

# New Vendor Information



The Division of Fleet Operations (DFO) is accepting bids for the repair and maintenance of State of Utah fleet vehicles. DFO plans to remove a number of vehicles from the current maintenance and repair authorization program and begin managing them through an internal call center. These vehicles are located throughout Utah, with a significant number residing in Salt Lake County. DFO will need vendors across the state of Utah to maintain and repair state fleet vehicles that travel to all corners of the state.

You are invited to respond to this IFB, at which time you will be considered to be an authorized vendor for State of Utah fleet vehicles. If you do not wish to respond to this IFB you will not be authorized to complete any maintenance and repair of these vehicles.

This Invitation for Bid (IFB) is being sent to any vendor that has completed work on state fleet vehicles. If you wish to be considered, you must meet at least the following requirements.

1. Must be able to diagnose and repair most makes and models of vehicles; manufacturer dealerships are exempt from this requirement. Please provide a statement confirming your ability to repair most makes and models of vehicles.
2. Must be able to agree on a parts and labor pricing structure (see attached Parts and Labor Agreement)
3. Must be entered into the State of Utah FINET Accounting system through the completion of payment forms (see the attached forms)
4. Must call Division of Fleet Operations for approval before beginning any preventative maintenance or repairs. Please provide a detailed plan of how you will accomplish this important requirement.
5. Must have and keep liability insurance. Provide proof with your submission.
6. Must have at least one ASE Certified technician employed at vendor's place of business. Provide proof with your submission.
7. Must have been in business for the last two years. Provide proof with your submission.
8. Must itemize each repair order (R.O.) i.e. Split labor from parts cost. Describe how you will successfully itemize each R.O. in your submission.
9. Must have a R.O. system that describes what services or repairs were performed and why. Please submit a mock R.O. as an example of what DFO will see after maintenance and repairs and are finished.
10. Must provide all contact information for vendors business. Address, Phone Number, E-mail, Fax Number
11. Must have a warranty on parts and workmanship. Please provide your warranty information with your submission.
12. Must provide hours of operation with your submission.

Upon submission of the required documentation, DFO staff will validate those vendors who will be considered "authorized" to complete work on state fleet vehicles being removed from the ARI program.



# Negotiated Labor and Parts Pricing Form



This form is intended for maintenance and repair vendors to document with the State of Utah a negotiated labor and parts rate for state fleet vehicle. Negotiated rates will be used by Automotive Resources International (ARI) when any State of Utah fleet vehicle is in your repair/maintenance facility. The Division of Fleet Operations (DFO) owns and manages 4,500 vehicles through its outsourced vendor, ARI. As these vehicles are located throughout the State of Utah this pricing form in no way guarantees a minimum number of vehicles to your maintenance/repair facility. Furthermore, this form and negotiated parts and labor rates listed below will not be advertised by the Division of Fleet Operations but represents a working relationship that will potentially result in referrals to your facility by DFO staff when requested to provide recommended vendors to state drivers/customers.

Please fill in items 1-7 below to complete the form (incomplete forms will not be considered):

1. Business Name (Use this form more than once for additional locations): \_\_\_\_\_
  - a. Address (Street, City, and Zip Code): \_\_\_\_\_
  - b. Telephone number \_\_\_\_\_
2. Service Advisor/Contact Person for State of Utah Vehicles: \_\_\_\_\_
  - a. Service Advisor/Contact Persons Phone number \_\_\_\_\_
3. Name of person authorizing rates: \_\_\_\_\_
  - a. Title of person authorizing rates: \_\_\_\_\_
  - b. Email address of person authorizing rates: \_\_\_\_\_
4. Labor Rate for State of Utah Vehicles (Rate charged per flat rate hour): \$\_\_\_\_.\_\_\_\_
  - a. I will charge flat rate per:  Mitchell  Alldata
5. Parts Rate (*When calculating a percentage, please use the following example: cost plus 25% = cost times 1.25.*)  
Cost plus \_\_\_\_\_% increase
6. Is there any special pricing for services that you would like to offer to State of Utah vehicles?  
(*Example: Oil and filter change and lube chassis.*)
  - a. Type of Service \_\_\_\_\_
  - b. Price \$\_\_\_\_.\_\_\_\_
7. Date this form was completed (Month/Day/Year) \_\_\_\_/\_\_\_\_/\_\_\_\_



