1. **SCOPE OF WORK**

Establish contracts with multiple vendors to provide parts for the fleet of various brands of vehicles and operating equipment. Parts shall be purchased on an as-needed basis in conjunction with the County’s needs. A list of currently owned brands of vehicles and equipment is included herein.

This is an indefinite quantity contract with no guarantee that services will be required. The County does not guarantee a minimum or maximum dollar amount to be expended on any contract(s) resulting from this solicitation. The scope of work represents the minimum standards required. All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA).

1. **CONTRACTOR RESPONSIBILITIES**

Contractor shall:

* 1. Provide all labor, fuel, materials, equipment, storage, supplies, and incidental costs necessary for the delivery of parts for various brands of vehicle and operating equipment.
	2. Provide a neat and clean in appearance dress code for Contractor’s employees that consists of a shirt with company name, pants, and work shoes/boots.
	3. Project a professional image and discharge duties in a courteous and efficient manner.
	4. Provide an inventory of parts and ensure adequate stock levels are maintained in order to assure the County prompt delivery.
	5. Provide parts on a daily route basis and accelerate delivery on any items required to be delivered on an expedited basis.
	6. Make all reasonable efforts to ensure prompt delivery.
	7. Provide all reports necessary to monitor monthly expenses as they pertain to the daily operation of the on-site parts inventory.
1. **COUNTY RESPONSIBILITIES**
	1. Reserves the right to award to one or more vendors.
	2. Reserves the right add or remove services or delivery locations in conjunction with the County’s needs.
	3. Reserve the right to inspect and approve all material, supplies, workmanship, and equipment for contract performance.
	4. Reserve the right to dismiss Contractor’s staff from County property for disorderly conduct or unsatisfactory performance in accordance with contract specifications.
	5. Reserves the right to return unused or obsolete parts to the supplying vendor at no additional charge. The County will not be held responsible for restocking fees.
2. **DELIVERY REQUIREMENTS AND ACCEPTANCE.**
	1. Deliveries shall be made to Lake County Fleet Management Division, 20423 Independence Blvd., Groveland, FL. 34736, Monday through Friday 8:00 AM to 5:00 PM.
	2. Contractors located within twenty-five miles of the Fleet Management repair facility shall provide delivery of parts held as regular stock items at no additional cost.
	3. Contractors located greater than twenty-five (25) miles from Fleet Management’s repair facility shall provide price quotes which include freight charges.
	4. Quotes are required for special order parts (non-regular stock) and shall include freight charges if applicable. No charges beyond the initial quote shall be paid by the County.
	5. Failure to deliver services in accordance with the contract terms, after oral or written notice, the County may procure the services from other sources.

**5. EMERGENCY / DISASTER DELIVERIES**

**5.1.** Contractor shall provide twenty-four (24) hour/seven (7) days per week emergency service, as required, to the County.

**5.2.** During regular working hours (Monday through Friday, 8:00 A.M. to 5:00 P.M.), emergency service response time (defined as the time from acknowledged notification to arrival on-site) shall be within twenty-four (24) hours after notification by the County.

**5.3.** During other than regular working hours, the emergency response time, as defined above, shall be within twenty-four (24) hours after notification by the County.

**5.4.** Contractor shall provide a list of personnel, including telephone numbers, who will respond to emergency requests.

**6. PARTS**

**6.1. A**ll materials, except where recycled content is specifically requested shall be new, warranted for their merchantability, and fit for a particular purpose.

**6.2. S**hall be of the highest quality that meet or exceed original equipment manufacturer (OEM) specifications and quality.

**6.3.** Shall carry minimum twelve (12) months, twelve thousand (12,000) miles, six hundred (600) hours, or in accordance with manufacturer warranty whichever is greater.

**6.4**. Shall be maintenance certified (re-manufactured, rebuilt, or re-conditioned), as long as they are warranted for merchantability or carry a warranty equivalent to new products.

**6.5**. Supplier of maintenance certified equipment shall be easily identifiable to the County.

**6.5**. Materials found to be defective or do not conform to specifications shall be returned and replaced at the Contractor’s expense.

**6**.**6**. Safety Data Sheets (SDS) required by 29 C.F.R. § 1910.1200 shall be provided with the first shipment of any hazardous material.

**7. METHOD OF PAYMENT**

**7.1.** Contractor shall invoice for all inventory purchased pursuant to this agreement on a monthly basis.

 **7.2.** Invoices shall reference, as applicable, the corresponding delivery ticket number, packing slip number, or other acceptance document that was signed by an authorized representative of the County user department at the time the items were delivered and accepted.

**7.3.** Under no circumstances shall invoices be submitted to the County in advance of the receipt and acceptance of the goods by the County.

**7.4.** All invoices shall contain the contract and/or purchase order number, date and location of delivery or service, and confirmation of acceptance of the goods or services by the appropriate County representative.

**7.5.** Failure to submit invoices in the prescribed manner will delay payment.

**8. WARRANTY REQUIREMENTS**

**8.1.** Product and/or service furnished shall be covered by the most favorable commercial warranty the contractor gives to any customer for comparable quantities of products and/or services and the rights and remedies provided herein are in addition to said warranty and do not limit any right afforded to the County by any other provision of this solicitation.

**8.2.** All products supplied pursuant to this agreement are subject to the terms of written warranties provided by the manufacturer of each product, and the contractor shall use reasonable commercial efforts to assist the County in processing all warranty claims that the County may have against a manufacturer.

**8.3.** Manufacturer’s warranty shall be the sole and exclusive remedy of the County in connection with any claims concerning the products supplied to customer pursuant to this agreement. Copies of the manufacturer’s warranties are available to County upon request.

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