



## **FACT Brokerage Vehicle Inspections**

Request for Proposals

### **Notice of Request for Proposal**

FACT RFP # 2020 – 2

Brokerage Vehicle Inspections

### **RFP Release Date:**

Tuesday, February 4, 2020

### **Proposal Due Date:**

Friday, February 21, 2020

### **Section 1 – Background**

FACT provides transportation for seniors, persons with disabilities, and others with mobility challenges throughout San Diego County. Service is provided through a transportation brokerage model. There are approximately 90-100 vehicles utilized to provide FACT's services.

The purpose of this project is to investigate and report to FACT that all vehicles deployed in transportation services for FACT are compliant with ratings below as such vehicles are made available to Contractor for inspection. The Contractor shall make a reasonable effort to inspect all scheduled vehicles to the maximum extent that they are made available for inspection at the location of and by the operators. The Contractor shall, in conformance with the terms and conditions set forth herein and in accordance with FACT procurement guidelines, service provider contract terms and conditions, and applicable state, local and federal regulations and manufacturer or supplier recommended maintenance procedures and standards to accomplish the work set forth in the following Scope of Work:

### **Section 2- Vehicle Inspection for the Initial Scope of Work:**

- Develop a vehicle and driver inventory
- Contractor shall visually inspect each vehicle as it sits on the surface of the provider's lot or alternative location, i.e. on the ground. Vehicles will not be inspected by being hoisted, lifted or over a maintenance pit for under carriage inspections;
- Contractor shall apply a 19 point inspection in accordance with the Vehicle Inspection List attached



- The 19 point inspection process is intended to achieve the following:
  - Improve customer satisfaction, safety and comfort;
  - Reduce driver defect reports and complaints;
  - Reduce long term fleet maintenance cost through better fleet maintenance management;
  - Insure a uniform quality of day-to-day inspection to the extent that such procedures are being followed in compliance with the operator's contract with FACT and vehicle manufacturer recommendations; and
- Contractor shall take photos of the exterior of the vehicle from all four (4) sides and pictures of any damage to the vehicle exterior and/or interior.
- Contractor shall inspect and record the vehicle identification number (VIN), license plates and service provider's fleet number if so provided by the operator;
- Contractor shall check for, obtain copies of and review all state required paperwork pertaining to the vehicles on file with the service providers, including the latest California Highway Patrol (CHP) Form 343A as required;
- In the case of any inspected revenue vehicle is found to require being tagged as in "out of service" status, Contractor shall make such recommendations to FACT as soon as possible; and
- Contractor shall report on conditions as referenced on vehicles as is and where is at the time of the Contractor's review.

#### Vehicle Records Inspection Scope of Work:

- Contractor shall have unfettered access to electronic and/or paper vehicle maintenance files
- Based upon the level of defect findings and the Contractor's 19 point inspection process, Contractor shall spot check and sample service provider's vehicle maintenance files to confirm that the corresponding vehicles are being properly maintained for each vehicle in FACT service and in accordance with the FACT provider contract, including the following minimum information in terms of general compliance:
  - Make, model and manufactured year;
  - Vehicle identification number/serial number;
  - License number;
  - Unit repairs;



- Date received;
- Preventive maintenance reports;
- Daily fleet status reports;
- Work orders; and
- Vehicle maintenance inspection reports.

Insurance Verification as Provided by Service providers:

- Obtain and review all service provider Certificates of Insurance and attached insurer endorsements provided to FACT as proof of coverage, policy dates, coverage limits and that service providers and insurers are maintaining FACT as an additional insured;
- Check that service providers are providing the required insurance coverage as required by FACT contract in terms of limits and insurer A.M. Best Rating, including:
  - Workers' Compensation Coverage;
  - General Liability Coverage at \$2,000,000 per occurrence for bodily injury, personal injury, and property damage; and
  - Automobile Liability Coverage at \$1,500,000 combined single limit for each occurrence.
- Perform a brief review of loss to vehicle due to vehicle collisions, on-board incidents, vehicle component or equipment failures related to vehicle maintenance.

The Contractor shall perform these services under the direction of the FACT Operations Director or a designated representative who will approve a work plan prior to commencement of any work. Contractor shall have reasonable access to the FACT Operations Director as necessary. However, normal tasks of this project shall be conducted under the day-to-day supervision of the Operation Director's appointee.

All contractual matters are to be directed to:

Meagan Schmidt  
Operations Director  
FACT  
516 Civic Center Drive  
Oceanside, CA 92054

### **Section 3 – PERFORMANCE AND DELIVERY SCHEDULE**

The Contractor shall provide a schedule to deliver the services required by this project.



#### Deliverables:

- Confirm provider schedule of vehicles and drivers available for revenue service for FACT;
- Report on the current condition and inspected maintenance status of vehicles used in revenue service for FACT (the baseline for the FACT fleet);
- Attend coordination meetings with FACT staff in regards to progress reports on the project;
- Provide a checklist of recommended vehicle repairs, required maintenance and improvements in vehicle and driver records;
- Record meetings with brokerage providers, on-site evaluations and similar activities with the service providers;
- List of Consultant tasks, with dates, hourly rates and chargeable hours per task; and
- Attendance and presentation to FACT staff and Board as requested by FACT on the final report of the initial maintenance review.

#### **Section 4 – COMPENSATION AND PAYMENT**

- a) Contractor shall provide a rate per vehicle inspection along with a not to exceed amount
- b) Total compensation shall not exceed the amount specified above unless said amount has been negotiated and increased in writing by the contractual representative designated herein. Contractor shall not supply any services beyond the period of performance specified herein.
- c) Contractor shall bill FACT on a bi-monthly basis and payment will be made within fifteen (15) days of receipt of an acceptable invoice, which has been approved by FACT or a designated representative.
- d) Invoices shall include, as a minimum, the following information:
  - Contractor Agreement Number/Description of services as provided by FACT;
  - Month starting and ending dates;
  - Invoice total; and
  - Invoice date.



All invoices must be submitted in writing and delivered or mailed to:

Meagan Schmidt  
516 Civic Center Drive  
Oceanside, CA 92054

- e) Contractor represents that his Taxpayer Identification Number (TIN) shall be provided upon award of this contract and prior to execution of its duties; and shall be evidenced by a completed Federal Form W-9 on file with the FACT Finance Department on or before the date of the execution of this Agreement.
- f) Contractor agrees to file such tax forms as may be reasonably requested by FACT to implement Internal Revenue Code Section 3406 and to accept as a part of any compensation due, any payments made by FACT to the Internal Revenue Service pursuant to that Section.

### **Section 5 – Proposal Submission Instructions**

Please submit rate per vehicle and proposed delivery schedule via email to [factsd@factsd.org](mailto:factsd@factsd.org) no later than February 21, 2020 by 5pm.

COMPANY NAME:

YEAR: MAKE:

MODEL:

VIN:

DATE: MILEAGE:

INSPECTION BY:



**FACT**™

Facilitating Access to Coordinated Transportation

ITEM	Pass	Fail	ITEM	Pass	Fail
Battery			Gauges		
Brakes			Dash Lights		
Front Air Conditioning			Suspension Noises		
Rear Air Conditioning			Other Chassis Problems		
Heater			Carpet		
Walls			Headliner		
Jack/Tools			Door Locks		
Power Window-Driver Side			Power Windows		
Sun Visors			Dome Lights		
Headlights			Tail Lights		
Brake Lights			Left/Right Blinker Lights		

**Adaptive Equipment:**

Lift			Lift Control		
Magnet Entry			Hand Control		
Power Door Opener			Power Parking Brake		

**List Other Equipment:**

Ignition Key			Washer Fluid Level		
Visual Inspection Damage/Leaks			Coolant Level		
Oil Level			Power Steering Fluids Level		
Transmission Fluid While Hot			Heater/Defroster Operation		
Tire Pressure			AC Operation		
Tire Wear			Windshield Wipers/Wash Check		
Horn Operation			Interior Lights		
Vehicle Side Mirrors			Passenger's Seat		
Driver's Seat			Rear Seat		
2nd Row Driver's Seat			Door, Latches, Glass		
Cardo Door			Was/Wiper		
Spare Tire			Power Steering Fluids Level		
Inside Mirror			Cruise Control		
Windshield Cracks			Body Damage		
Sear Covering and Mountings			Seat Belts		
First Aid Kit On Board And Full			Check BIOHAZ Kit (Seal)		

Fire Extinguisher/ Fully Charge, Proper Seal & pin			Wheelchair Lift/Ramp, run one complete cycle(ensure it stows and displays correctly)		
Wheelchair Lift/ Ramp Handrails, Barriers And Platform			Adequate Tie Downs/ Tie-Down Tracks (Must Be Clean)		
Review Maintenance Record( If Used vehicle)			Review Registration And Insurance		

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Key: OK (Passed Inspection)    X NotAcceptable                    N/A (Not Applicable)