a recognized certifying agency.

The University of Missouri recognizes the following groups:

- MBE (Minority Owned Business Enterprise)
  - African American
  - Asian American
    - Pacific Asian American
    - Subcontinent Asian American
  - Hispanic American
  - Native American
- WBE (Women Owned Business Enterprise)
- DVBE (Service Disabled Veteran Owned Business Enterprise)
- VBE (Veteran Owned Business Enterprise)
- LGBT (Lesbian, Gay, Bisexual, Transgender)
- DBE (Disadvantaged Business Enterprise)

Tier 2 Diverse Supplier Spending and Reporting: The University strongly encourages Supplier Diversity participation in all of its contracts for goods and services. Tier 2 spend is spend reported by primary (non-diverse) suppliers of the University of Missouri who subcontract work to, or make purchases from a diverse supplier. Depending upon the contract, primary (non-diverse) suppliers may be asked to submit Tier 2 information with Women and Diverse Owned Companies. Suppliers have two options in reporting Tier 2 dollars depending on the terms on the contract: Direct and Indirect.

- Direct dollars – dollars directly spent with Women and Diverse Owned suppliers in the fulfillment of the contract.
- Indirect dollars – dollars based on a percentage of revenue the University represents to the supplier. An example is as follows:
  - 1) Supplier's Total Revenues: \$10,000,000

- 2) Revenues from University \$: \$4,000,000
- 3) University % of Total Revenues: 40% (#2 divided by #1)
- 4) Total MBE Dollars: \$150,000
- 5) Total WBE Dollars: \$150,000
- 6) Total University Attributable MBE \$: \$60,000 (#3 multiplied by #4)
- 7) Total University Attributable WBE \$: \$60,000 (#3 multiplied by #5)
- 8) Total University Attributable MWBE \$: \$120,000 (Sum of #6 and #7)
- 9) University % Attributable Revenue: 3% (#8 divided by #2)

Supplier Diversity Participation Form: If a respondent will be utilizing a diverse supplier as part of this contract, they must indicate their Supplier Diversity participation levels on the Supplier Diversity Participation Form included in this RFP (see Attachment A). The Respondent must describe what suppliers and/or how the Respondent will achieve the Supplier Diversity goals. Evaluation of proposals shall include the proposed level of Supplier Diversity participation. Proposals that do not meet the participation requirements for Supplier Diversity will not receive any of the points during proposal review.

Suppliers/contractors will be responsible for reporting Tier 2 diverse supplier participation on an agreed upon timing (e.g. quarterly, annually) when business is awarded.

The University will monitor the supplier/contractor's compliance in meeting the Supplier Diversity participation levels committed to in the awarded proposal. If the supplier/contractor's payments to participating diverse suppliers are less than the amount committed to in the contract, the University reserves the right to cancel the contract, suspend and/or debar the supplier/contractor from participating in future contracts.

9. **Applicable Laws and Regulations:** The University serves from time to time as a contractor for the United States government. Accordingly, the provider of goods and/or services shall comply with federal laws, rules and regulations applicable to subcontractors of government contracts including those relating to equal employment opportunity and affirmative action in the employment of minorities (Executive Order 11246), women (Executive Order 11375), persons with disabilities (29 USC 706 and Executive Order 11758), and certain veterans (38 USC 4212 formerly [2012]) contracting with business concerns with small disadvantaged business concerns (Publication L. 95-507). Contract clauses required by the Government in such circumstances are incorporated herein by reference.
10. **Applicable Digital Accessibility Laws and Regulations:** The University affords equal opportunity to individuals with disabilities in its employment, services, programs and activities in accordance with federal and state laws, including Section 508 of the Rehabilitation Act, 36 C.F.R., Pt. 1194. This includes effective communication and access to electronic and information communication technology resources, and the University expects that all products will, to the greatest extent possible, provide equivalent ease of use for individuals with disabilities as for non-disabled individuals. The University of Missouri has adopted the Web Content Accessibility Guidelines (WCAG), as specified by the University of Missouri Digital Accessibility Policy.

Supplier shall: (1) deliver all applicable services and products in reasonable compliance with University standards (Web Content Accessibility Guidelines 2.0, Level AA or above); (2) provide the University with an Accessibility Conformance Report detailing the product's current accessibility according to WCAG standards using the latest version of the Voluntary Product Accessibility Template (VPAT); (3) if accessibility issues exist, provide a "roadmap" plan for remedying those deficiencies on a reasonable timeline to be approved by the University; (4) promptly respond to assist the University with resolving any accessibility complaints and requests for accommodation from users with disabilities resulting from supplier's failure to meet WCAG guidelines at no cost to the University; and (5) indemnify and hold the University harmless in the event of any claims arising from inaccessibility.

When installation, configuration, integration, updates, or maintenance are provided, the supplier must ensure these processes are completed in a way that does not reduce the original level of WCAG conformance. If at any point after procurement it is determined that accessibility improvements need to be made in order to comply with the WCAG standards, the supplier agrees to work with the University to remedy the non-compliance by submitting a roadmap detailing a plan for improvement on a reasonable timeline. Resolution of reported accessibility issue(s) that may arise should be addressed as high priority, and failure to make satisfactory progress towards compliance with WCAG, as agreed to in the roadmap, shall constitute a breach of contract and be grounds for termination or non-renewal of the agreement.

- 11. Applicable Health Related Laws and Regulations:** If these specifications or any resulting contract involves health care services or products, the Contractor agrees to maintain, and will further assure such compliance by its employees or subcontractors, the confidential nature of all information which may come to Contractor with regard to patients of the University. All services provided pursuant to this contract shall be provided in accordance with all applicable federal and state laws including The Health Insurance Portability and Accountability Act of 1996, Public Law 104-191, sections 261-264 (the Administrative Simplification sections) and the regulations promulgated pursuant thereto and regulations of the Joint Commission on Accreditation of Healthcare Organization and The Centers for Medicare & Medicaid Services (CMS).

Respondents understand and agree that the Curators of the University of Missouri, in the operation of MU Health Care, is regulated under federal or state laws with regard to contracting with vendors. The Contractor represents that it is not currently excluded or threatened with exclusion from participating in any federal or state funded health care program, including Medicare and Medicaid. Contractor agrees to notify the University of any imposed exclusions or sanctions covered by this representation.

The University will regularly check the "List of Excluded Individuals/Entities" (LEIE), maintained by the Office of Inspector General, United States Department of Health and Human Services ("OIG") to determine if any Respondents have been excluded from

participation in federal health care programs, as that term is defined in 42 U.S.C. §1320a-7b(f). The University reserves the sole right to reject any respondents who are excluded by the OIG, who have been debarred by the federal government, or who have otherwise committed any act that could furnish a basis for such exclusion or debarment.

12. **Inventions, Patents, and Copyrights:** The Contractor shall pay for all royalties, license fees, patent or invention rights, or copyrights and defend all suits or claims for infringements of any patent or invention right or copyrights involved in the items furnished hereunder. The Contractor shall defend, protect, and hold harmless the University its officers, agents, servants and employees against all suits of law or in equity resulting from patent and or copyright infringement concerning the contractor's performance or products produced under the terms of the contract.

Copyrights for any item developed for the University shall be the property of the University and inure to its benefit and the Contractor shall execute such documents as the University may require for the perfection thereof.

13. **Insurance:** The Contractor shall purchase and maintain such insurance as will protect the Contractor and the University against any and all claims and demands arising from the execution of the contract. Further, when stated in the Detailed Specifications and Special Conditions, the Contractor shall be required to procure and maintain the types and limits of insurance as specified.
14. **Performance Bond/Irrevocable Letter of Credit:** If a performance bond or irrevocable letter of credit is required in the Detailed Specifications and Special Conditions, the Contractor shall furnish to the University, along with their signed contract, a performance bond or unconditional irrevocable letter of credit payable to the Curators of the University of Missouri in the face amount specified in the Detailed Specifications and Special Conditions as surety for faithful performance under the terms and conditions of the contract.
15. **Vendor Gifts:** The contractor shall refrain in offering any offers of gifts to the University, and all University of Missouri employee's, in accordance with University of Missouri Policy #26301, Suppliers.

## **B. Instructions to Respondents**

1. **Request for Proposal (RFP) Document:** Respondents are expected to examine the complete RFP document and all attachments including drawings, specifications, and instructions. Failure to do so is at Respondents' risk. It is the Respondents' responsibility to ask questions, request changes or clarifications, or otherwise advise the University if any language, specifications or requirements of the RFP appear to be ambiguous, contradictory, and/or arbitrary, or appear to inadvertently restrict or limit the requirements stated in the RFP to a single source.



Any and all communications from Respondents regarding specifications, requirements, competitive Request for Proposal process, etc., should be directed to the University buyer of record referenced in this RFP. It is the responsibility of the person or organization communicating the request to ensure that it is received.

The RFP document and any attachments constitute the complete set of specifications and Request for Proposal response forms. No verbal or written information that is obtained other than through this RFP or its addenda shall be binding on the University. No employee of the University is authorized to interpret any portion of this RFP or give information as to the requirements of the RFP in addition to that contained in or amended to this written RFP document. In case of any doubt or difference of opinion as to the true intent of the RFP, the decision of the University's Chief Procurement Officer shall be final and binding on all parties.

2. **Preparation of Request for Proposals:** All Request for Proposals must be submitted in the format and number of copies as specified in the detailed specifications and must be enclosed in a sealed envelope plainly marked: **Request for Proposal #22077 for Vehicle Maintenance Services, mailed and/or delivered to University of Missouri Procurement, 2910 LeMone Industrial Blvd, Columbia, MO 65201, ATTN: Amanda Lorentzen.**

To receive consideration, Request for Proposals must be received, at the above address, prior to the Proposal due date and time stated in this RFP. It is the respondent's full responsibility for the actual delivery of Proposals during business hours at the specified address.

Unless otherwise specifically stated in the RFP, all specifications and requirements constitute minimum requirements. All Requests for Proposals must meet or exceed the stated specifications or requirements. All equipment and supplies offered must be new, of current production, and available for marketing by the manufacturer unless the RFP clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered. Unless specifically stated and allowed in the Detailed Specifications and Special Conditions, all pricing submitted in response to this RFP is firm and fixed.

Whenever the name of a manufacturer, trade name, brand name, or model and catalog numbers followed by the words "or equal" or "approved equal" are used in the specifications, it is for the purpose of item identification and to establish standards of quality, style, and features. Proposals on equivalent items of the same quality are invited. However, to receive consideration, such equivalent proposals must be accompanied by sufficient descriptive literature and/or specifications to clearly identify the item and provide for competitive evaluation. The University will be the sole judge of equality and suitability. Whenever the name of a manufacturer is mentioned in the specifications and the words "or equal" do not follow, it shall be deemed that the words "or equal" follow unless the context specifies "no substitution." Unless noted on the Request for Proposal form, it will be deemed that the article furnished is that designated by the specifications. The University reserves the right to return, at contractor's expense, all items that are furnished which are not

acceptable as equals to items specified and contractor agrees to replace such items with satisfactory items at the original proposal price.

Time will be of the essence for any orders placed as a result of this RFP. The University reserves the right to cancel any orders, or part thereof, without obligation if delivery is not made in accordance with the schedule specified by the respondents Proposal and accepted by the University. Unless otherwise specified in the Detailed Specifications and Special Conditions, all proposals shall include all packing, handling, and shipping charges FOB destination, freight prepaid and allowed.

3. **Submission of Proposals:** Respondent shall furnish information required by the solicitation in the form requested. The University reserves the right to reject proposals with incomplete information or which are presented on a different form. All proposals shall be signed, in the appropriate location, by a duly authorized representative of the Respondent's organization. Signature on the proposal certifies that the Respondent has read and fully understands all RFP specifications, plans, and terms and conditions.

By submitting a proposal, the Respondent agrees to provide the specified equipment, supplies and/or services in the RFP, at the prices quoted, pursuant to all requirements and specifications contained therein. Furthermore, the Respondent certifies that: (1) the proposal is genuine and is not made in the interest of or on behalf of any undisclosed person, firm, or corporation, and is not submitted in conformity with any agreement or rules of any group, association, or corporation; (2) the Respondent has not directly or indirectly induced or solicited any other Respondent to submit a false or sham proposal; (3) the Respondent has not solicited or induced any person, firm, or corporation to refrain from responding; (4) the Respondent has not sought by collusion or otherwise to obtain any advantage over any other Respondent or over the University.

Modifications or erasures made before proposal submission must be initialed in ink by the person signing the proposal. Proposals, once submitted, may be modified in writing prior to the exact date and time set for the RFP closing. Any such modifications shall be prepared on company letterhead, signed by a duly authorized representative, and state the new document supersedes or modifies the prior proposal. The modification must be submitted in a sealed envelope marked "Proposal Modification" and clearly identifying the RFP title, RFP number and closing date and time. Proposals may not be modified after the RFP closing date and time. Telephone and facsimile modifications are not permitted.

Proposals may be withdrawn in writing, on company letterhead, signed by a duly authorized representative and received at the designated location prior to the date and time set for RFP closing. Proposals may be withdrawn in person before the RFP closing upon presentation of proper identification. Proposals may not be withdrawn for a period of sixty (60) days after the scheduled closing time for the receipt of proposals.

All proposals, information, and materials received by the University in connection with an RFP response shall be deemed open records pursuant to 610.021 RSMo. If a Respondent believes any of the information contained in the Respondent's response is exempt from 610.021 RSMo, the Respondent's response must specifically identify the material which is deemed to be exempt and cite the legal authority for the exemption; otherwise, the University will treat all materials received as open records. The University shall make the final determination as to what materials are or are not exempt

4. **Evaluation and Award:** Any clerical errors, apparent on its face, may be corrected by the Buyer before contract award. Upon discovering an apparent clerical error, the Buyer shall contact the Respondent and request clarification of the intended proposal. The correction shall be incorporated in the notice of award. The University reserves the right to request clarification of any portion of the Respondent's response in order to verify the intent. The Respondent is cautioned, however, that its response may be subject to acceptance or rejection without further clarification.

The University reserves the right to make an award to the responsive and responsible Respondent whose product or service meets the terms, conditions, and specifications of the RFP and whose proposal is considered to best serve the University's interest. In determining responsiveness and the responsibility of the Respondent, the following shall be considered when applicable: the ability, capacity, and skill of the respondent to perform as required; whether the respondent can perform promptly, or within the time specified without delay or interference; the character, integrity, reputation, judgment, experience and efficiency of the respondent; the quality of past performance by the Respondent; the previous and existing compliance by the Respondent with related laws and regulations; the sufficiency of the Respondent's financial resources; the availability, quality and adaptability of the Respondents equipment, supplies and/or services to the required use; the ability of the respondent to provide future maintenance, service and parts.

The University has established formal protest procedures. For more information about these procedures, contact the Buyer of Record.

In case of any doubt or difference of opinion as to the items and/or services to be furnished hereunder, the decision of the Assistant Vice President Management Services, UM System shall be final and binding upon all parties.

The University reserves the right to accept or reject any or all proposals and to waive any technicality or informality.

5. **Contract Award and Assignment:** The successful Respondent(s) shall, within ten (10) days after the receipt of formal notice of award of the contract, enter into a contract prepared by the University. The Contract Documents shall include the Advertisement for Request for Proposals, Specifications and Addenda, Exhibits, Request for Proposal Form, Form of

Contract, Statement of Work, Letter of Award, University Purchase Order, and Form of Performance Bond, if required.

The contract to be awarded and any amount to be paid thereunder shall not be transferred, sublet, or assigned without the prior approval of the University.

6. **Contract Termination for Cause:** In the event the Contractor violates any provisions of the contract, the University may serve written notice upon Contractor and Surety setting forth the violations and demanding compliance with the contract. Unless within ten (10) days after serving such notice, such violations shall cease and satisfactory arrangements for correction be made, the University may terminate the contract by serving written notice upon the Contractor; but the liability of Contractor and Surety for such violation; and for any and all damages resulting there from, as well as from such termination, shall not be affected by any such termination.
7. **Contract Termination for Convenience:** The University reserves the right, in its best interest as determined by the University, to cancel the contract by given written notice to the Contractor thirty (30) days prior to the effective date of such cancellation.
8. **Warranty and Acceptance:** The Contractor expressly warrants that all equipment, supplies, and/or services provided shall: (1) conform to each and every specification, drawing, sample or other description which was furnished or adopted by the University, (2) be fit and sufficient for the purpose expressed in the RFP, (3) be merchantable, (4) be of good materials and workmanship, (5) be free from defect. Such warranty shall survive delivery and shall not be deemed waived either by reason of the University's acceptance of or payment for such equipment, supplies, and/or services.

No equipment, supplies, and/or services received by the University pursuant to a contract shall be deemed accepted until the University has had a reasonable opportunity to inspect said equipment, supplies and/or services. All equipment, supplies, and/or services which do not comply with specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the Contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.

9. **Payment:** Preferred settlement method is through the use of Electronic Accounts Payable solutions. Payment terms associated with these forms of payment will be issued as net 30 after the date of invoice. Payment terms associated with settlement by check will be considered to be net 30 days. Cash discounts for prompt payment may be offered but they will not be considered in determination of award unless specifically stated in the Detailed Specifications and Special Conditions. The University may withhold payment or make such deductions as may be necessary to protect the University from loss or damage on account of defective work, claims, damages, or to pay for repair or correction of equipment or

supplies furnished hereunder. Payment may not be made until satisfactory delivery and acceptance by the University and receipt of correct invoice have occurred.

For consulting services and/or contract labor services performed for MU Health Care, the hourly rate and the number of hours worked must be included in the agreement and/or on the invoice submitted. Payment will not occur unless this information has been provided.

The University encourages suppliers to opt into its Single-Use Account (SUA) credit card program for payment of invoices. The SUA is an electronic, credit card-based payment solution that acts like a check. It provides a single 16-digit virtual account number for each payment. Similar to a check, the credit limit on each SUA is set to the specific payment amount. Payment terms for Suppliers who participate in the SUA program are Net 0 as opposed to the standard Net 30 terms.

10. **Accounting Practices:** The Contractor shall maintain, during the term of the contract, all books of account, reports, and records in accordance with generally accepted accounting practices and standard for records directly related to this contract. The Contractor agrees to make available to the University, during normal business hours, all book of account, reports and records relating to this contract for the duration of the contract and retain them for a minimum period of one (1) year beyond the last day of the contract term.
11. **Debarment and Suspension Certification:** The contractor certifies to the best of its knowledge and belief that it and its principals are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency in accordance with Executive Order 12549 (2/18/86).
12. **Cooperative Purchasing:** The intended coverage of this RFP, and any Agreement resulting from this solicitation, shall be for the use by all faculty, staff, students, departments, locations and affiliates of the University of Missouri, including MU Health Care.

The University of Missouri System seeks to make the terms and prices of this contract available to other higher education institutions and public entities in the State of Missouri. Extension of the terms and prices to any or all other Missouri higher education institutions and public entities is at the discretion of respondents and shall not be considered in the award of this contract. The contractor shall further understand and agree that participation by other higher education institutions and public entities is discretionary on the part of these institutions, and the University of Missouri System bears no financial responsibility for any payments due the contractor by such entities, nor will the University be responsible for contract administration for other institutions.

**UNIVERSITY OF MISSOURI  
DETAILED SPECIFICATIONS AND SPECIAL CONDITIONS**

**1. OBJECTIVE**

The Curators of the University of Missouri, a public organization, propose to contract on behalf of University of Missouri – Kansas City (hereinafter referred to as "University") with an organization (hereinafter referred to as "Supplier"), to provide Vehicle Maintenance Services as described herein.

**2. SCOPE**

University of Missouri – Kansas City is seeking proposals from qualified professional firms interested in providing the following: Vehicle Maintenance Services.

The contract will require vendors to service University vehicles at their offsite shop. This proposal would provide rates for routine service. There are 5 groups of vehicles (see Appendix A):

Group 1 – Vans (mini-vans to 1-ton 15-passenger vans)

Group 2 – Cars (medium to full size and police sedans)

Group 3 – SUVs (mid-size to ¾-ton)

Group 4 – Trucks (1-ton or greater - most of the 1-ton trucks are oversized)

Group 5 – Trucks (compact to ¾-ton).

**3. BACKGROUND UNIVERSITY INFORMATION**

The University of Missouri has provided teaching, research and service to Missouri since 1839. It was the first publicly supported institution of higher education established in the Louisiana Purchase territory. Today, the University of Missouri is one of the nation's largest higher education institutions with more than 73,000 students, 28,000 faculty and staff on four campuses, an extension program with activities in every county of the state, comprehensive distance learning services and an extensive health care network.

#### 4. CONTRACT PERIOD

The contract period shall be from the date of award for five (5) years with the option to renew for five (5) additional one-year periods.

The Curators of the University of Missouri is a public corporation and, as such, cannot create an indebtedness in any one year (the fiscal year beginning July 1 to June 30) above what they can pay out of the annual income of said year as set forth in Section 172.250 RS MO. Therefore, if the University determines it has not received adequate appropriations, budget allocations or income to enable it to meet the terms of this contract, the University reserves the right to cancel this contract with thirty (30) days' notice.

#### 5. INSTRUCTIONS FOR PROPOSAL RESPONSE

Respondents are required to fully respond with compliance statements to each of the mandatory specifications. Respondents are required to fully respond with description of ability to meet (and how) the evaluation questions.

Respondents must be clear and concise in responses in order to be fully credited in the evaluation. Attach and reference any relevant documentation that would ensure the evaluating committee that specifications are met. If "no response" or insufficient response to substantiate compliance is provided, the University reserves the sole right to reject vendor's proposal from further consideration. Do not include responses that are superfluous or irrelevant to the specific question asked. These are not valuable in the volume of information the various evaluating teams must review.

Proposals must be submitted in the number and manner as specified below:

**Volume I** – Functional Section is to be submitted with three (3) total copies, One (1) original paper, One (1) paper copies, and one (1) electronic copy via flash drive (not password protected) in PDF format and must contain:

\*Response to Information for Respondents and General Conditions, Mandatory Specifications and vendor responses, and Desirable Specifications and vendor responses. If there is any vendor related contract that must be signed as part of doing business, it should also be included in this section. **This section includes all response information, except pricing information and Supplier Diversity Participation Form.**

**Volume II** – Financial Section must be submitted in a separately sealed envelope in triplicate (one original, one copy and one electronic copy via flash drive not password protected) and contain:

\*Proposal Form with any supplemental pricing schedules, if applicable, and Financial Summary including additional costs, if any, for Desirable Specification Compliance, functional or technical. This section should also include the Supplier Diversity

Participation Form. Financial statements that may be required are also to be included in this section.

Respondent must complete and return the University Proposal Form with proposal response. Vendor quote sheets are not acceptable forms of bidding and could cause rejection of response. **All proposals must be enclosed in a sealed envelope plainly marked: Request for Proposal #22077 for Vehicle Maintenance Services, mailed and/or delivered to University of Missouri Procurement, 2910 LeMone Industrial Blvd., Columbia, MO 65201, Attn: Amanda Lorentzen.**

Responses to this document must address issues in the order provided. **Please limit your proposal responses to no more than ten (10) pages in response to the criteria.**

Note: Any Respondent's Request for Proposal that makes material modifications to the University's Terms and Conditions may be found non-responsive, as solely determined by the University.

**Confidentiality of Information:**

All records received from a Supplier will be deemed public records and presumed to be open. If the supplier submits with the Request for Proposal any information claimed to be exempt under the Revised Statutes of Missouri, Chapter 610, this information must be placed in a separate envelope and marked with:

"This data shall not be disclosed outside the University or be duplicated, used, or disclosed in whole or in part for any purpose other than to evaluate the Request for Proposal; however, if a contract is awarded to this Supplier as a result of or in connection with the submission of such information, the University shall have the right to duplicate, use, or disclose this information to the extent provided in the contract. This restriction does not limit the University's right to use information contained herein if it is obtained from another source."

**6. EVALUATION AND CRITERIA FOR AWARD OF PROPOSAL**

Respondents must meet the mandatory/limiting criteria to be "qualified" for scoring. If requirements are not met, the respondents are disqualified from further evaluation/award. Qualified remaining respondents will be scored on their ability to meet scored desirable criteria, which includes qualitatively, how specifications are met. A team of University individuals will evaluate and assign points to vendors' responses to the evaluation questions. At the sole option of the University, the functional/technical review team may decide to go on a site visit, at their expense, or request vendors to perform a presentation/demonstration to confirm specifications are met as provided in responses. The University could elect to not award to a potential respondent if site visits/presentations revealed compliance inconsistency.



The University may request vendors selected as finalists to come onsite to the University, at the vendor's expense, for presentations as part of the RFP selection.

Proposals will be awarded based upon the functional and financial evaluation.

## **7. INSURANCE REQUIREMENTS –**

Commercial General Liability Contractor agrees to maintain Commercial General Liability at a limit of not less than \$1,000,000 Each Occurrence, \$2,000,000 Annual Aggregate. Coverage shall not contain any endorsement(s) excluding nor limiting Product/Completed Operations, Contractual Liability or Cross Liability. Contractor may satisfy the minimum liability limits required for Commercial General Liability or Business Auto Liability under an Umbrella or Excess Liability policy. There is no minimum per occurrence limit of liability under the Umbrella or Excess Liability; however, the Annual Aggregate limit shall not be less than the highest "Each Occurrence" limit for either Commercial General Liability or Business Auto Liability. Contractor agrees to endorse The Curators of the University of Missouri, its officers, employees and agents as Additional Insured on the Umbrella or Excess Liability, unless the Certificate of Insurance state the Umbrella or Excess Liability provides coverage on a "Follow-Form" basis.

### **Contract Language**

The Curators of the University of Missouri, its officers, employees and agents are to be Additional Insured with respect to the project to which these insurance requirements pertain. A certificate of insurance evidencing all coverage required is to be provided at least 10 days prior to the inception date of the contract between the contractor and the University. Contractor/Party is required to maintain coverages as stated and required to provide written notice of cancellation according to the policy provisions. The University reserves the right to request a copy of the policy. The University reserves the right to require higher limits on any contract provided notice of such requirement is stated in the request for proposals for such contract.

### **Indemnification**

The Contractor agrees to defend, indemnify, and save harmless The Curators of the University of Missouri, their Officers, Agents, Employees and Volunteers, from and against all loss or expense from any cause of action arising from the Contractor's operations. The contractor agrees to investigate, handle, respond to and provide defense for and defend against any such liability, claims, and demands at the sole expense of the Contractor or at the option of the University, agrees to pay to or reimburse the University for the Defense Costs incurred by the University in connection with any such liability claims, or demands. The parties hereto understand and agree that the University is relying on, and does not waive or intend to waive by any provision of this Contract, any monetary limitations or any other rights, immunities, and protections provided by the State of Missouri, as from time to time amended, or otherwise available to the University, or its officers, employees, agents or volunteers. Failure to maintain the required insurance in force may be cause for contract

termination. In the event the Agency/Service fails to maintain and keep in force the required insurance or to obtain coverage from its subcontractors, the University shall have the right to cancel and terminate the contract without notice. The insurance required by the provisions of this article is required in the public interest and the University does not assume any liability for acts of the Agency/Service and/or their employees and/or their subcontractors in the performance of this contract.

## **8. PAYMENT TERMS AND CONDITIONS**

Payment in full will be made within thirty (30) days after receiving invoices for good/services rendered as meeting all performance specifications. The University reserves the right to withhold a portion of the payment until the services have been completed. Any different payment terms desired by the respondent must be clearly stated and may or may not be accepted by the University.

Preferred settlement method is through the use of Electronic Accounts Payable solutions. Payment terms associated with these forms of payment will be issued as net 30 after the date of invoice. Payment terms associated with settlement by check will be considered to be net 30 days. Cash discounts for prompt payment may be offered but they will not be considered in determination of award unless specifically stated in the Detailed Specifications and Special Conditions. The University may withhold payment or make such deductions as may be necessary to protect the University from loss or damage on account of defective work, claims, damages, or to pay for repair or correction of equipment or supplies furnished hereunder. Payment may not be made until satisfactory delivery and acceptance by the University and receipt of correct invoice have occurred.

The University encourages suppliers to opt into its Single-Use Account (SUA) credit card program for payment of invoices. The SUA is an electronic, credit card-based payment solutions that acts like a check. It provides a single 16-digit virtual account number for each payment. Similar to a check, the credit limit on each SUA is set to the specific payment amount. Payment terms for Suppliers who participate in the SUA program are Net 10 as opposed to the standard Net 30 terms.

## **9. DETAILED SPECIFICATIONS/REQUIREMENTS OPTIONS**

1. Vendor shall provide the information requested herein including the methodology of providing services. Vendor shall indicate their capabilities and what work may require work from subVendors. They shall indicate what priority University service may receive and proposed process to be used for servicing University vehicles. The vendor should state if they can service vehicles 1-ton or larger in their facility (Group 4)
2. Vendor shall indicate the location of their service facility and provide a detailed description of the same.

3. Vendor shall demonstrate their qualifications and capabilities of providing this service by providing a Company profile, detailing capabilities. Vendor shall provide list of customers (if any) where they are providing similar services.
4. Vendor shall demonstrate their understanding of the University's vehicle maintenance program and shall submit with their proposal their "service level" commitment. This commitment shall indicate the service levels they will provide including time to perform routine services, communication commitment to University staff regarding repairs, etc.
5. Vendor must indicate their commitment to MBE and WBE participation levels committed to this contract. This commitment may include ownership of the business or in personnel performing maintenance services. The names and percent participation of each MBE and WBE known that will provide service should also be provided. The M/WBE participation goal for this contract is 8% of total fees and maintenance and repair expenditures.
6. Vendor shall provide a list of at least three organizations with contact names and phone numbers where similar services are or have been provided.
7. The Vendor shall provide an Annual Report of proposed rates which will be reviewed with the University. An annual report shall also be provided summarizing all services and expenses by vehicle.
8. Vendor may submit with their proposal a sample of a Maintenance Services Contract they propose to use on this contract. The University reserves the right to modify the contract to meet University legal and business parameters.
9. Vendors shall indicate their hours of operation.
10. The following is a list of services the vendor must provide:
  - Purchasing of parts and supplies
  - Complete record keeping
  - Training of mechanics
  - Repairs of automobiles, vans, light duty and medium-duty trucks.
  - Repairs of unscheduled breakdowns
  - Preventative maintenance including washing and vacuuming the interior
  - Rebuilding of major components and or replace with remanufactured components.
  - Subcontracting off premises services which are uneconomical to be performed in the shop
  - State safety inspections
  - Pickup and delivery of vehicles and or courtesy ride
  - Saturday service for special and emergency vehicles
11. Parts – All parts for emission systems, computer sensors, and fuel and ignition systems will be Original Equipment Manufacturer (OEM) parts only. Engine and transmission filters will be WIX Brand filters. The only exception are OEM filters. Brake Pads and brake shoes will be for severe service only. Budget or economy parts will not be used. Any budget or economy parts proposed in the bid will not be considered. Batteries will be OEM design. Economy or generic batteries will not be accepted. Multi-grade fluids or products are not

acceptable. One fluid product for all vehicles is not acceptable. Recycled oil and anti-freeze is acceptable as long the product meets OEM requirements and is warranted by the processor or manufacturer. Certificate of warranty is required.

12. All repairs will meet OEM requirements. Anything less must be approved by the fleet manager. Any repairs over \$500.00 require the approval of the department or the fleet manager. Major component replacements require the approval of the fleet manager. Major component parts should be covered under warranty for 12 months and or 12,000 miles. The warranty should cover the part and labor.

## **10. MANDATORY CRITERIA**

Respondents must meet all mandatory requirements in this section in order to continue with a response to this RFP. Any Respondent that does not meet all of the following requirements will be removed from further consideration. Respondents must provide a written, affirmative response to each of the criteria stated below and provide substantiating information to support your answer.

- A. Demonstrate and prove success in providing Vehicle Maintenance Services in the Kansas City area for a period of no less than 5 years. Confirm YES \_\_\_\_ NO \_\_\_\_
- B. Respondent must provide evidence that they have a facility located within 15 miles of 5100 Rockhill Road, KCMO 64110. Confirm YES \_\_\_\_ NO \_\_\_\_
- C. Respondent must provide evidence of current and full record keeping system to provide vehicle information as requested by the University. YES \_\_\_\_ NO \_\_\_\_
- D. Respondents must provide a copy of certification for at least one ASE certified Technician certified in brakes, electric and electrical systems, heating and air conditioning, and engine performance. YES \_\_\_\_ NO \_\_\_\_

## 11. DESIRABLE CRITERIA

It is the Respondent's responsibility to supply sufficient and complete information for a full evaluation of all items in this section, including detailed explanations.

- A. Provide the history and background behind your vehicle maintenance shop. Please include
  - a. Years in business
  - b. Ability to provide expertise and creativeness in the vehicle industry
  - c. Financial performance
  - d. Organization chart
- B. Please provide a schedule of hours of operation, as it is desired to have early and late maintenance work at times.
- C. Provide a list of at least three organizations with contact names and phone numbers where similar services are or have been provided.
- D. It is a desirable that respondents provide a high quality of staff. Provide a list of all ASE certifications technician with L1 certifications.
- E. Describe the process of your computer generated repair orders.
- F. Please provide evidence that you will be able to respond to a service call in one hour or less.

**REQUEST FOR PROPOSAL FORM**  
**REQUEST FOR PROPOSALS**  
**FOR**  
**FURNISHING AND DELIVERY**  
**OF**  
**VEHICLE MAINTENANCE SERVICES**  
**FOR**  
**THE CURATORS OF THE UNIVERSITY OF MISSOURI**  
**ON BEHALF OF**  
**KANSAS CITY**  
**RFP # 22077**  
**DUE DATE: FEBRUARY 10, 2022**  
**TIME: 2:00 PM, CST**

The undersigned proposes to furnish the following items and/or services in accordance with all requirements and specifications contained within this Request for Proposal issued by the University of Missouri.

**Vendor must provide pricing in dollars below as requested:**

**Shop Rates**

Hourly Labor Rate: \_\_\_\_\_

Shop Charges: \_\_\_\_\_

Discount on parts: \_\_\_\_\_

Service call charges: \_\_\_\_\_

Charge to pick-up and return vehicle: \_\_\_\_\_

Minimum charge for diagnostic time: \_\_\_\_\_

(This would be for time to check for data trouble codes and the cause.)

Charge to wash and vacuum a vehicle: \_\_\_\_\_

State the charge for a preventive maintenance inspection (See Appendix B). Note: "No Charge" is typically not a valid response. If the inspection is done properly it should at least take 30 minutes. If truly "No Charge" please elaborate:

\_\_\_\_\_

\_\_\_\_\_

In order to establish a “baseline”, please provide pricing in dollars for the following vehicles for a 5,000 Mile/6 Month service interval using, OEM, All Data, or Mitchell system maintenance schedule. Please indicate your source or if your shop uses a different source. All lubricants should meet the vehicle manufacturers’ specifications. Engine oil should have the American Petroleum Institute (API) label, Resource Conserving, the correct viscosity grade and API service for that vehicle. The engine oil should meet or exceed the vehicle manufacturers’ requirement. If bulk products are used, the shop owner or manager shall verify to the University the correct viscosity grade of the oil and API rating.

- Group 1 – Vans (mini-vans and 12-passenger vans)
- Group 2 – Cars (police and non-police)
- Group 3 – SUVs (mid-size to ¾-ton)
- Group 4 – Trucks (compact to ¾-ton).
- Group 5 – Trucks (1-ton or greater)

**Note:** Vehicles in **RED FONT** are diesel.

Group 1: Vans Light Duty	MAKE	MODEL	VIN	ENGINE	5,000
2000	GMC	SAFARI	1GTDL19WXYB530174	4.3 V-6 12V	
2005	CHEV	UPLANDER	1GNDV33L75D195760	3.5 V-6	
2006	DODGE	CARAVAN	1D4GP24E26B723764	3.3 V-6	
2006	DODGE	CARAVAN	1D4GP24E36B581229	3.3 V-6	
2006	DODGE	CARAVAN	1D4GP24E56B723760	3.3 V-6	
2008	CHEV	UPLANDER	1GNDV23W18D190000	3.9 V-6 12V	
2008	CHEV	UPLANDER	1GNDV23W48D1622482	3.9 V-6	
2009	DODGE	CARAVAN	1D4HN11E09B520269	3.3 V-6	
2009	DODGE	CARAVAN	1D4HN11E99B520268	3.3 V-6	
2009	DODGE	CARAVAN	2D4HN11EX9R613723	3.3 V-6	
2009	DODGE	CARAVAN	1D4HN11E79B520267	3.3 V-6	
2010	DODGE	CARAVAN	2D4RN4DE3AR100142	3.3 V-6	
2010	DODGE	CARAVAN	2D4CN1AE3AR405388	3.3 V-6	
2012	DODGE	CARAVAN RT	2C4RDGBG6CR205623	3.6L V6	
2012	FORD	CONNECT XLT	NM0LS7DN7CT113398	2.0 I4	
2013	FORD	TRANSIT	NM0LS6BN1DT162286	2.0L I4	
2013	DODGE	CARAVAN SE	2C4RDGBG0DR817916	3.6L V6	
2014	DODGE	RAM VAN	2C4JRGAG6ER425282	3.6 V-6	
2015	DODGE	CARAVAN	2C4RDGBG3FR625277	3.6 V-6	
2018	Ford	TRANSIT	NM0LS7E72J1349143	2.5 I-4 16V	
2019	DODGE	CARAVAN	2C4RDGBG4KR762335	3.6 V-6 24V	
Group 1: Vans Medium Duty	MAKE	MODEL	VIN	ENGINE	5,000
99	FORD	E-350	1FTSE34L4XHB05782	5.4 V-8 16V	
2000	FORD	E-250	1FTNE24L6YHA44640	5.4 V-8 16V	
2002	FORD	E-350/Ambulance	1FDWE35F92HA76018	7.3 V-8 16V	
2003	FORD	E-250	1FTNE24L63HA81812	5.4 V-8 16V	

2006	FORD	E-350	1FBNE31L76DB09644	5.4 V-8 16V	
2009	FORD	E-350	1FBNE31L39DA89669	5.4 V-8 16V	
2011	FORD	E-150	1FTNE1EW0BDB35629	4.6 V8	
2011	FORD	E-350	1FBNE3BL5BDB31571	5.4 V-8 16V	
2011	FORD	E-350	1FBNE3BL7BDB31572	5.4 V-8 16V	
2011	FORD	E-350	1FBNE3BL9BDB31573	5.4 V-8 16V	
2011	FORD	E-350	1FBNE3BL3BDB31570	5.4 V-8 16V	
2015	CHEV	2500	1GAWGPF0F1155623	4.8 V-8	
2015	CHEV	2500	1GAWGPF5F1156086	4.8 V-8	
2015	CHEV	2500	1GAWGPF6F1260571	4.8 V-8	
2015	CHEV	2500	1GAWGPF1F1260865	4.8 V-8	
2019	FORD	E-350 14' Box	1FDWE3F61KDC52906	6.2 V8	
<b>Group 2: Police Cars &amp; SUV's</b>	<b>MAKE</b>	<b>MODEL</b>	<b>VIN</b>	<b>ENGINE</b>	<b>5,000</b>
2009	DODGE	CHARGER	2B3KA43VX9H590125	3.5 V-6	
2010	DODGE	CHARGER	2B3AA4CT8AH181670	5.7 V-8	
2010	DODGE	CHARGER	2B3AA4CT3AH269171	5.7 V-8	
2013	FORD	TAURUS	1FAHP2M88DG191714	3.5 V-6	
2014	FORD	TAURUS	1FAHP2MK2EG186084	3.5 V-6	
2015	FORD	EXPLORER	1FM5K8AR1FGB25919	3.7 V-6 24V	
2016	FORD	EXPLORER	1FM5K8AR9GGC67775	3.7 V-6 24V	
2016	FORD	EXPLORER	1FM5K8AR7GGA62925	3.7 V-6 24V	
2017	FORD	EXPLORER	1FM5K8AR1HGA17318	3.7 V-6 24V	
2018	FORD	EXPLORER	1FM5K8AR0JGC19458	3.7 V-6	
2019	FORD	EXPLORER	1FM5K8AR8KGB54957	3.7 V-6 24V	
2020	FORD	EXPLORER	1FM5K8AB6LGA95346	3.3 V-6	
<b>Group 2: Cars Non-Police</b>	<b>MAKE</b>	<b>MODEL</b>	<b>VIN</b>	<b>ENGINE</b>	<b>5,000</b>
2003	FORD	TAURUS	1FAFP53253G280466	3.0 V-6 16V	
2004	FORD	TAURUS	1FAFP532X4G178341	3.0 V-6 12V	
<b>Group 3: SUV's Non-Police</b>	<b>MAKE</b>	<b>MODEL</b>	<b>VIN</b>	<b>ENGINE</b>	<b>5,000</b>
2003	FORD	EXPLORER	1FMZU72K33UC71629	4.0 V-6 12V	
2003	FORD	EXPLORER	1FMZU72K33UC71629	4.0 V-6 12V	
2004	GMC	YUKON	1GKEK13Z84J251921	5.3 V-8	
2004	FORD	EXPLORER	1FMZU72K84ZB32231	4.0 V-6	
2007	CHEV	SUBURBAN	1GNFK16327J188592	5.3 V-8	
2016	FORD	EXPLORER	1FM5K8AR8GGB74228	3.7 V-6 24V	
<b>Group 4: Trucks Light Duty</b>	<b>MAKE</b>	<b>MODEL</b>	<b>VIN</b>	<b>ENGINE</b>	<b>5,000</b>
1998	CHEV	3500	1GCHK33J0WF029605	7.4 V-8 16V	
2000	FORD	F-150	1FTZF1725YKB30942	4.2 V-6 12V	
2003	FORD	RANGER	1FTYR14V53PB12292	3.0 V-6 12V	
2005	CHEV	1500	1GCEC19Z25E244912	5.3 V-8 16V	
2005	CHEV	1500	1GCEC14Z65Z315691	5.3 V-8	
2005	CHEV	1500	1GCEC14Z65Z316968	5.3 V-8	



2006	FORD	F-150	1FTPF12V96NB89674	5.4 V-8 24V	
2006	FORD	F-150	1FTPF12V26KD98353	5.4 V-8 24V	
2006	FORD	F-350 STREET SWEEPER	1FDWF36P36ED43097	6.0 V-8 32V	
2007	FORD	RANGER	1FTYR10U37PA88397	3.0 V-6 12V	
2008	FORD	F-150	1FTPF12V08KE33572	5.4 V-8 24V	
2009	FORD	F-150	1FTPF12VX9KA70506	5.4 V-8 24V	
2009	FORD	F-150	1FTPF12V19KA70507	5.4 V-8 24V	
2009	FORD	F-250	1FTSX21569EA69740	5.4 V-8 16V	
2011	FORD	F-150	1FTEX1CM2BKD65079	3.7 V-6 24V	
2011	FORD	F-150	1FTMF1CM7BKD44839	3.7 V-6	
2011	FORD	F-250	1FTBF2B69BEB00205	6.2 V-8 16V	
2012	FORD	F-250	1FTBF2B65CEA79404	6.2L V-8 16V	
2012	FORD	F-250	1FTBF2A6XCEA33018	6.2L V-8 16V	
2021	FORD	F-150	1FTMF1CB2MKE25359	3.3 V-6	
<b>Group 5: Trucks Medium Duty</b>	<b>MAKE</b>	<b>MODEL</b>	<b>VIN</b>	<b>ENGINE</b>	<b>5,000</b>
2012	FORD	F-350	1FT8W3B69CEB09021	6.2L V-8 16V	
2009	FORD	F-350	1FTWF30569EA35812	5.4 V-8 24V	
2009	FORD	F-450	1FDAF47Y39EA35813	6.8 V-10 30V	
2011	FORD	F-450	1FDUF4HY6BEB20775	6.8 V-10 30V	
2011	FORD	F-450	1FDTF4HY0BEB43660	6.8 V-10 30V	
2017	FORD	F-450	1FDUF4GY0HDA00809	6.8 V-10 30V	
2016	NAVST	4300	3HAMMMML3GL007261	5.9L I6	
2012	DODGE	CARAVAN	2C4RDGBG9CR265735	3.6 L 6 cyl	
2022	FORD	F-350	1FTRF3B63NEC93329		
2022	FORD	F-350	1FTRF3B61NEC93328		
2010	FORD	EXPLORDER	1FMEU7DE2AUA64829	4.0L V6 SOHC 16V	
2010	DODGE	GRAND CARAVAN	2D4RN4DE7AR326829	V6 3.8 L	

**Total Cost: \$** \_\_\_\_\_



## State of Missouri Recommended Preventative Maintenance Schedule Light Duty Vehicles

This is a recommended preventative maintenance schedule that should apply to most light duty vehicles. **CONSULT THE OWNER'S MANUAL FOR MANUFACTURER'S RECOMMENDATIONS FOR SPECIFIC YEAR, MAKE, & MODEL. IN SITUATIONS OF SIGNIFICANT DISAGREEMENT DEFER TO MANUFACTURER'S RECOMMENDATION.** Your agency fleet manager or OA Vehicle Maintenance can help answer any questions concerning appropriate preventive maintenance.

**NOTE: Diesel, All Wheel Drive (AWD), 4X4, and Constantly Variable Transmission (CVT) vehicles may follow somewhat different PM schedules and/or include additional actions. Check Manufacturer recommendations.**

<b>PM 1: Every 5,000 miles / 6 Months for pre-2013 models Every 7,500 miles / 1 Year for 2013 or newer</b>	
<b>CHANGE ENGINE OIL AND FILTER</b>  <b>LUBRICATE Chassis</b>  <b>INSPECT CHECK Pressure (Including Spare) &amp; ROTATE Tires,</b>  <b>CHECK/ INSPECT/ Top Off Fluid Levels</b> <ul style="list-style-type: none"> <li>• Transmission</li> <li>• Power Steering</li> <li>• Brake</li> <li>• Windshield Washer</li> <li>• Coolant</li> <li>• Differential (With plug: Rear Wheel Drive and 4X4)</li> </ul>	<b>PERFORM MULTIPOINT INSPECTION &amp; Replace/Repair if Unserviceable</b> <ul style="list-style-type: none"> <li>• Wiper Blades</li> <li>• Brakes (Pads, Shoes, Rotors/Drums, Lines, Parking)</li> <li>• Battery(ies) (terminals, cables, connections, etc)</li> <li>• Belts</li> <li>• Engine Cooling System Hoses and Reservoir</li> <li>• Steering and Suspension Components</li> <li>• Exhaust System</li> <li>• Windshield (chip repair if necessary)</li> <li>• CV Joints</li> <li>• Air Filter</li> <li>• Cabin Air Filter</li> <li>• Lights, Exterior and Interior (Headlights, brake lights, taillights, dash lights, etc)</li> </ul>
<b>PM 2 (Every 45,000 miles)</b>	
<b>INSPECT/Repair if Unserviceable</b> <ul style="list-style-type: none"> <li>• Exhaust System &amp; Heat Shields</li> <li>• Control Arm Bushings</li> <li>• Wheels off inspection of all four brakes and components</li> </ul> <b>INSPECT/Change If off-color/burnt</b> <ul style="list-style-type: none"> <li>• Transmission Fluid</li> </ul>	<b>REPLACE</b> <ul style="list-style-type: none"> <li>• Air Filter (if last replacement over 30,000 mi or dirty)</li> <li>• Cabin Air Filter (if last replacement over 30,000 mi or dirty)</li> <li>• Differential Fluid (AWD and/or CVTs per Manufacturer)</li> <li>• Fuel Filter (if externally equipped)</li> </ul> <b>TEST Battery and CLEAN Terminals</b>
<b>PM 3 (Every 105,000 miles)</b>	
<b>REPLACE</b> <ul style="list-style-type: none"> <li>• Spark Plugs &amp; if in poor condition, plug wires</li> </ul>	<b>CLEAN / SERVICE</b> <ul style="list-style-type: none"> <li>• Fuel Injectors, IAC and Throttle Body</li> </ul>
<b>PM 4 (Every 130,000 miles)</b>	
<b>REPLACE</b> <ul style="list-style-type: none"> <li>• Engine Coolant</li> <li>• Drive Belts</li> </ul>	<ul style="list-style-type: none"> <li>• Transmission Fluid &amp; Filter</li> <li>• Differential / Rear Axle Fluid (Rear Wheel Drive Vehicles &amp; 4x4s)</li> <li>• Front Differential/Axle Fluid (4X4s)</li> </ul>

**AUTHORIZED RESPONDENT REPRESENTATION**

Authorized Signature	Date
Printed Name	Title
Company Name	
Mailing Address	
City, State, Zip	
Phone No.	Federal Employer ID No.
Fax No.	E-Mail Address
Circle one:    Individual          Partnership          Corporation	
If a corporation, incorporated under the laws of the State of _____	
Licensed to do business in the State of Missouri?    yes          no	

This signature sheet must be returned with the proposal.

**ATTACHMENT A  
SUPPLIER DIVERSITY PARTICIPATION FORM**

The University of Missouri System is committed to and supports supplier diversity as an essential part of the University’s mission and core values. The University’s Supplier Diversity efforts reflect this mission.

Tier 2 Supplier Diversity Information - The University strongly encourages Supplier Diversity participation in all of its contracts for goods and services. Tier 2 Spend is spend reported by primary (non-diverse) suppliers of the University of Missouri who subcontract work to, or make purchases from a diverse supplier. Depending upon the contract, primary (non-diverse) suppliers will be asked to submit Tier 2 information with Women and Diverse Owned companies. Suppliers have two options in reporting Tier 2 dollars depending on the terms of the contract: Direct and Indirect. Awarded suppliers may be asked to utilize CVM Solutions for reporting Tier 2 spend.

- Direct dollars - those dollars directly spent with Women and Diverse Owned suppliers in the fulfillment of the contract.
  
- Indirect dollars - based on a percentage of revenue the University represents to the supplier. An example is as follows:
  - Supplier's Total Revenues: \$10,000,000
  - Revenues from University \$: \$ 4,000,000
  - University % of Total Revenues: 40% (#2 divided by #1)
  - Total MBE Dollars \$: \$ 150,000
  - Total WBE Dollars \$: \$ 150,000
  - Total University Attributable MBE \$: \$ 60,000 (#3 multiplied by #4)
  - Total University Attributable WBE \$: \$ 60,000 (#3 multiplied by #5)
  - Total University Attributable MWBE \$: \$ 120,000 (Sum of #6 and #7)
  - University % Attributable Revenue: 3% (#8 divided by #2)

1. Does your company have a Supplier Diversity Program? If so, describe efforts your company has made to increase business with Women and Diverse Owned businesses (i.e. does your company have a policy statement, participate in outreach activities, promote diverse firm subcontracting, publicize contract opportunities, provide certification assistance, etc.?) Please provide examples (use additional pages if needed): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. If you are a non-diverse owned company, what percentage of your company's total contracting and procurement spend for the prior year was with Women and Diverse Owned businesses? Are you able to provide this information specific to University of Missouri business?

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3. If you are a non-diverse owned company, complete the following table indicating the percentage your company will subcontract with certified Women and Diverse Owned businesses should your company be the successful bidder. Note: If your company does not plan to use Women and Diverse Owned businesses to fulfill your contract obligations, please explain why not.

Supplier Name	% of Contract	Specify Direct or Indirect

If there are questions regarding supplier diversity at the University, contact Teresa Vest, [vestt@umsystem.edu](mailto:vestt@umsystem.edu).

-----THIS FORM MUST BE SUBMITTED WITH THE RESPONSE-----

**ATTACHMENT B  
SUPPLIER REGISTRATION INFORMATION**

Completion of this section is strongly encouraged. Please review and check ALL applicable boxes.

SMALL BUSINESS CONCERN:  Yes  No

The term “small business concern” shall mean a business as defined pursuant to Section 3 of the Small Business Act and relevant regulations issued pursuant thereto. Generally, this means a small business concern organized for profit, which is independently owned and operated, is not dominant in the field of operations in which it is bidding. We would consider any firm with 500 employees or less a “small business concern”.

WOMAN OWNED BUSINESS (WBE):  Yes  No

A woman owned business is defined as an organization that is 51% owned, controlled and/or managed, by a woman. The determination of WBE status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 106-554 for more detail.

MINORITY BUSINESS ENTERPRISE (MBE):  Yes  No

A minority business is defined as an organization that is 51% owned, controlled and/or managed by minority group members. The determination of minority status depends solely on ownership and operation and is not related to employment. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 95-507 for more detail. Place an X by the appropriate space below.

1. Asian-Indian - A U.S. citizen whose origins are from India, Pakistan and Bangladesh  (A)
2. Asian-Pacific - A U.S. citizen whose origins are from Japan, China, Indonesia, Malaysia, Taiwan, Korea, Vietnam, Laos, Cambodia, the Philippines, Thailand, Samoa, Guam, the U.S. Trust Territories of the Pacific or the Northern Marianas.  (P)
3. Black - A U.S. citizen having origins in any of the Black racial groups of Africa.  (B)
4. Hispanic - A U.S. citizen of true-born Hispanic heritage, from any of the Spanish-speaking areas Mexico, Central America, South America and the Caribbean Basin only.  (H)
5. Native American - A person who is an American Indian, Eskimo, Aleut or Native Hawaiian, and regarded as such by the community of which the person claims to be a part.  (N)

A Veteran or Service Disabled Veteran business is defined as an organization that is 51% owned, controlled and/or managed by Veterans. The firm should be certified by a recognized agency (e.g., state, local, federal, etc.). Please see Public Law 109-461 for more detail.

VETERAN BUSINESS ENTERPRISE  Yes  No

SERVICE DISABLED VETERAN BUSINESS ENTERPRISE  Yes  No

MISSOURI FIRM:  Yes  No

A Missouri Firm is defined as an organization which has and maintains within the State of Missouri a regular place of business for the transaction of their business.

**BUSINESS TYPE:**

- Manufacturer  (M)
- Distributor/Wholesaler  (D)
- Manufacturer's Representative  (F)
- Service  (S)
- Retail  (R)
- Contractor  (C)
- Other  (O)

SOLE PROPRIETORSHIP:  Yes  No

**SUPPLIER'S CERTIFICATION:**

The undersigned hereby certifies that the foregoing information is a true and correct statement of the facts and agrees to abide by the laws of the State of Missouri and the rules and regulations of the University of Missouri System now in effect including any subsequent revisions thereof. Supplier acknowledges that it is his/her responsibility to keep the information current by notifying the University of Missouri of any changes.

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Signature of Person Authorized to Sign this Supplier Registration Information Form

Title: \_\_\_\_\_

Date: \_\_\_\_\_