



NORTH RIVER COLLABORATIVE (NRC)
REQUEST FOR PROPOSAL 2025
FOR VEHICLE MAINTENANCE and OTHER SERVICES

North River Collaborative invites certified and experienced vendors to provide a proposal for:

- a. Warranty and non-warranty vehicle maintenance and repair to its various gas fueled vehicles located at its Rockland (198 Spring Street and 525 Beech Street) and Abington (1 Ralph Hamlin Jr Drive) depots. The NRC fleet at these locations consist of approx. 90-100 special education minivans (Dodge/Chrysler/Toyota/Subaru) and eight passenger and wheelchairs vans (Ford Transits and Dodge ProMasters).
- b. Installation and maintenance of:
 - Backup Alarm
 - Dash Camera
 - Child Check Mate
 - School Bus Signage

Request for Proposals may be picked up in person at NRC Admin Office, 198 Spring Street, Rockland, MA 02370



I. GENERAL INFORMATION AND SUBMISSION REQUIREMENTS

1. Proposals will be accepted at the North River Collaborative, 198 Spring Street, Rockland, Ma 02370 until **12:00 PM Friday, June 13, 2025**. The Qualifications page (Section III.) and the Price page (Section IV.) should be in separate envelopes and marked "Qualifications" (two copies) or "Pricing" (two copies), respectively. Two copies of the proposal are required.
2. The proposals will be available to the public after the evaluation is complete.
3. Award date. Award will be made within thirty (30) days after the opening unless otherwise stated in the specifications or the time for award is extended by mutual consent of all parties. All submittals shall be valid for a minimum period of sixty (60) calendar days following the date established for acceptance.
4. If any changes are made to this RFP, an addendum will be issued. Addenda will be emailed or faxed to all companies and individuals on record as having requested the RFP.
5. Questions concerning this RFP must be submitted in writing to Eileen Millett, Director of Transportation, and Ellen George, Director of Business Services, 198 Spring Street, Rockland, MA 02370 **before Wednesday, June 11, 2025, 12:00 PM**. Questions may be delivered, mailed, faxed, or emailed to both emillett@nrcollab.org AND egeorge@nrcollab.org). Written responses will be emailed or faxed to all companies and individuals on record as having requested the RFP.
6. Proposals may be modified, corrected, or withdrawn only by written notice received by North River Collaborative prior to the time and date set for the opening. Modifications must be submitted in a sealed envelope clearly labeled "Modification No. ____" and must reference the original RFP response.
7. Negligence on the part of the responder in preparing the proposal confers no rights for the withdrawal of the proposal after it has been opened.
8. NRC reserves the right to reject any and all proposals and to waive any minor informality in proposals received whenever such rejection or waiver is in its best interest.
9. NRC will not be responsible for any expenses incurred in preparing and submitting proposals. All submittals shall become the property of the NRC. All plans, specifications and other documents resulting from this contract shall become the property of NRC. Unless specifically exempt under the Massachusetts public records law, NRC has the right to disclose information contained in proposals.
10. Responders must be willing to enter into an NRC contract.
11. The RFP, and any subsequent contract for the services, is hereby issued in accordance with M.G. L. c. 30B.
12. Proposals received prior to the date of opening will be securely kept, unopened. No responsibility will attach to an officer or person for the premature opening of a proposal not properly addressed and identified.



13. Any submittals received after the advertised date and time for opening will be returned unopened.
14. Purchases by the NRC are exempt from federal, state, and municipal sales and/or excise taxes.
15. The Tax Compliance Certification and the Certificate of Non-Collusion must be included with the response. These forms must be signed by the authorized individual(s).
16. NRC is an Affirmative Action/Equal Opportunity Employer. The Collaborative encourages submittals from qualified MBE/DBE/WBE firms.
17. Responses to the RFP must be prepared according to the guidelines set forth herein. Selection of the successful proposal will be based upon an evaluation and analysis of the information and materials required under the RFP.



II. PROJECT OBJECTIVES

Scope of Work

Services to include but are not limited to, general repair, oil changes, tune-ups, brakes, routers, transmission fluid change, wheel alignment, welding, tire mount and balance and reminders of services due. ***The selected vendor must provide all labor, equipment and parts and is required to use only OEM factory parts (Mopar, Ford, or Motorcraft) for all warranty and non-warranty work. The selected vendor must follow all manufacturer specifications for service, lubricants, etc.***

The selected vendor must meet with the Transportation Department to define a list of vehicles and to develop a maintenance plan for each vehicle in their fleet.

NRC will select the proposal which demonstrates the best overall value that will achieve the procurement goals of the Collaborative.

The awarded contractor **must** provide service to NRC vehicles on a **priority** basis as their vehicles are critical to safe and efficient transportation of school children. If vehicles cannot be on a priority basis, NRC may choose to go elsewhere. If there is any delay in service, the Transportation Manager and/or Transportation Office must be notified immediately.

NRC drivers will drop off vehicles at vendors shop(s) and NRC will have drivers picked up and brought back to the NRC depot. ***It is the responsibility of the vendor to deliver all vehicles back to the appropriate NRC depot daily (NRC will not pick up vehicles).*** The return of the vehicle must be by 12:45 PM each day, unless a different time has been pre-arranged with the Transportation Office staff. There will be no billing/invoice for this service.

Contractors will not charge for any diagnostic services, unless the ordering agency chooses not to have the vehicle repaired at the contractor's facility where the diagnostic services were performed.

Only conversations with the NRC Transportation Office staff are valid. That is, conversations with drivers are not binding to NRC.

NRC makes no guarantee of any estimate of procurement volumes referenced in this bid. The estimates are only included for the convenience of bidders and are not to be relied upon as an indication of future purchase needs. The estimated annual expenditure is \$200,000-\$250,000 +/-.

The successful bidders shall comply with all applicable Federal, State, and Local laws and regulations.

Purchases made by NRC are exempt from taxes and bid prices must exclude any such taxes. Tax exemption certification will be furnished upon request.

Service report and invoice must be submitted with vehicle #, service description, itemized break down of all OEM parts (Mopar, Ford, or Motorcraft), including material and labor costs. **Please include a sample of your report and invoice.**



III. **Term of Contract**

Responders must be willing to enter into an NRC contract.

The term of this contract will be a period of 12 months beginning on July 1, 2025. The contract may be extended for up to two (2) additional one-year terms by mutual agreement. The contract will stipulate:

- Service report and invoice must be submitted with vehicle #, service description, itemized breakdown of all OEM parts (Mopar, Ford or Motorcraft), including material and labor costs.
- It is the responsibility of the vendor to deliver all vehicles back to the appropriate NRC depot daily (NRC will not pick up vehicles). The return of the vehicle must be by 12:45 PM each day, unless a different time has been pre-arranged with the Transportation Office staff. There will be no billing/invoice for this service.
- Insurance requirements
- Quality requirements (see Section IV)
- Comparative Evaluation Criteria (see Section IV)
- Other usual and customary contract language as determined by NRC legal counsel



IV. The Qualification Response shall include the following:

Quality Requirements (these are essential to the satisfactory performance of the contract):

1. Location of shop-must be within three (3) miles of 198 Spring Street, Rockland, MA
Location of Shop _____
2. The vendor will deliver all vehicles back to the appropriate NRC depot daily (NRC will not pick up vehicles). There will be no billing/invoice for this service.
Yes _____ or No _____
3. The awarded contractor **must** provide service to NRC vehicles on a **priority** basis as their vehicles are critical to safe and efficient transportation of school children.
Yes _____ or No _____
4. The awarded contractor **must** provide “drop-in service” (e.g. flat tires, wipers, flashers, directional bulbs, headlights, tire air pressure, or emergency functionality impacting vehicle safety) to NRC vehicles as their vehicles are critical to safe and efficient transportation of school children.
Yes _____ or No _____
5. Not only to maintain warranty, but the vendor must also use only OEM approved parts, at all times. If the vendor does not use OEM approved parts, this contract is subject to immediate cancellation, and the vendor will be held responsible for any losses.
Yes _____ or No _____
6. Proof of Insurance Required: \$1 Million occurrence \$2 Million aggregate plus workers compensation proof of insurance required and attached to this proposal.
Yes _____ or No _____
7. Contractors will not charge for any diagnostic services, unless the ordering agency chooses not to have the vehicle repaired at the contractor’s facility where the diagnostic services were performed.
Yes _____ or No _____



Comparative Evaluation Criteria:

1. Number of Lifts on location

Response: _____

Highly Advantageous	The proposer has 6 or more lifts
Advantageous	The proposer has 5 lifts
Not Advantageous	The proposer has 4 lifts
Unacceptable	The proposer has less than 4 lifts

2. Ability to service NRC vehicles per day

Response: _____

Highly Advantageous	The proposer can service 4 or more NRC vehicles per day
Advantageous	The proposer can service 3 NRC vehicles per day
Not Advantageous	The proposer can service 2 NRC vehicles per day
Unacceptable	The proposer can service 1 or less NRC vehicles per day

3. How many ASE mechanics do you have on staff?

Response: _____

Highly Advantageous	The proposer has 4 or more ASE certified mechanics
Advantageous	The proposer has 3 ASE certified mechanics
Not Advantageous	The proposer has 2 ASE certified mechanics
Unacceptable	The proposer has 0-1 ASE certified mechanics



4. Able to install & maintain the back-up alarm in vehicles? Response: _____

Highly Advantageous	The proposer has the ability to install & maintain
Advantageous	The proposer has the ability to <u>EITHER</u> install or maintain
Not Advantageous	The proposer has the ability to <u>INCONSISTENTLY</u> install or maintain
Unacceptable	The proposer has the ability to <u>NEITHER</u> install or maintain

5. Able to install & maintain cameras in vehicles? Response: _____

Highly Advantageous	The proposer has the ability to install & maintain
Advantageous	The proposer has the ability to <u>EITHER</u> install or maintain
Not Advantageous	The proposer has the ability to <u>INCONSISTENTLY</u> install or maintain
Unacceptable	The proposer has the ability to <u>NEITHER</u> install or maintain

6. Able to install & maintain child check mate in vehicles? Response: _____

Highly Advantageous	The proposer has the ability to install & maintain
Advantageous	The proposer has the ability to <u>EITHER</u> install or maintain
Not Advantageous	The proposer has the ability to <u>INCONSISTENTLY</u> install or maintain
Unacceptable	The proposer has the ability to <u>NEITHER</u> install or maintain



7. Able to install & maintain 7D DOT signage in vehicles? Response: _____

Highly Advantageous	The proposer has the ability to install & maintain
Advantageous	The proposer has the ability to <u>EITHER</u> install or maintain
Not Advantageous	The proposer has the ability to <u>CONSISTENTLY</u> install or maintain
Unacceptable	The proposer has the ability to <u>NEITHER</u> install or maintain

Signed Qualifications Response Sheet:

This form must be completed and have an original signature. Failure to respond to all questions and provide an original signature will result in disqualification. Each question must be answered, if additional space is needed please use another sheet.

Company Name

Address

Printed Name of Authorized Person
Authorized Person

Signature of

Phone/Fax

FID #



V. Price Response Sheet

This form must be completed and have an original signature. Failure to respond to all questions and provide an original signature will result in disqualification. Each question must be answered. If additional space is needed please use another sheet.

1. What is the repair hourly rate NRC will be charged?	\$ _____ per hour
2. How much will new parts prices be discounted off of list price?	_____ %

3. Please price the following jobs:			
Make/Model	Oil Type (Synthetic or Semi Synthetic)	Number of many quarts	Cost
Ford (Pre 2024)			
Ford (2024/2025)			
Chrysler			
Toyota			
Subaru			
Dodge			

4. Price to mount and balance tires?	\$ _____ per tire
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5. Price for alignment?	\$ _____
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Sign this Price Response:

Company Name

Address

Printed Name of Authorized Person

Signature of Authorized Person

Phone/Fax

FID #



Proposal

The proposal shall consist of all materials and information required in this RFP.

Two sealed envelopes must be included:

The first envelope shall be used for the Qualification Response (these are non-price items). This envelope shall be labeled "Qualification Response", and include "Qualification Response", "Comparative Evaluation Criteria" **Section IV**, and "Certificate of Non-Collusion/Tax Compliance Certification."

A second envelope is for price responses and clearly labeled "Price Response Sheet". **Section V**

VI. RULE FOR AWARD

The Collaborative will determine the most advantageous proposal from a responsible and responsive proposer, taking into consideration price and all evaluation criteria set forth in the RFP.

VII. BASIS OF COMPENSATION

The prices as listed in Price Response Sheet (see Section V)



CERTIFICATE OF NON-COLLUSION

The undersigned certifies under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of person signing bid or proposal

Printed Name and Title,

Name of Business

Date

TAX COMPLIANCE CERTIFICATION

Pursuant to M.G.L. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Federal Employer ID Number

Name of Business

Printed Name and Title

Signature of person responsible

Date