

VILLAGE OF DOWNERS GROVE
Report for the Village Council Meeting
9/15/2015

SUBJECT:	SUBMITTED BY:
Authorize Award of Three Year Contract for Vendor Managed Inventory Program	Nan Newlon Public Works Director

SYNOPSIS

A motion is requested to authorize award of a three-year contract to Genuine Parts Company/National Auto Parts Association (NAPA) for Fleet Parts and Inventory Program services to buy parts at approved unit prices over the life of the contract for a not to exceed amount of \$1,000,500 for the three year period.

STRATEGIC PLAN ALIGNMENT

The goals for 2011-2018 include *Exceptional Municipal Services* and *Continual Innovation*.

UPDATE & RECOMMENDATION

This item was discussed at the September 8, 2015 Village Council meeting. Staff recommends approval on the September 15, 2015 Consent Agenda.

FISCAL IMPACT

The proposed contract would reduce costs by \$150,000 over a three-year period.

Awarding a contract for a Fleet Parts and Inventory Program will result in cost savings in the following areas:

- Reduced cost of parts. NAPA will sell the Village all NAPA branded products at their independently-owned NAPA store acquisition cost. NAPA will also sell the Village all non-NAPA products at acquisition cost. Staff estimates a 15% savings on the price of parts.
- Reduction in freight costs (staff estimates freight costs for Fleet parts in 2014 at \$6,000).
- Reduction of Village fleet by 1 vehicle
- Reduction of Village staff by .5 FTE
- One-time savings realized by the use of parts currently available in the Village inventory. These parts will be tracked and dispensed by the contractor at no cost to the Village, significantly reducing the estimated product cost for the first year of the contract.
- One-time revenue realized from the sale of obsolete Village inventory. (Staff estimates \$20,000 in obsolete current stock, including bus parts).

The table below shows the projected cost savings.

	Current Operation	Year 1 Vendor Managed Inventory	Year 2 Vendor Managed Inventory	Year 3 Vendor Managed Inventory
Estimated Cost of Purchased Parts	\$ 330,000.00	\$ 155,000.00	\$ 245,000.00	\$ 245,000.00
NAPA Operational Costs	\$ -	\$ 88,706.00	\$ 88,706.00	\$ 88,706.00
NAPA Management Fee	\$ -	\$ 15,500.00	\$ 24,500.00	\$ 24,500.00
Village Freight Cost for Parts	\$ 6,000.00	\$ -	\$ -	\$ -
Village Staff Cost	\$ 32,644.00	\$ -	\$ -	\$ -
Village Vehicle Cost	\$ 8,000.00	\$ -	\$ -	\$ -
Total	\$ 376,644.00	\$ 259,206.00	\$ 358,206.00	\$ 358,206.00

The projected three year cost of purchasing parts using the current system is \$1,129,932. The projected three year cost of purchasing parts using the vendor managed inventory system is \$975,618, which represents a projected cost difference of \$154,314 during the contract term, and an average of \$51,438/year. The actual cost savings will be a function of the parts purchased. A not-to-exceed amount of \$1,000,500 is included in the contract to provide a contingency for higher than average overtime expenses.

In addition to direct cost savings, another important benefit will be a shortened down-time for vehicles through an increase in parts availability. The current system provides an on-hand rate of parts when requested by a technician of 60%. NAPA's size, supply chain, experience, and expertise in supplying vehicle and equipment parts will result in a 90% on-hand rate, reducing the time that vehicles and equipment are out of service. In addition to reduced vehicle down-time this procurement method will also significantly reduce time spent by Village staff procuring and processing payments for parts. It is estimated that more than 1,300 individual invoices were processed for parts in 2014. The proposed procurement process will reduce this to one invoice each month.

BACKGROUND

The Public Works Department's Fleet Services Division is responsible for procuring parts and managing the parts inventory for a diverse selection of 385 Village vehicles and pieces of equipment. Implementing a comprehensive Fleet Parts and Inventory Program will result in significant cost savings and other benefits to the Village.

The scope of the proposed contract includes:

- Provision of a complete vendor-managed inventory operation within the confines of the Village's Fleet Maintenance Facility.
- Access to the area's largest inventory of automotive and heavy-duty replacement parts, paint, supplies and equipment from the NAPA Chicago Distribution Center located in Naperville. Access would be provided through daily stock orders to the on-site parts operation and regular delivery to the Fleet Maintenance Facility to replenish inventory.
- Provision of original equipment parts and bulk lubricants.

- Tracking and submittal of all limited warranties available from the manufacturer.
- Provision of necessary equipment for lube equipment for dispensing oils and greases, hydraulic hose making equipment, paint mixing equipment, and training through manufacturers' representatives.
- Inventory management through the use of NAPA's exclusive TAMS (Total Automotive Management System) computer with capabilities in invoicing, cataloging, inventory control, automatic min/max review and reporting.
- Integration of the TAMS system with the Village fleet maintenance software such that all parts disbursements are automatically charged to work orders.
- The personnel, including management, that are trained, knowledgeable, and service oriented – and dedicated 100% to the Village's fleet – regular hours and emergency hours as needed.

An RFP was advertised in conformance with the Village's purchasing policy and two responses were received, from NAPA and Factory Motor Parts. An evaluation team determined that NAPA met the requirements of the RFP evaluation criteria. As part of the evaluation process, Village staff visited the City of Aurora fleet operation, which was a reference for NAPA, and who has procured parts using this method for the past six years. This vendor is also providing similar services for the Illinois Toll Highway Authority and the City of Chicago. All information collected from the site visit and the reference checks was very positive.

ATTACHMENTS

Contract Documents

Village of Downers Grove

**REQUEST FOR PROPOSAL**

Name of Proposing Company: Genuine Parts Company

Project Name: Vendor Managed Inventory – Fleet Services

Proposal No.: RFP-0-51-2015/TT

Proposal Due: July 9, 2015, 2:00 p.m.

Pre-Proposal Conference: None

Required of All Proposers:

Deposit: No

Letter of Capability of Acquiring Performance Bond: No

Required of Awarded Contractor:

Performance Bond/Letter of Credit: No

Certificate of Insurance: Yes

Legal Advertisement Published: June 24, 2015

Date Issued: June 24, 2014

This document consists of 41 pages.

Return **original** and **two duplicate copies** of proposal in a **sealed envelope** marked with the Proposal Number as noted above to:

THERESA H. TARKA
PURCHASING ASSISTANT
VILLAGE OF DOWNERS GROVE
801 BURLINGTON AVENUE
DOWNERS GROVE, IL 60515
PHONE: 630/434-5530
FAX: 630/434-5571
www.downers.us

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The VILLAGE OF DOWNERS GROVE will receive proposals Monday thru Friday, 8:00 A.M. to 5:00 P.M. at the Village Hall, 801 Burlington Avenue, Downers Grove, IL 60515.

SPECIFICATIONS MUST BE MET AT THE TIME THE PROPOSAL IS DUE.

The Village Council reserves the right to accept or reject any and all Proposals, to waive technicalities and to accept or reject any item of any Proposal.

The documents constituting component parts of this contract are the following:

- I. REQUEST FOR PROPOSALS
- II. TERMS & CONDITIONS
- III. DETAILED SPECIFICATIONS
- IV. PROPOSER'S RESPONSE TO RFP
- V. PROPOSAL/CONTRACT FORM

DO NOT DETACH ANY PORTION OF THIS DOCUMENT. INVALIDATION COULD RESULT. Proposers MUST submit an original, and 2 additional paper copies of the total Proposal. Upon formal award of the Proposal, the successful Proposer will receive a copy of the executed contract.

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I. REQUEST FOR PROPOSALS**1. GENERAL**

- 1.1 Notice is hereby given that the Village of Downers Grove will receive sealed Proposals up to July 9, 2015 2:00 p.m.
- 1.2 Proposals must be received at the Village of Downers Grove by the time and date specified. Proposals received after the specified time and date will not be accepted and will be returned unopened to the Proposer.
- 1.3 Proposal forms shall be sent to the Village of Downers Grove, ATTN: **Theresa Tarka**, in a sealed envelope marked "SEALED PROPOSAL". The envelope shall be marked with the name of the project, date, and time set for receipt of Proposals.
- 1.4 All Proposals must be submitted on the forms supplied by the Village and signed by a proper official of the company submitting the Proposal. Telephone, email and fax proposals will not be accepted.
- 1.5 By submitting this Proposal, the Proposer certifies under penalty of perjury that they have not acted in collusion with any other Proposer or potential Proposer.

2. PREPARATION OF PROPOSAL

- 2.1 It is the responsibility of the Proposer to carefully examine the specifications and proposal documents and to be familiar with all of the requirements, stipulations, provisions, and conditions surrounding the proposed services.
- 2.2 No oral or telephone interpretations of specifications shall be binding upon the Village. All requests for interpretations or clarifications shall be made in writing and received by the Village at least five (5) business days prior to the date set for receipt of Proposals. All changes or interpretations of the specifications shall be made by the Village in a written addendum to the Village's proposers of record.
- 2.3 In case of error in the extension of prices in the Proposal, the hourly rate or unit price will govern. In case of discrepancy in the price between the written and numerical amounts, the written amount will govern.
- 2.4 All costs incurred in the preparation, submission, and/or presentation of any Proposal including any Proposer's travel or personal expenses shall be the sole responsibility of the Proposer and will not be reimbursed by the Village.
- 2.5 The Proposer hereby affirms and states that the prices quoted herein constitute the total cost to the Village for all work involved in the respective items and that this cost also includes all insurance, bonds, royalties, transportation charges, use of all tools and equipment, superintendence, overhead expense, all profits and all other work, services and conditions necessarily involved in the work to be done and materials to be furnished in accordance with the requirements of the Contract Documents considered severally and

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collectively.

3. PRE- PROPOSAL CONFERENCE

- 3.1 A pre-proposal conference may be offered to provide additional information, inspection or review of current facilities or equipment, and to provide an open forum for questions from Proposers. This pre-proposal conference is not mandatory (unless stated "Required" on the cover of this document), but attendance by Proposers is strongly advised as this will be the last opportunity to ask questions concerning the Proposal.
- 3.2 Questions may be posed in writing to the Village (faxed and emailed questions are acceptable), but must be received by the Village prior to the scheduled time for the pre-proposal conference. Questions received will be considered at the conference. An addendum may be issued as a result of the pre-proposal conference. Such an addendum is subject to the provisions for issuance of an addendum as set forth in Section 2.2 above.

4. MODIFICATION OR WITHDRAWAL OF PROPOSALS

- 4.1 A Proposal that is in the possession of the Village may be altered by a letter bearing the signature or name of the person authorized for submitting a Proposal, provided that it is received prior to the time and date set for the Proposal opening. Telephone, email or verbal alterations of a Proposal will not be accepted.
- 4.2 A Proposal that is in the possession of the Village may be withdrawn by the Proposer, up to the time set for the Proposal opening, by a letter bearing the signature or name of the person authorized for submitting Proposals. Proposals may not be withdrawn after the Proposal opening and shall remain valid for a period of ninety (90) days from the date set for the Proposal opening, unless otherwise specified.

5. SECURITY FOR PERFORMANCE

- 5.1 The awarded contractor, within thirteen (13) calendar days after acceptance of the Proposer's Proposal by the Village, shall furnish security for performance acceptable to the Village when required under the documents. Such security shall be either a satisfactory performance bond (bonding company must be licensed to do business in Illinois) or a letter of credit on the form provided by the Village and available from the Village's Purchasing Manager. Any bond shall include a provision as will guarantee faithful performance of the Illinois Prevailing Wage Act, 820 ILCS 130/1 et seq. **NOTE: As evidence of capability to provide such security for performance, each Proposer shall submit with the Proposal either a letter executed by its surety company indicating the Proposer's performance bonding capability, or a letter from a bank or savings and loan within twenty-five miles of the corporate boundaries of the Village indicating its willingness and intent to provide a letter of credit for the Proposer.**

6. DELIVERY

- 6.1 All proposal prices are to be quoted, delivered F.O.B. Village of Downers Grove, 801 Burlington, Downers Grove, IL 60515.

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7. TAX EXEMPTION

- 7.1 The Village is exempt from Illinois sales or use tax for direct purchases of materials and supplies. A copy of the Illinois Sales Tax Exemption Form will be issued upon request. The Village's federal identification will also be provided to selected vendor.

8. RESERVED RIGHTS

- 8.1 The Village reserves the exclusive right to waive sections, technicalities, irregularities and informalities and to accept or reject any and all Proposals and to disapprove of any and all subcontractors as may be in the best interest of the Village. Time and date requirements for receipt of Proposals will not be waived.

II. TERMS AND CONDITIONS**9. VILLAGE ORDINANCES**

- 9.1 The successful Proposer will strictly comply with all ordinances of the Village of Downers Grove and laws of the State of Illinois.

10. USE OF VILLAGE'S NAME

- 10.1 The Proposer is specifically denied the right of using in any form or medium the name of the Village for public advertising unless express permission is granted by the Village.

11. SPECIAL HANDLING

- 11.1 Prior to delivery of any product which is caustic, corrosive, flammable or dangerous to handle, the Proposer will provide written directions as to methods of handling such products, as well as the antidote or neutralizing material required for its first aid before delivery. Proposer shall also notify the Village and provide material safety data sheets for all substances used in connection with this Contract which are defined as toxic under the Illinois Toxic Substances Disclosure to Employees Act.

12. INDEMNITY AND HOLD HARMLESS AGREEMENT

- 12.1 To the fullest extent permitted by law, the Proposer shall indemnify, keep and save harmless the Village and its agents, officers, and employees, against all injuries, deaths, losses, damages, claims, suits, liabilities, judgments, costs and expenses, which may arise directly or indirectly from any negligence or from the reckless or willful misconduct of the Proposer, its employees, or its subcontractors, and the Proposer shall at its own expense, appear, defend and pay all charges of attorneys and all costs and other expenses arising therefrom or incurred in connection therewith, and, if any judgment shall be rendered against the Village in any such action, the Proposer shall, at its own expense, satisfy and discharge the same. This agreement shall not be construed as requiring the Proposer to indemnify the Village for its own negligence. The Proposer shall indemnify, keep and save harmless the Village only where a loss was caused by the negligent, willful or reckless acts or omissions of the Proposer, its employees, or its subcontractors.

13. NONDISCRIMINATION

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- 13.1 Proposer shall, as a party to a public contract:
- (a) Refrain from unlawful discrimination in employment and undertake affirmative action to assure equality of employment opportunity and eliminate the effects of past discrimination;
 - (b) By submission of this Proposal, the Proposer certifies that it is an "equal opportunity employer" as defined by Section 2000(e) of Chapter 21, Title 42, U.S. Code Annotated and Executive Orders #11246 and #11375, which are incorporated herein by reference. The Equal Opportunity clause, Section 6.1 of the Rules and Regulations of the Department of Human Rights of the State of Illinois, is a material part of any contract awarded on the basis of this Proposal.
- 13.2 It is unlawful to discriminate on the basis of race, color, sex, national origin, ancestry, age, marital status, physical or mental handicap or unfavorable discharge for military service. Proposer shall comply with standards set forth in Title VII of the Civil Rights Act of 1964, 42 U.S.C. Secs. 2000 et seq., The Human Rights Act of the State of Illinois, 775 ILCS 5/1-101 et. seq., and The Americans With Disabilities Act, 42 U.S.C. Secs. 12101 et. seq.

14. SEXUAL HARASSMENT POLICY

- 14.1 The Proposer, as a party to a public contract, shall have a written sexual harassment policy that:
- 14.1.1 Notes the illegality of sexual harassment;
 - 14.1.2 Sets forth the State law definition of sexual harassment;
 - 14.1.3 Describes sexual harassment utilizing examples;
 - 14.1.4 Describes the Proposer's internal complaint process including penalties;
 - 14.1.5 Describes the legal recourse, investigative and complaint process available through the Illinois Department of Human Rights and the Human Rights Commission and how to contact these entities; and
 - 14.1.6 Describes the protection against retaliation afforded under the Illinois Human Rights Act.

15. EQUAL EMPLOYMENT OPPORTUNITY

- 15.1 In the event of the Proposer's non-compliance with the provisions of this Equal Employment Opportunity Clause, the Illinois Human Rights Act or the Rules and Regulations of the Illinois Department of Human Rights ("Department"), the Proposer may be declared ineligible for future contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations, and the contract may be canceled or voided in whole or in part, and such other sanctions or penalties may be imposed or remedies invoked as provided by statute or regulation. During the performance of this Contract, the Proposer agrees as follows:
- 15.1.1 That it will not discriminate against any employee or applicant for employment because of race, color, religion, sex, marital status, national origin or ancestry,

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age, physical or mental disability unrelated to ability, military status, order of protection status, sexual orientation, sexual identity or an unfavorable discharge from military service; and further that it will examine all job classifications to determine if minority persons or women are underutilized and will take appropriate affirmative action to rectify any such underutilization.

- 15.1.2 That, if it hires additional employees in order to perform this Contract or any portion thereof, it will determine the availability (in accordance with the Department's Rules and Regulations) of minorities and women in the area(s) from which it may reasonably recruit and it will hire for each job classification for which employees are hired in such a way that minorities and women are not underutilized.
- 15.1.3 That, in all solicitations or advertisements for employees placed by it or on its behalf, it will state that all applicants will be afforded equal opportunity without discrimination because of race, color, religion, sex, marital status, national origin or ancestry, age, physical or mental disability unrelated to ability, military status, order of protection status, sexual orientation, or an unfavorable discharge from military services.
- 15.1.4 That it will send to each labor organization or representative of workers with which it has or is bound by a collective bargaining or other agreement or understanding, a notice advising such labor organization or representative of the Proposer's obligations under the Illinois Human Rights Act and the Department's Rules and Regulations. If any such labor organization or representative fails or refuses to cooperate with the Proposer in its efforts to comply with such Act and Rules and Regulations, the Proposer will promptly so notify the Department and the contracting agency and will recruit employees from other sources when necessary to fulfill its obligations thereunder.
- 15.1.5 That it will submit reports as required by the Department's Rules and Regulations, furnish all relevant information as may from time to time be requested by the Department or the contracting agency, and in all respects comply with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 15.1.6 That it will permit access to all relevant books, records, accounts and work sites by personnel of the contracting agency and the Department for purpose of investigation to ascertain compliance with the Illinois Human Rights Act and the Department's Rules and Regulations.
- 15.1.7 That it will include verbatim or by reference the provisions of this clause in every subcontract it awards under which any portion of the contract obligations are undertaken or assumed, so that such provisions will be binding upon such subcontractor. In the same manner as with other provisions of this Contract, the Proposer will be liable for compliance with applicable provisions of this clause by such subcontractors; and further it will promptly notify the contracting agency and

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the Department in the event any subcontractor fails or refuses to comply therewith. In addition, the Proposer will not utilize any subcontractor declared by the Illinois Human Rights Commission to be ineligible for contracts or subcontracts with the State of Illinois or any of its political subdivisions or municipal corporations.

16. DRUG FREE WORK PLACE

Proposer, as a party to a public contract, certifies and agrees that it will provide a drug free workplace by:

- 16.1 Publishing a statement: (1) Notifying employees that the unlawful manufacture, distribution, dispensation, possession or use of a controlled substance, including cannabis, is prohibited in the Village's or Proposer's workplace. (2) Specifying the actions that will be taken against employees for violations of such prohibition. (3) Notifying the employee that, as a condition of employment on such contract or grant, the employee will: (A) abide by the terms of the statement; and (B) notify the employer of any criminal drug statute conviction for a violation occurring in the workplace no later than five (5) days after such conviction.
- 16.2 Establishing a drug free awareness program to inform employees about: (1) the dangers of drug abuse in the workplace; (2) the Village's or Proposer's policy of maintaining a drug free workplace; (3) any available drug counseling, rehabilitation and employee assistance programs; (4) the penalties that may be imposed upon employees for drug violations.
- 16.3 Providing a copy of the statement required above to each employee engaged in the performance of the contract or grant and to post the statement in a prominent place in the workplace.
- 16.4 Notifying the contracting or granting agency within ten (10) days after receiving notice of any criminal drug statute conviction for a violation occurring in the workplace from an employee or otherwise receiving actual notice of such conviction.
- 16.5 Imposing a sanction on, or requiring the satisfactory participation in a drug abuse assistance or rehabilitation program by, any employee who is so convicted as required by section 5 of the Drug Free Workplace Act.
- 16.6 Assisting employees in selecting a course of action in the event drug counseling, treatment and rehabilitation is required and indicating that a trained referral team is in place.
- 16.7 Making a good faith effort to continue to maintain a drug free workplace through implementation of the Drug Free Workplace Act.

17. SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS ACT

- 17.1 In the event this is a public works project as defined under the Prevailing Wage Act, 820

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ILCS 130/2, Proposer agrees to comply with the Substance Abuse Prevention on Public Works Projects Act, 820 ILCS 265/1 *et seq.*, and further agrees that all of its subcontractors shall comply with such Act. As required by the Act, Proposer agrees that it will file with the Village prior to commencing work its written substance abuse prevention program and/or that of its subcontractor(s) which meet or exceed the requirements of the Act.

18. PREVAILING WAGE ACT

- 18.1 Proposer agrees to comply with the Illinois Prevailing Wage Act, 820 ILCS 130/1 *et seq.*, for all work completed under this Contract. Proposer agrees to pay the prevailing wage and require that all of its subcontractors pay prevailing wage to any laborers, workers or mechanics who perform work pursuant to this Contract or related subcontract. For applicable rates, go to the State of Illinois – Department of Labor website and use the most current DuPage County rate.
- 18.2 Proposer and each subcontractor shall keep or cause to be kept an accurate record of names, occupations and actual wages paid to each laborer, workman and mechanic employed by the Proposer in connection with the Contract. This record shall be open to inspection at all reasonable hours by any representative of the Village or the Illinois Department of Labor and must be preserved for four (4) years following completion of the contract.
- 18.3 In the event this is a contract for a public works project, as defined in 820 ILCS 130/2, Proposer agrees to post at the job site in an easily accessible place, the prevailing wages for each craft or type of worker or mechanic needed to execute the contract or work to be performed.
- 18.4 In the event this is a public works project as defined under the Prevailing Wage Act, 820 ILCS 130/2, any and all contractors and subcontractors shall submit certified payroll records to the Village no later than the tenth (10th) day of each calendar month for the immediately preceding month in which construction on a public works project has occurred. WITHOUT THIS PAPERWORK, NO INVOICE SHALL BE PAID BY THE VILLAGE. Contractors and subcontractors must also submit a statement affirming that the records are true and accurate, that the wages paid to each worker are not less than the prevailing rate, and that the contractor and subcontractor are aware that filing false records is a Class A misdemeanor. The records must include the name, address, telephone number, social security number, job classification, hours of work, hourly rate, and start and end time of work each day for every worker employed on the public work. The Village reserves the right to check the pay stubs of the workers on the job. The Village further cautions that payment for any services rendered pursuant to this Contract may be predicated upon receipt of said records.
- 18.5 In the event that this is a construction project where Motor Fuel tax monies or state grant monies are used in the construction, maintenance and extension of municipal streets, traffic control signals, street lighting systems, storm sewers, pedestrian subways or overhead crossings, sidewalks and off-street parking facilities, and the like, the Village

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will require an Apprenticeship and Training Certification, attached after the Proposer's Certification.

- 18.6 Any bond furnished as security for performance shall include a provision as will guarantee faithful performance of the Illinois Prevailing Wage Act, 820 ILCS 130/1 et seq.

19. PATRIOT ACT COMPLIANCE

- 19.1 The Proposer represents and warrants to the Village that neither it nor any of its principals, shareholders, members, partners, or affiliates, as applicable, is a person or entity named as a Specially Designated National and Blocked Person (as defined in Presidential Executive Order 13224) and that it is not acting, directly or indirectly, for or on behalf of a Specially Designated National and Blocked Person. The Proposer further represents and warrants to the Village that the Proposer and its principals, shareholders, members, partners, or affiliates, as applicable are not, directly or indirectly, engaged in, and are not facilitating, the transactions contemplated by this Contract on behalf of any person or entity named as a Specially Designated National and Blocked Person. The Proposer hereby agrees to defend, indemnify and hold harmless the Village, and its elected or appointed officers, employees, agents, representatives, engineers and attorneys, from and against any and all claims, damages, losses, risks, liabilities and expenses (including reasonable attorney's fees and costs) arising from or related to any breach of the foregoing representations and warranties.

20. INSURANCE REQUIREMENTS

- 20.1 Prior to starting the work, Contractor and any Subcontractors shall procure, maintain and pay for such insurance as will protect against claims for bodily injury or death, or for damage to property, including loss of use, which may arise out of operations by the Contractor or Subcontractor or any Sub-Sub Contractor or by anyone employed by any of them, or by anyone for whose acts any of them may be liable. Such insurance shall not be less than the greater of coverages and limits of liability specified below or any coverages and limits of liability specified in the Contract Documents or coverages and limits required by law unless otherwise agreed to by the Village.

Workers Compensation	\$500,000	Statutory
Employers Liability	\$1,000,000	Each Accident
	\$1,000,000	Disease Policy Limit
	\$1,000,000	Disease Each Employee
Comprehensive General Liability	\$2,000,000	Each Occurrence
	\$2,000,000	Aggregate <i>(Applicable on a Per Project Basis)</i>
Commercial Automobile	\$1,000,000	Each Accident

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Liability

Professional Errors & Omissions (pursuant to section .9 below)	\$2,000,000 \$2,000,000	Each Claim Annual Aggregate
Umbrella Liability	\$ 5,000,000	

- 20.2 Commercial General Liability Insurance required under this paragraph shall be written on an occurrence form and shall include coverage for Products/Completed Operations, Personal Injury with Employment Exclusion (if any) deleted, Blanket XCU and Blanket Contractual Liability insurance applicable to defense and indemnity obligations and other contractual indemnity assumed under the Contract Documents. The limit must be on a "Per Project Basis".
- 20.3 Comprehensive Automobile Liability Insurance required under this paragraph shall include coverage for all owned, hired and non-owned automobiles.
- 20.4 Workers Compensation coverage shall include a waiver of subrogation against the Village.
- 20.5 Comprehensive General Liability, Employers Liability and Commercial Automobile Liability Insurance may be arranged under single policies for full minimum limits required, or by a combination of underlying policies with the balance provided by Umbrella and/or Excess Liability policies.
- 20.6 Contractor and all Subcontractors shall have their respective Comprehensive General Liability (including products/completed operations coverage), Employers Liability, Commercial Automobile Liability, and Umbrella/Excess Liability policies endorsed to add the "Village of Downers Grove, its officers, officials, employees and volunteers" as "additional insureds" with respect to liability arising out of operations performed; claims for bodily injury or death brought against the Village by any Contractor or Subcontractor employees, or the employees of Subcontractor's subcontractors of any tier, however caused, related to the performance of operations under the Contract Documents. Such insurance afforded to the Village shall be endorsed to provide that the insurance provided under each policy shall be **Primary and Non-Contributory**.
- 20.7 Contractor and all Subcontractors shall maintain in effect all insurance coverages required by the Contract Documents at their sole expense and with insurance carriers licensed to do business in the State of Illinois and having a current A. M. Best rating of no less than A- VIII. In the event that the Contractor or any Subcontractor fails to procure or maintain any insurance required by the Contract Documents, the Village may, at its option, purchase such coverage and deduct the cost thereof from any monies due to the Contractor or Subcontractor, or withhold funds in an amount sufficient to protect the Village, or terminate this Contract pursuant to its terms.

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- 20.8 All insurance policies shall contain a provision that coverages and limits afforded hereunder shall not be canceled, materially changed, non-renewed or restrictive modifications added, without thirty (30) days prior written notice to the Village. Renewal certificates shall be provided to the Village not less than five (5) days prior to the expiration date of any of the required policies. All Certificates of Insurance shall be in a form acceptable to Village and shall provide satisfactory evidence of compliance with all insurance requirements. The Village shall not be obligated to review such certificates or other evidence of insurance, or to advise Contractor or Subcontractor of any deficiencies in such documents, and receipt thereof shall not relieve the Contractor or Subcontractor from, nor be deemed a waiver of the right to enforce the terms of the obligations hereunder. The Village shall have the right to examine any policy required and evidenced on the Certificate of Insurance.
- 20.9 Only in the event that the Work under the Contract Documents includes design, consultation, or any other professional services, Contractor or the Subcontractor shall procure, maintain, and pay for Professional Errors and Omissions insurance with limits of not less than \$2,000,000 per claim and \$2,000,000 annual aggregate. If such insurance is written on a claim made basis, the retrospective date shall be prior to the start of the Work under the Contract Documents. Contractor and all Subcontractors agree to maintain such coverage for three (3) years after final acceptance of the Project by the Village or such longer period as the Contract Documents may require. Renewal policies during this period shall maintain the same retroactive date.
- 20.10 Any deductibles or self-insured retentions shall be the sole responsibility of the Insured. At the option of the Village, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects the Village, its officers, officials, employees and volunteers; or the Proposer shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.
- 21. COPYRIGHT/PATENT INFRINGEMENT**
- 21.1 The Proposer agrees to indemnify, defend, and hold harmless the Village against any suit, claim, or proceeding brought against the Village for alleged use of any equipment, systems, or services provided by the Proposer that constitutes a misuse of any proprietary or trade secret information or an infringement of any patent or copyright.
- 22. COMPLIANCE WITH OSHA STANDARDS**
- 22.1 Equipment supplied to the Village must comply with all requirements and standards as specified by the Occupational Safety and Health Act. All guards and protectors as well as appropriate markings will be in place before delivery. Items not meeting any OSHA specifications will be refused.
- 23. CERCLA INDEMNIFICATION**
- 23.1 In the event this is a contract that has environment aspects, the Proposer shall, to the maximum extent permitted by law, indemnify, defend, and hold harmless the Village, its officers, employees, agents, and attorneys from and against any and all liability, including without limitation, costs of response, removal, remediation, investigation, property

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damage, personal injury, damage to natural resources, health assessments, health settlements, attorneys' fees, and other related transaction costs arising under the Comprehensive Environmental Response, Compensation, and Liability Act (CERCLA) of 1980, 42 U.S.C.A. Sec. 9601, et seq., as amended, and all other applicable statutes, regulations, ordinances, and under common law for any release or threatened release of the waste material collected by the Proposer, both before and after its disposal.

24. BUY AMERICA

24.1 The Contractor agrees to comply with 49 U.S.C.5323(j), the Federal Transportation Administration's (FTA) Buy America regulations at 49 C.F.R. Part 661, and any amendments thereto, and any implementing guidance issued by the FTA, with respect to this Contract, when financed by Federal funds (through a grant agreement or cooperative agreement).

24.2 As a condition of responsiveness, the Contractor agrees to submit with its proposal submission, an executed Buy America Certificate, attached hereto.

25. CAMPAIGN DISCLOSURE

25.1 Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its submission, an executed Campaign Disclosure Certificate, attached hereto.

25.2 The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

25.3 Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

25.4 By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

26. SUBLETTING OF CONTRACT

26.1 No contract awarded by the Village shall be assigned or any part subcontracted without the written consent of the Village Manager. In no case shall such consent relieve the Contractor from their obligation or change the terms of the contract.

All approved subcontracts shall contain language which incorporates the terms and conditions of this Contract.

27. TERM OF CONTRACT

27.1 This Contract may be extended no more than twice for subsequent annual periods (two

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annual extensions) by mutual agreement of both parties, providing such agreement complies with Village purchasing policies and the availability of funds. However, if this Contract is not one that is subject to extension, such information will be available in the detailed specifications or special conditions section.

28. TERMINATION OF CONTRACT

28.1 The Village reserves the right to terminate the whole or any part of this Contract, upon written notice to the Contractor, for any reason and/or in the event that sufficient funds to complete the Contract are not appropriated by the Village.

28.2 The Village further reserves the right to terminate the whole or any part of this Contract, upon ten (10) days' written notice to the Contractor, in the event of default by the Contractor. Default is defined as failure of the Contractor to perform any of the provisions of this Contract or failure to make sufficient progress so as to endanger performance of this Contract in accordance with its terms. In the event that the Contractor fails to cure the default upon notice, and the Village declares default and termination, the Village may procure, upon such terms and in such manner as the Village may deem appropriate, supplies or services similar to those so terminated. The Contractor shall be liable for any excess costs for such similar supplies or services unless acceptable evidence is submitted to the Village that failure to perform the Contract was due to causes beyond the control and without the fault or negligence of the Contractor. Any such excess costs incurred by the Village may be set-off against any monies due and owing by the Village to the Contractor.

29. BILLING & PAYMENT PROCEDURES

29.1 Payment will be made upon receipt of an invoice referencing Village purchase order number. Once an invoice and receipt of materials or service have been verified, the invoice will be processed for payment in accordance with the Village payment schedule. The Village will comply with the Local Government Prompt Payment Act, 50 ILCS 505/1 et seq., in that any bill approved for payment must be paid or the payment issued to the Proposer within 60 days of receipt of a proper bill or invoice. If payment is not issued to the Proposer within this 60 day period, an interest penalty of 1.0% of any amount approved and unpaid shall be added for each month or fraction thereof after the end of this 60 day period, until final payment is made.

29.2 The Village shall review in a timely manner each bill or invoice after its receipt. If the Village determines that the bill or invoice contains a defect making it unable to process the payment request, the Village shall notify the Contractor requesting payment as soon as possible after discovering the defect pursuant to rules promulgated under 50 ILCS 505/1 et seq. The notice shall identify the defect and any additional information necessary to correct the defect.

29.3 If this Contract is for work defined as a "fixed public work" project under the Illinois Prevailing Wage Act, 820 ILCS 130/2, any contractor or subcontractor is required to submit certified payroll records along with the invoice. No invoice shall be paid without said records.

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29.4 Please send all invoices to the attention of Village of Downers Grove, Accounts Payable, 801 Burlington, Downers Grove, IL 60515.

30. RELATIONSHIP BETWEEN THE PROPOSER AND THE VILLAGE

30.1 The relationship between the Village and the Proposer is that of a buyer and seller of professional services and it is understood that the parties have not entered into any joint venture or partnership with the other.

31. STANDARD OF CARE

31.1. Services performed by Proposer under this Contract will be conducted in a manner consistent with that level of care and skill ordinarily exercised by members of the profession currently practicing in the same locality under similar conditions. No other representations express or implied, and no warranty or guarantee is included or intended in this Contract, or in any report, opinions, and documents or otherwise.

31.2 If the Proposer fails to meet the foregoing standard, Proposer will perform at its own cost, and without reimbursement from the Village, the professional services necessary to correct errors and omissions caused by Proposer's failure to comply with the above standard and reported to Proposer within one (1) year from the completion of Proposer's services for the Project.

31.3 For Professional Service Agreements (i.e. Engineer, Consultant): Project site visits by Proposer during construction or equipment installation or the furnishing of Project representatives shall not make Proposer responsible for: (i) constructions means, methods, techniques, sequences or procedures; (ii) for construction safety precautions or programs; or (iii) for any construction contactor(s') failure to perform its work in accordance with contract documents.

32. GOVERNING LAW

32.1 This Contract will be governed by and construed in accordance with the laws of the State of Illinois without regard for the conflict of laws provisions. Venue is proper only in the County of DuPage and the Northern District of Illinois.

33. SUCCESSORS AND ASSIGNS

33.1 The terms of this Contract will be binding upon and inure to the benefit of the parties and their respective successors and assigns; provided, however, that neither party will assign this Contract in whole or in part without the prior written approval of the other. The Proposer will provide a list of key staff, titles, responsibilities, and contact information to include all expected subcontractors.

34. WAIVER OF CONTRACT BREACH

34.1 The waiver by one party of any breach of this Contract or the failure of one party to enforce at any time, or for any period of time, any of the provisions hereof will be limited to the particular instance and will not operate or be deemed to waive any future breaches of this Contract and will not be construed to be a waiver of any provision except for the

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particular instance.

35. AMENDMENT

35.1 This Contract will not be subject to amendment unless made in writing and signed by all parties.

36. NOT TO EXCEED CONTRACT

36.1 The contract price is a "not-to-exceed" cost. At any time additional work is necessary or requested, and the not-to-exceed price is increased thereby, any change, addition or price increase must be agreed to in writing by all parties who have executed the initial contract.

36.2 Change orders for public works projects which authorize an increase in the contract price that is 50% or more of the original contract price or that authorize or necessitate any increase in the price of a subcontract under the contract that is 50% or more of the original subcontract price must be resubmitted for bidding in the same manner by which the original contract was bid. (50 ILCS 525/1)

37. SEVERABILITY OF INVALID PROVISIONS

37.1 If any provisions of this Contract are held to contravene or be invalid under the laws of any state, country or jurisdiction, contravention will not invalidate the entire Contract, but it will be construed as if not containing the invalid provision and the rights or obligations of the parties will be construed and enforced accordingly.

38. NOTICE

38.1 Any notice will be in writing and will be deemed to be effectively served when deposited in the mail with sufficient first class postage affixed, and addressed to the party at the party's place of business. Notices shall be addressed to the Village as follows:

**Village Manager
Village of Downers Grove
801 Burlington Ave.
Downers Grove, IL 60515**

And to the Proposer as designated in the Contract Form.

39. COOPERATION WITH FOIA COMPLIANCE

39.1 Contractor acknowledges that the Freedom of Information Act may apply to public records in possession of the Contractor or a subcontractor. Contractor and all of its subcontractors shall cooperate with the Village in its efforts to comply with the Freedom of Information Act. 5 ILCS 140/1 et.seq.

III. DETAIL SPECIFICATIONS

VENDOR MANAGED INVENTORY – FLEET SERVICES

SCOPE AND REQUIREMENTS

DEFINITIONS:

“**Fleet Services**” shall mean the Fleet Services Division’s repair garage at 700 Curtiss St. in Downers Grove, Illinois.

“**CFA**” shall mean the CFA WIN8 Fleet Management Software program the Village uses to track all fleet maintenance, parts, repair order, and fuel activity and expenses.

“**Village**” shall mean the Village of Downers Grove, Illinois

“**Contractor**” shall mean the firm chosen from the Proposers who will be awarded the contract as a result of this RFP.

“**Contractor Offered Parts**” shall mean all parts purchased by the Contractor for the Village that can be found on the Contractor’s on-line parts catalog, whether or not the Contractor’s company name is found on the part labels or container or the part is made by another supplier. All Contractor Offered Parts remain the property of the Contractor until disbursed to a Village repair order, even after the termination of the Contract.

“**Non-contractor Offered Parts**” shall mean all parts purchased by the Contractor for the Village that are not available in the Contractor’s on-line parts catalog. All Non-contractor Offered Parts remain the property of the Contractor until disbursed to a Village repair order. However, at the termination of the Contract the Village will be responsible for the purchase of all non-disbursed Non-contractor Parts found in the Parts Room Inventory at the Contractor’s initial purchase price cost.

“**Core Inventory**” shall mean any and all parts and supplies that will be available in the Parts Room to immediately satisfy Fleet Services parts needs and/or to meet Contract Parts Availability Performance Requirements. Any part with an annual Fleet Services use of three or more disbursements for the previous calendar year (a “set” or “pair” will be considered a single disbursement) will be considered as **Mandatory Core Inventory** that must be provided and stocked by the Contractor in the Parts Room.

“**Fleet Services Division**” shall mean the Fleet Services Division of the Public Works Department for the Village of Downers Grove, Illinois

“**Obsolete Part**” shall mean a part number stocked in the Parts Room that has not had a single disbursement in the previous twenty four (24) months.

“**Proposer**” shall mean any commercial parts supply vendor responding to this RFP.

“**RFP**” shall mean this Request for Proposal identified here as _____

“**FSM**” shall mean the Village’s Fleet Services Manager.

“**Fleet**” shall mean the entirety of licensed vehicles and non-licensed equipment and vehicles that the Fleet Services Division is responsible for maintaining and providing parts. This may include fleet vehicles from other public entities for which the Village has maintenance responsibilities .

“**Parts Room**” shall mean the Fleet Services Parts Stockroom located in the Fleet Services Repair garage located at 700 Curtiss Street, Downers Grove, IL.

INTENT: The intent of this Request for Proposal is to solicit responses from qualified commercial parts supplier firms to provide a turnkey in-house parts procurement and parts

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management service for the Fleet Services Division of the Village of Downers Grove, Illinois for the purposes of entering into a contractual agreement for these services.

The Village of Downers Grove reserves the right to award this contract based solely on what the Village considers to be in the overall best interests of the Village

BACKGROUND

The Village of Downers Grove currently operates its own vehicle and equipment maintenance facility at 700 Curtiss Street, Downers Grove, Illinois.

Village's Fleet Listing – See **Appendix A** for a complete list and description of all Village-owned vehicles and equipment. Contractor will use this list as a resource in determining the parts population necessary for its Core Inventory. The Contractor will have access to a more detailed database of information on all Village owned vehicles and equipment, including, but not limited to, VINs, historical parts disbursements by vehicle/equipment ID, and vehicle/equipment component information.

The Fleet Services workforce includes one (1) Fleet Services Manager who is assigned five (5) fleet repair technicians plus one (1) part-time shop assistant.

The Fleet Services regular hours of operation are from 7:00 AM to 3:30 PM, Monday through Friday. The Village expects the Contractor to have personnel on site working in the Parts Room for these hours of operation plus for overtime, snow operations and other emergency Fleet Services operations.

Fleet Services uses its CFA Fleet Management Software to track its maintenance parts disbursements as well as all of its maintenance repair orders, total repair costs, and fuel expenses.

Facility: The Village has one equipment maintenance facility located at 700 Curtiss Street. This facility is known as the Fleet Services Facility and houses the Fleet Services Manager, the fleet repair technicians, and the shop assistant. The Fleet Services Facility is 99' X 138' with 10 service bays and two overhead service doors. Included in this space are a 24' X 36' machine shop and a two level Parts Room that is 20' X 26' downstairs and 20' X 21' upstairs.

Parts Room: All of the parts are stored in the two level caged parts room. The lower level has six aisles of bins that hold most of the vehicle and equipment parts. The upper level has two aisles of bins. The Parts Room is secured with a locking gate and door.

The Parts Room currently contains about 1,140 stocked unique part numbers with an approximate value of \$150,000.

Overview of Scope of Work

The selected Contractor shall provide personnel, core inventory management services, supervision of their personnel, parts and supplies purchasing, all parts and supplies (from stocked items to those purchased individually for a repair job) necessary to run an efficient and effective on-site parts operation that covers all hours of operation for the Fleet Services operation. This

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shall include overtime, as approved by the Village, necessary due to peak demand and emergency operations. All parts (including welding gases, welding tank rental, welding supplies, Machine Shop steel/supplies, lubricants, antifreeze, nuts/bolts/fasteners, etc.) necessary to maintain, repair, and operate the Village Fleet will be covered by the resulting contract between the Village and the Contractor. **The purchase of tires and fuel and liquid parts cleaning equipment will not be included in the scope of work nor will be the disposal of scrap metal, scrap tires, and used antifreeze and oil/fluids.**

General Parts Quality Information

Original Equipment Manufacturer (OEM) quality parts, supplies, and equipment or the equivalent or better quality aftermarket parts are required. The Village reserves the right to purchase parts and other supplies that cannot be provided by the Contractor within RFP specified Parts Availability Requirements and/or do not meet OEM quality or that is deemed inferior or unacceptable by the Village. The Village reserves the right to solicit repairs from any private vendor to provide parts and labor for the repair of fleet equipment. The Village further requires that in every application that rebuilt, refurbished, or recycled parts/supplies shall meet or exceed OEM, SAE, UL, Mil-spec, ANSI or any other product appropriate or industry appropriate quality standard. The Village reserves the right, over the course of the contract, to determine which products must be new or may be refurbished or recycled. The Contractor shall also accept industry standard cores for rebuilding where the parts are acceptable for core exchanges, including, but not limited to, water pumps, carburetors, alternators, starters, etc.

Parts Pricing: Contractor Offered Parts

The Village expects the Contractor to satisfy the Village's parts needs, whenever possible, with its own Contractor Offered Parts. With the large size of the Village Fleet and the large volume of parts that will be purchased, the Village also wishes to avail itself of any price discounts the Contractor offers to other local, state, county fleets or any other reduced government pricing made available through purchasing organizations or cooperatives. The Proposer shall list in his response the pricing level, expressed as a percentage off the Proposer's Offered Parts LIST PRICE (as expressed in their on-line Parts Catalog), that the Village can expect. See **Appendix B - Core Inventory Prices and Pricing Discount** which must be completed and submitted as part of the Proposer's response

Parts Pricing: Non-contractor Offered Parts

When the Contractor cannot find a part through its own parts supply network, it will be expected to locate and purchase quality Non-contractor Offered Parts to meet the Village's parts needs. It shall be the Contractor's responsibility to procure these parts at the lowest possible cost to the Village in the most expeditious manner. The Village reserves the right to locate and purchase these parts if the purchase price the Village can obtain is less than the Contractor's cost of acquisition.

Requirements for the Contractor for the Provision of a Parts Room Inventory**Contractor Offered and Non Contractor-Offered parts**

Contractor will be required to provide the Village with both Contractor Offered and Non Contractor Offered Parts. All Contractor Offered Parts remain the property of the Contractor until disbursed to a Village repair order, even after the termination of the Contract.

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All Non-contractor Offered Parts remain the property of the Contractor until disbursed to a Village repair order. Typically these are parts that are available only from the manufacturer (or manufacturer dealer) of the vehicle or piece of equipment or specialized sub-providers.

At the termination of the Contract, the Contractor shall be responsible for the ownership of all Contractor Offered parts in the Parts Room, with the Village having the option to purchase these parts at the Contractor's acquisition cost.

At the termination of the Contract the Village shall be responsible for purchasing from the Contractor all Non-contractor Offered parts in the Parts Room at the Contractor's acquisition cost or the Village may assign this responsibility to a new Parts Room Contractor.

The Contractor shall clearly identify all Parts Room stocked parts as either Contractor Offered or Non-Contractor Offered and also on any and all Parts Room Inventory reports they supply to the Village.

The Village will require the Contractor to remove all "Obsolete" Non-Contractor Offered parts in the Parts Room. If the Contractor, after due diligence, cannot receive full credit (original price of acquisition), he may bill the Village for the difference between the original price of acquisition and the Contractor's reimbursed cash or credit amount for the part plus any necessary normal paid freight involved, if any, in the return transaction plus a 5% restocking fee calculated on the original acquisition price of the part. In any event, within sixty (60) days of notification by the Village, all Obsolete Parts are to be removed from the Parts Room and will remain property of the Contractor.

Initial Core Inventory: Mandatory

The Contractor shall be required to furnish and maintain an initial minimum **Core Inventory** within the Parts Room. The Core Inventory will be composed of both Contractor Offered and Non-contractor Offered parts. Any part or supply item with an annual Fleet Services use of three or more disbursements for the previous twenty four (24) month period (a "set" or "pair" of parts shall be considered a single disbursement) will be considered a contractually mandatory Core Inventory item that must be stocked in the Parts Room by the Contractor. Exceptions can be granted by written permission from the FSM or his designee. The initial list of Core Inventory parts will be provided by the Village (See Appendix G). Maximum Stocking Level Quantities for all Non-Contractor Offered parts in the Core Inventory will be held at levels established by the Village. The Contractor will have a two (2) month grace period to complete provision of the Parts Room with the initial Core Inventory. All Core Inventory will be and will remain the property of the Contractor until it becomes a disbursement on a Fleet Services repair order or parts requisition to a Fleet Services employee. The Contractor will also analyze the Village's Fleet Inventory (see Appendix A) by make, model, and number of vehicles and determine, with the assistance of Fleet Services supervision, any additional common Preventive Maintenance Service parts and liquids that the Contractor needs to include in the Core Inventory.

Annual Usage Based Adjustment of the Core Inventory

Annually, during the anniversary month of the Contract award, the Village reserves the right to

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review and analyze the previous twelve (12) month's billing disbursement and require the Contractor to add Core Inventory parts based on annual disbursements of three (3) or more for an individual part number.

Additions to the Core Inventory: At the Discretion of the Contractor

In addition to mandatory requirements of Core Inventory justified by qualifying annual use, the Contractor may, at his discretion, on an on-going basis, add additional Contractor Offered parts/supplies to the Core Inventory, should the Contractor find these parts necessary for it to meet the Parts Availability Requirements . These additional core items will remain the property of the Contractor until they are disbursed onto a Fleet Services Repair Order or Requisition. **The Contractor shall not add any Non-contractor Offered Parts to the Core Inventory without the written approval of the FSM.**

Additions to the Core Inventory of Non-contractor Offered Parts by Fleet Services

Fleet Services may, with the written approval of the FSM, request the Contractor to add additional Non-Contractor Offered Core Inventory parts if the FSM deems these parts necessary to the prompt completion of repairs.

Provision for an Annual Physical Parts Inventory Listing by the Contractor

Annually, during the month prior to the initial award month of the Contract, the Contractor shall take a Physical Inventory of the Parts Room and will provide the Village with a MS Excel report listing all parts being stored in the Parts Room with an accurate on-hand count for each part and the date the count was taken. Proposer should consider the costs of taking an annual physical inventory of all their owned Parts Room parts as a cost to be included in their proposal pricing.

On their annual Parts Inventory, the Contractor must provide an electronic list for all Parts Room parts. Each part must contain the following information:

- Part manufacturer (Name on the Part box/container)
- Manufacturer's part number
- Identification of each part as either a Contractor Offered or Non-Contractor Offered Part
- Part description
- Parts physical count balance and date of count
- Date of last disbursement
- Fleet Services Repair Order number or Village requisition number of last disbursement
- Part location in the Parts Room (Aisle and bin section)

The Village reserves the right to check accuracy of all counts for any and all Non-Contractor Offered Parts.

Contractor Provided Monthly Inventory Report

Contractor to provide a monthly inventory listing report in MS Excel of all parts stored in the Parts Room. Each part must contain the following information:

- Part manufacturer (Name on the Part box/container)
- Manufacturer's part number
- Identification of each part as either a Contractor Offered or Non-Contractor Offered Part
- Part description

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- Parts count balance and date of count
- Date of last disbursement
- Village Repair Order number or Village requisition number of last disbursement
- Part location in the Parts Room (Aisle and bin section)

The Village reserves the right to check accuracy of all counts for any and all Non-Contractor Offered Parts

Specific Information

The Contractor shall be wholly responsible for inventory control over all parts and equipment belonging to the Contractor in the Parts Room. All parts remain the property of the Contractor until properly requisitioned by and disbursed on a Fleet Services Repair Order or Requisition.

All Contractor billing shall be on a monthly basis as directed by the Village. Disbursed parts information included on the Contractor's billing invoice shall include the vehicle number, work order number, part numbers, part manufacturer, part description, whether part was a Contractor Offered or Non-Contractor Offered part, number of parts each, unit net and net extended price, and transaction date and be in a format conducive to effective review and audit. The monthly billing shall also include any monthly charge for the Parts Room management.

The Contractor shall use an electronic management information system to control and report on Parts Room inventory operations. The Contractor shall use computer hardware and software capable of monitoring and reporting the following business measures related to parts control information:

- Parts on order
- Parts on back order
- Historic parts: usage by date, vehicle number, CFA "system code", quantity, and whether Contractor Offered or Non-contractor Offered
- Complete, sortable, parts listing of all Parts Room parts in inventory.

The Village's Computerized Fleet Information System

The Contractor shall enter all parts disbursements in the Village's CFA. Parts will be posted to each Fleet Services mechanic's work order. All required training to use the CFA software will be at Contractor's expense. Use of the CFA system by the Contractor for parts disbursements in no way reduces or replaces the Contractor's responsibility for reporting requirements.

All parts supplied and/or disbursed by Contractor must include full manufacturer's warranties and guarantees. The Contractor shall guarantee all items purchased for equipment repair and maintenance applications will fit the intended application and further guarantee that the product will work on the intended application. On-site replacement for defective, inferior, and non-fit items must be guaranteed.

All warranty information shall be made available to the Village for review. Parts which have been ordered in error by Contractor will result in no expense to the Village. Any and all activity required to obtain new parts or credits due to parts under failures on Parts Room parts shall be the responsibility of the Contractor.

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The successful Proposer shall negotiate with the Village to purchase the existing Non-Contractor Offered Parts Room parts, which have an approximate value of \$150,000. The approved Contractor will be responsible for creating a computerized database of all inventory that will be stocked in the Parts Room, including the Non-Contractor Offered parts purchased from the Village and their Core Inventory parts as defined in Appendix A and any other Contractor Offered Parts as they see fit to include in their Core Inventory. The Contractor will be responsible for the setup and organization of the Parts Room and for its continued maintenance.

The Contractor will provide sufficiently trained, knowledgeable, and service oriented personnel to efficiently and effectively operate the total parts function. Acceptable training/experience shall be considered to include a minimum of two (2) years of experience in a comparable position

During emergency operations, the Parts Room will need to be opened and operating for an indefinite period, until determination by the Village that normal Parts Room hours may resume. In the event that the Contractor's Parts staff cannot report to the Parts Room during emergency operations, the Village shall retain the right to open the Parts Room and disburse and purchase parts on its own.

The Contractor must be able to provide qualified Contractor staff to provide parts and service during all the hours that Fleet Services is in operation, both normal and non-normal. The Proposer shall provide a detailed plan and procedures to provide for non-normal hours of operation including the methodology for determining the cost of this service to the Village.

All Contractor Parts Room staff shall be required to pass a background check performed by the Village. All Contractor Parts Room staff must comply with Village security procedures and directives. The Village shall reserve the right to demand that the Contractor Parts Room employee be removed from his position in the Parts Room when deemed detrimental to the Parts Room operation. The Contractor shall comply with this request. Contractor's staff, both Parts Room and off-site, shall be held to the same standards as Village employees.

The Village shall participate in the Parts Room staff selection process and must agree to all Contractor staff that will be working in the Parts Room and managing this on-site operation. This is a complex and diverse fleet to supply and service and the Village expects the experience and skills of the Contractor's Parts Room staff to be commensurate with its needs.

The Contractor shall be responsible for all salaries, wages, taxes, fringe benefits, insurance (including workers' compensation) and training for all Contractor staff needed for the performance of this Contract.

The Proposer must submit a staffing plan with its RFP response and a final staffing plan must be approved by the Village after award.

The Village will provide the Parts Room facility to the Contractor free of charge. This will include heat, electricity, water, rest room facilities, break room, telephone (local calls only), and furniture such as desks, chairs, and limited racks, and shelving. The Contractor shall be

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responsible for custodial services for those areas under the Contractor's direct control. Additional and/or replacement furniture and other equipment will be the responsibility of the Contractor.

No part shall be issued to Village personnel without a properly executed parts requisition or open mechanic's work order number without the approval of Fleet Services management. Parts supplied will be posted by Contractor's staff to the mechanic's work order in the CFA Software at the time the part is issued.

Neither Fleet Services employees nor any Village employee nor other individuals or private enterprise will be allowed to purchase parts or supplies from or through the Contractor's on-site Parts Room operation. Operations, stock, facilities, and management of the Parts Operation are to be used solely for the Village and Fleet Services service and contractual needs set forth herein.

The Contractor shall be expected to provide any special training to Fleet Services mechanics or employees as deemed appropriate for use of new or current products, the cost of which shall be included in the contract price. The Contractor must also maintain a current on-site parts list, repair instructions, SDS product sheets, and electrical and hydraulic system diagram programs.

The Contractor shall issue Village owned specialty tools located in the Parts Room to and from mechanics and establish inventory controls and mechanic accountability controls to prevent loss of these tools.

Nothing herein or in the Contract resulting from this RFP shall prevent the Village from procuring repair parts from other vendors in the course of obtaining repair services from such commercial vendors.

The Contractor's on site manager/supervisor must be able to meet at least monthly with appropriate Village personnel. More frequent meetings shall be accommodated as deemed necessary by the Village.

The Contractor must provide an on-site hydraulic hose machine which will be able to create custom hydraulic hoses complete with fitting. The Contractor's on-site staff will be required to stock and operate this machine to create hydraulic hoses as requested by Fleet Services staff.

Waste Products

The Contractor shall be expected to provide on-site storage and recycling services for the following used products: used batteries. Disposal of any such products shall be in a manner prescribed by Federal, State, and local laws and regulations. Fleet Services retains the right to obtain from the Contractor copies of all manifests and other records for shipping and disposal of such products to ensure proper disposal, handling, and shipping, in accordance with applicable laws and regulations. The Proposer's response shall include disclosure of any and all notices of violation(s) from any federal, state, local administrative and/or regulatory agency or proceedings received by the Proposer concerning shipment or disposal of any such product or other hazardous

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material. Contractor shall provide specialty storage racks to contain potential spills of hazardous materials.

Core Parts Inventory and Total Parts Availability

Because of the critical nature of delivery of many Village Services, especially during weather emergencies, and in the delivery of emergency and public safety services, the need to return many vehicles to service quickly is critical. **See Appendix C for the Village's expectations for availability and timely provision of parts for Fleet Services mechanics.**

The Village reserves the right to demand the Contractor provide three (3) competitive prices for any single item that will cost more than \$1,000.

Excess or Obsolete Parts Room Inventory

Because of the complexity of and constant turnover in the Village's Fleet and the existence of a large number of differing vehicles and equipment with many varying and unique makes, models, and model years, a critical part of the Contractor's parts management duties shall be the identification of obsolete and non-moving inventory and its removal from the Parts Room. Non-contractor Offered Parts having no movement for twenty four (24) months shall be identified and removed by the Contractor, with some exceptions as approved by the Village, expeditiously.

Freight and Shipping Charges

Any part that must be shipped to the Parts Room which results in freight costs charged back to the Village, must be agreed to by Fleet Services before the Contractor secures the part. All priority freight charges must be pre-approved in writing by Fleet Services supervision. If a Non-Contractor Offered part is available at a local vendor and it is determined by Fleet Services supervision that this part is immediately necessary and a Village employee picks up and delivers this part to the Parts Room, the Contractor will then invoice this part at cost.

In addition to the Price Sheet, Questionnaire, and Specifications Requirements, at a minimum, the following shall be supplied:

Statement of the Project: State in concise terms, your understanding of the project presented by the RFP.

Management Summary: Include a narrative description of the Proposal offer and list the services that will be rendered.

Project Approach: Describe in narrative form the technical plan for accomplishing the work and the service that will be provided. Include time frames from beginning to completion, the resource requirements (staff and equipment) anticipated to be provided by the Village, and other capabilities your firm possesses.

References: Provide a list of projects of similar nature that your organization has completed or currently working, including contact person and reference information. In addition, provide a detailed history of your firm.

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Cost of Proposed Services: Provide a method of charging and an estimated cost for the proposed services. The method of charging shall be provided in complete detail. (If your Proposal references discount from Proposer's Internet catalog pricing, include the Web address of the on-line catalog and be prepared to provide the Village with a temporary password to allow the Village to examine pricing.) BE SPECIFIC on how the costs were calculated (i.e., include labor, administrative overhead, etc.). Explain pricing methodology to use by the Proposer in calculating prices for Non-Contractor Offered Parts as defined by the Village in Appendix B.

Evaluation Criteria: Proposals will be initially screened and substantially nonresponsive Proposals will be eliminated from further consideration. The responsive Proposals will be reviewed by an Evaluation Committee. The Committee may interview Proposers or seek oral presentations to clarify specific matters presented in their Proposals. These discussions will allow the Proposer to elaborate on their proposal and for the Evaluation Committee to request other pertinent information. The Evaluation Committee will use information presented in the Proposal to rank vendors. The selected Proposer will be required to assume responsibility for all services offered in their Proposal and all Village requirements as agreed upon in the subsequent contract. Proposers shall have no exclusive meetings, conversations or communications with an individual evaluation Committee member on any aspect of the Proposal or Proposal evaluation, after submittal.

PRICE. All pricing discounts and pricing methodologies and pricing calculations quoted shall be firm and fixed for the specified contract period.

TERM OF AGREEMENT. The term of agreement for this Request for Proposal shall be for a three-year initial period.

OPTION TO EXTEND. The Village may, at its option and with the approval of the Contractor, extend the term of this agreement for two additional 1-year terms. Contractor shall be notified in writing by the Village's Fleet Services Manager of the Village's intention to extend the contract period at least thirty (30) calendar days prior to the expiration of the current contract period.

EVALUATION LITERATURE. Proposal submitted for products considered by the Contractor to be equal to or better than the brand names or manufacturer's catalog references specified herein, must be submitted with technical literature and/or detailed product brochures with written statements if the literature or brochure is not specific as to the specification for the Village's use to evaluate the product(s) offered. Proposals submitted without this product information may be considered as non-responsive and rejected.

PLAN INSPECTION. Proposers should familiarize themselves with any conditions which may affect performance and proposal prices. Submission of a Proposal will be *prima facie* evidence that the Proposer did, in fact, make an inspection and is aware of all conditions affecting performance and proposal prices. To arrange for an inspection contact Vinnie Pasquinelli at (630) 434-5951.

LIQUIDATED DAMAGES.

Village of Downers Grove

If the Contractor fails to deliver the supplies or perform the services within the time specified in this Contract (Appendix C), or any extension thereof, the actual damages to the Village for the delay will be difficult or impossible to determine. Therefore, in lieu of actual damages, the Contractor shall discount their monthly invoice to the Village as follows:

- A. Less than 5 documented late deliveries per month payment will be made in full.
- B. 6-10 documented late deliveries per month payment will be discounted 1 % off monthly statement.
- C. 11 or more documented late deliveries per month , payment will be discounted 5 % off monthly statement.

In the event that the Contractor fails to staff a particular shift, in the parts room, the liquidated damages shall amount to idle mechanic time, due to lack of parts, at the Village's current billing rate to departments in effect at that time (currently \$88/hr.).

The Contractor shall not be charged with liquidated damages when the delay arises out of cause beyond the control and without the fault or negligence of the Contractor. . The Village shall have sole discretion to determine what is beyond the control of the Contractor and his supplier.

Discount from Published Price Lists

Proposals shall be submitted on the basis of a discount from the manufacturer's suggested list/retail price as evidenced by a manufacturer's published Internet catalog price list. Such published price list(s) must be common to and accepted by, the industry in general. The lists must be Internet available.

Revised published Internet price lists may be used as a means of price adjustment. However, all proposals are to be firm for a period of ninety (90) calendar days after the proposal opening date and revised price lists will not be accepted by the Village until after that date. Revised published price lists will be acceptable only in the event of an industry wide price change, as evidenced by the issuance of revised price lists, by the manufacturer.

PERMITS/LICENSES

Contractor shall be responsible for obtaining any and all permits and licenses required.

Contract Close Out

Upon completion of this Contract, the Village reserves the right to purchase remaining on-site Contractor Offered Parts in inventory at an amount mutually agreed upon. However, if the Village does not chose to exercise this right, all Contractor Offered Parts will remain the property of the Contractor who will be responsible for their removal from the Parts Room within thirty (30) days of the end of the contract. The Village reserves the right to purchase all Non-contractor Offered Parts at the original purchase price. In the event, termination is due to the Contractor failing to perform or prematurely ending its relationship with the Village, the Contractor agrees to sell the remaining on-site inventory at the published price list identified on the price sheet, if so requested by the Village.



www.downersgrove.org

June 30, 2015

COMMUNITY RESPONSE
CENTER
630-434-5500

ADDENDUM-01

RFP-0-51-2015/TT

Vendor Managed Inventory-Fleet Services

CIVIC CENTER

301 Burlington Avenue
Downers Grove
Illinois 60515-4280
630-434-5500
TELEPHONE 630-434-5511
FAX 630-434-5571

An addendum has been posted to address the following questions:

1. Would a site visit to the Fleet Services Division's repair garage at 700 Curtiss Street be permitted?

Yes. Schedule with Vinnie Pasquinelli, Fleet Manager. 630-434-5951

2. Is there an estimated annual parts spend available?

Between \$150,000 and \$200,0000

3. Is there a breakdown of this annual spend available between parts stocked in the parts room and non-stocked parts; or contractor offered parts to non-contractor offered parts? Is there a breakdown between aftermarket parts, dealer parts, supplies and fluids?

We do not have a break down of this.

4. Is the parts room presently operated and staffed by The Village of Downers Grove or by a contractor?

There are no parts personnel. Currently the Fleet Manager and Technicians handle all ordering.

5. The current inventory of 1140 stocked unique part numbers with an approximate value of \$150,000 is owned by the Village or by a contractor?

Owned by the Village

6. Would the successful proposer whom is awarded an agreement as a result of this RFP be required to purchase this inventory?

Purchase or sell off current inventory with reimbursement to the Village.

7. May we be provided with a copy of the inventory?

Yes. But there is a large amount of parts not included in the electronic record.

8. Is all of this inventory considered current inventory?

FIRE DEPARTMENT

ADMINISTRATION
120 Main Street
Downers Grove
Illinois 60515-4854
630-434-5980
FAX 630-434-5998

POLICE DEPARTMENT

823 Burlington Avenue
Downers Grove
Illinois 60515-4783
630-434-5600
FAX 630-434-5620

PUBLIC WORKS

DEPARTMENT
3101 Walnut Avenue
Downers Grove
Illinois 60515-4046
630-434-5160
www.dgwp.org



COMMUNITY RESPONSE CENTER

630-434-2253

CIVIC CENTER

301 Burlington Avenue

Downers Grove

Illinois 60515-4882

630-434-5500

TDD 630-434-5511

FAX 630-434-5571

FIRE DEPARTMENT

ADMINISTRATION

120 Main Street

Downers Grove

Illinois 60515-4851

630-434-5980

FAX 630-434-5998

POLICE DEPARTMENT

825 Burlington Avenue

Downers Grove

Illinois 60515-4783

630-434-5600

FAX 630-434-5690

PUBLIC WORKS

DEPARTMENT

5101 Walnut Avenue

Downers Grove

Illinois 60515-4016

630-434-5100

FAX 630-434-5105

No. Much of the inventory is obsolete.

9. How many parts personnel are in place today to operate the parts room? Is this felt to be sufficient? How many parts people does the Village believe is optimal?

No parts people currently. Non sufficient. Need 1 parts person provided by the vendor.

10. Are the current parts personnel employees of the Village of Downers Grove?

No parts people currently

11. Are all parts and supplies to be provided the responsibility of this contractor? Are there any limitations or exclusions?

Yes. No limitations.

12. Is there a preference for parts that meet Federal Motor Vehicle Safety Standards?

Yes

13. Is there an interest in providing an electronic connectivity between the contractors inventory management / transaction system and the Village CFA in order to automate the posting of parts information to work orders?

Yes. The winning vendor must integrate with CFA, disperse all parts, and post all parts to CFA work orders

14. Other than the core inventory requirements, have any parts availability metrics / benchmarks been established?

No metrics or benchmarks are currently in place.

Please date, sign and return this addendum with your original bid documents.

7-7-15

Date

Signature

Theresa H. Tarka

Village of Downers Grove

Purchasing

Appendix A
VILLAGE FLEET LISTING

Vehicle/Equip #	Year-Make-Model	Subtotal by Class Grand Count 01 Count	Class # 379 28	Vehicle Class Description	Department
800	2013 CHEVROLET TAHOE		01	POLICE MARKED SQUAD	POLICE
801	2013 CHEVROLET TAHOE		01	POLICE MARKED SQUAD	POLICE
802	2013 CHEVROLET TAHOE		01	POLICE MARKED SQUAD	POLICE
803	2013 CHEVROLET TAHOE		01	POLICE MARKED SQUAD	POLICE
804	2013 CHEVROLET TAHOE		01	POLICE MARKED SQUAD	POLICE
806	2014 CHEVROLET TAHOE		01	POLICE MARKED SQUAD	POLICE
807	2014 CHEVROLET TAHOE		01	POLICE MARKED SQUAD	POLICE
809	2014 CHEVROLET TAHOE		01	POLICE MARKED SQUAD	POLICE
811	2014 CHEVROLET TAHOE		01	POLICE MARKED SQUAD	POLICE
814	2007 FORD CROWNVC		01	POLICE MARKED SQUAD	POLICE
825	2007 FORD CROWNVC		01	POLICE MARKED SQUAD	POLICE
828	2007 FORD CROWNVC		01	POLICE MARKED SQUAD	POLICE
830	2010 FORD CROWNVC		01	POLICE MARKED SQUAD	POLICE
831	2010 FORD CROWNVC		01	POLICE MARKED SQUAD	POLICE
832	2010 FORD CROWNVC		01	POLICE MARKED SQUAD	POLICE
836	2011 FORD CROWNVC		01	POLICE MARKED SQUAD	POLICE
838	2011 FORD CROWNVC		01	POLICE MARKED SQUAD	POLICE
842	2010 FORD CROWNVC		01	POLICE MARKED SQUAD	POLICE
843	2010 FORD CROWNVC		01	POLICE MARKED SQUAD	POLICE
844	2010 FORD CROWNVC		01	POLICE MARKED SQUAD	POLICE
846	2010 FORD CROWNVC		01	POLICE MARKED SQUAD	POLICE
847	2007 CHEVROLET TAHOE		01	POLICE MARKED SQUAD	POLICE
848	2011 CHEVROLET TAHOE		01	POLICE MARKED SQUAD	POLICE
879	2012 CHEVROLET TAHOE		01	POLICE MARKED SQUAD	POLICE
880	2012 CHEVROLET TAHOE		01	POLICE MARKED SQUAD	POLICE
881	2012 CHEVROLET TAHOE		01	POLICE MARKED SQUAD	POLICE
882	2012 CHEVROLET TAHOE		01	POLICE MARKED SQUAD	POLICE
883	2012 CHEVROLET TAHOE		01	POLICE MARKED SQUAD	POLICE
		02 Count	16		
805	2013 CHEVROLET TAHOE		02	POLICE UNMARKED	POLICE
810	2014 CHEVROLET TAHOE		02	POLICE UNMARKED	POLICE
812	2014 FORD FUSION		02	POLICE UNMARKED	POLICE
815	2007 CHEVROLET IMPALA		02	POLICE UNMARKED	POLICE
817	2004 CHEVROLET IMPALA		02	POLICE UNMARKED	POLICE
820	2006 CHEVROLET IMPALA		02	POLICE UNMARKED	POLICE
821	2007 CHEVROLET IMPALA		02	POLICE UNMARKED	POLICE
822	2008 CHEVROLET IMPALA		02	POLICE UNMARKED	POLICE
834	2010 FORD CROWNVC		02	POLICE UNMARKED	POLICE
854	2008 CHEVROLET IMPALA		02	POLICE UNMARKED	POLICE
864	2012 FORD FUSION		02	POLICE UNMARKED	POLICE
865	2012 FORD FUSION		02	POLICE UNMARKED	POLICE
866	2012 FORD FUSION		02	POLICE UNMARKED	POLICE
867	2012 FORD FUSION		02	POLICE UNMARKED	POLICE
884	2013 FORD FUSION		02	POLICE UNMARKED	POLICE
885	2013 FORD FUSION		02	POLICE UNMARKED	POLICE
		03 Count	5		
887	2003 GMC ENVOY		03	SOG, SRT, SPEC OPS	POLICE
894	2004 FORD F-150		03	SOG, SRT, SPEC OPS	POLICE
895	2009 NISSAN ROGUE		03	SOG, SRT, SPEC OPS	POLICE
896	2008 CADILLAC ESCALADE		03	SOG, SRT, SPEC OPS	POLICE
898	2002 FORD F350		03	SOG, SRT, SPEC OPS	POLICE
		04 Count	2		
221	2006 PATCO AB-0515		04	RADAR TRAILER	POLICE
222	2006 PATCO AB-0515		04	RADAR TRAILER	POLICE
		05 Count	1		
868	2001 CHEVROLET G2500		05	POLICE VAN	POLICE
		06 Count	5		
915	2000 FREIGHTLINER		06	AMBULANCE	FIRE
917	2000 FREIGHTLINER		06	AMBULANCE	FIRE
938	2010 INTERNATIONAL 4300		06	AMBULANCE	FIRE
939	2010 INTERNATIONAL 4300		06	AMBULANCE	FIRE
945	2013 FRGHTLNR M170		06	AMBULANCE	FIRE
		07 Count	3		
902	1991 FORD F-350		07	FIRE-RESCUE	FIRE
920	2002 PIERC QUANTUM		07	FIRE-RESCUE	FIRE
935	2000 PETERBILT PB330		07	FIRE-RESCUE	FIRE
		08 Count	7		
900	1946 CHEVROLET 1 1/2TN		08	FIRE-PUMPER	FIRE
907	1995 PIERC SABER		08	FIRE-PUMPER	FIRE
908	1995 PIERC SABER		08	FIRE-PUMPER	FIRE
916	2000 PIERC SABER		08	FIRE-PUMPER	FIRE
925	2005 PIERCE ENFORCER		08	FIRE-PUMPER	FIRE
932	2007 PIERCE ENFORCER		08	FIRE-PUMPER	FIRE
947	2013 PIERCE SABER		08	FIRE-PUMPER	FIRE
		09 Count	1		
944	2011 SMEAL SPARTAN		09	FIRE-LADDER AERIAL	FIRE
		11 Count	10		
5901	1999 GMC 3500		11	BUS	DISTRICT 58
5903	2009 GMC 3500		11	BUS	DISTRICT 58
5901	2007 CHEVROLET EXPRESS		11	BUS	SEASPAR
5902	2005 CHEVROLET 3500		11	BUS	SEASPAR
5903	2011 ALUMA G3500		11	BUS	SEASPAR
5905	2007 CHEVROLET EXPRESS		11	BUS	SEASPAR
5907	2010 CHEVROLET EXPRESS		11	BUS	SEASPAR
5908	2009 CHEVROLET EXPRESS		11	BUS	SEASPAR
5909	2014 CHEVROLET EXPRESS		11	BUS	SEASPAR
5910	2014 CHEVROLET G3500		11	BUS	SEASPAR
		19 Count	5		
144	2006 CHEVROLET 1500		19	PICKUP - 4WD	PUBLIC WORKS
180	2007 CHEVROLET SILVERADO		19	PICKUP - 4WD	PUBLIC WORKS
183	2007 CHEVROLET SILVERADO		19	PICKUP - 4WD	PUBLIC WORKS

VILLAGE FLEET LISTING

Vehicle/Equip #	Year-Make-Model	Subtotal by Class	Class #	Vehicle Class Description	Department
184	2005 FORD F-250		19	PICKUP - 4WD	PUBLIC WORKS
936	2008 FORD F350		19	PICKUP - 4WD	FIRE
		20 Count	9		
103	2002 FORD RANGER		20	PICKUP - 2WD	BUILDING SERVICES
104	2008 FORD RANGER		20	PICKUP - 2WD	
106	2008 FORD RANGER		20	PICKUP - 2WD	
190	2004 FORD F150-NGV		20	PICKUP - 2WD	PUBLIC WORKS
199	2001 FORD F150-NGV		20	PICKUP - 2WD	PUBLIC WORKS
649	2004 FORD F150-NGV		20	PICKUP - 2WD	PUBLIC WORKS
650	1998 FORD RANGER		20	PICKUP - 2WD	PUBLIC WORKS
654	2001 FORD F150-NGV		20	PICKUP - 2WD	PUBLIC WORKS
655	2001 FORD F150-NGV		20	PICKUP - 2WD	PUBLIC WORKS
		21 Count	13		
210	2006 FORD F-450		21	UTILITY TRUCK	PUBLIC WORKS
214	2006 FORD F-450		21	UTILITY TRUCK	BUILDING SERVICES
215	2006 FORD F-450		21	UTILITY TRUCK	PUBLIC WORKS
238	2009 FRGHTLNR MT55		21	UTILITY TRUCK	PUBLIC WORKS
240	2007 CHEVROLET C4500		21	UTILITY TRUCK	PUBLIC WORKS
287	1999 FORD F350		21	UTILITY TRUCK	PUBLIC WORKS
5804	2008 FORD F-250		21	UTILITY TRUCK	DISTRICT 58
5805	2009 GMC 3500		21	UTILITY TRUCK	DISTRICT 58
5806	2011 GMC 3500		21	UTILITY TRUCK	DISTRICT 58
5807	2002 GMC 2500		21	UTILITY TRUCK	DISTRICT 58
5810	2004 GMC 2500		21	UTILITY TRUCK	DISTRICT 58
5814	2012 CHEVY 3500HD		21	UTILITY TRUCK	DISTRICT 58
5816	2013 CHEVY 3500HD		21	UTILITY TRUCK	DISTRICT 58
		22 Count	9		
102	2007 HONDA CIVIC		22	COMPACT CAR	PUBLIC WORKS
105	2001 HONDA CIVIC		22	COMPACT CAR	PUBLIC WORKS
107	2009 HONDA CIVIC		22	COMPACT CAR	COMMUNITY DEVELOPMENT
108	2009 HONDA CIVIC		22	COMPACT CAR	COMMUNITY DEVELOPMENT
109	2009 HONDA CIVIC		22	COMPACT CAR	COMMUNITY DEVELOPMENT
110	2009 HONDA CIVIC		22	COMPACT CAR	COMMUNITY DEVELOPMENT
111	2009 HONDA CIVIC		22	COMPACT CAR	COMMUNITY DEVELOPMENT
113	2007 HONDA CIVIC		22	COMPACT CAR	PUBLIC WORKS
942	2009 HONDA CIVIC		22	COMPACT CAR	FIRE
		23 Count	7		
138	2007 CHEVROLET IMPALA		23	MIDSIZE CAR	POLICE
191	2005 FORD TAURUS		23	MIDSIZE CAR	PUBLIC WORKS
926	2005 FORD TAURUS		23	MIDSIZE CAR	FIRE
927	2005 FORD TAURUS		23	MIDSIZE CAR	FIRE
929	2006 CHEVROLET IMPALA		23	MIDSIZE CAR	FIRE
937	2008 CHEVROLET IMPALA		23	MIDSIZE CAR	FIRE
5904	2013 CHEVROLET MALIBU		23	MIDSIZE CAR	SEASPAR
		24 Count	1		
808	2006 FORD CROWNVC		24	FULL SIZE CAR	PUBLIC WORKS
		25 Count	13		
181	2008 FORD ESCAPE		25	SUV	PUBLIC WORKS
182	2008 FORD ESCAPE		25	SUV	PUBLIC WORKS
192	2005 CHEVROLET SUBURBAN		25	SUV	PUBLIC WORKS
659	2007 FORD EXPLORER		25	SUV	POLICE
921	2003 CHEVROLET TAHOE		25	SUV	FIRE
923	2005 FORD EXPLORER		25	SUV	FIRE
924	2005 FORD EXPLORER		25	SUV	FIRE
928	2006 FORD EXPEDITION		25	SUV	FIRE
933	2008 CHEVROLET SUBURBAN		25	SUV	FIRE
943	2011 CHEVROLET TAHOE		25	SUV	FIRE
946	2013 CHEVROLET TAHOE		25	SUV	FIRE
949	2014 CHEVROLET TAHOE		25	SUV	FIRE
5812	2013 LIBERTY LP10K16		25	SUV	DISTRICT 58
		26 Count	10		
100	2006 CHEVROLET EXPRESS		26	VAN	PUBLIC WORKS
101	2006 CHEVY EXPRESS		26	VAN	PUBLIC WORKS
114	2011 CHEVROLET EXPRESS		26	VAN	PUBLIC WORKS
115	2011 CHEVROLET EXPRESS		26	VAN	PUBLIC WORKS
116	2013 FORD E-250		26	VAN	BUILDING SERVICES
143	2006 FORD E-450		26	VAN	PUBLIC WORKS
198	2001 FORD E-250		26	VAN	PUBLIC WORKS
620	1998 FORD E-250		26	VAN	COMMUNICATIONS
5809	2008 CHEVY EXPRESS		26	VAN	SCHOOL DISTRICT 58
5815	2012 CHEVROLET EXPRESS		26	VAN	SCHOOL DISTRICT 58
		27 Count	4		
870	2008 DODGE CARAVAN		27	MINIVAN/CROSSOVER	POLICE
931	2006 DODGE CARAVAN		27	MINIVAN/CROSSOVER	FIRE
5811	2003 CHEVROLET ASTRO		27	MINIVAN/CROSSOVER	DISTRICT 58
5906	2010 DODGE MINIVAN		27	MINIVAN/CROSSOVER	SEASPAR
		28 Count	14		
197	2000 FORD F-450		28	DUMP - 1 TON - 4WD	PUBLIC WORKS
212	2006 FORD F-450		28	DUMP - 1 TON - 4WD	PUBLIC WORKS
213	2006 FORD F-450		28	DUMP - 1 TON - 4WD	PUBLIC WORKS
216	2006 FORD F-450		28	DUMP - 1 TON - 4WD	PUBLIC WORKS
218	2007 FORD F-450		28	DUMP - 1 TON - 4WD	PUBLIC WORKS
250	2012 FORD F-450		28	DUMP - 1 TON - 4WD	PUBLIC WORKS
251	2012 FORD F-450		28	DUMP - 1 TON - 4WD	PUBLIC WORKS
252	2012 FORD F-450		28	DUMP - 1 TON - 4WD	PUBLIC WORKS
253	2012 FORD F-450		28	DUMP - 1 TON - 4WD	PUBLIC WORKS
254	2012 FORD F-450		28	DUMP - 1 TON - 4WD	PUBLIC WORKS
255	2012 FORD F-450		28	DUMP - 1 TON - 4WD	PUBLIC WORKS
297	2000 FORD F-350		28	DUMP - 1 TON - 4WD	PUBLIC WORKS
298	2000 FORD F-350		28	DUMP - 1 TON - 4WD	PUBLIC WORKS
299	2000 FORD F-350		28	DUMP - 1 TON - 4WD	PUBLIC WORKS
		29 Count	2		
256	2013 FORD F-550		29	DUMP - 1 TON - 2WD	PUBLIC WORKS
257	2013 FORD F-550		29	DUMP - 1 TON - 2WD	PUBLIC WORKS
		31 Count	8		

VILLAGE FLEET LISTING

Vehicle/Equip #	Year-Make-Model	Subtotal by Class	Class #	Vehicle Class Description	Department
231	2004 FRGHTLNR M2		31	DUMP SINGLE 25-35 GVR	PUBLIC WORKS
234	2007 FRGHTLNR M2106V		31	DUMP SINGLE 25-35 GVR	PUBLIC WORKS
235	2007 FRGHTLNR M2106V		31	DUMP SINGLE 25-35 GVR	PUBLIC WORKS
239	2011 FRGHTLNR M2106V		31	DUMP SINGLE 25-35 GVR	PUBLIC WORKS
241	2013 FRGHTLNR 114SD		31	DUMP SINGLE 25-35 GVR	PUBLIC WORKS
242	2014 MACK GU532		31	DUMP SINGLE 25-35 GVR	PUBLIC WORKS
292	1998 INTER 4900		31	DUMP SINGLE 25-35 GVR	PUBLIC WORKS
294	2000 INTER 4900		31	DUMP SINGLE 25-35 GVR	PUBLIC WORKS/FIRE
		32 Count	6		
205	2002 FRGHTLNR FL80		32	DUMP TANDEM 35+ GVR	PUBLIC WORKS
206	2002 FRGHTLNR FL80		32	DUMP TANDEM 35+ GVR	PUBLIC WORKS
207	2002 FRGHTLNR FL80		32	DUMP TANDEM 35+ GVR	PUBLIC WORKS
208	2004 FRGHTLNR M2		32	DUMP TANDEM 35+ GVR	PUBLIC WORKS
232	2004 FRGHTLNR M2		32	DUMP TANDEM 35+ GVR	PUBLIC WORKS
233	2004 FRGHTLNR M2		32	DUMP TANDEM 35+ GVR	PUBLIC WORKS
		35 Count	1		
200	2006 STERLING LT9500		35	TRUCK TRACTOR	PUBLIC WORKS
		36 Count	2		
237	2007 STERLING LT170056		36	TRACTOR	PUBLIC WORKS
237B	2007 VACTOR 2110J4		36	VACTOR	PUBLIC WORKS
		37 Count	1		
236	2007 INTER 7400-DT466		37	AERIAL EQUIPMENT	PUBLIC WORKS
		40 Count	1		
029	2008 MADVAC CN100B		40	SIDEWALK SWEEPER	PUBLIC WORKS
		45 Count	3		
056	2012 JOHN DEERE 326D		45	SKIDSTEER	PUBLIC WORKS
057	2007 NEWHOLLAND L185		45	SKIDSTEER	PUBLIC WORKS
5817	2007 BOBCAT		45	SKIDSTEER	SCHOOL DISTRICT 58
		46 Count	3		
098	2007 VOLVO L90F		46	WHEEL LOADER	PUBLIC WORKS
099	2006 CAT 938G		46	WHEEL LOADER	PUBLIC WORKS
248	2004 CAT 938G		46	WHEEL LOADER	PUBLIC WORKS
		49 Count	2		
026	2008 JOHN DEERE 410J		49	BACKHOE	PUBLIC WORKS
211	2002 CAT 430D		49	BACKHOE	PUBLIC WORKS
		51 Count	12		
058	2011 TOWMASTER T12T		51	TRAILER	PUBLIC WORKS
059	2007 TOWMASTER T12T		51	TRAILER	PUBLIC WORKS
150	2005 TOWMASTER T-12T		51	TRAILER	PUBLIC WORKS
155	1993 R&W UTILITY		51	TRAILER	PUBLIC WORKS
161	1998 JAMAR TRAILER		51	TRAILER	PUBLIC WORKS
193	2006 HILBILT MONGOOSE		51	TRAILER	PUBLIC WORKS
194	2006 TOW MASTER T-70DTG		51	TRAILER	PUBLIC WORKS
903	1991 IDEAL TRAILER		51	TRAILER	FIRE
912	1998 SCOTTS TRAILER		51	TRAILER	FIRE
922	2003 CARGOMATE TRAILER		51	TRAILER	FIRE
948	ROW BOAT/TRAILER		51	TRAILER	FIRE
5813	2003 SOUTHWEST TRAREM		51	TRAILER	SCHOOL DISTRICT 58
		54 Count	3		
42	JOHN DEERE JX75 21" Mower - 2000		54	LAWNMOWER	PUBLIC WORKS
824	TORO PROLINE 36" MOWER 1994		54	LAWNMOWER	PUBLIC WORKS
10234	TORO PROLINE 44" MOWER		54	LAWNMOWER	PUBLIC WORKS
		55 Count	4		
000	CLUBCAR		55	CLUBCAR/MULE	PUBLIC WORKS
134	2014 JOHN DEERE GATOR		55	CLUBCAR/MULE	BUILDING SERVICES
826	CLUBCAR		55	CLUBCAR/MULE	POLICE
934	2007 POLARIS RANGER		55	CLUBCAR/MULE	FIRE
		56 Count	39		
152	2006 DIAMOND CC3500		56	SAW	PUBLIC WORKS
496	STIHL HT 101 POWER PRUNER 12" BAR - 2007		56	SAW	PUBLIC WORKS
847	STIHL HT 101 POLE PRUNER 14" BAR - 2004		56	SAW	PUBLIC WORKS
358	STIHL HT 101 POLE PRUNER 14" BAR - 2010		56	SAW	PUBLIC WORKS
359	STIHL HT 101 POLE PRUNER - 2010		56	SAW	PUBLIC WORKS
511	STIHL HT 101 POLE PRUNER - 2011		56	SAW	PUBLIC WORKS
55	STIHL 044 26+"bar - 1992		56	SAW	PUBLIC WORKS
444	HUSQVARNA 345 with 18" bar - 2003		56	SAW	PUBLIC WORKS
445	HUSQVARNA 345 with 18" bar - 2003		56	SAW	PUBLIC WORKS
446	HUSQVARNA 357 with 20" bar - 2003		56	SAW	PUBLIC WORKS
447	HUSQVARNA 357 with 18" bar - 2003		56	SAW	PUBLIC WORKS
961	HUSQVARNA 338xpt - 2004		56	SAW	PUBLIC WORKS
846	HUSQVARNA 338xpt - 2005		56	SAW	PUBLIC WORKS
963	HUSQVARNA 345 with 18" bar - 2004		56	SAW	PUBLIC WORKS
966	HUSQVARNA 357 with 18" bar - 2004		56	SAW	PUBLIC WORKS
965	HUSQVARNA 345 with 18" bar - 2004		56	SAW	PUBLIC WORKS
964	HUSQVARNA 345 with 18" bar - 2004		56	SAW	PUBLIC WORKS
967	HUSQVARNA 357 with 18" bar - 2005		56	SAW	PUBLIC WORKS
442	HUSQVARNA 345 with 18" bar - 2006		56	SAW	PUBLIC WORKS
441	HUSQVARNA 357 with 18" bar - 2006		56	SAW	PUBLIC WORKS
330	HUSQVARNA 395 with 32" bar		56	SAW	PUBLIC WORKS
499	HUSQVARNA 338 XPT - 2008		56	SAW	PUBLIC WORKS
356	HUSQVARNA 338XPT-16 - 2009		56	SAW	PUBLIC WORKS
500	HUSQVARNA 345 with 18" bar - 2008		56	SAW	PUBLIC WORKS
517	STIHL 362 w/ 20" bar - 2011		56	SAW	PUBLIC WORKS
518	STIHL 362 w/ 20" bar - 2011		56	SAW	PUBLIC WORKS
519	STIHL 261 w/ 18" bar - 2011		56	SAW	PUBLIC WORKS
520	STIHL 261 w/ 18" bar - 2011		56	SAW	PUBLIC WORKS
513	STIHL 200T w/16" bar - 2011		56	SAW	PUBLIC WORKS
403	STIHL 201T w/14" bar - 2012		56	SAW	PUBLIC WORKS
896	STIHL 201T w/14" bar - 2013		56	SAW	PUBLIC WORKS
897	STIHL 150TC w/12" bar - 2013		56	SAW	PUBLIC WORKS
498	Dewalt Wet Saw		56	SAW	PUBLIC WORKS
	STIHL Cut-off- Saw		56	SAW	PUBLIC WORKS
	STIHL Cut-off- Saw		56	SAW	PUBLIC WORKS
	STIHL Cut-off- Saw		56	SAW	PUBLIC WORKS

VILLAGE FLEET LISTING

Vehicle/Equip #	Year-Make-Model	Subtotal by Class	Class #	Vehicle Class Description	Department
	STIHL Cut-off- Saw		56	SAW	PUBLIC WORKS
	Husqvarna Cut -off Saw		56	SAW	PUBLIC WORKS
	Husqvarna Cut -off Saw		56	SAW	PUBLIC WORKS
		57 Count	35		
283	1997 FINN T90TD		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
329	STIHL BLOWER - 2007		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
331	STIHL BLOWER - 2007		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
353	STIHL BLOWER - 2009		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
354	STIHL BLOWER - 2009		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
515	STIHL BLOWER - 2011		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
516	STIHL BLOWER - 2011		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
489	STIHL BLOWER - 2012		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
490	STIHL BLOWER - 2012		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
537	STIHL BLOWER - 2014		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
538	STIHL BLOWER - 2014		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
321	ECHO SHRED & VAC - 2001		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
325	ECHO BACKBACK BLOWER - 2001		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
825	RYAN LAWNNAIRE 5 AIRATTOR - 1997		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
816	RYAN SOD CUTTER		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
838	HONDA COUNTER-ROTATING TILLER 1999		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
185	BILLYGOAT VACUUM KD511-SP - 2000		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
328	ECHO TILLER CULTIVATOR 2001		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
409/410	STIHL POWER BROOM - Kombi System - 2013		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
357	SHINDAIWA POWER BROOM - 2010		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
346	SHINDAIWA POWER BROOM - 2005		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
827	ECHO HC 1500 20" HEDGE TRIMMER		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
74	ECHO HC 1500 24" HEDGE TRIMMER		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
352	ECHO SCH-210 HEDGE TRIMMER - 2008		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
491	STIHL HEDGE TRIMMER - 2007		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
404	STIHL HEDGE TRIMMER / Articulating 59" - 2012		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
405	STIHL HEDGE TRIMMER		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
332, 334	LESCO 80lb. Cap. SPREADER - 1998		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
830	LESCO 80lb. Cap. SPREADER - 1997		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
	DeWalt Cordless Drill - 2009		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
449	DeWalt Cordless Drill SET - 2003		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
406, 407	LESCO 100lb. Cap. SPREADER - 2012		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
408	LESCO 80lb. Cap. SPREADER - 1997		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
	Mikasa Vibrating Plate - Honda Engine		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
	Wacker Compactor		57	MISC STREET MAINT EQUIP	PUBLIC WORKS
		58 Count	1		
031	2007 TENNANT T20		58	SWEEPER, MISC	PUBLIC WORKS
		59 Count	2		
201	2011 MOBARK M15R		59	BRUSH CHIPPER	PUBLIC WORKS
293	1999 VERMEER BC1230A		59	BRUSH CHIPPER	PUBLIC WORKS
		60 Count	1		
202	2004 CAT CB344E		60	ASPHALT ROLLER	PUBLIC WORKS
		61 Count	11		
414	ECHO SRM 2400 STRING TRIMMER - 2002		61	WEED WHIP	PUBLIC WORKS
982	ECHO SRM 2100 STRING TRIMMER - 2000		61	WEED WHIP	PUBLIC WORKS
854	ECHO SRM 3001 STRING TRIMMER		61	WEED WHIP	PUBLIC WORKS
857	HUSQVARNA 325 LX TRIMMER - 2004		61	WEED WHIP	PUBLIC WORKS
351	STIHL FS110R TRIMMER - 2007		61	WEED WHIP	PUBLIC WORKS
350	STIHL FS110R TRIMMER - 2007		61	WEED WHIP	PUBLIC WORKS
487	STIHL FS110R w/Chain saw head - 2012		61	WEED WHIP	PUBLIC WORKS
488	STIHL FS110R TRIMMER - 2012		61	WEED WHIP	PUBLIC WORKS
539	STIHL FS110R TRIMMER - 2014		61	WEED WHIP	PUBLIC WORKS
540	STIHL FS110R TRIMMER - 2014		61	WEED WHIP	PUBLIC WORKS
564	STIHL FS110R TRIMMER - 2014		61	WEED WHIP	PUBLIC WORKS
		63 Count	5		
223	2007 SOLARTECH AB-0515		63	ARROW BOARD	PUBLIC WORKS
224	2006 PSC SMC3000		63	ARROW BOARD	PUBLIC WORKS
227	2004 SOLARTECH WAAW-1225SB		63	ARROW BOARD	PUBLIC WORKS
228	2005 SOLARTECH AB-0515		63	ARROW BOARD	PUBLIC WORKS
230	2006 PSC SMC3000		63	ARROW BOARD	PUBLIC WORKS
		66 Count	2		
063	2008 FALCON TRAILER		66	ASPHALT PATCHER	PUBLIC WORKS
064	2012 FALCON TRAILER		66	ASPHALT PATCHER	PUBLIC WORKS
		67 Count	1		
025	2008 BOMAG 4413		67	ASPHALT PAVER	PUBLIC WORKS
		75 Count	5		
336	TORO CCR POWERLITE SNOW BLOWER - 2001		75	SNOW BLOWER	PUBLIC WORKS
324	TORO CCR POWERLITE SNOW BLOWER - 2001		75	SNOW BLOWER	PUBLIC WORKS
337	TORO SNOW THROWER CCR 2450 - 2003		75	SNOW BLOWER	PUBLIC WORKS
892	TORO POWER CLEAR THROWER 4CYL - 2011		75	SNOW BLOWER	PUBLIC WORKS
895	TORO POWER MAX 926 OX SNOW BLOWER 4CYL - 2012		75	SNOW BLOWER	PUBLIC WORKS
		78A Count	17		
212P	8 FT MEYER SNOW PLOW		78A	SNOW PLOW <11 FT	PUBLIC WORKS
213P	8 FT MEYER SNOW PLOW		78A	SNOW PLOW <11 FT	PUBLIC WORKS
212P	8 FT MEYER SNOW PLOW		78A	SNOW PLOW <11 FT	PUBLIC WORKS
213P	8 FT MEYER SNOW PLOW		78A	SNOW PLOW <11 FT	PUBLIC WORKS
214P	8 FT MEYER SNOW PLOW		78A	SNOW PLOW <11 FT	PUBLIC WORKS
215P	8 FT MEYER SNOW PLOW		78A	SNOW PLOW <11 FT	PUBLIC WORKS
218P	8 FT MEYER SNOW PLOW		78A	SNOW PLOW <11 FT	PUBLIC WORKS
242P	10 FT WAUSAU SNOW PLOW		78A	SNOW PLOW <11 FT	PUBLIC WORKS
251P	8 FT WESTERN PRO PLUS SNOW PLOW		78A	SNOW PLOW <11 FT	PUBLIC WORKS
252P	8 FT WESTERN PRO PLUS SNOW PLOW		78A	SNOW PLOW <11 FT	PUBLIC WORKS
253P	8 FT WESTERN PRO PLUS SNOW PLOW		78A	SNOW PLOW <11 FT	PUBLIC WORKS
254P	8 FT WESTERN PRO PLUS SNOW PLOW		78A	SNOW PLOW <11 FT	PUBLIC WORKS
255P	8 FT WESTERN PRO PLUS SNOW PLOW		78A	SNOW PLOW <11 FT	PUBLIC WORKS
256P	9 FT FLINK SNOW PLOW		78A	SNOW PLOW <11 FT	PUBLIC WORKS
257P	9 FT FLINK SNOW PLOW		78A	SNOW PLOW <11 FT	PUBLIC WORKS
297P	8 FT MEYER SNOW PLOW		78A	SNOW PLOW <11 FT	PUBLIC WORKS
298P	8 FT MEYER SNOW PLOW		78A	SNOW PLOW <11 FT	PUBLIC WORKS
		78B Count	11		
205P	11 FT WAUSAU SNOW PLOW		78B	SNOW PLOW 11 FT	PUBLIC WORKS

VILLAGE FLEET LISTING

Vehicle/Equip #	Year-Make-Model	Subtotal by Class	Class #	Vehicle Class Description	Department
206P	11 FT WAUSAU SNOW PLOW		78B	SNOW PLOW 11 FT	PUBLIC WORKS
207P	11 FT WAUSAU SNOW PLOW		78B	SNOW PLOW 11 FT	PUBLIC WORKS
208P	11 FT WAUSAU SNOW PLOW		78B	SNOW PLOW 11 FT	PUBLIC WORKS
231P	11 FT WAUSAU SNOW PLOW		78B	SNOW PLOW 11 FT	PUBLIC WORKS
232P	11 FT WAUSAU SNOW PLOW		78B	SNOW PLOW 11 FT	PUBLIC WORKS
233P	11 FT WAUSAU SNOW PLOW		78B	SNOW PLOW 11 FT	PUBLIC WORKS
234P	11 FT WAUSAU SNOW PLOW		78B	SNOW PLOW 11 FT	PUBLIC WORKS
235P	11 FT WAUSAU SNOW PLOW		78B	SNOW PLOW 11 FT	PUBLIC WORKS
239P	11 FT WAUSAU SNOW PLOW		78B	SNOW PLOW 11 FT	PUBLIC WORKS
241P	11 FT WAUSAU SNOW PLOW		78B	SNOW PLOW 11 FT	PUBLIC WORKS
		89 Count	21		
852	Koshin Water Pump - 510 gal. low prof. - 2002		89	PUMP, FLUID <6"	PUBLIC WORKS
512	Koshin Water Pump - 500 gal. vert. - 2011		89	PUMP, FLUID <6"	PUBLIC WORKS
413	Honda Water Pump - 300 gal. - 2002		89	PUMP, FLUID <6"	PUBLIC WORKS
850	Honda Water Pump - 1300 gal. trk.#239 - 2003		89	PUMP, FLUID <6"	PUBLIC WORKS
851	Honda Water Pump - 1000 gal. trk.#235 - 2005		89	PUMP, FLUID <6"	PUBLIC WORKS
360	Koshin Water Pump - Spare - 2005		89	PUMP, FLUID <6"	PUBLIC WORKS
340	GUM BUSTER - 2006		89	PUMP, FLUID <6"	PUBLIC WORKS
417	SHARK PRESSURE WASHER 2500PSI W/HONDA 6.5 - 2006		89	PUMP, FLUID <6"	PUBLIC WORKS
343	SHARK PRESSURE WASHER 2700PSI W/HONDA 6.5 - 2006		89	PUMP, FLUID <6"	PUBLIC WORKS
342	SHARK PRESSURE WASHER 2700PSI W/HONDA 6.5 - 2006		89	PUMP, FLUID <6"	PUBLIC WORKS
492	SHARK PRESSURE WASHER 2700PSI W/HONDA 6.5 - 2007		89	PUMP, FLUID <6"	PUBLIC WORKS
493	SHARK PRESSURE WASHER 2700PSI W/HONDA 6.5 - 2007		89	PUMP, FLUID <6"	PUBLIC WORKS
494	SHARK PRESSURE WASHER 2700PSI W/HONDA 6.5 - 2007		89	PUMP, FLUID <6"	PUBLIC WORKS
	KARCHER PRESSURE WASHER 2700PSI w/ Honda - 2008		89	PUMP, FLUID <6"	PUBLIC WORKS
828	WESTHEFFER 150 Gal. Tank Sprayer		89	PUMP, FLUID <6"	PUBLIC WORKS
	Honda 1" Pump		89	PUMP, FLUID <6"	PUBLIC WORKS
	2" Honda Trash Pump		89	PUMP, FLUID <6"	PUBLIC WORKS
	2" Honda Water Pump		89	PUMP, FLUID <6"	PUBLIC WORKS
	3" Honda Trash Pump		89	PUMP, FLUID <6"	PUBLIC WORKS
	4" Honda Trash Pump		89	PUMP, FLUID <6"	PUBLIC WORKS
	Power Washer Honda Engine		89	PUMP, FLUID <6"	PUBLIC WORKS
		91 Count	14		
401	1996 ONAN 35EK		91	GENERATOR	BUILDING SERVICES
402	1976 ONAN 150JC		91	GENERATOR	BUILDING SERVICES
403	2002 CUMIN GGHE-5569048		91	GENERATOR	BUILDING SERVICES
404	1976 ONAN 45EM15R		91	GENERATOR	BUILDING SERVICES
405	2001 ONAN 100 DG DB-4486702 M		91	GENERATOR	BUILDING SERVICES
406	1992 CUMIN 100BT62		91	GENERATOR	BUILDING SERVICES
407	1990 ONAN		91	GENERATOR	BUILDING SERVICES
408	2007 CATAA SR4B		91	GENERATOR	BUILDING SERVICES
409	2007 KATOLIGHT SENL60FJG4		91	GENERATOR	BUILDING SERVICES
448	Honda Generator - 2003		91	GENERATOR	BUILDING SERVICES
341	Generator EG5000 (Gum Buster) - 2006		91	GENERATOR	PUBLIC WORKS
	Honda Generator		91	GENERATOR	PUBLIC WORKS
	Honda Generator		91	GENERATOR	PUBLIC WORKS
	Honda Generator		91	GENERATOR	PUBLIC WORKS
		96 Count	3		
030	2014 TOYOTA 8FGU30		96	FORKLIFT/LIFT TRUCK	PUBLIC WORKS
033	2006 TOYOTA 7FGU30		96	FORKLIFT/LIFT TRUCK	PUBLIC WORKS
034	2013 JLG 2630		96	FORKLIFT/LIFT TRUCK	BUILDING SERVICES

PARTS AVAILABILITY PERFORMANCE REQUIREMENTS

		IMPORTANCE OF IN SERVICE VEHICLES AT THESE TIMES:				Standards of Performance for Wear & PM Parts Availability			
Class #	# of Vehs	Vehicle Class Description	During Normal Weather	During Snow Events	During Flooding and Non-Winter Weather Emergencies	ON DEMAND (within five minutes)	Within One (1) Hour	Within Twenty Four (24) Hours	Within Seventy Two (72) Hours
01	28	POLICE MARKED SQUAD	Critical	Critical	Critical	90	95	98	99
02	16	POLICE UNMARKED	Critical	Critical	Critical	90	95	98	99
03	5	SOG, SRT, SPEC OPS	High	Critical	Critical	80	80	90	98
04	2	RADAR TRAILER	Medium			60	60	90	98
05	1	POLICE VAN	High	Critical	Critical	90	95	90	98
06	5	AMBULANCE	Critical	Critical	Critical	80	85	90	98
07	3	FIRE-RESCUE	Critical	Critical	Critical	80	85	95	98
08	7	FIRE-PUMPER	Critical	Critical	Critical	80	85	95	98
09	1	FIRE-LADDER AERIAL	Critical	Critical	Critical	80	85	95	98
11	10	BUS	Medium			60	75	90	98
19	5	PICKUP-4WD	High	Critical	Critical	90	95	98	98
20	9	PICKUP-2WD	High	Critical	Critical	90	95	98	98
21	13	UTILITY TRUCK	High	Critical	Critical	90	95	98	98
22	9	COMPACT CAR	High	Critical	Critical	80	95	98	98
23	7	MIDSIZE CAR	High	Critical	Critical	85	95	98	98
24	1	FULL SIZE CAR	High	Critical	Critical	85	95	98	98
25	13	SUV	High	Critical	Critical	85	95	98	98
26	4	VAN	High	Critical	Critical	85	95	98	98
27	10	MINIVAN/CROSSOVER	High	Critical	Critical	85	95	98	98
28	14	DUMP-1-TON-4WD	High	Critical	Critical	85	90	95	98
29	2	DUMP-1-TON-2WD	High	Critical	Critical	85	90	95	98
31	8	DUMP SINGLE 25-35 GVR	High	Critical	Critical	85	90	95	98
32	6	DUMP TANDEM 35+ GVR	High	Critical	Critical	85	90	95	98
35	1	TRACTOR	Critical	Critical	Critical	75	80	95	98
36	1	VACTOR	Critical	Critical	Critical	75	80	90	98
37	1	AERIAL EQUIPMENT	High			75	80	90	98
40	1	SIDEWALK SWEEPER	High			75	75	90	98
45	3	SKIDSTEER	High	Critical	Critical	75	80	90	98
46	3	WHEEL LOADER	High	Critical	Critical	80	85	90	98
49	2	BACKHOE	High	Critical	Critical	60	70	90	98
51	12	TRAILER	Medium			75	80	90	98
54	3	LAWNMOWER	Medium			60	80	95	98
55	4	CLUBCAR/MULE	Medium			60	70	95	98
56	39	SAW	Medium			60	85	95	98
57	35	MISC STREET MAINT EQUIP	Medium			60	80	90	98
58	1	SWEEPER, MISC	Medium			60	80	90	98
59	2	BRUSH CHIPPER	High		Critical	75	80	90	98
60	1	ASPHALT ROLLER	High			60	80	90	98
61	11	WEED WHIP	Medium			60	75	90	98
63	5	ARROW BOARD	Medium	Critical	Critical	60	60	90	98
66	2	ASPHALT PATCHER	High			75	80	90	98
67	1	ASPHALT PAVER	High			75	80	90	98
75	5	SNOW BLOWER	Medium	Critical	Critical	75	85	90	98
89	21	PUMP, FLUID <6"	Medium	Critical	Critical	75	75	90	98
91	14	GENERATOR	Medium	Critical	Critical	80	85	95	98
96	3	FORKLIFT/LIFT TRUCK	Medium	Critical	Critical	75	80	90	98
78A	17	SNOW PLOW <11 FT	Medium	Critical	Critical	90	95	98	98
78B	11	SNOW PLOW 11 FT	Medium	Critical	Critical	90	95	98	98
78C	4	SNOW PLOW, SPECIAL	Medium	Critical	Critical	80	85	98	98

Village of Downers Grove

IV. PROPOSER'S RESPONSE TO RFP

(Proposer must insert response to RFP here. DO NOT insert a form contract, the RFP document including detail specs and Proposer's response will become the contract with the Village.)



**Integrated
Business Solutions.**
PARTS. PEOPLE. PRODUCTIVITY.

POWERED BY 

**Village of Downers Grove
Vendor Managed Inventory – Fleet Services
RFP # 0-51-2015/TT**

MANAGEMENT SUMMARY



Management Summary

NAPA Auto Parts proposes to provide a complete “On-Site” turnkey parts operation within the confines of the Village of Downers Grove Maintenance Facility. This operation will include NAPA-owned inventory based primarily on the history file of the existing stock and vehicles in fleet. NAPA will provide the personnel and management to operate the location. The number of people and/or scheduling will be mutually agreed upon between the parties.

Implementation

NAPA proposes to manage and maintain the parts and supply stockroom as designated by Village of Downers Grove. This will enable the Village to have a large viable inventory in its repair and servicing area immediately. The NAPA IBS on-site operation will buy in bulk, when applicable, directly from manufacturers helping to lower acquisition cost. The NAPA IBS operation will run independently and will be self-sufficient.

NAPA will maintain inventory based on usage history, stocking levels, and current inventory. NAPA’s personnel survey this information and submit a suggested initial inventory. NAPA will compare this order to the usage list for quantity and depth. The objective is to have inventory, personnel, computer system(s), and catalogs in place and operating efficiently.

The NAPA IBS parts operation accomplishes the following:

1. Provide an efficient and reliable source for all parts needs.
2. Eliminate the current inventory investment.
3. Provide experienced staffing.
4. Maintain inventory control for on-demand rates.
5. Generally provide services that will enable the customer to operate the repair facility more efficiently, resulting in savings of funds through cost avoidance.

Below are some of our “**Strategic Goals**” we continually strive to exceed.

- Reduction in administrative cost and procedures
- Increase in parts availability
- Increase in employee performance
- Reduction in vehicle downtime
- Reduction of obsolete parts and shrinkage costs through efficient parts room management
- Provide services that will enable the customer to operate the repair facility more efficiently, resulting in savings of funds through cost avoidance

- Process improvements, creating Operational efficiencies, and Cost avoidance
- Reduce freight due to aggressive approach to replenishment
- Increase Buying Power Synergies with other IBS locations and Local and national vendor alliances to provide the best possible service and most competitive acquisition cost
- Minimize total “Parts & Operational” cost
- Stimulate revenue and resources within the local community of small business local suppliers
- Improve the City’s KPI’s by determining how we can report results so you can see savings and shop productivity increases resulting from the ongoing partnership.

Day-to-Day Operation

Inventory – The inventory is based on the history file of the existing inventory and vehicle population, modified to improve coverage. NAPA has tailored inventory, while at the same time improve service and availability of parts due to available inventory and sourcing resources it already has in place. Inventory is kept current and up-to-date by analysis of past inventory turnover and surveying existing and any new vehicles to determine inventory quantities needed. When applicable, merchandise is bought on a direct basis from manufacturers to obtain maximum factory direct discounts. Any inventory owned by the Village, but under the management of NAPA, is handled as follows: Village owned inventory is physically separated from the NAPA owned inventory, the Village of Downers Grove inventory will be managed under line code 9LO in the TAMS computer system. Our goal is to reduce the Village owned inventory as soon as possible. All the Village owned inventory is invoiced at NO charge, and eliminated from the inventory file as consumed.

As inventory levels have been reduced and excess and obsolete inventory is established, NAPA will continue to assist the Village in liquidating this inventory in the best available manner. We continue to use all available methods to us for this purpose.

The parts operation provides the following services:

- * A balanced inventory tailored to Downers Grove maintenance needs and serviceable fleet.
- * Access to the area’s largest inventory of automotive and heavy-duty replacement parts, paint, supplies and equipment. This access is provided through daily stock orders to the Downers Grove location from our Chicago Distribution Center to replenish the inventory on a regular basis.
- * O.E. quality parts sold to the Village of Downers Grove.

- * All limited warranties available from the manufacturer.
- * The necessary equipment for the following:
 - * Hydraulic hose making equipment (Weatherhead).
 - * Paint mixing equipment to custom mix any color (optional if needed).
 - * Training (both classroom and hands-on) through our manufacturers' representatives and factory training instructors. Plus, over 95 training DVD's, 80 manufacturer clinics, and 46 toll-free tech service numbers. The availability of trained national, regional, and local factory representatives who can offer personal service and assistance as needed.
- * A TAMS (Total Automotive Management System) computer with the following capabilities:
 - * Invoicing
 - * Cataloging
 - * Master Interchange
 - * Inventory Control
 - * Custom pricing
 - * Inventory stocking information
 - * Inventory on order information
 - * Inventory on backorder information
 - * Lost sales reports and analysis
 - * Automatic inventory min/max review
 - * Inventory cost
 - * Ability to check inventory levels and order from any of our NAPA Distribution Centers.
 - * All daily and monthly reports generated by our TAMS computer upon request by authorized Downers Grove Management.
 - * Properly invoice all parts at the time of sale.
 - * A detailed statement at the end of the month showing all invoice numbers and amounts purchased.

Operational Overview

Disbursement of Parts

NAPA provides an on-site counter service during normal working hours and at any other time part supply services may be required. Upon receipt of each part order NAPA enters all work order into the Village's Fleet Management System, documenting the tech who placed the order. We utilize TAMS, vehicle repair history notes, parts interchange, or verbal request to identify on hand inventory and the parts we may need to source. We immediately disburse all on-hand parts and order remaining parts from either a specific vendor or best case alternative, given price, logistics and timeframe. We log parts as "on order" on our tracking system, provide ETA, and keep a file of work orders until we issue the part and invoice the part.

On Demand Rate:

NAPA will custom stock, both in part number, as well as depth, an inventory to fit requirements of Village of Downers Grove Management (NAPA & non-NAPA inventory). For parts stocked in the stockrooms, response time is only a matter of minutes. NAPA proposes to provide 90% of the parts requirements on demand. If NAPA cannot provide the item within the time frame needed, Village Management can procure this item from another source.

Parts Acquisition

NAPA will be responsible for stocking and managing the vehicle replacement parts storeroom at the Village's repair facility. NAPA will own the inventory and manage all parts storeroom activities in strict accordance with the requirements of the Village. NAPA agrees to remain wholly responsible for the on-site inventory provided, and the stock area will be totally secured and has adequate alarm/reporting controls for security. The Village will be invoiced as parts are requested, **not paying for a part until needed.**

Support for locating non-stock parts

NAPA has extensive experience in identifying and sourcing Non NAPA (Original Equipment Manufacturer) products in servicing the needs of the Village. We have utilized a standardized non-NAPA product identification system as well as a large list of vendor contacts. NAPA will notify the Village of any Item(s) not able to obtain in an acceptable time frame for the Village to consider alternate options, if necessary.

Quality of parts to be furnished

GPC/NAPA supplies NAPA branded products as the first choice for aftermarket replacement parts but will fulfill any requests for brand preference and/or service providers that the Village deems necessary.

- NAPA IBS intends to provide stock and non-stock O.E. equipment parts, supplies and equipment where acceptable aftermarket replacements are not available.
- NAPA IBS agrees to allow the Village to inspect the quality of materials, supplies and equipment proposed and furnished, and the Village would reserve the right to reject any item(s) that do not meet O.E. or Village specifications.
- Genuine Parts Company/NAPA shall remain the primary supplier of inventory (NAPA & Non-NAPA branded inventory) under this agreement. The parties agree that the term "Primary Supplier" shall mean that NAPA will supply at least ninety-percent (90%) of the Village's need for inventory.

Technology Resources

Management Information Systems

NAPA has integrated its TAMS Computer System with the CFA system in other IBS operations, such as the City of Aurora.

Parts information system

- NAPA will use its own proprietary computer system to manage the NAPA parts room. The current “Total Automotive Management System” (TAMS) is in use in over 6,000 NAPA Auto Parts Stores and IBS operations. The TAMS system is designed and developed by Genuine Parts Company exclusively for the NAPA Auto Parts Facility.
- The TAMS system provides a complete POS, NAPA Parts Catalog, Inventory Control & Replenishment, and Reporting software solution to the NAPA employee. In addition, the TAMS system is attached to the NAPA Wide-Area-Network providing the NAPA employee access to the inventory in every GPC Owned NAPA Distribution Center as well as filtered internet connectivity to outside parts vendors.
- This computer and software will remain the property of NAPA in the event of termination, expiration or end of this contract. This computer will perform complete inventory control and invoicing functions as described below, as well as cataloging and part number interchange capabilities. Each system would have a printer and CRT's as needed.
- Features of the TAMS system include:
 - Master Interchange
 - Inventory Control
 - Custom Pricing
 - Parts in Stock and On Order
 - Parts on Backorder Information
 - Lost Sales Report & Analysis
 - Automatic Stock Levels By Part
 - Parts Cost
 - Utilizes bar code formats specified for NAPA part numbers

Reporting

- NAPA will provide any daily or monthly reports requested that can be generated by our TAMS computer upon request by authorized Village personnel.
- NAPA will provide a detailed statement at month end showing all invoice numbers and amounts purchased. We can also provide Detailed Sales and Warranty reports as needed. Our system produces 100+ reports for Sales, Accounting, Inventory, and administrative requirements. We have a number of custom report templates available which could be tailored to meet the Village's stated reporting requirements.
- NAPA uses "Kronos" web based time tracking in all our operations. Their system generates several audit reports for clock activity and employee time management. We are open to work with the Village to determine and develop any specific employee payroll reporting requirements.
- NAPA will provide to the Village a monthly Operating (P&L) statement for the IBS operation. The statement will provide purchase information as well as expenses associated with the management of those operations. In addition to the monthly Operating (P&L) statement, a separate invoice will be provided for the monthly staffing expense.

Web Based Reporting

NAPA has developed a new web based reporting solution specifically tailored to satisfy the more frequent reporting KPI's our Fleet Customer requested that were outside the capabilities of our TAMS system. This reporting package was developed in conjunction with a target group of our large and small government Fleet operations.



The following are some of the benefits this new technology will offer.

- Allows for more accurate tracking and budget planning
- Track and Monitor Facility Performance
- Track and Monitor Technician Performance
- Displays daily detailed spending
- Provides daily reporting of fleet availability
- Ability to Track Special orders at any point in the order process

Municipal/Fleet National Inventory Database

In order to assure our customers are able to use the full-extent of NAPA IBS resources, we have established a national database of all parts stocked and purchased at all municipal sites in the US. This allows our IBS partners the opportunity to do several things:

- Compare obsolete, non-moving items with other IBS operations nationally
- Develop reports to consolidate Manufacturers purchase volumes across the national database to maximize supplier negotiations and national buying arraignments
- Review sales history for potential Distributor agreements.

Training

NAPA will facilitate the availability of an annual average of 24-hours of training to Village employees. This shall include, but not be limited to, classroom and hands-on programs provided by Factory Trainers, Manufacturer/Supplier representatives, and supplied by Third party trainers, On-line self-study, DVD/VHS training programs, printed self-study guides and technical service publications... The cost of training is a key factor in any operating budget. The cost, if any, for such training will be mutually agreed upon between the Village and NAPA prior to any commitments.

Recycling Services

From an on-site operation, GPC can continue to assist on-site removal or recycling services for the following: used motor oil, hydraulic fluid, anti-freeze, drained and crushed oil filters, scrap tire casings and recyclable batteries. Disposal and/or recycling of such products are in a manner prescribed by Federal, State, and Local laws. Copies of all manifests and other records for shipping and disposal and/or recycling of such products are obtainable by the Village to ensure proper disposal, recycling, handling, and shipping, in accordance with all applicable laws.

Waste Disposal

NAPA agrees to facilitate third parties, designated by the Village, to handle any required disposal and/or recycling of waste products. As NAPA is neither a registered waste generator at this site, nor a licensed waste transporter, we cannot be directly involved in the actual disposal of such items, nor identified in place of the Village on any manifest as the generator of the waste. NAPA will neither by contract or action become liable for the waste. NAPA may assist the Village in collecting necessary documentation from the disposal

contractor, but regulations require that the Village, as the waste generator, retains the ultimate responsibility for disposal and document retention. Any expenses associated or revenues generated from any waste product activities will be transferred to the Village.

Hydraulic Hose Assembly

GPC/NAPA can provide on-site Hydraulic Hose Assembly service to the customer during all hours of operation. The result is the prevention of costly downed vehicles and equipment for hydraulic hose repairs. GPC/NAPA has also worked to develop additional customized hydraulic hose inventory specifically towards Customer's fleet.

Mitchell-On Demand

"Mitchell ON-DEMAND" is a premier electronic repair information source in the automotive aftermarket. With NAPA's relationship with Mitchell the Village can have full access to Mitchell On-Demand through NAPA for:

- Car and Light Truck
- Medium Duty Trucks basically up to Class 7.
- Heavy Duty Trucks, trailers etc...Class 8.

ProLink Connectivity – Exclusive to NAPA

NAPA will provide any PC located in the Village facility access to NAPA ProLink – an internet-based tool to check inventory levels, costs, etc. on parts stocked in the on-site parts facility. Demo can be viewed at www.napaprolink.com.

Fleet Cross – Medium/Heavy Duty OE/Aftermarket E-Catalogs

For an additional fee NAPA can provide the Village operation with access to FleetCross on the web. (www.fleetcross.com). NAPA is under contract currently with FleetCross to provide our IBS facilities customized parts and service referencing systems for many OE vehicles, equipment, and parts.

MIC – Market Inventory Classification System – Exclusive to NAPA

A tool we use in our NAPA IBS facilities to list most vehicles in a fleet and find/stock all applicable replacement parts. This is a fantastic inventory tool to dial-in the right automotive inventory for the Village.

Emergency services

NAPA understands that the needs of maintaining the Village's fleet cannot always be predicted. There will be off schedule needs and emergency situations. NAPA agrees to have the on-site staff fill scheduled overtime events and to make every reasonable effort to have staff available for emergency call out in the requested time frame. NAPA further understands that an emergency could require operation of the parts room on a continuous 24 hr. basis, requiring potential adjustments to shift coverage, until the emergency is over. All on-site staff will be aware of this requirement and additional staff

Village of Downers Grove

**VILLAGE OF DOWNERS GROVE
REQUEST FOR PROPOSAL
VENDOR MANAGED INVENTORY
IN THE FLEET SERVICES DIVISION**

PROPOSER QUESTIONNAIRE

The offering vendor may be required to make an oral presentation in response to this RFP.

PLEASE USE PROVIDED SPACE TO ADDRESS QUESTIONS. AN ATTACHMENT MAY BE PROVIDED IF NECESSARY TO FULLY ADDRESS QUESTION.

1. What is your experience in providing automotive and heavy equipment parts and supplies to government entities or other fleet entities? List reference with contact names and phone numbers.

Similar and Prior Experience

*Genuine Parts Company is the most experienced in the industry at operating Integrated Supply operations, with our first location beginning in 1991. A great example of our abilities is our operations at the City of Chicago. We have been in place for over 15 years and encompass \$23,000,000 in annual distribution across numerous departments and supply parts from 13 service sites with 82 employees. Our contract was renewed through open bid in March of 2009 for another 11 years. This is a 24 hour, 365 day a year operation. By having over **350 Integrated Store locations nationally – mostly in the municipal world**, NAPA has gained a myriad of unique experiences in handling millions of dollars in automotive and non-automotive products for our numerous and varied customer base. Our customers range from City operations, County facilities, other Government facilities, Larger Car Dealers, Large Truck Fleets, Manufacturers, and many others. Locally - we currently provide IBS vendor managed inventory operations for: The Illinois Tollway, Chicago Transit Authority, Cook County Highway Department / Sheriff's Department, Illinois Department of Transportation, City of Aurora, Nicor Gas and Southwest Airlines. Nationally – mostly in the municipal and government world, such as: University of Oklahoma, State of Maine Department of Transportation, City of New York Fleet Operations, City of Houston Department of Fleet Management, City of Louisville/Jefferson County/Metro Louisville, Kentucky, and City of Des Moines Department of Fleet.*

Example:

Locally, within the NAPA Chicago District, we currently operate 22 IBS vendor managed inventory operations. These locations consist of:

Vendor Managed Inventory Operation	# of Locations	# of NAPA IBS Employees	# of Years Operating
City of Chicago	15	83	15
Cook County Sheriff	1	1	3
Cook County Highway	1	1	3
CTA	1	20	2
City of Aurora	1	2	9
IDOT	1	1	10
Illinois Tollway	2	5	2
Nicor Gas	1	6	9

*Please see a list of our references and contacts in the attached Reference tab.

Village of Downers Grove

2. Provide names, qualifications, resumes, and experience of personnel to be assigned to implementation of this project.

Qualifications/ Experience of Personnel

NAPA's staff is experienced and knowledgeable in government automobile, light and medium trucks as well as heavy machinery and equipment. NAPA has additional experience at accomplishing the efficiency objectives of the Village of Downers Grove. All members of our Project Team are experienced in implementing and managing Integrated Supply operations at various levels. **The Project Team possess years of experience with NAPA Auto Parts, NAPA IBS and other government and municipal IBS customers from the senior management level to the automotive/truck technicians.**

(Please see qualifications/experience of personnel below)

IBS Project Team

Mike Clark

Area IBS Manager – NAPA Chicago (Naperville)

630-305-4437

Mike.Clark@genpt.com

- **ASE P2 Certified (parts)**



- 20 years with Genuine Parts Company. Over 21 years of Automotive experience.
- Manage 6 Company owned locations in the Illinois area.
- Operated many IBS locations including: Southwest Airlines, City of Aurora, Nicor/AGL, Universal Technical Institute, Illinois Department of Transportation and Marina Cartage.

William Burchardt

District Manager – NAPA Chicago (Naperville)

- **ASE P2 Certified (parts)**



- 11 years with Genuine Parts Company. Over 10 years of Automotive experience.
- Over 32 Company owned NAPA Locations in the Illinois area.
- Operated many IBS Operations including: Entire Sanimax Operation (4 stores), Quad County Redi-mix, Southwest Airlines, City of Aurora, Nicor/AGL, Universal Technical Institute, Illinois Department of Transportation and Marina Cartage.

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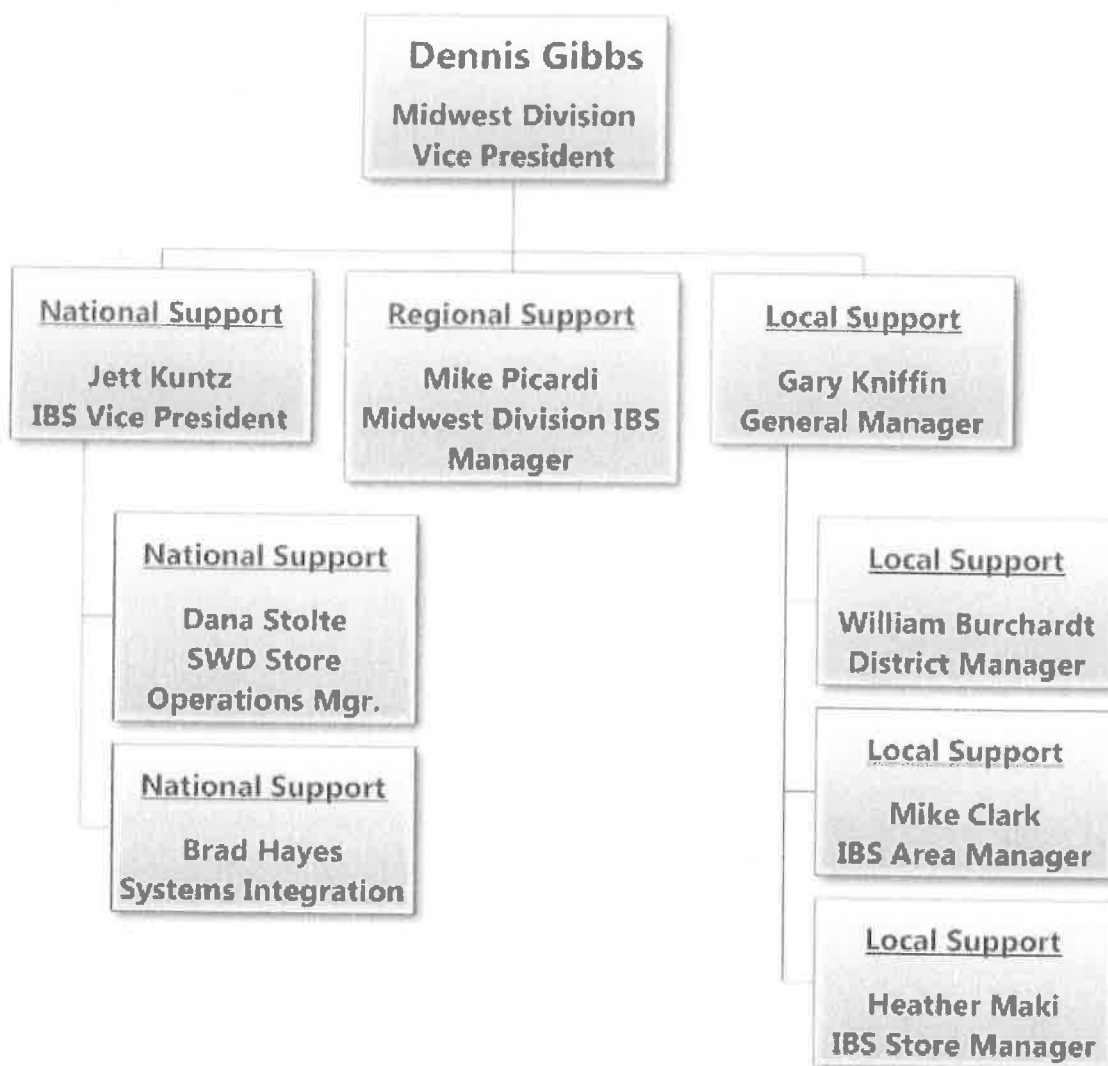
Mike Picardi**Division IBS Manager - GPC/NAPA Midwest Division**

- Current Integrated Business Solutions (IBS) Manager for the Midwest Division, Genuine Parts Company / NAPA.
 - Responsible for new IBS development and project management in the Midwest Division.
- 32 years' Experience in City Government Management and Operations
- Former Commissioner of the City of Chicago Dept. of Fleet Management and the Dept. of Street and Sanitation.
 - Responsibilities included; Direct overall management of the department's operations and administration, including: purchase, lease, and repair of City's 13,000 vehicle fleet of heavy duty, light duty, off-road and related equipment.
- Established the NAPA IBS vendor managed inventory program for the City of Chicago Fleet, resulting in a \$20 million savings over 11 years.

Gary Kniffin**General Manager – NAPA Chicago (Naperville)**

- 28 Years with GPC/NAPA
- 1985 DC Associate – Kansas City
- 1992 Field Executive – Kansas City
- 1995 Stockroom Manager – Kansas City
- 1996 Territory Sales Manager – Kansas City
- 1998 Assistant Sales Manager – Kansas City
- 2000 Sales Manager – Kansas City
- 2008 General Manager – Billings
- 2010 General Manager – Mt. Vernon
- 2013 General Manager – Chicago

Village of Downers Grove
NAPA IBS Organizational Chart



3. Demonstrate that the offering company has the financial stability and capability to support the financial burden of operating such a system as proposed.

National Resources

Genuine Parts Company, a Georgia corporation incorporated on May 7, 1928, is a service organization engaged in the distribution of automotive replacement parts, industrial replacement parts, office products and electrical/electronic materials. In 2014, business was conducted throughout the United States, in Canada and in Mexico from approximately 2,000 locations. As of December 31, 2015, the Company employed approximately 29,000 persons and is a member of the National Automotive Parts Association ("NAPA").

Automotive Parts Group (NAPA)

The Automotive Parts Group, the largest division of Genuine Parts Company, distributes automotive replacement parts, accessory items, and service items. This Group operates 64 NAPA Distribution Centers, three (3) Rayloc Manufacturing Facilities, two (2) Altrom Import Parts Distribution Centers, one (1) Traction Heavy Vehicle Parts Distribution Centers and serves approximately 5,850 NAPA Auto Parts stores throughout the United States. The Group also includes UAP Inc. with fifteen (15) Distribution Centers and 244 NAPA and

Village of Downers Grove

Heavy Duty Vehicle Facilities in Canada that serve 680 wholesalers. In addition, the Automotive Parts Group includes Auto Todo with 17 Auto Todo Facilities in Mexico.

Major Products:

<i>Automotive Replacement Parts</i>	<i>Tools and Equipment</i>
<i>Heavy Duty Parts</i>	<i>Automotive Accessories</i>
<i>Farm and Marine Supplies</i>	<i>Paint and Refinished Supplies</i>
<i>Integrated Business Solutions</i>	<i>Training Programs</i>

The Automotive Parts Group, the largest division of the Company, distributes automotive replacement parts and accessory items. The Company is the largest member of the National Automotive Parts Association ("NAPA"), a voluntary trade association formed in 1925 to provide nationwide distribution of automotive parts. In addition to over 400,000 available part numbers, the Company, in conjunction with NAPA, offers complete inventory, cataloging, marketing, training and other programs in the automotive aftermarket.

In 2015, the Company operates 64 domestic NAPA automotive parts distribution centers located in 43 states and approximately 1,000 domestic company-owned NAPA AUTO PARTS stores located in 43 states. The Company's domestic distribution centers serve approximately 4,800 independently owned NAPA AUTO PARTS stores located throughout the market areas served in the United States.

** Please see Genuine Parts Company Annual Report in proposal book.*

4. Describe your firm's history, experience and philosophy in ensuring customer satisfaction. Include specific examples that clearly support an emphasis on customer service, and results of any customer service surveys conducted within the past five years. What system will you use to evaluate customer satisfaction for this contract and how would you document and resolve customer service complaints?

Throughout our NAPA IBS operations, we use key performance indicators to measure performance of our distribution network.

- Daily and Monthly Service Levels*
- Daily and Monthly Backorder Piece Count*
- Daily and Monthly Inventory Investment NAPA/C*
- Daily, Weekly, Monthly Shipping Performance Indicators*

The key performance indicators can be modified or adjusted to fit the needs of the Village of Downers Grove. Daily Unit Down for Parts reports can be used for tracking special order parts. Order date, expected delivery date, unit number, and work order information are key data included in this report.

Another key performance indicator that NAPA will use to measure performance is our ability to exceed the parts availability demand. NAPA is currently exceeding parts availability demands by providing 90% within 5 minutes of demand.

The NAPA On-Site Manager will be in daily communication with Fleet Management personnel from the Village of Downers Grove. On a weekly and monthly basis, we can provide any and all information that is requested by Village of Downers Grove management and personnel.

The Vendor Summary below is an example of a new report that is used in other IBS Operations across the country to measure and gauge service and performance. We will begin to utilize this report to measure performance for the Village of Downers Grove IBS Operation.

Village of Downers Grove

Vendor Survey
 Summary
 Fleet Management
 Survey

Vendor: Genuine Parts Company /
 NAPA Auto Parts

To help us better serve you and determine vendor performance, please complete this survey.
 Thank you!

Service ratings: (1) – Satisfactory, (2) – Unsatisfactory, (3) – Needs immediate attention

For ratings (2) and (3), please provide comments to help improve performance

	Service Rating	Comments
Daily/ Weekly/ Monthly Reports are produced and received according to the terms of the contract		
Monthly audit requests are fulfilled in a timely manner		
Personnel can easily track and provide me with accurate information about invoices		
Vendor meets or exceeds contract performance criteria concerning On Demand Part Orders		
Vendor meets contract performance criteria concerning On Demand Part orders for remote locations		
Remote location delivery service		
Overall communication on parts service		
If I have a problem with customer service, quality or a parts order, a manager is easily accessible to address my complaint		
Overall communication satisfaction		
Overall satisfaction with contract compliance		
General Comments or Additional Areas of Focus:		

Village of Downers Grove

5. Describe any special programs that your firm offers that will improve customers' access to products, such as web-based ordering system or other innovative strategies.

Municipal/Fleet National Database

In order to assure our customers are able to use the full-extent of NAPA IBS's resources, we have a national database of all parts stocked and purchased at all municipal sites in the US. This allows our IBS partners the opportunity to do a several things: 1) It gives our partners a chance to compare obsolete, non-moving items with other fleets nationally –with the opportunity to move them to other agencies that may need those parts. 2) It gives us a chance to compare non-NAPA item pricing on similar parts across a national database. All of this allows us to provide a national and regional snapshot to our IBS partners.

ProLink Connectivity – Exclusive to NAPA

NAPA will provide any PC located in the Village of Downers Grove Fleet facility access to NAPA ProLink – an internet-based tool to check inventory levels, costs, etc. on parts stocked in the on-site parts facility. This site enables parts to be looked up with VIN codes or by year make and model. Technical data, previous orders, specifications, conversion charts are just a few of the items that can be viewed on this site.

MSDS sheets can also be printed directly from this location.

Demo can be viewed at www.napaprolink.com

Mitchell-On Demand

With NAPA's relationship with Mitchell the UIC can have full access to Mitchell On-Demand through NAPA for a nominal fee:

- *Car and Light Truck*
- *Medium Duty Trucks basically up to Class 7.*
- *Heavy Duty Trucks, trailers etc...Class 8.*

Please refer to the NAPA ProLink website reference information located in the end of the proposal book.

6. Where will inventory come from, including locations and/or numbers of parts stores, distribution centers, manufacturing centers, etc.?

Most of the day-to-day inventory currently will be provided from multiple sources such as: OE Dealers, local suppliers and NAPA Chicago Distribution Center located in Naperville, IL at 700 Enterprise Court. The Chicago Distribution Center is the hub inventory for NAPA in the Midwest and carries over \$16 million dollars in automotive, heavy duty and industrial inventory.

*Hot shot or emergency type items can be ordered through our network of retail parts stores, including our **Downers Grove NAPA store located at: 901 E. Ogden Ave. Downers Grove, IL. 60515**; Integrated Supply locations throughout the Midwest area and direct from NAPA branded product manufacturing facilities via our on-site TAMS computer. **(Please note: The NAPA Distribution Center in Naperville is located 7 miles from the Village of Downers Grove Fleet Maintenance Facility.)***

Village of Downers Grove

NAPA branded inventory invoiced to the Village will be automatically reordered through our TAMS computer system for nightly reorder and delivery. The computer system allows the on-site location to access other distribution centers throughout the Midwestern United States with an approximate delivery time of 24 hours. In the Chicago area, NAPA has 30 branch locations from which inventory can be accessed via the TAMS computer.

Note: Naperville Distribution Center operates 6am-11pm M-F. Sat. 6am-9pm. Sun. 9am-5pm. For any emergency needs, the Chicago DC can be accessible 24/7, if needed.

7. How are inventory stock levels determined and how often are these levels reviewed for usage needs?

The vehicle list of all Village owned vehicles and annual parts usage reports are used in conjunction with the other inventory sources listed below. A basic inventory of the fastest P.M. parts—brake and ignition parts, cooling system parts, air conditioning parts, etc. NAPA's factory reps survey the vehicle list and submit a suggested order by line and part number. NAPA compares this order to the previous vendor's usage list for quantity and depth.

Inventories are derived from several sources:

- Current inventory levels
- Survey of fleet (NAPA Manufacturer Reps)
- MIC – Marketplace Inventory Classification
- Service history of fleet
- By part number sales report – NAPA & sole source inventory, provided by sole source vendors
- NAPA requests from current vendors a 6 to 12 month sales history for initial inventory levels of non-NAPA product
- Current negotiated pricing for O.E.M. non-NAPA product are afforded to City as well as ongoing negotiations with current City vendors.

Through usage reports, consistent reorder practices, completion of the standardized Line code initiatives, and establishment of the Target Parts list, will ensure adequate inventories are available to meet the Village's current needs and evolve to meet the needs in the future with compliance to the Village's Performance Standards.

Through the years of mutually partnering with hundreds of government fleet operations, NAPA IBS has demonstrated to have access to and control over sufficient inventory to meet the on-demand requirements. We will customized a manageable 'on-site' inventory to include both NAPA & Non-NAPA branded inventory, both in part number spread and depth to meet the needs of the Village. By evaluating and comparing the historic usage with the current fleet requirements; NAPA IBS has historically proven to meet the service level requirements.

Village of Downers Grove

Example: (City of Midwest, current NAPA IBS customer)

The following "Inventory Effectiveness" report represents our parts on demand performance and is currently provided to the City on a daily basis. This report represents 97.4% (YTD) performance for 2015.

05/29/2015 03:56 PM		I N V E N T O R Y E F F E C T I V E N E S S		
800002176 - Genuine Parts Co.		Accounting Day - 20		
Merchandise Inventory	Today	MTD	YTD	Total Last Year
Instore Items	33	688	3969	9,864
Non-Instore Items	1	36	228	266
Merchandise Total	34	724	4197	10,130
Lost Sales				
Total Merchandise & Lost	34	724	4197	10,130
** Rating **	97.1 %	95.0 %	94.6 %	97.4 %

8. What are your anticipated response time and procedures for issuing inventory parts during nonstandard operating hours?

In the current Chicago Area IBS Municipal Operation's, we respond to emergencies within 1 hour of the emergency call. NAPA provides back up emergency availability during non-work hour contingencies, via an emergency contact list for NAPA employees to respond. This overtime expense (calculated at time and a half) will be charged on a cost basis to The Village of Downers Grove. The Village of Downers Grove management team will be provided a list of personnel who will respond when needed. NAPA will attempt to use salaried employees in order to minimize any overtime charges.

9. How do you propose to handle the facility's existing inventory and issue of Village owned tools through the parts room.

GPC / NAPA will use our NAPA Chicago Management Team to inventory/identify pre-existing parts, supplies and products, then physically mark or tag each part as "Village of Downers Grove owned". This Identified/marked inventory would then be entered into GPC / NAPA's inventory management system (TAMS) and tracked separately. When requested, this inventory would be issued to the Village on a "no-charge" basis as GPC / NAPA attempts to divest this inventory for the Village. It would be the intent of GPC / NAPA to manage this tagged inventory until depleted, and it would be replenished with GPC / NAPA owned inventory. GPC / NAPA will be responsible with consultation of Village management, for the logistics/parameters of set-up and organization of the Village Maintenance Shop stockroom.

Village of Downers Grove

To accomplish a thorough and accurate count of existing Village of Downers Grove inventory, GPC / NAPA would propose the following two phase inventory solutions proven successful in numerous other fleet environments:

1. GPC / NAPA will assemble an inventory team comprised of experienced local and regional GPC / NAPA management as well as knowledgeable local and regional manufacturer representatives to accomplish the inventory process. We would suggest Village personnel/management to be present to assist in mutually identifying product as being in clean, saleable condition and where applicable identified/convertible to the GPC / NAPA Auto & Truck Parts/Equipment Accessories catalog. This product would then be entered separately into the GPC / NAPA inventory management system.
2. GPC / NAPA will inventory, catalog and enter into our inventory management system all remaining Village of Downers Grove inventory. All of this product would be identified as #1, and would be marked or tagged as being of Village ownership.

GPC / NAPA will work expeditiously and closely with Village personnel to identify the current highest usage parts employing all purchase history and available current fleet vehicle information. GPC / NAPA will also use our existing parts classification system and information from other municipal / government fleets we service nationwide with the same program plus information from our extensive national and regional vendor relationships. These strategic partnerships will also assist in formulation of correct **OEM inventory** mix and stocking levels. This will also include a physical survey of a representative portion of the Village's complete fleet. Both parties will agree on all identified parts. The Village will be requested to assist GPC / NAPA in this endeavor by communicating to the existing Village vendors to cooperate with GPC / NAPA to gather all pertinent purchase history. This cooperation and initial request for purchase history will begin with key vendor meetings to occur prior to any start-up date for implementation of GPC / NAPA vendor managed inventory program.

Village owned part numbers, quantity, and description as well as tools and equipment are entered into the TAMS computer under a separate line abbreviation. Tools and equipment requested is invoiced on a no charge invoice with the techs name as the purchase order. Once the tool(s) and/or equipment is returned, a no charge credit invoice is issued noting the techs name and placing the tool back into the inventory of tools and equipment.

10. How many part(s) numbers are available from your inventory system and what general categories do they cover?

In addition to over 400,000 available part numbers (sku's), Genuine Parts Company, in conjunction with NAPA, offers complete inventory, cataloging, marketing, training and other programs in the automotive aftermarket.

General categories include paint products, brakes, ignition parts, suspension parts, cooling system parts, radiators, motor oil and lube products, engine parts, fuel injection and carburetor parts, air conditioning, tools & equipment, filters, automotive and heavy duty, Balkamp service and supply items, etc.

The NAPA IBS network of stores has access to over 1300 non-NAPA and OEM vendors to ensure the Village of Downers of Grove has a basis of comparison on price, quality and service with other fleet organizations. (see vendor listing in attachments tab)

Village of Downers Grove

11. What comprehensive reports on part(s) activities and other stock items can you provide?

Activity Reports

NAPA will provide any daily, monthly, and quarterly reports requested that can be generated by our Data General (TAMS) computer upon request by authorized Village of Downers Grove personnel. NAPA would like to clarify that all reports that are reasonably capable of being generated by its TAMS computer system shall be provided at whatever frequency is needed by the Village. The TAMS system will also be connected to our local server providing additional reporting capabilities through Crystal Reports. A number of specialized reports have been developed for review of NAPA and non-NAPA products in inventory and we will work with the Village to develop any new reports that are required. As long a data streams exist to create such reports NAPA will provide a detailed statement at month end showing all invoice numbers and amounts purchased as well as a quarterly report that will demonstrate our cost saving efforts.

NAPA will make all published documentation pertinent to this operation and pursuant to this contract available within the capabilities of TAMS to authorized Village personnel. The TAMS computer system maintains a complete history of all inventory transactions. There will be detailed records on part issues and credits, PO activity and stock receipt records, and all inventory activities during the scope and term of this contract. NAPA will provide any reports that are reasonably capable of being generated by Contractor's or the Village's management systems. Such reports will be provided on whatever frequency needed by the Village.

TAMS has several standard reports that are available on demand. We can also build custom reports in Excel format that include pricing and usage.

TAMS computer system provides comprehensive inventory activity reports

- *Over 100 "canned" reports available on a daily, weekly, or monthly basis*
- *"Data Review" report function provides capability to print and export customized inventory reports in a variety of formats, depending on the information requested*
- *Report SCR001 – Basic physical inventory report containing information applicable to the part's cost and on-hand status*
- *Report SCR002 – Broader inventory report containing on-hand level, stocking level settings, date part was initially stocked, and current order status*
- *Report SCR004 – Pricing report that lists nationally NAPA branded published prices*
- *Report SCR013 – Pricing report that displays current acquisition cost, average product cost, and standard quantity of sale designation, i.e., each, box, package, per foot, per roll, etc.*
- *Report SCR010 – Valuable analytical tool that displays Year to Date (YTD) sales quantity, YTD sales frequency, Last Year total sales quantity (LYR), LYR sales frequency, and the date the part was last sold.*
- *Report RPT083 – Inventory Effectiveness report that monitors on-hand parts efficiency. Can be printed at any time during the day to reflect that day's efficiency, the rate of efficiency for the month, efficiency for the current YTD, and the efficiency rating for the previous year.*

Village of Downers Grove

Web Based reporting

NAPA has developed a new web based reporting solution specifically tailored to satisfy the more frequent reporting KPI's our Fleet Customer requested that were outside the capabilities of our TAMS system. This reporting package was developed in conjunction with a target group of our large and small government Fleet operations.



The following are some of the benefits this new technology will offer.

- Allows for more accurate tracking and budget planning
- Track and Monitor Facility Performance
- Track and Monitor Technician Performance
- Displays daily detailed spending
- Provides daily reporting of fleet availability
- Ability to Track Special orders at any point in the order process

All daily and monthly reports generated by our TAMS computer are available upon request by authorized Village of Downers Grove personnel.

12. What is your proposal concerning the integration of existing fleet management information systems?

GPC / NAPA shall use the same proprietary management computer system that is used in 6,000 NAPA Auto & Truck Parts Stores as well as 350 NAPA IBS vendor managed inventory sites under contract. The TAMS (Total Automotive Management System) electronic management information system has capabilities including: Invoicing, Cataloging, Master Interchange, Inventory Control, Custom Pricing, Lost Sales Reports and numerous Inventory Information Functions (i.e. Parts on Order, Backorders, Automatic Min-Max Stocking Level Reviews, Costing, etc.).

The NAPA TAMS system is currently integrated with the CFA fleet management system in other IBS operations, such as the City of Aurora.

GPC / NAPA is prepared to integrate with the Village of Downers Grove CFA computerized fleet management System. Upon completion of the integration between the two systems, technicians can combine viewable previous history and on-line cataloging to request the right parts the first time. The details of that order are passed through to the GPC / NAPA

TAMS point-of-sale system in real time. GPC / NAPA staff can assist with the research for the proper part, fulfill the order and have the part ready for the technician. The Shop Foreman can use visible "live" inventory to schedule work more effectively and provide feedback to end users. If a part requested is not in the standing inventory, the GPC / NAPA staff member will place the order and update the inventory.

The integration between your CFA fleet system and NAPA's IBS TAMS system - for example -allows for paperless workflow and allows technicians and fleet management to combine viewable previous history and online cataloging to request the right parts the first time.

Village of Downers Grove

13. How do you propose to handle removal of the waste batteries generated at the facility? Describe any notices of violation your organization has received from environmental authorities regarding handling or disposal of any waste products.

In our current NAPA IBS Operations, we keep all disposed batteries and battery cores off-site at our Naperville Distribution Center. We remove all battery cores and defective batteries within 24 hours.

Genuine Parts Company's integrated business solutions group has not received any notices of violations from environmental authorities regarding handling or disposal of waste materials within the last nine years.

Recycling Services – From an on-site operation, GPC / NAPA will assist with on-site removal or recycling services for the following: used motor oil, hydraulic fluid, anti-freeze, drained and crushed oil filters, scrap tire casings and recyclable batteries. Disposal and/or recycling of such products are in a manner prescribed by Federal, State, and Local laws. Copies of all manifests and other records for shipping and disposal and/or recycling of such products are obtainable by the Village to ensure proper disposal, recycling, handling, and shipping, in accordance with all applicable laws

14. What format and pricing schedule will you use for stock parts and supplies? How long are prices set? How will you determine price increases? Provide the cost accounting methodology to be used to recover costs of overhead, pickup/delivery, personnel, and inventory carrying costs.

Cost of Proposed Parts and Repair Services

Our proposal is structured for transparency and flexibility; encouraging collaboration while maximizing operational efficiencies. We openly promote the sharing of common resources where feasible for cost containment purposes.

We invoice everything at our "true acquisition Cost" at the time of sale. The true cost method passes everything through without inflating any other expense areas. Rather than just calculating "Part Prices", Projecting "Expenses", and determining target "Profits", our proposal intends to establish a relationship with an atmosphere of cooperation and "Transparency" that ultimately benefits both parties. Under this scenario any vendor is usable with no penalty and there is the added benefit of pass through savings from any special or current Village price agreements.

This concept allows the Village and NAPA to jointly define the structure and modify it as needed to account for changes within the Village's Fleet Management Criteria i.e. budgetary funding, service level commitments, departmental services provided, adjusted service level commitments.

We will work closely with your management team to accomplish (including but not limited to) the following:

- *Develop the most cost effective product selection for the On-site inventory*
- *Provide services that will enable the customer to operate the repair facility more efficiently, resulting in savings of funds through cost avoidance*
- *Process improvements, creating Operational efficiencies, and Cost avoidance*
- *Reduce freight due to an aggressive approach to replenishment*
- *Increase Buying Power Synergies with other IBS Locations and Local and National*

Village of Downers Grove

Vendor Alliances to provide the best possible service and most competitive acquisition cost

- *Continue to work to minimize total "Parts & Operational" cost*
- *Develop related service offerings, to help the Village of Downers Grove achieve their strategic budgetary objectives for the future.*

Parts Costs Overview

Parts cost is a major component in the program. There are a number of options to be considered on Parts selection that are difficult to demonstrate on a Bid Form.

Please consider the following:

- *OEM or Equivalent*
- *After-Market Options*
- *New as opposed to Remanufactured or Rebuilt*
- *Potential Alternative parts for an application.*

With each price quote submitted there are included cost and benefit decisions. Each choice has its own "Acquisition Price" and impact on the Village's "Cost of Ownership" depending on the quality and predicted life cycle of each part selection quoted by the various bidders. We stand prepared to help the Village explore these options. These steps are part of how the IBS program helps to provide more consistent parts cost through a focused structure and NAPA's ability to apply our combined volume and buying power with many parts suppliers.

NAPA currently has a number of national accounts, such as Michelin and Goodyear, as well as regional pricing agreements with a number of HD suppliers. We also have bulk oil programs with Castrol, and negotiations pending with Valvoline, as well as regional pricing agreements for blended bulk oil. We also have a number of programs through Volvo/Prevost/Gillig for Coach and Transit busses.

NAPA has projected Non-NAPA branded product purchase volumes of over \$40 Million in the Chicago market for this year and \$80 Million across our Division. This is an important evaluation factor to consider as it gives us the ability to leverage several of our vendors as well as approaching new supplier opportunities.

Cost of Proposed Parts and Services

*NAPA proposes to structure the parts invoiced to the Village of Downers Grove at our **cost plus 0%**, including but not be limited to, all discounts, rebates, or special pricing commitments available at the time of purchase. Additionally, any discounts received after the initial sale will be credited to the operating statements. Utilizing Cost plus 0% pricing is the least confusing for audit reviews, and eliminates the practice of including extra margins to account for inflation or including forecasted price increases in order to protect profits when calculating a bid at fixed cost. By passing through all parts at current acquisition cost, thereby eliminating our exposure to unforeseen price changes, the Village of Downers Grove receives the absolute lowest cost starting day one.*

Cost Proposal

Our Cost Proposal has three components; Product Costs, Operational Expenses, and Management Fee, as outlined below. We invoice everything at our acquisition cost plus 0% mark-up" at the time of sale. Our proposal intends to establish a relationship with an atmosphere of cooperation that ultimately benefits both parties. Under this scenario any supplier or vendor is usable with no penalty and there is the added benefit of pass through savings from any special or current Village of Downers Grove price agreements.

Village of Downers Grove

Product Costs. "The pricing of Inventory supplied to the Village of Downers Grove by NAPA" pursuant to this Agreement shall be further divided into "NAPA Products," which is NAPA supplier manufactured products, and "Non-NAPA Products," which is products which have not been manufactured by NAPA suppliers but which have been acquired for the Village of Downers Grove by NAPA pursuant to this Agreement

NAPA will sell all NAPA branded products at our independently owned NAPA store (jobber net) acquisition cost. **Typically, price savings range from 10 to 60% off list price.** By selling at our independently owned NAPA store (jobber net) cost, The Village of Downers Grove will be able to take advantage of direct buys not available in traditional business channels.

For purposes of this proposal, NAPA will sell all **Non-NAPA** products at acquisition cost (**no mark-up**).

Operational Costs. Any and all costs and expenses associated with the operation of the On Site Store(s) or the vehicles used by NAPA in the operation of the On Site Store(s), including, but not limited to, salary and benefits payable to NAPA employees at the On Site Store(s), worker's compensation ~~benefits and insurance~~, unemployment insurance, personal property insurance for the On Site Store(s) and Inventory, any deductible for losses covered under the personal property, automobile liability or general liability insurance policies of NAPA and all equipment supplied by NAPA. Operational costs will be charged to the Village of Downers Grove at cost, with all such charges for Operational Costs to be included in the Village of Downers Grove Monthly Billing Statement.

Additionally the Village of Downers Grove has the option to provide any services or equipment required for the Parts Service activities, which may be available to the Village facilities at no additional cost, such as internet access, forklifts, or vehicle assets (delivery vehicles). These shared services contain costs that would otherwise be charged back to the Village as expense items. If any such sharing was feasible, our Liability Insurance would cover any losses and hold the Village of Downers Grove harmless from any liability exposure.

Management Fee. The Village of Downers Grove would be billed a Management Fee on a monthly basis equal to ten percent (10%) of the Total Monthly Net Sales during the preceding month. For purposes hereof, "Total Monthly Net Sales" means the total dollar amount of all products (both NAPA and Non-NAPA) and outside purchases and services sold to the Village during the preceding month at the costs set forth in the pricing plan summary below less purchase returns.

Pricing Plan Summary

NAPA Product Costs	Billed to Downers Grove at jobber net store acquisition Cost
Non-NAPA Product Costs	Billed to Downers Grove at acquisition cost (0%) profit rate
Operational Costs	Billed to Downers Grove at Cost
Management Fee	10% net return for NAPA on Total Monthly Parts Sales

Appendix B

CORE INVENTORY PRICING & PRICING DISCOUNT

Because of the high volume and cost of their annual parts purchases, the Village desires that the "Contractor Purchased Parts" that it purchases from the successful Contractor be purchased at a discount from the Contractor's Internet catalog. List Prices ON ALL MANUFACTURER LINES IN THEIR ON-LINE CATALOG AND PRODUCT OFFERINGS. **Please enter that discount from List Price here: 54.8%** (please note that this does not affect Proposer in his ability to include expenses, profit margin, etc., in his final proposed invoice pricing and other charges.)

	BRAND	PART #	DESCRIPTION	List Price
1	GM	20969645	HINGE	\$103.70
2	GM	22818475	DOOR PANEL	\$437.06
3	GM	12621258	SPARK PLUG	\$11.18
4	GM	20910871	SENSOR	\$63.08
5	GM	24233898	SEAL	\$19.26
6	GM	19299616	CONNECTOR	\$54.50
7	GM	22787445	HARNES	\$51.19
8	GM	12629992	THROTTLE BODY	\$295.68
9	CRC	05363	SILARAMIC	\$41.38
10	CRC	091314	BRAKLEEN	\$10.98
11	B'MASTER	16PB	PB BLASTER	\$11.70
12	WD40 COMP.	10032	LUBRICANT	\$13.82
13	DEKA	31 POST	BATTERY	\$161.88
14	DEKA	65	BATTERY	\$155.73
15	DEKA	34	BATTERY	\$134.90
16	DEKA	78	BATTERY	\$136.32
17	DEKA	31 STUD	BATTERY	\$161.92
18	PRESTONE	HD1000-55	DIESEL EXHAUST FLUID	\$412.20
19	OTR	OTR1601B	DRUM	\$268.80
20	SAS SAFETY CORP	66519	RAVEN XL GLOVES	\$30.22
21	SAS SAFETY CORP	66519	RAVEN XL GLOVES	\$30.22
22	SWENSON	410118600	AUGER MOTOR	\$392.00
23	FORD	6W1Z-14A664-A	CLOCKS	\$76.08
24	FORD	5W1Z-10A936-A	JEWEL	\$16.85
25	FORD	F87Z-13480-AA	STOP LAMP SWITCH	\$26.84
26	WAGNER	3157	MINI BULB	\$1.80
27	WAGNER	3057NA	MINI BULB	\$3.20
28	WAGNER	3357NA	MINI BULB	\$3.76
29	WAGNER	4157LL	MINI BULB	\$4.60
30	WAGNER	4157NALL	MINI BULB	\$8.38
31	WAGNER	7441	MINI BULB	\$1.80
32	WAGNER	7443	MINI BULB	\$4.18
33	WAGNER	904	MINI BULB	\$1.44
34	WAGNER	912	MINI BULB	\$1.80
35	NAPA	7060	OIL FILTER	\$11.50
36	NAPA	1348	OIL FILTER	\$11.50
37	NAPA	1372	OIL FILTER	\$12.44
38	NAPA	1522	OIL FILTER	\$13.20
39	NAPA	1516	OIL FILTER	\$11.50
40	NAPA	9490	HD AIR FILTER	\$66.44
41	NAPA	7312	HD OIL FILTER	\$51.06
42	NAPA	1791XE	HD OIL FILTER	\$65.56
43	NAPA	7151	HD OIL FILTER	\$42.76
44	NAPA	3595	FUEL FILTER	\$20.90
45	NAPA	2809	HD AIR FILTER	\$152.44
46	NAPA	7740 XE	HD OIL FILTER	\$182.14
47	NAPA	2487	AIR FILTER	\$36.34
48	NAPA	1356	OIL FILTER	\$13.16
49	NAPA	9902	HD AIR FILTER	\$62.48
50	NAPA	1734	HD OIL FILTER	\$37.98

	BRAND	PART #	DESCRIPTION	List Price
51	NAPA	SS-7834-X	BRAKE PADS	\$93.62
52	NAPA	SS-7944-X	BRAKE PADS	\$109.24
53	NAPA	SS-8312-X	BRAKE PADS	\$78.02
54	NAPA	SS-8472-X	BRAKE PADS	\$93.62
55	NAPA	48880110	BRAKE ROTOR	\$84.58
56	NAPA	48880129	BRAKE ROTOR	\$60.86
57	NAPA	48880279	BRAKE ROTOR	\$80.50
58	NAPA	48880422	BRAKE ROTOR	\$98.06
59	NAPA	48880721	BRAKE ROTOR	\$81.40
60	NAPA	UP-10781-PB	PARKING BRAKE SHOES	\$114.52
61	WHELEN	VTX609J	LED RED/BLUE	\$137.00
62	WHELEN	LINZ6R	RED LED	\$152.00
63	WHELEN	LINZ6B	BLUE LED	\$152.00
64	GATES	38001	PULLEY	\$35.34
65	GATES	36299	IDLER	\$62.42
66	GATES	38158	TENSIONER	\$67.64
67	GATES	38159	TENSIONER	\$66.32
68	GATES	25-060923	BELT	\$59.70
69	AUTOLITE	XP103	SPARK PLUG	\$11.40
70	BELDEN	702418	BOOTS	\$9.54
71	PERMATEX	66B	CLEAR RTV SILICONE	\$8.18
72	PERMATEX	82180	ULTRA BLACK	\$14.82
73	PERMATEX	6B	BLUE RTV	\$9.74
74	PERMATEX	81150	DIELECTRIC GREASE	\$8.78
75	PERMATEX	81884	REARVIEW ADHESIVE	\$10.90
76	PERMATEX	765-1157	FAST CURE EPOXY	\$29.24
77	3M	1700	ELECTRICAL TAPE	\$2.54
78	3M	08984	CLEANER	\$28.78
79	3M	07185	RESPIRATOR	\$3.70
80	3M	06383	ACRYLIC TAPE	\$108.42
81	3M	07481	SCOTCH-BRITE ROLOC	\$2.44
82	3M	07480	SCOTCH-BRITE ROLOC	\$2.44
83	3M	01396	GREEN CORPS ROLOC	\$2.62
84	3M	07447	SCOTCH-BRITE PADS	\$2.10
85	3M	08011	WEATHERSTRIP ADHESIVE	\$17.76
86	TRIMARK	15143-05	DOOR HANDLE	\$106.27
87	TRIMARK	13111-02	DOOR HANDLE	\$127.75
88	TRIMARK	16495-01	DOOR HANDLE	\$193.22
89	TRUCKLITE	60362Y	STROBE	\$86.16
90	TRUCKLITE	60700	GROMMET	\$3.18
91	TRUCKLITE	4060C	LAMP	\$75.67
92	WEITRON	UN3159	R134A	\$176.88
93	PIERCE	64-1705-0003	SWITCH	\$14.26
94	PIERCE	1277745	HANDLE	\$77.17
95	PIERCE	63-1727	CABLE ASSEMBLY	\$42.23
96	PIERCE	63-1726	CABLE ASSEMBLY	\$42.23
97	DEPO	655-2345	BLOWER MOTOR	\$104.56
98	VALVOLINE	VV982	75W-140 SYNTHETIC	\$29.74
99	VALVOLINE	VV324	DEX/MERC SYNTHETIC	\$13.02
100	JOHN DEERE	AR69444	HY-GUARD	\$67.17

Pricing Comparison Table Summary

List Price Total	\$6,999.60
NAPA Price Total	\$3,838.92
Discount from List Price	54.8%

	BRAND	PART #	DESCRIPTION	List Price	NAPA Price
1	GM	20969645	HINGE	\$103.70	\$80.89
2	GM	22818475	DOOR PANEL	\$437.06	\$340.91
3	GM	12621258	SPARK PLUG	\$11.18	\$4.54
4	GM	20910871	SENSOR	\$63.08	\$46.75
5	GM	24233898	SEAL	\$19.26	\$14.29
6	GM	19299616	CONNECTOR	\$54.50	\$35.43
7	GM	22787445	HARNESS	\$51.19	\$37.93
8	GM	12629992	THROTTLE BODY	\$295.68	\$192.19
9	CRC	05363	SILARAMIC	\$41.38	\$14.95
10	CRC	091314	BRAKLEEN	\$10.98	\$2.88
11	B'MASTER	16PB	PB BLASTER	\$11.70	\$3.78
12	WD40 COMP.	10032	LUBRICANT	\$13.82	\$5.31
13	DEKA	31 POST	BATTERY	\$161.88	\$83.71
14	DEKA	65	BATTERY	\$155.73	\$79.73
15	DEKA	34	BATTERY	\$134.90	\$69.07
16	DEKA	78	BATTERY	\$136.32	\$69.79
17	DEKA	31 STUD	BATTERY	\$161.92	\$83.73
18	PRESTONE	HD1000-55	DIESEL EXHAUST FLUID	\$412.20	\$160.00
19	OTR	OTR1601B	DRUM	\$268.80	\$96.05
20	SAS SAFETY CORP	66519	RAVEN XL GLOVES	\$30.22	\$10.35
21	SAS SAFETY CORP	66519	RAVEN XL GLOVES	\$30.22	\$10.35
22	SWENSON	410118600	AUGER MOTOR	\$392.00	\$392.00
23	FORD	6W1Z-14A664-A	CLOCKSPRING	\$76.08	\$47.93
24	FORD	5W1Z-10A936-A	JEWEL	\$16.85	\$10.62
25	FORD	F87Z-13480-AA	STOP LAMP SWITCH	\$26.84	\$14.09
26	WAGNER	3157	MINI BULB	\$1.80	\$0.45
27	WAGNER	3057NA	MINI BULB	\$3.20	\$1.02
28	WAGNER	3357NA	MINI BULB	\$3.76	\$1.28
29	WAGNER	4157LL	MINI BULB	\$4.60	\$1.06
30	WAGNER	4157NALL	MINI BULB	\$8.38	\$2.89
31	WAGNER	7441	MINI BULB	\$1.80	\$0.57
32	WAGNER	7443	MINI BULB	\$4.18	\$1.12
33	WAGNER	904	MINI BULB	\$1.44	\$0.64
34	WAGNER	912	MINI BULB	\$1.80	\$0.48
35	NAPA	7060	OIL FILTER	\$11.50	\$2.88
36	NAPA	1348	OIL FILTER	\$11.50	\$2.88
37	NAPA	1372	OIL FILTER	\$12.44	\$3.11
38	NAPA	1522	OIL FILTER	\$13.20	\$3.30
39	NAPA	1516	OIL FILTER	\$11.50	\$2.88
40	NAPA	9490	HD AIR FILTER	\$66.44	\$16.61
41	NAPA	7312	HD OIL FILTER	\$51.06	\$20.42
42	NAPA	1791XE	HD OIL FILTER	\$65.56	\$16.39
43	NAPA	7151	HD OIL FILTER	\$42.76	\$10.69
44	NAPA	3595	FUEL FILTER	\$20.90	\$5.23
45	NAPA	2809	HD AIR FILTER	\$152.44	\$38.11
46	NAPA	7740 XE	HD OIL FILTER	\$182.14	\$45.54
47	NAPA	2487	AIR FILTER	\$36.34	\$9.09
48	NAPA	1356	OIL FILTER	\$13.16	\$3.29
49	NAPA	9902	HD AIR FILTER	\$62.48	\$15.62
50	NAPA	1734	HD OIL FILTER	\$37.98	\$9.50
51	NAPA	SS-7834-X	BRAKE PADS	\$93.62	\$36.89
52	NAPA	SS-7944-X	BRAKE PADS	\$109.24	\$43.04
53	NAPA	SS-8312-X	BRAKE PADS	\$78.02	\$30.74
54	NAPA	SS-8472-X	BRAKE PADS	\$93.62	\$36.89
55	NAPA	48880110	BRAKE ROTOR	\$84.58	\$34.38
56	NAPA	48880129	BRAKE ROTOR	\$60.86	\$24.74
57	NAPA	48880279	BRAKE ROTOR	\$80.50	\$32.72

58	NAPA	48880422	BRAKE ROTOR	\$98.06	\$39.86
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63	WHELEN	LINZ6B	BLUE LED	\$152.00	\$91.20
64	GATES	38001	PULLEY	\$35.34	\$12.78
65	GATES	36299	IDLER	\$62.42	\$22.56
66	GATES	38158	TENSIONER	\$67.64	\$22.88
67	GATES	38159	TENSIONER	\$66.32	\$22.43
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76	PERMATEX	765-1157	FAST CURE EPOXY	\$29.24	\$14.49
77	3M	1700	ELECTRICAL TAPE	\$2.54	\$0.91
78	3M	08984	CLEANER	\$28.78	\$11.16
79	3M	07185	RESPIRATOR	\$3.70	\$1.38
80	3M	06383	ACRYLIC TAPE	\$108.42	\$47.23
81	3M	07481	SCOTCH-BRITE ROLOC	\$2.44	\$0.98
82	3M	07480	SCOTCH-BRITE ROLOC	\$2.44	\$0.98
83	3M	01396	GREEN CORPS ROLOC	\$2.62	\$1.14
84	3M	07447	SCOTCH-BRITE PADS	\$2.10	\$0.87
85	3M	08011	WEATHERSTRIP ADHESIVE	\$17.76	\$7.00
86	TRIMARK	15143-05	DOOR HANDLE	\$106.27	\$106.27
87	TRIMARK	13111-02	DOOR HANDLE	\$127.75	\$127.75
88	TRIMARK	16495-01	DOOR HANDLE	\$193.22	\$193.22
89	TRUCKLITE	60362Y	STROBE	\$86.16	\$38.77
90	TRUCKLITE	60700	GROMMET	\$3.18	\$1.43
91	TRUCKLITE	4060C	LAMP	\$75.67	\$34.05
92	WEITRON	UN3159	R134A	\$176.88	\$72.13
93	PIERCE	64-1705-0003	SWITCH	\$14.26	\$14.26
94	PIERCE	1277745	HANDLE	\$77.17	\$77.17
95	PIERCE	63-1727	CABLE ASSEMBLY	\$42.23	\$42.23
96	PIERCE	63-1726	CABLE ASSEMBLY	\$42.23	\$42.23
97	DEPO	655-2345	BLOWER MOTOR	\$104.56	\$42.87
98	VALVOLINE	VV982	75W-140 SYNTHETIC	\$29.74	\$11.92
99	VALVOLINE	VV324	DEX/MERC SYNTHETIC	\$13.02	\$4.90
100	JOHN DEERE	AR69444	HY-GUARD	\$67.17	\$67.17

Pricing Comparison Table Summary

List Price Total	\$6,999.60
NAPA Price Total	\$3,838.92
Discount from List Price	54.8%

Estimated Operating Expenses

Down to Store

Projection	Monthly Performa	% to SALES	Annual Performa	% to SALES
PURCHASES	30,000		300,000	
Less Cost of Sales	0	0.00%	0	0.00%
Sales Less Cost	0	0.00%	0	0.00%
Less Handling Chrg	0	0.00%	0	0.00%
GROSS PROFIT	0	0.00%	0	0.00%
Advertising	0	0.00%	0	0.00%
Net Salaries	0	0.00%	0	0.00%
Travel	0	0.00%	0	0.00%
Sales - Misc.	0	0.00%	0	0.00%
G.M. Travel	0	0.00%	0	0.00%
TOTAL SALES EXP.	0	0.00%	0	0.00%
SALARIES - EXEC.	0	0.00%	0	0.00%
PAYROLL - Acct.	150	0.50%	1,800	0.50%
-General Office	147	0.49%	1,764	0.49%
-Counter - J. S.	3,500	11.67%	42,000	11.67%
-Delivery	0	0.00%	0	0.00%
TOTAL PAYROLL	3,797	12.66%	46,564	12.66%
Bad Debts	0	0.00%	0	0.00%
data proc	0	0.00%	0	0.00%
Delivery - Ins	0	0.00%	0	0.00%
Maintenance	0	0.00%	0	0.00%
Truck Deprec.	0	0.00%	0	0.00%
Dep. F. & F.	100	0.33%	1,200	0.33%
Empl. Ben. - Pen.	136	0.45%	1,620	0.45%
-Other	792	2.64%	9,500	2.64%
Freight & Postage	180	0.50%	1,800	0.50%
Insurance	375	1.25%	4,500	1.25%
Interest	0	0.00%	0	0.00%
Legal & Pro.	0	0.00%	0	0.00%
L.H.&W.	0	0.00%	0	0.00%
Rent	100	0.33%	1,200	0.33%
Sta. & Shipping	63	0.21%	750	0.21%
Stock Loss	50	0.17%	600	0.17%
Store	67	0.22%	800	0.22%
Taxes (Not Income)	281	0.94%	3,372	0.94%
Telephone	267	0.89%	3,200	0.89%
Travel (Not Sales)	0	0.00%	0	0.00%
Tams	1,167	3.89%	14,000	3.89%
Training	50	0.17%	600	0.17%
TOTAL MISC. EXP.	3,686	11.95%	43,142	11.95%
Executive Fees	0	0.00%	0	0.00%
TOTAL EXPENSES	7,392	24.64%	88,706	24.64%

Parts Bill For Customer

Fixed Expense @ .50% of sales, Accounting & Data Processing Fee
 Fixed Expense @ .49% of sales
 1 Store Manager

Delivery Trucks, Insurance Premium
 Vehicle Repairs, Fuel
 Delivery Trucks with a Lease/Depreciation Payment

Fixed Expense @ .45% of sales
 Mainly Group Insurance Premiums
 Freight Charges Incurred by this Operation.
 Insurance - General and Workers Comp

Inventory Insurance
 Stationary / Shipping Supplies
 Restocking Charges for OE Parts
 Misc. Store Expenses (Fax Machine, Fax Paper, Printer Ribbons etc.)
 Payroll Taxes for Employee's @ this Location

TAMS Computer & Equipment Lease/Depreciation Expense, Maint./Support Fee's & Tams Misc. Expenses
 Training Materials for NAPA Employee's

	Monthly EST	Yearly EST
Parts	\$30,000	\$360,000
Expense	\$7,392	\$88,706
Management Fee	\$3,000	\$36,000
Total	\$40,392	\$484,706

Village of Downers Grove

15. What is your policy concerning defective, inferior, and non-fit items and any other general warranty guarantee considerations?

The GPC / NAPA inventory management system has the ability to track all warranties by product line/vendor/part number or vehicle/equipment. All warranties will be handled directly between GPC / NAPA and the respective vendor. If any vendor including OEM vendors require us to secure and retain product under warranty along with the resulting paperwork, we are able to do so.

All credits for qualified warranties as well as cores, etc. in our inventory management system are applied to the original invoice and work order.

Immediate return credits: Many fleets understate the amount of money and time that is tied up in core, warranty, effective and new returned merchandise. When dealing with hundreds of vendors across an enterprise such as a Village fleet or large municipal fleet, GPC / NAPA IBS allows all of these "credit" transactions to take place immediately – no matter who the vendor is. Our on-site store handles the transaction for our customer and tracks the credit in our system. In our City of Chicago example...as well as most municipal fleets we have worked with – this has had a tremendous financial and productivity improvement from day one.

All inventory supplied pursuant to this Agreement are subject to the terms of written warranties provided by the manufacturer of each part, and NAPA shall use reasonable commercial efforts to assist the Village of Downers Grove in processing all warranty claims that the Village may have against a manufacturer. The on-site store personnel will process all warranty claims and provide the Village of Downers Grove with information received from each claim processed. The manufacturer's warranty will be the sole and exclusive remedy of the claim in connection with any claims concerning the parts supplied to Village of Downers Grove pursuant to this Agreement. ALL OTHER WARRANTIES, BOTH EXPRESS AND IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY EXCLUDED. Copies of the manufacturers' warranties are available to the Village of Downers Grove upon request.

16. List any problems with the conditions of this RFP and your proposed solution to those problems.

**Please see list of proposed exceptions in the Proposed Exceptions Section.*

17. Provide additional narrative description necessary to outline your Proposal in its entirety including: implementation plan and associated timeline, personnel plan, insurance coverage, description of existing system in place, or any other information that impacts your firm's ability to provide the services requested in this Request for Proposal.

Project Approach

Over the past seven 20 plus years, NAPA Integrated Business Solutions (IBS) has been a strategic contracting partner with hundreds of Municipal and State Government Fleet operations. The relationship that NAPA has developed with these Governments insures that we understand your "precise needs." NAPA (IBS) understands the described scope of work as stated within the "Bid Requirements" and feels confident we will meet or exceed the following objectives with "No Interruption of Service."

Through the years of mutually partnering with the Municipal and State Governments, NAPA IBS has demonstrated to have access to and control over sufficient inventory to meet the on-

Village of Downers Grove

demand requirements. We have customized manageable 'on-site' inventories to include both NAPA & Non-NAPA branded inventory, both in part number spread and depth to continue to meet the needs of our customers. By evaluating and comparing the historic usage with the current fleet requirements; NAPA IBS has historically proven to meet the service level requirements.

Work Plan – Project Scope

GPC / NAPA IBS proposes to provide a complete In-House Vendor Managed Inventory operation, known as Integrated Business Solutions (IBS), within the confines of the Village of Downers Grove Maintenance facility. This operation will include NAPA-owned inventory based primarily on the parts inventory history file of existing stock and current supply chain information. We will also utilize the Downers Grove Fleet Vehicle and Equipment List of vehicle manufacturers to build the parts inventory. NAPA will provide the management and personnel to operate the locations. Please see below the number of NAPA employees that will be assigned to the Village of Downers Grove facility and a summary of their responsibilities:

Village of Downers Grove Fleet Shop	
NAPA Personnel	Summary of Responsibilities:
<p>1 On-site Manager 1st Shift</p>	<ul style="list-style-type: none"> • Manage IBS operation to achieve maximum inventory effectiveness • Responsible for day-to-day IBS stockroom operations • Reduce vehicle down time by insuring a balanced and tailored inventory to the Downers Grove Fleet • Daily stock replenishments from OEM suppliers and NAPA Distribution Center • Inventory reduction of Downer Grove -owned inventory • Reduce overstock and obsolete inventory • Sets/adjusts min/max levels • Ensures correct inventory turns • Facilitates vendor agreements • Operate TAMS Point of Sale System directly to technicians • Research and acquisition of hard to find parts • Process core defects and new part returns • Creates and files all necessary reports and paperwork • Practice asset security and loss prevention controls • Manages and prepares inventory audits • Maintains special order / backorder system • Assures that merchandise is received and stocked in a timely manner • Prepares inventory for seasonal stocking • Provide hydraulic hose assembly

Please note: The scheduling and number of people assigned to the IBS project will be mutually agreed upon between the parties. Staffing and scheduling could be subject to change depending on stock orders and seasonal demand. GPC / NAPA will not make any changes in the number of people assigned and/or scheduling unless approved by the Village of Downers Grove.

Village of Downers Grove

The NAPA IBS Vendor Managed Inventory parts operation will provide the following services:

- A balanced inventory tailored to the Village of Downers Grove maintenance needs and serviceable fleet based on usage data from the Downers Grove inventory system and Downers Grove Fleet Vehicle and Equipment List.
- Access to the area's largest inventory of automotive and heavy-duty replacement parts, paint, supplies and equipment from the **NAPA Chicago Distribution Center located in Naperville, IL**. This access would be provided through daily stock orders to the on-site parts operation and regular delivery to the Downers Grove Fleet facility to replenish the inventory and deliver emergency parts needs on a regular basis.
- **O.E. quality parts sold to Downers Grove – Downers Grove has final say on brand and quality of parts stocked in our operations.**
- Provide bulk lubricants
- Track and submit all limited warranties available from the manufacturer.
- Provide the necessary equipment for the following:
 - Lube equipment for dispensing oils and greases.
 - Hydraulic hose making equipment (Gates or Weatherhead).
 - Paint mixing equipment to custom mix any color (optional - if needed).
 - Training (both classroom and hands-on) through our manufacturers' representatives and factory training instructors.
- NAPA IBS Exclusive: We will manage our inventory for the Village of Downers Grove through an exclusive TAMS (Total Automotive Management System) computer with the following capabilities:
 - Invoicing
 - Cataloging
 - Master Interchange – **OE and aftermarket**
 - Inventory Control
 - Custom pricing
 - Inventory stocking information
 - Inventory on order information
 - Inventory on backorder information
 - Lost sales reports and analysis
 - **Automatic inventory min/max review**
 - Inventory cost
 - Ability to check inventory levels and order from any of NAPA's Distribution Centers in the NAPA Midwest Division that stock approximately \$200 million in inventory. **PLUS** stock check and ordering from any NAPA manufacturer or **O.E. supplier**.
 - All daily and monthly reports generated by our TAMS computer upon request by authorized Downers Grove Fleet Management.
 - Properly invoice all parts at the time of sale.
 - A detailed statement two times per month showing all invoice numbers and amounts purchased.
- Enter any information into the Downers Grove CFA computer system at the time of sale as required by Downers Grove Management including complete repair order information. We also have the capability to integrate our invoicing system with most major fleet and enterprise software platforms.
- The personnel, including management, that are trained, knowledgeable, and service oriented – and dedicated 100% to Downers Grove's fleet – regular hours and emergency hours as needed.

Village of Downers Grove

GPC / NAPA will be responsible for the staffing, stocking, management and supervision of the on-site parts rooms at Downers Grove Fleet Services facility. NAPA will be responsible for purchasing parts and equipment as agreed to by both parties. NAPA will manage all parts room activities in strict accordance with the requirements of the Village of Downers Grove. NAPA will provide on-site counter service during working hours posted in the RFP and at any time parts supply services may be required such as peak demand periods including emergency and weather related conditions at the Downers Grove Fleet Facility. GPC / NAPA will look up parts submitted by Downers Grove personnel and issue to generated work orders based on Downers Grove's CFA Fleet Management Software system. Any part not in current inventory will be located and expedited for quickest delivery time. Downers Grove personnel will be required to sign invoice for all product received by them.

NAPA agrees to provide stock and non-stock **O.E. equipment parts, supplies** and equipment or NAPA aftermarket items in equal or higher quality, as set forth in RFP. NAPA agrees to allow the Village of Downers Grove to inspect the quality of materials, supplies and equipment proposed to be furnished and the Village of Downers Grove reserves the right to reject any item(s) that do not meet **O.E. specifications**. NAPA will notify the Village fleet operations of any item(s) not able to obtain in an acceptable time frame. NAPA will not be held liable for any item it is unable to obtain, or be liable for items obtained by the Village that fail to perform satisfactorily.

NAPA will stock and supply to the Village of Downers Grove only product defined as "products and supplies" (i.e. grease, oil, anti-freeze, tires, wheels etc.) whose level of quality will be warranted to meet or exceed **OEM quality standards**. This will include **OEM product** when requested or required by the Village of Downers Grove as well as GPC / NAPA branded quality aftermarket products. Products supplied that are not OEM will meet or exceed all updated quality specifications. **NAPA will review any new product lines or changes/updates to existing product lines with designated Village of Downers Grove personnel for approval before any usage on the Village vehicles.** Lists, descriptions and inventories of product lines will be maintained by NAPA and available for review by the Village in strict accordance with Downers Grove's requirements.

The equipment necessary for the following tasks can be provided to the Village of Downers Grove:

- Lubrication equipment for dispensing oil and greases. NAPA has existing relationships with national, regional and local vendors as well with consulting with Downers Grove management for input to contract and install the most efficient dispensing system(s) at the most efficient cost.
- Hydraulic hose making equipment (i.e Gates or Weatherhead brands are longtime, current, effective vendors). This equipment would be provided at **no charge** to the Village of Downers Grove as would be the labor.

GPC/ NAPA already has strong working relationships with current Downers Grove vendors and manufacturers, i.e. International/Navistar Truck, Federal Signal, Monroe Truck Equipment, Standard Equipment, Ford/Motorcraft and Cummins Engine. In addition, NAPA have national and regional vendor resources available as needed to supply the Downers Grove fleet. NAPA will manage all functions relating to the procurement of the parts requirements for the Downers Grove fleet. The Downers Grove will only be charged for parts when disbursed to authorized Downers Grove personnel. NAPA will work with the Village to fulfill additional requirements as they develop during the term of the contract. NAPA would certainly understand if the Village, in consultation with us, needed to purchase products

Village of Downers Grove

on their own for the reasons stated in the RFP or solicit repairs from private vendors. We respectfully submit a representative sample listing of 1300+ GPC / NAPA Integrated Business Solutions (IBS) current vendors that we source. (See list of suppliers in the "Attachment Section").

Please note: GPC / NAPA sourced/supplied rebuilt, refurbished or recycled products will meet or exceed OEM, SAE, UL, Mil-spec, ANSI or any other accepted industry quality standards.

GPC / NAPA will work closely with the Village of Downers Grove to determine which product (i.e. water pumps, carburetors, pumps, alternators etc.) needs to be new, rebuilt, refurbished, recycled etc.). NAPA policy is to accept industry standard cores that are determined by the manufacturers to be rebuilt/refurbished product.

The Downers Grove fleet vehicle list is important to NAPA in building and tailoring the inventories of the Downers Grove parts room not just for the fastest moving **OEM parts** (i.e. brake parts, ignition parts, cooling system parts etc.) but also for the **OEM and aftermarket product** that may be considered seasonal, specialized etc. NAPA, along with our team of GPC / NAPA Manufacturer Representatives, as well as other vendor representatives, will work diligently with Downers Grove personnel to determine effective breadth and depth of the inventory to service the fleet. All NAPA and non- NAPA vendors will be required to survey the most current Downers Grove vehicle listing and submit to NAPA and Downers Grove management a suggested product order by line and part number. NAPA and the will then compare this suggested order to the previous vendor's usage list for quantity and depth plus factoring in criticality of the part(s) ordering delays and turnaround time. This will aid in building a vehicle and site specific inventory in meeting timely vehicle replacement needs.

Inventory Management

Our NAPA IBS program has been in place for over 20 years. No doubt in those years we have learned a great deal about the effects – both positive and negative – on partnering with government fleets on a strategic parts partnership such as IBS. There are many benefits that each IBS finds. Among the positive impacts our vendor managed solution provides include:

Example:

Inventory: Immediate inventory reduction processes are implemented right away to reduce overstock and obsolete inventory. For example: In our City of Chicago IBS – the City initially owned over \$12 million in parts inventory when we partnered in 2000. Over the past 13 years, GPC / NAPA have been able to reduce the City's inventory investment to \$0. The current inventory is owned entirely by GPC / NAPA and is valued at \$5,600,000. The City of Chicago IBS program has proven to be successful in reducing the City budget and inventory investment.

Village of Downers Grove

The following "Inventory Effectiveness" report represents our parts on demand performance and is currently provided to one of our current Municipal IBS customers on a daily basis. This report represents 97.4% (YTD) performance for 2015.

05/29/2015 03:56 PM		I N V E N T O R Y E F F E C T I V E N E S S			
800002176 - Genuine Parts Co.		Accounting Day - 20			
Merchandise Inventory	Today	MTD	YTD	Total Last Year	
-----	-----	-----	-----	-----	
Instore Items	33	688	3969	9,864	
Non-Instore Items	1	36	228	266	
-----	-----	-----	-----	-----	
Merchandise Total	34	724	4197	10,130	
Lost Sales					
-----	-----	-----	-----	-----	
Total Merchandise & Lost	34	724	4197	10,130	
* * Rating * *	97.1 %	95.0 %	94.6 %	97.4 %	

A balanced inventory tailored to the Downers Grove fleet needs will be maintained on site in the parts facilities as described in the RFP and under the ownership and management of GPC / NAPA. All said inventory will remain under the ownership of GPC / NAPA until such time that the part(s) are properly requisitioned and delivered to Downers Grove personnel as defined in the RFP. At the time the part(s) will be issued to a specific work order and shown as billed to that work order and the Village.

Daily stock replenishment will be provided primarily to the Village of Downers Grove IBS site by our **OEM suppliers** and our **NAPA Distribution Center in Naperville** which carries over \$16 million dollars in automotive, heavy duty and industrial inventory. Hot shot or emergency type items can be ordered through our network of retail parts stores, Integrated Supply locations throughout the Chicago area and direct from **OEM branded product vendors** via our on-site TAMS computer.

The current inventory list of the Village of Downers Grove current inventory cost, turns and min/max will be an initial guide for the base inventory level. A basic starter inventory of the fastest moving parts—brake and ignition parts, cooling system parts, air conditioning parts, etc. GPC / NAPA's factory reps will survey the vehicle list and submit a suggested order by line and part number. GPC / NAPA will compare this order to the previous vendor's usage list for quantity and depth. The objective will be to have all inventory, personnel, computer system(s), and catalogs in place by the transition date.

Initial inventories will be derived from several sources:

- Current inventory levels
- Survey of fleet
- MIC – Market Inventory Classification (A NAPA exclusive)
- Service history of fleet
- By part number sales report – NAPA & OEM inventory, provided by OEM vendors

There are more than 409,000 part numbers making up the NAPA supply program, the most complete in the industry. In addition, our NAPA IBS system has access to local, regional and national vendors in our 1,300+ IBS supplier database.

Village of Downers Grove

GPC / NAPA agrees to custom stock, both in part number spread, as well as depth, an inventory to fit requirements of the Downers Grove site (NAPA & non-NAPA inventory). For parts stocked in the stockrooms, response time would only be a matter of minutes. NAPA's goal is to provide 90% of parts and supplies on-demand over-the-counter at the Village of Downers Grove Shop and 95% of the parts, supplies and materials will be provided within 4 hours, and the balance within 48 hours. On demand is defined as merchandise issued to Downers Grove by NAPA upon receipt of the request for merchandise from the Downers Grove Facility. Merchandise is defined as parts or goods. NAPA brand is defined as any parts, goods, tools, etc. that is carried and cataloged for sales by NAPA.

Upon termination or expiration of contract, the Village of Downers Grove agrees to purchase all non-NAPA products at actual cost. The Village of Downers Grove will have the option to purchase NAPA branded products also at cost.

GPC / NAPA will be assigning Area Manager Mike Clark to be the Project Manager for the Downers Grove Vendor Managed Inventory Program for Fleet Operations. Mr. Clark will be responsible for successfully delivering all milestones and deliverables on time as stated throughout our RFP response. **Please see Transition Implementation Timeline - Milestones/Deliverables below.**

Transition Implementation Timeline Schedule / Milestone Summary

- **Start-up phase: First 30 Days**
 - NAPA will review and analyze Downers Grove past parts usage
 - NAPA will assign on-site management to the Downers Grove Shop.
 - NAPA will develop order procedures
 - NAPA will install TAMS inventory system at Downers Grove Shop.
 - NAPA management and staff will begin training on Downers Grove CFA Fleet Management Software Program
 - NAPA will perform a physical inventory of the Downers Grove Shop
 - NAPA will begin to order parts, supplies and materials to build the inventory
 - NAPA will install any necessary shelving

- **Next 30 Days**
 - NAPA will continue to stock inventory as Downers Grove inventory begins to divest
 - NAPA will begin the order processing from the Downers Grove Shop.
 - NAPA will develop controls for ordering, storing, releasing and parts returns
 - NAPA will review and assess existing obsolete inventory with the objective eliminating future obsolescence
 - NAPA will install TAMS barcoding technology to allow scanning of parts and inventory
 - NAPA will review Downers Grove supply chain operations, programs, policies, procedures and controls with the Downers Grove Fleet Management Team

- **Next 60 Days**
 - Review invoicing
 - NAPA will make any necessary procedural adjustments as needed or requested by Downers Grove management team

Village of Downers Grove

- *NAPA will provide initial reports as stated in the RFP response*
- *NAPA will continue to divest Downers Grove-owned inventory*
- *NAPA will review performance and establish service levels to insure stability, reliability and availability of parts and supplies*
- *NAPA will work with Downers Grove management team to review, assess and make any mutually agreed upon changes in the vendor managed inventory operation*

NAPA will make all published documentation pertinent to this operation and pursuant to this contract available within the capabilities of TAMS to authorized Village personnel. The TAMS computer system maintains a complete history of all inventory transactions. There will be detailed records on part issues and credits, PO activity and stock receipt records, and all inventory activities during the scope and term of this contract. NAPA will provide any reports that are reasonably capable of being generated by Contractor's or the Village management systems. Such reports will be provided on whatever frequency needed by the Village.

NAPA will maintain invoice copies for all non-NAPA purchases for a period of 6 years and one month from the date of purchase.

Web Based reporting



NAPA IBS has developed a new web based reporting solution specifically tailored to satisfy the more frequent reporting KPI's our Fleet Customers requested that were outside the capabilities of our TAMS system. This reporting package was developed in conjunction with a target group of our large and small government Fleet operations.

18. Removing Non-contractor Offered Parts that have had zero movement in the last two years from the Parts Room inventory is a major requirement of this RFP. Please describe your plan, in detail, to remove these parts on an on-going basis as a condition of the contract. Please insure that any Proposer costs that will be incurred in this parts management function will be included in your costing.

Municipal/Fleet National Database

NAPA proposes to use our new national IBS database of all parts stocked and purchased at all municipal IBS sites in the US. This allows our IBS partners the opportunity to do a several things:

- 1) *This will allow Village of Downers Grove / IBS operation to compare obsolete, non-moving items with other fleets nationally –with the opportunity to sell the parts to other agencies that may need those parts.*
- 2) *It gives us a chance to compare non-NAPA item pricing on similar parts across a national database. All of this allows us to provide a national and regional snapshot to our IBS partners.*

One of the best benefits of our IBS system is the speed and tracking available for all sites on returned merchandise. Interestingly enough, many of our customers find the way we track cores, defects, warranties and new merchandise returns to be one of the biggest time and cost savings when they partner with IBS. This will allow for returns for all vendors tracked through one system....and credited immediately – no chasing credits.

Village of Downers Grove

- *Parts no longer needed: All parts no longer needed and in good condition can be returned for credit*
- *Defective parts: "Out of the box" defective parts are replaced or credited upon discovery*
- *Warranty: Parts under warranty are replaced or a credit is issued – IBS tracks NAPA and Non-NAPA*
- *Cores are accepted for all products sold with core charge. Core must meet manufacturer's requirements for full credit, i.e. Re-buildable, complete unit.*

There are no fees associated with these processes.

19. All Proposers must submit a list of all manufacturer lines they offer as part of their Web based Parts Catalog. These will be considered as falling within the Village's definition of Contractor Offered Parts.

**Please see "Attachment Section" for NAPA and non-NAPA Product Line Information, which is printed from the NAPA ProLink website.*



**Integrated
Business Solutions.**
PARTS. PEOPLE. PRODUCTIVITY.

POWERED BY 

**Village of Downers Grove
Vendor Managed Inventory – Fleet Services
RFP # 0-51-2015/TT**

REFERENCES





GPC / NAPA has over 300 IBS operations across the United States. With our over 25 years' experience in operating these IBS operations, GPC / NAPA can provide some key value to help The Village of Downers Grove parts operation run smoothly and efficiently. Our customers today consist of **City, County and State Government Fleet Operations**. We also service many private sector fleet operations such as large truck fleets, car dealers, utility companies, airline ground fleet operations and many others. Below are examples of some of our **local government NAPA IBS customers**.

City of Chicago, Illinois

1685 N. Throop Street

Chicago, IL 60622

Contact: Walter West – Deputy Commissioner/Fleet Services

312-744-0961

Walter.west@cityofchicago.org

15 locations – in-house parts location – 12 years.

Services provided include automotive parts, heavy duty truck parts, industrial parts and supplies, tires (new and recap), lubrication products, machine shop service, on-site hydraulic hose assembly, sub-let repairs, wrecker service and emergency tire service.

Emergency on-call for weather related emergencies.

Vehicles Serviced in Fleet: Police, Fire, Ambulance, Solid Waste and miscellaneous small engine, light duty and heavy duty vehicles and equipment.

NAPA on-site Employees:	84
Inventory Value:	\$7,000,000
Annual Contract Value:	\$23,000,000

Note: GPC TAMS II computer system is fully integrated with City of Chicago's Asset Works system.



Chicago Transit Authority, Chicago, IL

901 W. Division
Chicago, IL 60622
Contact: Doug Kucia – Chief of Staff
312-681-5011
dkucia@transitchicago.com

1 warehouse – 300,000 square feet
Services provided: Management of entire supply chain operations, which include heavy duty bus parts, train parts, industrial parts, lubricant products and infrastructure related supplies.

Fleet size:	2,500 units (bus and train)
NAPA on-site Employees:	10
Inventory Value:	\$60,000,000
Annual Contract Value:	\$70,000,000

Cook County Highway Department / Sheriff's Department

Contact: Ed Tully – Highway Dept.
708-387-4059
Edward.tully2@cookcountyil.gov

Contact: Ken Czulno – Sheriff's Dept.
Kenneth.czulno@cookcountyil.gov

773-843-6028

In-house parts operation – 2 locations: Cook County Highway Dept. and Cook County Sheriff Dept.

Services provided include automotive parts; heavy-duty parts, industrial parts & supplies, tires (new & recap), lubrication products, machine shop service, on-site hydraulic hose assembly.

Fleet size:	2,000 units
NAPA on-site employees:	2
Inventory Value:	\$500,000
Annual Contract Value:	\$2,500,000



City of Aurora, IL

Contact: Joe Hopp – Fleet Manager
630-801-5230

In-house parts operation – 6 years – 1 location.

Services provided include automotive, heavy-duty, industrial parts and supplies, lubrication products, machine shop services and sublet repairs.

Fleet size:	900 units
NAPA on-site employees:	2
Inventory Value:	\$587,000
Annual Contract Value:	\$1,000,000

Illinois Tollway Authority

Contact: John Donato
Chief Procurement Officer
2700 Ogden Avenue
Downers Grove, IL 60515
630-241-6800 Ext. 2680
jdonato@getipass.com

In-house parts operation – 2 locations (Central Warehouse & Central Shop)
Services provided include automotive parts; heavy-duty parts, industrial parts & supplies, tires (new & recap), lubrication products, machine shop service, on-site hydraulic hose assembly.

Fleet size: 1200 units ranging from lawn mowers to heavy equipment, snow plows, sweepers, patch heaters, dump trucks, graders, and several light duty vehicles Police vehicles.

NAPA on-site employees:	5
Inventory Value:	\$ 500,000
Contract Value:	\$3,000,000 Annually



Illinois Department of Transportation

Contact: Rich Johnson – Asst. Director

847-705-4626

Richard.m.johnson@illinois.gov

Off-site parts operation – 9 years – 1 location

Services provided include all parts, materials, supplies and fluids required for the operation and maintenance for all agency vehicles maintained for the Department of Transportation in Cook County.

Fleet size:	1175
NAPA Employees:	2
Inventory Value:	\$500,000
Contract Value:	\$5,000,000

City of Springfield, Illinois

Address 300 S Martin Luther King Drive

Springfield, IL 62703

Contact: Mike Palazzolo –Fleet Manager

217-789-2191

mike.palazzolo@cwlp.com

1 location – in-house parts location – 1 year

Services provided include automotive parts, heavy duty truck parts, industrial parts and supplies, tires (new and recap), lubrication products, machine shop service, on-site hydraulic hose assembly, sub-let repairs, wrecker service and emergency tire service.

Emergency on-call for weather related emergencies.

Vehicles Serviced in Fleet: Police, Fire, Ambulance, Solid Waste and miscellaneous small engine, light duty and heavy duty vehicles and equipment.

Fleet Size:	1,280
NAPA on-site Employees:	2
Inventory Value:	\$400,000
Annual Contract Value:	\$1,400,000



[City of Des Moines, IA](#)

Contact: Brian Bennett – Fleet Manager
515-208-0654
bbennett@dmgov.org

In-house parts operation - 5 years to Date – 1 location

Services provided include automotive parts; heavy-duty parts, industrial parts & supplies, tires (new & recap), lubrication products, machine shop service, on-site hydraulic hose assembly.

Fleet size:	1,200
NAPA On-Site Employees:	6
Inventory Value:	\$600,000
Annual Contract Value:	\$2,800,000

[City of Louisville/Jefferson County/Metro Louisville, KY](#)

935 Logan Street
Louisville, KY 40204
Contact: Matt Maskey – Fleet Operations Manager
502-571-3180

The City of Louisville, KY and Jefferson County have merged into a single government entity.

2 Locations – in-house parts operation – 16 years.

Services provided included automotive parts, heavy duty parts, industrial parts and supplies, tires (new and recap), lubrication products, machine shop service, on-site hydraulic hose assembly, sub-let repairs, wrecker service and emergency tire road service.

Vehicles: Police, Fire, Ambulance, Solid Waste, Ambulance, RV, Bus and miscellaneous small engine, light duty and heavy duty equipment.

NAPA On-Site Employees:	10
Inventory Value:	\$1,700,000
Annual Contract Value:	\$4,800,000



University of Oklahoma

Contact: Leon Fourcade – Fleet Administrator
405-325-1795

lfourcade@ou.edu

Contact: Jeremy Stepp – Store Manager
405-325-1423

napa@ou.edu

Vehicles Serviced in Fleet: Automotive, Handicap Buses, ATV, Trolley, Golf Carts, John Deere, Club Car, Heavy Duty vehicles, Garbage Trucks, Ambulance.
(Fleet size 800 vehicles/equipment)
Inventory value: \$220,000



Genuine Parts Company currently provides in-house parts operations and vendor-managed inventory programs known as Integrated Business Solutions (IBS) at over 350 fleet locations to including but not limited to:

City of New York, NY
City of Houston, TX
City of Boston, MA
City of Oklahoma City, OK
County of Sonoma, CA
Knoxville Utilities Board
City of Kansas City, MO
City of Detroit, MI
City of Garland, TX
Adams County, CO
City of Denton, TX
Palm Beach County, FL
Oklahoma City Public Schools
City of Roanoke, VA
Shelby County, TN
San Diego County, CA
City of Coral Gables, FL
City of St. Pete, FL
City of Cape Coral, FL
Atlanta Public Schools, GA
Fulton County Schools, GA
City of Sacramento, CA
City of Chula Vista, CA
City of Cary, NC
Cleveland Transit, OH
City of Erie, PA
Otsego County, NY
City of Ventura, CA
City of West Jordan, UT
Town of Colonie, NY
City of Marietta, GA
Gwinnett County, GA
City of Columbus, GA

**Village of Downers Grove
Request for Proposal
RFP-0-51-2015/TT
Vendor Managed Inventory-Fleet Services**

AMENDMENTS TO THE REQUEST FOR PROPOSAL SPECIFICATIONS

I. Request for Proposals, Sections 2.5 and 6.1, Pages 3 and 4

Pricing will be in accordance with the pricing terms set forth in Genuine Parts Company's response to the RFP.

II. Terms and Conditions, Section 12.1, Page 5

In the first sentence, delete 'directly or indirectly', delete 'subcontractors' and replace with 'officers and directors', and add the word 'reasonable' before 'charges of attorneys'.

At the end of the second sentence, add 'or intentional misconduct'.

In the last sentence, delete 'subcontractors' and replace with 'officers and directors'.

II. Terms and Conditions, Section 18, Pages 9-10

Delete entire section.

II. Terms and Conditions, Section 20.1, Pages 10-11

Delete the first two sentences and replace with "Prior to starting the work, Contractor shall procure, maintain and pay for the insurance in the following kinds and amounts:"

Delete '(applicable on a per project basis)' under the comprehensive general liability section.

Delete the requirement to provide Professional Errors & Omissions insurance.

II. Terms and Conditions, Section 20.2, Page 11

Delete the last sentence.

II. Terms and Conditions, Section 20.6, Page 11

In the first sentence delete "related to the performance of operations under the Contract Documents" and replace it with "to the extent of Contractor's indemnification obligations herein".

Add the following sentence at the end of the section, "For the avoidance of any doubt, the parties agree that the term "Subcontractors" as used herein and throughout the RFP shall specifically exclude all third party suppliers and manufacturers of the products sold hereunder and all third party delivery service providers."

II. Terms and Conditions, Section 20.9, Page 12

Delete entire section.

II. Terms and Conditions, Section 20.10, Page 12

Delete the last sentence.

II. Terms and Conditions, Section 21.1, Page 12

Delete entire section and replace with the following: "The Proposer agrees to provide an indemnity for intellectual property claims based on intellectual property rights owned by Proposer but cannot provide a direct copyright, trademark or patent indemnity for the products supplied pursuant to the awarded contract, as Proposer does not manufacture the products. Proposer can agree to use reasonable commercial efforts to assist the Village in processing any infringement claim against the applicable manufacturer."

II. Terms and Conditions, Section 23.1, Pages 12-13

Delete entire section.

II. Terms and Conditions, Sections 24.1 and 24.2, Page 13

Delete entire sections.

II. Terms and Conditions, Section 26.1, Page 13

In the second sentence, delete 'relieve the Contractor from their obligations or'.

II. Terms and Conditions, Section 28.1, Page 14

Add the phrase 'at least thirty (30) days prior' before 'written notice to the Contractor'.

II. Terms and Conditions, Section 28.2, Page 14

Delete entire section and replace with the following: "Contractor may only terminate this Contract for cause: (a) in the event that the Village fails or refuses to pay any amounts due under this Contract and such failure or refusal continues for thirty (30) days after written notice thereof; (b) in the event that the Village fails or refuses to perform any other obligation required under this Contract, and such failure or refusal continues for thirty (30) days after written notice thereof; or (c) in the event that the Village files any bankruptcy petition, has any bankruptcy petition filed against it, makes any assignment of its assets for the benefit of creditors, or admits in writing its inability to pay its debts as they become due."

III. Detail Specifications, Definitions, Page 17

In the definition of "Non-contractor Offered Parts", delete the last sentence and replace with the following: "However, upon the termination, expiration or non-renewal of the Contract, the Village shall purchase from Contractor all non-disbursed Non-contractor Offered Parts found in the Parts Room at the Contractor's current acquisition cost."

III. Detail Specifications, Contractor Offered and Non-Contractor Offered Parts, Pages 19-20

In the fifth sentence, add 'current' before 'acquisition cost'.

Delete the sixth sentence and replace with the following: "Upon the termination, expiration or non-renewal of the Contract, the Village shall purchase from the Contractor all Non-contractor Offered Parts in the Parts Room at the Contractor's current acquisition cost."

III. Detail Specifications, The Village's Computerized Fleet Information System, Pages 22-24

Delete the second paragraph in its entirety and replace with the following paragraphs: "All products supplied pursuant to the Contract are subject to the terms of written warranties provided by the manufacturer of each product, and Contractor shall use reasonable commercial efforts to assist the Village in processing all warranty claims that the Village may have against a manufacturer. ALL OTHER WARRANTIES, BOTH EXPRESS AND IMPLIED, INCLUDING ANY IMPLIED WARRANTIES OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE, ARE HEREBY EXCLUDED. Copies of the manufacturers' warranties are available to the Village upon request. As permitted by contract or law, Contractor shall extend to the Village the benefit of any indemnities or other protections to the extent the Contractor has received such indemnities or protections from the third party manufacturer.

Contractor shall pass through all available warranty benefits from the applicable manufacturer to the Village. In the event that any product does not conform to the manufacturer's warranty, the Village may return such product to Contractor and Contractor will process the Village's warranty claim with the manufacturer of the defective product. Contractor shall either, at its option, (i) replace the product with a conforming product or (ii) issue a credit or refund for the price of the product."

In the fourth paragraph, delete the first sentence and in the second sentence delete everything after the comma beginning with "including" through the end of the sentence.

At the end of the tenth paragraph, add the following language: provided, however, that the Village shall reimburse Contractor for such expenses on a monthly basis up to an annual not-to-exceed amount of \$97,000.

In the fifteenth paragraph, replace 'included in the contract price' with 'mutually agreed upon between the parties'.

III. Detail Specifications, Liquidated Damages, Page 26

Delete this section in its entirety and replace with the following: "Contractor shall furnish 80% of the Village's parts requirements on demand and at least 90% of the balance from the previous day by the start of business the work day following the request. Contractor will track its performance in the above areas and provide summary reports on a monthly basis to the Village. Should Contractor fail to achieve the above performance requirements for two (2) consecutive month periods, the Village will have the right to immediately terminate the contract for cause and may pursue all remedies available to it at law or in equity, including without limitation, remedies at law in a court of competent jurisdiction."

III. Detail Specifications, Contract Close Out, Page 27

In the first sentence, delete 'an amount mutually agreed upon' and replace it with 'at the current acquisition cost'.

Delete the next to last sentence.

V. Proposal/Contract Form, Page 32

Following the last sentence on the page, add the following language: "For the avoidance of any doubt, the parties agree that Contractor's pricing profile shall remain firm, but prices on individual products may increase and decrease throughout the term of the Contract."

Throughout GPC's Response to RFP

Delete any reference to workers' compensation benefits. The Village shall not be responsible to pay any benefits under the Workers' Compensation Act or Occupational Disease Act for any GPC or NAPA employee located or working at any Village building or facility.

Cost Proposal

The Operational Costs shall not exceed \$97,000 per year for each year of the contract.

The Management Fee shall remain fixed at 10% of the total net sales for the three-year term of the contract.

Genuine Parts Company d/b/a NAPA

Village of Downers Grove

By: *[Signature]*

By: _____

Title: DIVISION VICE PRESIDENT

Title: _____

Date: SEPT 3, 2015

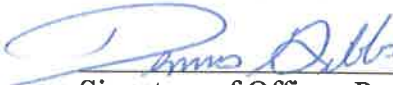
Date: _____


V. PROPOSAL/CONTRACT FORM

*****THIS PROPOSAL, WHEN ACCEPTED AND SIGNED BY AN AUTHORIZED SIGNATORY OF THE VILLAGE OF DOWNERS GROVE, SHALL BECOME A CONTRACT BINDING UPON BOTH PARTIES.**

Entire Block Must Be Completed When A Submitted Proposal Is To Be Considered For Award

PROPOSER:

<u>Genuine Parts Company / NAPA</u> Company Name	Date: <u>July 8, 2015</u>
<u>700 Enterprise Court</u> Street Address of Company	<u>Dennis_Gibbs@genpt.com</u> Email Address
<u>Naperville, IL 60563</u> City, State, Zip	<u>Dennis Gibbs</u> Contact Name (Print)
<u>630-416-2912</u> Business Phone	<u>630-305-8888</u> 24-Hour Telephone
<u>630-305-9511</u> Fax	 Signature of Officer, Partner or Sole Proprietor
	<u>Dennis Gibbs – Division Vice President</u> Print Name & Title

ATTEST: If a Corporation

 Signature of Corporation Secretary

VILLAGE OF DOWNERS GROVE:

 Authorized Signature

 Title

 Date

ATTEST:

 Signature of Village Clerk

 Date

In compliance with the specifications, the above-signed offers and agrees, if this Proposal is accepted within **90** calendar days from the date of opening, to furnish any or all of the services upon which prices are quoted, at the price set opposite each item, delivered at the designated point within the time specified above.



Village of Downers Grove

PROPOSER'S CERTIFICATION (page 1 of 3)

With regard to RFP #0-51-2015/TT Vendor Managed Inventory – Fleet Services, Proposer
(Name of Project)

Genuine Parts Company / NAPA hereby certifies the following:
(Name of Proposer)

1. Proposer is not barred from bidding this contract as a result of violations of Section 720 ILCS 5/33E-3 (Bid Rigging) or 720 ILCS 5/33E-4 (Bid-Rotating);
2. Proposer certifies that it has a written sexual harassment policy in place and is in full compliance with 775 ILCS 5/2-105(A)(4);
3. Proposer certifies that not less than the prevailing rate of wages as determined by the Village of Downers Grove, DuPage County or the Illinois Department of Labor shall be paid to all laborers, workers and mechanics performing work for the Village of Downers Grove. All bonds shall include a provision as will guarantee the faithful performance of such prevailing wage clause. Proposer agrees to comply with the Illinois Prevailing Wage Act, 820 ILCS 130/1 *et seq.*, for all work completed. Proposer agrees to pay the prevailing wage and require that all of its subcontractors pay prevailing wage to any laborers, workers or mechanics who perform work pursuant to this Contract or related subcontract. Proposer and each subcontractor shall keep or cause to be kept an accurate record of names, occupations and actual wages paid to each laborer, workman and mechanic employed by the Proposer in connection with the Contract. This record shall be sent to the Village on a monthly basis along with the invoice and shall be open to inspection at all reasonable hours by any representative of the Village or the Illinois Department of Labor and must be preserved for four (4) years following completion of the Contract. Proposer certifies that proposer and any subcontractors working on the project are aware that filing false payroll records is a class A misdemeanor and that the monetary penalties for violations are to be paid pursuant to law by the proposer, contractor and subcontractor. The Village shall not be liable for any underpayments. If applicable: Since this is a contract for a fixed public works project, as defined in 820 ILCS 130/2, Contractor agrees to post at the job site in an easily accessible place, the prevailing wages for each craft or type of worker or mechanic needed to execute the contract or work to be performed.
4. Proposer certifies that it is in full compliance with the Federal Highway Administrative Rules on Controlled Substances and Alcohol Use and Testing, 49 C. F.R. Parts 40 and 382 and that all employee drivers are currently participating in a drug and alcohol testing program pursuant to the Rules.
5. Proposer further certifies that it is not delinquent in the payment of any tax administered by the Department of Revenue, or that Proposer is contesting its liability for the tax delinquency or the amount of a tax delinquency in accordance with the procedures established by the appropriate Revenue Act. Proposer further certifies that if it owes any tax payment(s) to the Department of Revenue, Proposer has entered into an agreement with the Department of Revenue for the payment of all such taxes that are due, and Proposer is in compliance with the agreement.

PROPOSER'S CERTIFICATION (page 2 of 3)

BY: Genuine Parts Company / NAPA
Proposer's Authorized Agent

5 8 - 0 2 5 4 5 1 0

FEDERAL TAXPAYER IDENTIFICATION NUMBER

or _____
Social Security Number



Subscribed and sworn to before me
this 6th day of July, 2015

Andrea McFarlin
Notary Public

(Fill Out Applicable Paragraph Below)

(a) Corporation

The Proposer is a corporation organized and existing under the laws of the State of Illinois, which operates under the Legal name of Genuine Parts Company, and the full names of its Officers are as follows:

President: Paul Donahue

Secretary: Carol Yancey

Treasurer: Frank Howard

and it does have a corporate seal. (In the event that this Proposal is executed by other than the President, attach hereto a certified copy of that section of Corporate By-Laws or other authorization by the Corporation which permits the person to execute the offer for the corporation.)

(b) Partnership

Signatures and Addresses of All Members of Partnership:

PROPOSER'S CERTIFICATION (page 3 of 3)

The partnership does business under the legal name of: _____
which name is registered with the office of _____ in the state of _____.

(c) Sole Proprietor

The Proposer is a Sole Proprietor whose full name is: _____
and if operating under a trade name, said trade name is: _____
which name is registered with the office of _____ in the state of _____.

5. Are you willing to comply with the Village's preceding insurance requirements within 13 days of the award of the contract? Yes

Insurer's Name AON Risk Services South, Inc.

Agent _____

Street Address 1000 Milwaukee Ave.

City, State, Zip Code Glenview, IL 60025

Telephone Number 866-283-7122

I/We affirm that the above certifications are true and accurate and that I/we have read and understand them.

Print Name of Company: Genuine Parts Company / NAPA

Print Name and Title of Authorizing Signature: Dennis Gibbs – Division Vice President

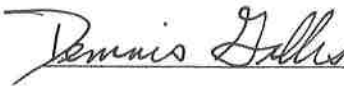

Signature: 

Date: July 6, 2015

**INCUMBENCY CERTIFICATE
OF
GENUINE PARTS COMPANY**


I, Jennifer Ellis, Assistant Secretary and Associate Counsel of Genuine Parts Company, hereby certify on behalf of Genuine Parts Company, that:

- (i) I am duly authorized to execute and deliver this Certificate on behalf of the Company.
- (ii) Each of the following persons name below is, as of the date hereof, the duly elected, qualified and acting officer of the Company as specified below and is authorized to execute and deliver the Acquisition documents to which the Company a party and the instruments of transfer on behalf of the Company. The signature set forth opposite his name below is his true signature:

<u>Name</u>	<u>Office</u>	<u>Signature</u>
Dennis Gibbs	Midwest Division Vice President	
Gary Kniffin	NAPA Chicago GM	

IN WITNESS WHEREOF, the undersigned has executed this Incumbency Certificate this 22nd day of April, 2014.

Genuine Parts Company



Name: Jennifer L. Ellis
Title: Asst. Secretary and Associate Counsel

Village of Downers Grove

Apprenticeship and Training Certification

(Does not apply to federal aid projects. Applicable only to maintenance and construction projects that use Motor Fuel Tax funds or state grant monies.)

Name of Proposer: Genuine Parts Company / NAPA

In accordance with the provisions of Section 30-22 (6) of the Illinois Procurement Code, the Proposer certifies that it is a participant, either as an individual or as part of a group program, in the approved apprenticeship and training programs applicable to each type of work or craft that the Proposer will perform with its own forces. The Proposer further certifies for work that will be performed by subcontract that each of its subcontractors submitted for approval either (a) is, at the time of such bid, participating in an approved, applicable apprenticeship and training program; or (b) will, prior to commencement of performance of work pursuant to this Contract, begin participation in an approved apprenticeship and training program applicable to the work of the subcontract. The Illinois Department of Labor, at any time before or after award, may require the production of a copy of each applicable Certificate of Registration issued by the United States Department of Labor evidencing such participation by the contractor and any or all of its subcontractors. Applicable apprenticeship and training programs are those that have been approved and registered with the United States Department of Labor. The Proposer shall list in the space below, the official name of the program sponsor holding the Certificate of Registration for all of the types of work or crafts in which the Proposer is a participant and that will be performed with the Proposer's forces. Types of work or craft work that will be subcontracted shall be included and listed as subcontract work. The list shall also indicate any type of work or craft job category that does not have an applicable apprenticeship or training program. **The Proposer is responsible for making a complete report and shall make certain that each type of work or craft job category that will be utilized on the project is accounted for and listed. Return this with the bid.**

Please waive the requirement to provide this certification as it is inapplicable to GPC.

The requirements of this certification and disclosure are a material part of the Contract, and the contractor shall require this certification provision to be included in all approved subcontracts. In order to fulfill this requirement, it shall not be necessary that an applicable program sponsor be currently taking or that it will take applications for apprenticeship, training or employment during the performance of the work of this Contract.

Print Name and Title of Authorizing Signature: _____

Signature: _____

Date: _____

BUY AMERICA CERTIFICATION

Certification requirement for procurement of steel, iron, or manufactured products when Federal funds (Grant Agreement or Cooperative Agreement) are used.

Instructions:

Bidder to complete the Buy America Certification listed below. Bidder shall certify EITHER COMPLIANCE OR NON-COMPLIANCE (not both). This Certification MUST BE submitted with the Bidder's bid response.

Special Note: Make sure you have signed only one of the above statements – either Compliance OR Non-Compliance (not both).

Certificate of Compliance

The bidder or offeror hereby certifies that it **will meet** the requirements of 49 U.S.C. 5323(j)(1), as amended, and the applicable regulations in 49 CFR Part 661.

Signature _____

Company Name _____

Title _____

Date _____

Certificate of Non-Compliance

The bidder or offeror hereby certifies that it **cannot comply** with the requirements of 49 U.S.C. 5323(j)(1), as amended, and 49 C.F.R. 661, but it may qualify for an exception pursuant to 49 U.S.C. 5323(j)(2)(A), 5323(j)(2)(B), or 5323(j)(2)(D), and 49 C.F.R. 661.7.

Signature *Dennis Dills* _____

Company Name Genuine Parts Company / NAPA

Title Division Vice President

Date July 6, 2015

AFTER THIS CERTIFICATE HAS BEEN EXECUTED, A BIDDER MAY NOT SEEK A WAIVER.

Note: The U.S./Canadian Free Trade Agreement does not supersede the Buy America requirement.

Village of Downers Grove

Suspension or Debarment Certificate

Non-Federal entities are prohibited from contracting with or making sub-awards under covered transactions to parties that are suspended or debarred or whose principals are suspended or debarred. Covered transactions include procurement for goods or services equal to or in excess of \$100,000.00. Contractors receiving individual awards for \$100,000.00 or more and all sub-recipients must certify that the organization and its principals are not suspended or debarred.

By submitting this offer and signing this certificate, the Proposer certifies to the best of its knowledge and belief, that the company and its principals:

1. Are not presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any federal, state or local governmental entity, department or agency;
2. Have not within a three-year period preceding this Proposal been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction, or convicted of or had a civil judgment against them for a violation of Federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
3. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (2) of this certification; and
4. Have not within a three-year period preceding this application/proposal/contract had one or more public transactions (Federal, State or local) terminated for cause or default.

If the Proposer is unable to certify to any of the statements in this certification, Proposer shall attach an explanation to this certification.

Company Name: Genuine Parts Company / NAPA

Address: 700 Enterprise Court

City: Naperville Zip Code: 60563

Telephone: (630) 416-2912 Fax Number: (630) 305-9511

E-mail Address: Dennis_Gibbs@genpt.com

Authorized Company Signature: _____



Print Signature Name: Dennis Gibbs Title of Official: Division Vice President

Date: July 6, 2015

Village of Downers Grove

CAMPAIGN DISCLOSURE CERTIFICATE

Any contractor, proposer, bidder or vendor who responds by submitting a bid or proposal to the Village of Downers Grove shall be required to submit with its submission, an executed Campaign Disclosure Certificate.

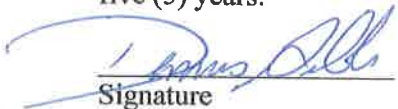
The Campaign Disclosure Certificate is required pursuant to the Village of Downers Grove Council Policy on Ethical Standards and is applicable to those campaign contributions made to any member of the Village Council.

Said Campaign Disclosure Certificate requires any individual or entity bidding to disclose campaign contributions, as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4), made to current members of the Village Council within the five (5) year period preceding the date of the bid or proposal release.

By signing the bid or proposal documents, contractor/proposer/bidder/vendor agrees to refrain from making any campaign contributions as defined in Section 9-1.4 of the Election Code (10 ILCS 5/9-1.4) to any Village Council member and any challengers seeking to serve as a member of the Downers Grove Village Council.

Under penalty of perjury, I declare:

Bidder/vendor has not contributed to any elected Village position within the last five (5) years.


Signature

Dennis Gibbs
Print Name

Bidder/vendor has contributed a campaign contribution to a current member of the Village Council within the last five (5) years.

Print the following information:

Name of Contributor: _____
(company or individual)

To whom contribution was made: _____

Year contribution made: _____ Amount: \$ _____

Signature

Print Name