

REQUEST FOR PROPOSAL

for

Fleet Maintenance and Repair Services

Goodwill Industries of Upstate/Midlands SC

Date of Issuance: March 1, 2024

Proposal Due Date: April 3, 2024

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I. GENERAL INFORMATION

A. INVITATION

The purpose of this Request for Proposals ("RFP") is to solicit proposals from qualified fleet maintenance and repair shops to provide services to Goodwill Industries of Upstate/Midlands SC (hereinafter "Goodwill" or "Company").

Goodwill is issuing this RFP to select a fleet maintenance and repair shop to serve as its primary servicer.

Goodwill invites proposals until April 3, 2024.

Point of Contact:

Tonya Donnan
purchasing@goodwillsc.org
115 Haywood Rd
Greenville, SC 29607

The Company reserves the right to reject any and all proposals, to waive any informalities or irregularities and to make the selection among the proposals as are deemed in the best interest of Goodwill. Goodwill is not liable for any costs incurred to prepare or present a response to this RFP.

B. BACKGROUND AND OVERVIEW

Goodwill is a South Carolina not-for-profit corporation. Our agency was founded in 1902. First South Carolina store opening in Greenville, SC in 1973. We are a 501c3 organization.

An overview of our organization follows:

Two major operating divisions:

1. Retail Division – Currently operating 40 retail stores, 2 outlet stores and 3 eCommerce sites in Upstate and Midlands of South Carolina. These stores operate primarily from donated inventory, which is received at numerous donation centers. In addition, a portion of donated goods income results from the sale of salvage.
2. Career Solutions Division – The heart of our organization and the reason our Retail Division and support functions exist. Our employment and training programs are supported through the profits from our retail operations, donations, grants, and limited governmental funding.

Located across 16 counties within the Upstate and Midlands of SC, Goodwill is more than a not-for-profit. We are a person-to-person phenomenon that fosters material and economic sustainability throughout the local community. One that accepts gently-used goods, sells them in our more than 40 retail stores, then uses the proceeds to fund career training and placement services across a wide variety of industries. We are individuals from all walks of life, exchanging worth and finding value in all its different forms. Simple convenience for some. Profound opportunity for others. Goodwill to all.

Additional information regarding Goodwill can be found on our website, <https://goodwillsc.org>

C. REQUIREMENTS FOR SELECTION

Goodwill seeks proposals from qualified banking institutions. The objective is to secure the most efficient and effective banking services. Goodwill may award a contract to the best service provider with innovative ideas, which may not be the low price proposer. Goodwill reserves the right not to award some or all of the services contemplated herein.

D. GENERAL PROPOSAL REQUIREMENTS

It is requested that proposals be prepared in a comprehensive manner as to content. Although permissible, there is no necessity for expensive binders, color displays or other promotional material. The proposal should be prepared in a format that will permit ready identification of your response to each component of this RFP in a concise manner.

The proposal must be signed by the duly authorized partner or officer who will have overall responsibility for work under the proposal.

All pricing proposals must remain in effect for at least one hundred twenty (120) days beginning the next business day after the proposals are opened. Goodwill is not responsible for any costs incurred in the preparations and presentation of your proposal.

The selected proposer will be expected to enter into a contract or engagement letter with Goodwill in a form acceptable to Goodwill.

E. CONTRACT AWARD

Goodwill shall have the right to select who in the opinion of Goodwill will be in the best interest of and/or the most advantageous to Goodwill after considering the criteria set forth in this RFP. Goodwill reserves the right to waive any minor informalities or technicalities in proposals received, as may be deemed in the best interest of Goodwill in Goodwill's sole discretion. Additionally, Goodwill reserves the right to reject all Proposers at any time prior to execution of a contract and to resolicit (or not) in its sole discretion. A decision to terminate the solicitation process may be made at any time before Goodwill enters into a contract with a selected Proposer. A recommendation of contract award does not constitute a contract.

All proposals will be subject to a review and evaluation process. It is the intent of Goodwill that all proposers responding to this RFP, who meet the requirements, will be ranked in accordance with the criteria established in these documents. Goodwill will consider all responsive and responsible proposals received in its evaluation and award process.

Firms submitting a proposal along with the required information and documentation will have their proposal evaluated and scored based on the evaluation criteria set forth herein.

Further, each proposal will be evaluated for full compliance with the RFP instructions to the proposers and the terms and conditions set forth within the

RFP document.

Proposals will be scored and ranked in accordance with Goodwill's criteria.

Goodwill is not obligated to make an award to the Proposer with the lowest bid or price submitted. Proposals will be evaluated and an award made to that Proposer who is determined to be responsible and responsive to this Request for Proposal and whose proposal is the most advantageous to Goodwill in terms of price, quality of service, the Proposer's qualifications and capabilities to provide the specified services and comply with the applicable conditions of this Request for Proposal and Contract, and who in the judgment of Goodwill will best serve the needs and interests of Goodwill.

F. TERM OF ENGAGEMENT

It is Goodwill's intent to award the contract for an initial three year period with the option to renew for two additional three year periods or a maximum of nine years. The decision to renew the contract will be at the sole discretion of Goodwill.

Proposers must agree to fix contract fees for at least the first one year. If the vendor intends to revise its fee schedule after the initial period, it must give written notice to Goodwill at least ninety (90) days in advance of any fee change. These fees are subject to negotiation and approval by Goodwill.

G. TERMINATION

Goodwill reserves the right to cancel the contract, at any time, without cause and without penalty with a minimum ninety (90) days written notice.

Termination or cancellation of the contract will not relieve the Proposer of any obligations or liabilities resulting from any acts committed by the Proposer prior to the termination of the contract.

H. SELECTION PROCESS

1. Schedule

Request for Proposals Issued	March 1, 2024
Questions Due**	March 15, 2024 4:00 pm EST
Responses to Questions Distributed**	March 20, 2024 4:00 pm EST
Proposals Due (Submission Deadline)	April 3, 2024, 4:00 pm EST
Panel to Review	April 8-9, 2024
Award Notification Date	April 11, 2024 4:00 pm EST
New Contract Begin Date	July 1, 2024

Questions and answers from all respondents will be compiled into one Q&A document and provided to all respondents who have submitted questions and within the appropriate time frame.

Goodwill reserves the right to cancel and/or modify the RFP dates at any time.

2. Proposers are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting proposals. Failure to do so will be at proposer's own risk, and they cannot secure relief on the plea of error. Questions regarding the RFP:

All questions regarding this RFP must be submitted in writing to:

Goodwill's Purchasing Agent

Email: purchasing@goodwillsc.org

Subject line: Goodwill Industries of Upstate/Midlands SC RFP – [Company Name]

Questions should be directly tied to the RFP and asked in consecutive order, from beginning to end, following the organization of the RFP. Each question should begin by referencing the RFP page number and subject number to which it relates.

Goodwill expects to distribute responses to questions by email before 4:00 pm EST February 29, 2024.

3. Submission Instructions

Submission of proposals shall be in electronic format and submitted to the secure portal provided to bidders by GIUMSC.

Compliance with the proposal submission deadline will be determined by timestamp of upload of documents to the portal.

4. Right to Reject

Upon receipt of proposals, Goodwill will review each response to this Request for Proposal. Failure to properly address all of the items set forth below may disqualify the banking proposal. Goodwill reserves the right to reject any or all proposals at its sole discretion. We may interview one or more proposers to further assist in the review process and will award the contract at the sole discretion of Goodwill.

I. CRITERIA FOR EVALUATION AND SELECTION

Proposals will be evaluated based on the following criteria:

- Responsiveness to the requirements of the RFP, as well as the relevance of the responses to the needs of Goodwill
- Scope of services offered

- Experience of the bidder in providing similar services to public and not-for-profit organizations
- Professional experience and qualifications of the individuals assigned to the project
- Financial strength, adequacy of financial controls, security and compliance with all applicable state and federal regulations for the services proposed
- Implementation/transition plan
- Cost proposal (including both direct and indirect costs)

II. SCOPE OF SERVICES

A. GENERAL Fleet Services

The vendor awarded the contract will be Goodwill's primary truck and trailer service partner. This vendor will provide service/maintenance/repair to Goodwill and multiple locations. The successful proposer shall be required to furnish all resources, services, labor, material equipment, and ALL supplies necessary to provide mechanical repair.

1. General Information

Below is information on Goodwill's objectives and their expectations.

- Certified in diesel and heavy equipment mechanics. Provide copy of certification.
- An established business with minimum of five (5) years hands-on experience with diesel, heavy equipment, and trailer mechanics. Provide copy of business licenses.
- Majority of necessary tools and equipment to complete repairs and maintenance.
- Must be available during workdays and hours Monday through Friday 7:00AM to 5:00PM.
- Have means to move/haul trucks to repair location if on-site repairs cannot be completed. Provide location where off-site repairs will be done.
- Able to provide technician on-site within 2 hours of emergency service call, if necessary. Must supply contact telephone number and email.
- Able to make repairs in a timely manner, not more than one week, unless Goodwill representative approves an extension period in writing.
- Must be able to work on a variety of trucks and trailers. See appendix A.

1.1 Maintenance: Includes fluids and filter replacements, tire rotations, tune ups, brake and belt replacements and services to common mechanical and electrical systems. These activities are typically in accordance with the original equipment manufacturers recommended services.

1.2 Repair: Includes replacement of defective or failed parts and modifications to vehicles.

1.3 Inspections: Includes completing all Federal and State required vehicle inspections and certifications for regulated and non-regulated vehicles.

1.4 Safety Checks: The contractor will perform a safety check during all maintenance work. The check must include the following:

- Tires: Visually check condition.
- Lights: Check directional signaling devices and emergency light systems for proper operation.
- Seat belt: Check operation of seat belts
- Windshield Wipers and Washers: Check condition of wiper blades and level of washer fluid.
- Fluid Levels: Check and fill fluid levels in oil, transmission, power steering pump, and master cylinder.
- Battery: Check condition of hold-down clamps and cable ends, electrolyte level and clean top and terminals as needed.
- Exhaust System: Visually inspect complete exhaust system including catalytic converter and heat-shielding.
- Steering and Suspension Components: Conduct a “look and shake” inspection.
- Drive Shaft U-Joints and CV Joints: Conduct a “look and shake” inspection for seal leakage or failure.
- Brakes: Inspect all brake line hoses and master cylinder for signs of leaks or damage.

1.5 Tires: The contractor will provide a comprehensive tire services including replacement, repair, balancing and field tire service. The contractor will replace tires when minimum tread depth has been reached or the tires are otherwise unacceptable due to weathering, irregular wear patterns, ply separation or other conditions that may affect the safety and performance of vehicle.

1.6 Scheduling: Fleet Manager or designee will contact the contractor to schedule planned work.

- The proposer shall identify a single individual to serve as the responsible contact for daily communication regarding status updates.
- The contractor will schedule picking up the vehicle (when necessary) and notify Fleet Manager/designee when the work is complete and schedule a time to drop off the vehicle.
- The Fleet Manager/designee will work with the contractor to schedule unplanned repair work.

1.7 Warranty: Must be provided.

1.8 Parts: The contractor will procure and furnish all parts, materials, and supplies required for the maintenance, repair, inspections, and other services. All repair parts are to be OEM or equivalent. Rebuilt or remanufactured parts must conform to the manufacture’s reconditions tolerances.

FORMAT FOR PROPOSALS

Proposers must respond to each item in this section by listing the item number and providing a complete response to each question.

B. QUALIFICATIONS & EXPERIENCE

1. Provide a brief general overview and history of your organization, including parent and/or subsidiary companies and number of employees.
2. Provide the address of the office(s) that will cover Goodwill's territory.
3. Describe the experience of the bidder in providing similar services for public and not-for-profit entities.
4. Include references and/or examples of work similar to project.

C. KEY PROPOSED PERSONNEL & TEAM

1. Provide the name, title, address, phone number, and email address of the primary contact person(s) assigned to this project.
2. Provide information on the key personnel that will work with Goodwill. Information must include:
 - a. Proposed role with regard to Goodwill's account;
 - b. Biographical information;
 - c. Experience working with other public and not-for-profit entities;
 - d. Number of years of experience in this field;
 - e. Number of years with your company.
3. Customer Service
 - a. Will the bidder designate a specific customer service representative for Goodwill rather than an 800-number or e-mail address?
 - b. What are the hours of operation of each customer service unit involved in supporting the proposed service?

D. CONFLICTS OF INTEREST

1. Disclose whether your company or any individuals assigned to provide services to Goodwill have any potential conflicts of interest with Goodwill, or any Board members or employees of Goodwill and, if so, the nature of the conflict.

E. INSURANCE REQUIREMENTS

1. Confirm that the bidder will procure and maintain the following policy of insurance:

Goodwill requires that their bank offer, at minimum, FDIC coverage. Please provide information on any additional depository coverage in your RFP response.

F. CONTROL

1. Describe the company's security environment (example: token system for access, et cetera.) Specifically cover the physical and digital security and software safeguards that you have put in place to control access to data.
2. Describe the company's security procedures for its information reporting system, both for access and information protection

G. NEW/EXPANDED SERVICES AND IDEAS

1. Please provide details of procurement card/corporate credit card services and the capabilities within the system.
2. Explain any in-house services for armored car/safe and pick up of deposits
3. Please provide any additional information that you believe to be pertinent but not specifically requested elsewhere in the RFP.

H. SUB-CONTRACTING

Subcontractors are not allowed.

I. PRICING

1. For how long will the bidder guarantee the proposed costs and fees?
2. Provide a complete cost and fee detail. Cost related to all services described in the proposal must be listed – even if the service is not specifically referenced on the pro forma. Also, include any one-time or set-up charges, research fees, minimum fees, and all other fees that will be associated. As a general rule of thumb, please include any information related to the Cost being charged to Goodwill.

APPENDIX A					
Box Trucks Upstate					
Year	Make	Model	Vin#	Mileage	2023 Yearly Mileage
2017	HINO		5PVNJ8JV6HS65182	253,913	24,000
2015	INTERN	4000	3HAMMMML7F569372	269,403	30,000
2012	FREIGHTLINER	2106	1FVACWDU9CHBU4543	242,014	15,400
2015	INTERN	4000S	3HAMMMML0FL742617	151,383	17,400
2015	INTERN	400S	3HAMMMML2FL742618	88,357	12,000
2015	INTERN	4000S	3HAMMMML2FL742621	316,641	43,080
2011	FREIGHTLINER	2106	1FVACWDU9BDBA9633	251,815	11,000
			YEARLY MILEAGE TOTAL		152,880
Tractors Upstate					
Year	Make	Model	Vin#	Mileage	2023 Yearly Mileage
2022	PETERBILT	579	1XBDP9X1ND813013	53,473	29,088
2018	INTERN	8000	3HSHWSNN7JN35406	165,344	29,196
			YEARLY MILEAGE TOTAL		58,284
Box Truck Midlands					
Year	Make	Model	Vin#	Mileage	2023 Yearly Mileage
Year	Make	Model	Vin #	Mileage	
2013	INTERN	M2	1FVACWDU8DHFA4382	259,544	25,100
2018	INTERN	4300	1HTMMML8JH627682	143,148	21,335
2015	PETERBILT	337	2NP2HM7X4FM293725	305,173	14,509
2015	INTERN	4300SBA	3HAMMMML3FL569370	236,568	19,704
2015	PETERBILT	337	2NPNHM6X7FM289845	245,096	9,700
			YEARLY MILEAGE TOTAL		90,348
Tractors Midlands					
Year	Make	Model	Vin#	Mileage	2023 Yearly Mileage
2018	INTERN	LT625	3HSDZAPR2JN46314	224,695	26,798
2011	INTERN	8600	1HSHW5JN7BJ385861	289,108	10,278
2022	PETERBILT	579	1XPBDP9X3ND813014	60,540	33,149
			YEARLY MILEAGE TOTAL		70,225
Summary					
Upstate	Box Trucks	7			
Upstate	Tractors	2			
Upstate	Trailers	78	Totals		
Midlands	Box Trucks	5	Box Trucks	12	
Midlands	Tractors	3	Tractors	5	
Midlands	Trailers	44	Trailers	122	

