



Shelby County

Tennessee

Mark Luttrell, Jr. Mayor

Request for Proposal Shelby County Government Purchasing Department

160 N. Main, Suite 550
Memphis, TN 38103

Issued: May 23, 2013

Due: Friday, June 14, 2013 no later than 4:00 P.M. (Central Standard Time)

RFP # 13-003-56A

ON-SITE AUTOMOTIVE PARTS WAREHOUSE SHELBY COUNTY GOVERNMENT FLEET SERVICES

Shelby County Government is soliciting written proposals, on a competitive basis, from interested and qualified companies or professionals to provide an On-Site Automotive Parts Warehouse for the Shelby County Fleet Services. Information regarding this RFP is located on the County's website at www.shelbycountyttn.gov. At the top of the home page, click on the links "Department," "P" for the Purchasing Department and "Bids" to locate the name of the above-described RFP.

A Voluntary Pre-Proposal Conference will be held on 9:00 am, Thursday, June 6 2013 at the Shelby County Fleet Services, 6200 Haley Road, Memphis, TN 38134.

The proposal, as submitted, should include all estimated costs related to the services requested by the RFP specifications. If selected, your proposal will be the basis for negotiating a contract with Shelby County Government. Your proposal must be received in the Shelby County Purchasing Department no later than 4:00 p.m. on – Friday, June 14, 2013. Proposals should be addressed to:

**Nelson Fowler, Manager A
Shelby County Government
Purchasing Department
160 N. Main St., Suite 550
Memphis, TN 38103**

The package containing an original (clearly identified as original) five copies and one (1) CD of your proposal must be sealed and marked with the Proposer's name and, "CONFIDENTIAL, ON-SITE AUTOMOTIVE PARTS WAREHOUSE, RFP # 13-003-56A" on the outside.

Sincerely,

**Nelson Fowler, Manager A
Shelby County Government
Purchasing Department**

Cc: Tom Moss, Support Services
Vicki Dillner, Support Services

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Note: Please make sure you pay close attention to Sections: I-V, IX & XI. These sections will clearly outline what information is required to properly respond and prepare your RFP response.

I. INTRODUCTION

Shelby County Government (the “County”), is seeking proposals from interested and qualified companies or professionals to manage an on-site fleet parts supply operation, and to supply parts in conjunction with the operation (the “Services”). This Request for Proposal (“RFP”) is being released to invite interested and qualified companies or professionals to prepare and submit proposals in accordance with instructions provided where the successful candidate(s) will be selected and invited to enter into a contractual relationship with Shelby County for the Services outlined in this RFP. In this RFP, the terms proposer, company, and contractor are used interchangeably unless the context indicates otherwise.

II. MINIMUM PROPOSER REQUIREMENTS

All Proposers must:

1. Provide proof of a minimum of five (5) years experience in the fleet parts supply business.
2. Provide proof of sufficient, competent, and skilled staff experienced in fleet parts management and supply.
3. Provide proof of all appropriate licenses and certifications required in the State of Tennessee to perform the Services and procure all permits, pay all charges, taxes, and fees.
4. Provide proof of demonstrated knowledge of federal and state laws and regulations pertaining to the handling and supply of fleet parts.
5. Independent contractors (sole proprietors) must adhere to State of Tennessee Public Chapter No. 436, known as the “Tennessee Lawful Employment Act” (effective date of 01/01/12). ***Proof and documentation of employment eligibility must be included with the proposal.***
6. **Apply and qualify** for an Equal Opportunity Compliance (EOC) certification number through our EOC Administration (*see the details outlined in Section VII General Requirement / e. Selection Criteria*) **prior to submitting your response.**
7. Attest that you adhere to all Title VI requirements and provide proof/documentation if necessary.
8. Provide proof of the minimum insurance requirements (**MANDATORY**, please review closely).
9. A written statement of compliance to Title VI and The Living Wage Ordinance must be provided with your response. Please see page 9, Item I for Living Wage Ordinance.
10. Provide a written statement stating the ability to provide a Performance and Labor/Materials Bond in the amount of \$50,000.00 to be maintained during the entire term of the contract, if selected for the resultant contract.
11. Return Attachment A, Parts Listing with your response.

Please Note: As a part of doing business with Shelby County, each individual, company or organization is required to obtain a vendor number and an “Equal Opportunity Compliance (EOC)” certification number.

You can access the online applications to receive the numbers indicated above at www.shelbycountyttn.gov. To obtain a vendor number and an EOC number, please follow the instructions below:

Vendor Number (Purchasing Department)

- Click on “DEPARTMENT” at the top of the Home Page
- Click on “Departments P-Z”
- Click on “Purchasing Department”
- Click on “Conducting Business with Shelby County” in the upper left corner
- Click on the “Vendor Registration” link at the bottom

Please download the application instructions and read thoroughly prior to accessing the application. (*Applications for a vendor number are to be submitted online only.*)

Equal Opportunity Compliance (EOC) Number (EOC Administration Office)

- Click on “DEPARTMENT” at the top of the Home Page
- Click on “Departments A-E”
- Click on “Equal Opportunity Compliance (EOC)”
- Click on “Contract Compliance Program” in the upper left corner
- Click on the “Contract Compliance Packet” link in the middle of the page

Please print the packet and mail or fax the completed packet to the EOC office. The mailing address is 160 N. Main Street, Suite 501, Memphis, TN 38103. The fax number is 901-222-1101.

If you have any questions regarding the applications, you may contact Purchasing at (901) 222-2250 or the EOC Administration at (901) 222-1100.

III. CORRESPONDENCE

All correspondence, proposals, and questions concerning the RFP are to be submitted to:

***Shelby County Government
160 N. Main St. Suite 550
Memphis, TN 38103
(901) 222-2250***

Respondents requesting additional information or clarification are to contact Mr. Nelson Fowler in writing at nelson.fowler@shelbycountyttn.gov or at the address listed above. Questions should reference the section of the RFP to which the question pertains and all contact information for the person submitting the questions.

IN ORDER TO PREVENT AN UNFAIR ADVANTAGE TO ANY RESPONDENT, VERBAL QUESTIONS WILL NOT BE ANSWERED. The deadline for submitting questions will be Tuesday, June 11, 2013 by 12:00 p.m. (CST). These guidelines for communication have been established to ensure a fair and equitable process for all respondents.

Please be aware that contact with any other personnel (other than the person clearly identified in this document) within Shelby County regarding this RFP may disqualify your company from further consideration.

IV. PROPOSAL SUBMISSION DEADLINE

All proposals must be received at the address listed above no later than **4:00 pm, Friday, June 14, 2013**. Facsimile or electronically transmitted proposals will not be accepted since they do not contain original signatures. Postmarks will not be accepted in lieu of actual receipt. Late or incomplete proposals may not be opened and considered. Under no circumstances, regardless of weather conditions, transportation delays, or any other circumstance, will this deadline be extended.

V. PROPOSAL TIMELINE

Shelby County reserves the right to modify this timeline at any time. If the due date for proposals is changed, all prospective Proposers shall be notified.

Request for Proposals Released	May 23, 2013
Pre-Proposal Conference	Thursday, June 6, 2013
Proposal Due Date	Friday, June 14, 2013
Notification of Award	July 2013
Services to Commence	Upon Execution of the Contract

The County may reproduce any of the proposer's proposal and supporting documents for internal use or for any other purpose required by law.

VI. PROPOSAL CONDITIONS

A. Contingencies.

This RFP does not commit the County to award a contract. The County reserves the right to accept or reject any or all proposals if the County determines it is in the best interest of

the County to do so. The County will notify all proposers, in writing, if the County rejects all proposals.

B. Modifications.

The County reserves the right to issue addenda or amendments to this RFP.

C. Proposal Submission.

To be considered, all proposals must be submitted in the manner set forth in this RFP. It is the proposer's responsibility to ensure that its proposals arrive on or before the specified time.

D. Incurred Costs.

This RFP does not commit the County to pay any costs incurred in the preparation of a proposal in response to this RFP and proposers agree that all costs incurred in developing this RFP are the proposer's responsibility.

E. Final Authority.

The final authority to award a contract rests solely with the Shelby County Purchasing Department.

F. Proposal Validity.

Proposals submitted hereunder will be firm for ninety (90) calendar days from the due date unless otherwise qualified.

G. Disclosure of Proposal Contents

Provider understands and acknowledges that the County is a governmental entity subject to the laws of the State of Tennessee and that any reports, data, or other information supplied to the County is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee. All proposals and other materials submitted become the property of Shelby County Government. All proposal information, including detailed price and cost information, will be held in confidence during the evaluation process and before the time of a Notice of Intent to Award is issued. Thereafter, proposals will become public information.

H. LOSB

The County encourages the utilization of locally owned small businesses as sources of subcontract work. The County notifies all respondents that all firms and/or individuals shall comply with the regulations relative to nondiscrimination in federally assisted programs of the Title VI of the Civil Rights Act of 1964, as amended.

LOCALLY OWNED SMALL BUSINESS PURCHASING PROGRAM RULES AND REGULATIONS:

(i) The Administrator of Purchasing in conjunction with the Administrator of EOC shall identify certain goods and services required by the County to be set aside for special purchasing procedures for locally owned small businesses.

(ii) Only certified locally owned small businesses will be allowed to submit competitive bids on the goods or services identified under paragraph (i) above.

(iii) The Administrator of Purchasing shall, in conjunction with the Administrator of EOC, annually review the Shelby County Capital Improvement Program to determine those projects with a construction cost of \$250,000 or more. Contracts amounting to at least ten (10%) of the construction costs of such project shall be awarded to locally owned small businesses as defined herein, except as set forth in sub-paragraph (vi) of this section, either as part of the conditions of the solicitation for general contractors bidding on these projects, or as separate bids issued by the County for subcontracts that may be assigned to general contractors.

(iv) After adhering to all other bidding and purchasing requirements of the County, not inconsistent with this part, if no bids are received from locally owned small businesses, then the County may solicit bids for the goods or services from all other sources.

(v) On all purchases and/or contracts entered into by the County, the Purchasing Administrator or his or her designee shall have the right to negotiate with any supplier of goods or services to the County for the inclusion of locally owned small business subcontractors and/or suppliers in the contract award.

(vi) Failure by a supplier or contractor to include locally owned small business sub-contractors or suppliers in its bid or contract may be grounds for rejection of said bid or contract unless the supplier or contractor can show documented evidence of good cause why none were included.

(vii) Any locally owned small business awarded a contract or purchase order under this section shall not sublet, subcontract, or assign any work or services awarded to it without the prior written consent of the Mayor or the Purchasing Administrator.

(viii) As to those purchases below the requirement for a formal bid solicitation (currently, under \$15,000) and not included in the locally owned small business set aside, the Administrator of Purchasing shall determine if any locally owned small business offers that product or service. If so, at least one such eligible locally owned small business should be included in the vendors contacted for an opportunity to bid, and the Administrator of Purchasing may, at his discretion, designate in a purchase order the purchase of such goods and services from the identified locally owned small business.

(ix) In those situations where a locally owned small business as defined herein, engages in open competitive bidding for County contracts, the Administrator of Purchasing shall provide for a preference for the locally owned small business where responsibility and quality are equal. Said preferences shall not exceed five percent (5%) of the lowest possible bidder meeting specifications. The preference shall be applied on a sliding scale in the following manner:

- a. A preference of up to five percent (5%) shall be allowed for contracts up to \$500,000.00;
- b. A preference of up to three and five-tenths percent (3.5%) shall be allowed for contracts up to \$750,000.00;
- c. A preference of two and one-half percent (2.5%) shall be allowed for contracts up to \$1,000,000.00;
- d. A preference of two percent (2%) shall be allowed for contracts that exceed \$1,000,000.00.

(x) For construction contracts over \$2,000,000.00, the Administrator of Purchasing shall provide for a preference of two percent (2%) to general contractors meeting the requirements of Section 1, Subparagraph B, if fifty percent (50%) or more of the total work comprising the bid has been or will be awarded to certified locally owned small businesses. The fifty percent subcontracting threshold must be met prior to contract execution

(xi) The Administrator of Purchasing may divide a single bid package for any purchase of goods and services into two or more smaller bid packages in any case that the Administrator of Purchasing reasonably believes that the smaller bid packages will result in a greater number of bids by locally owned small businesses.

(xii) The Administrator of Purchasing, upon approval of the County Mayor, may establish special insurance and bonding requirements for certified locally owned small businesses so long as they are not in conflict with the laws of the State of Tennessee.

(xiii) The Administrator of Purchasing, with the approval of the County Mayor, shall adopt and promulgate, and may from time to time, amend rules and regulations not inconsistent with the provisions of this ordinance, governing the purchase of goods and services from locally owned small business concerns to effectuate and implement the Locally Owned Small Business Purchasing Program within the intent of this ordinance.

(xiv) The Administrator of EOC shall, in conjunction with the Administrator of Purchasing, provide a written quarterly report to the Mayor and Board of Commissioners which shall include a summary of the purchases selected for this program, a listing of the contracts awarded to locally owned small businesses for the period, and the dollar amounts of each such contract, and the percentage which such contracts bear to the total amount of purchases for the period.

I. Living Wage/Prevailing Wage

Living Wage-Shelby County Government Ordinance #328 “Living Wages” is hereby incorporated into this Request for Proposal and any resulting contract. Please make sure that you review and apply the requirements of the ordinance to your proposal response. Failure to do so will result in disqualification from the review and award process. You

may view and print the ordinance as a separate attachment for this RFP (*please do not forget to download ALL the additional attachments*).

Prevailing Wage – Any firm, individual, partnership or corporation awarded a contract by the COUNTY for the construction of, improvement, enlargement, alteration or replacement of a public work or project in excess of \$500,000 and any subcontractors of such public work or project in excess of \$100,000 (“Recipient”) shall be required to pay local prevailing wages and benefits for laborers, mechanics, or other listed classifications as defined by the Tennessee Department of Labor. The prevailing wage rate shall be the most current State of Tennessee prevailing wage established by the Tennessee Department of Labor For Region 1 (Shelby County). The benefit rates shall be the most current rates described in the published schedule by the Memphis and West Tennessee Building and Construction Trades Council, except as otherwise provided in the Shelby County Code of Ordinances. The applicable rate shall be determined at the time that the project is awarded. In instances where Prevailing wage applies, Prevailing Wage will override the Living Wage requirement.

J. Non-Discrimination and Title VI

The contractor hereby agrees, warrants, and assures compliance with the provisions of Title VI and VII of the Civil Rights Act of 1964 and all other federal statutory laws which provide in whole or in part that no person shall be excluded from participation or be denied benefits of or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by federal, Tennessee State Constitutional or statutory law. The contractor shall upon request show proof of such non-discrimination and shall post in conspicuous places available to all employees and applicants notices of non-discrimination.

Any recipient entity shall be subject to the requirements of Title VI of the Civil Rights Act of 1964, 42 U.S.C. 2000d et seq., and regulations promulgated pursuant thereto. It shall develop a Title VI implementation plan with participation by protected beneficiaries as may be required by such law or regulations. To the extent applicable, such plan shall include Title VI implementation plans sub recipients of federal funds through the entity. The contractor shall produce the plan upon request of Shelby County Government. Failure to provide same shall constitute a material breach of contract.

VII. GENERAL REQUIREMENTS AND INFORMATION

A. Background

Shelby County currently operates a Fleet Services Department at 6200 Haley Road, Memphis, TN. The selected contractor will be expected to provide all necessary personnel, management, and parts and supplies required to operate an efficient and effective on-site parts operation eight (8) hours a day, five (5) days per week, including any overtime hours required due to peak demand and emergency operation.

B. Scope of Contract

The County wishes to engage in a contractual relationship with the best-qualified company selected through a competitive process that will work well with the County's personnel in the performance of the Services in a manner that is cost-effective and practical of which price is but one of the selection criteria.

C. Project Time Frame

The initial contract term will begin July 1, 2013 or immediately upon execution of the contract through **June 30, 2014**, with the option to renew for **two (2)** additional one-year periods beginning July through June, with the same terms and conditions and satisfactory performance of all criteria and subject to the availability of funds for each renewal period. The optional renewal periods will be upon mutual written consent of both parties. The contractor must be prepared to begin immediately upon receipt of a Notice to Proceed.

D. Reservation of Rights

The County reserves the right, for any reason to accept or reject any one or more proposals, to negotiate the term and specifications for the services provided, to modify any part of the RFP, or to issue a new RFP.

The County may at any reasonable time, at its expense, make an audit of the contractor's books relative to the Accounts.

VIII. AWARD OF CONTRACT

Proposers are advised that the lowest cost proposal will not necessarily be awarded the contract, as the selection will be based upon qualification criteria as deemed by the County and as determined by the selection committee and the County Mayor.

IX. PURPOSE / SCOPE OF WORK

To select the best-qualified company and award a County-approved contract to perform the Services and to satisfactorily complete all activities associated with the management and operation of an on-site parts store, as instructed by the County.

A. Services Required

Specifically, the company will be required to perform under the direction of the Shelby County Fleet Services Department the following Services:

1. General Parts Information

The company shall be required to supply original equipment, parts and supplies or the equivalent or better. Fleet Services reserves the right to purchase parts and other supplies that cannot be provided by the company within the time frames specified. Fleet Services reserves the right, over the course of the resultant Contract period, to determine which products must be new or refurbished. The company shall also accept industry standard cores for rebuilding where the parts are acceptable as core exchanges, including water pumps, carburetors, pumps, alternators, engine blocks, etc. The Fleet services facility will work with the company throughout the contract period to determine the parts, supplies, and equipment to carry in inventory. This determination may be based on usage, fleet size, criticality of the part(s) ordered, turn-around time, or any combination of these factors.

2. Specifics

The company shall be wholly responsible for inventory control over all parts and equipment belonging to the company at the on-site parts store. All parts remain the property of the company until they are properly requisitioned by and delivered to Fleet Services shop personnel.

All invoices for parts and supplies shall be on a daily, weekly, or monthly basis, in a manner as directed by Fleet Services. Invoices should include the vehicle number, parts requisition numbers, parts numbers and description, unit price and transaction date, and must be in a format conducive to effective review and audit.

The company shall use a computer system to control and report inventory operations. The company will utilize computer hardware and software capable of monitoring and reporting: parts on hand, parts on order, back orders, usage, costs, and may include complete repair order information on vehicles and equipment including history data and billing information. Fleet Services reserves the right to ask for all reports considered necessary to monitor the company's operation and to receive them on whatever frequency needed.

All items must include full manufacturer's warranties and guarantees. On-site replacement for defective, inferior, or non-fit items must be guaranteed.

During weather emergencies or other emergency operations the parts room will need to be opened and operating for an indefinite period, until determination by Fleet Services that the emergency operation may cease.

The Fleet Services will provide the parts store facilities to the successful proposer free of charge. This will include heat, electricity, water, rest room facilities, break room, telephone, fax, copier, and furniture such as desks, chairs, and parts shelving. Prospective proposers will be provided an opportunity to inspect the specific facilities in question to determine the size, layout, and condition of the facilities and equipment provided prior to

submitting its proposal. Any required changes in the physical layout of the parts room should be indicated in the proposal.

No part(s) shall be issued to Fleet Services personnel without a properly executed parts requisition. The receipt shall contain specific tracking information, i.e. equipment number, reference number, receiving employee name, parts quantities, part number and description, price detail and any other data deemed necessary for effective tracking. A duplicate of each transaction must be provided with the billing for verification of accounting transactions.

The company may provide training to mechanics as deemed appropriate for use of new or current products, the cost, if any, for such training will be mutually agreed upon between the Fleet Services and the company prior to the training.

Nothing in the RFP or the resulting contract shall prevent the Fleet Services Department from procuring repair parts from other contractors in the course of obtaining repair services from such commercial contractors.

3. Waste Products

The company shall be expected to provide on-site, removal or recycling services for the following: used antifreeze, used refrigerant, used batteries, and battery acid. The company shall dispose of any such products in a way to ensure proper disposal, handling and shipping, in accordance with all applicable laws. The proposal shall include disclosure of any notice of violation received by the company concerning shipment or disposal of any such product or other hazardous material.

4. Part(s) and Supply Availability

Prior to assuming control of the parts operation, the company and the management of Fleet Services will jointly determine the adequacy of inventory. The company shall be expected to maintain maximum efficiency for stock items necessary to provide 80% of parts requirements within one (1) hour of demand, 10% within two (2) hours of demand, and 10% within twenty-four (24) hours of demand. If the company cannot provide the item within the time frame needed, the Fleet Services Manager shall be notified for a determination as to whether to purchase the items(s) elsewhere. The company is responsible for delivery of all parts and supplies. The company must notify the Fleet Services management of the price of any item requested that is not listed on the company standard price sheet and the Fleet Services management must agree to the price before that item is secured.

5. Contract Costs & Fee Structure

The company shall detail all pricing methods for cost of parts, markups, fees and any associated costs or discounts. **Also, please return Attachment A, Parts List with your response. Failure to return this Attachment could result in your bid being rejected**

as being none responsive. The Attachment is available in an excel spreadsheet format. Please contact Nelson Fowler @ nelson.fowler@shelbycountytn.gov and ask that he e-mail you a copy.

X. CONTRACT REQUIREMENTS

The successful Proposer will be expected to enter into a contract incorporating the following terms and conditions, and such additional terms and conditions standard to services of this type.

a. General Requirements

1. **Control.** All services by the Contractor will be performed in a manner satisfactory to the County, and in accordance with the generally accepted business practices and procedures of the County.

2. **Contractor's Personnel.** The Contractor certifies that it presently has adequate qualified personnel to perform all services required under this Contract. All work under this Contract will be supervised by the contractor. The Contractor further certifies that all of its employees assigned to serve the County have such knowledge and experience as required to perform the duties assigned to them. Any employee of the Consultant who, in the opinion of the County, is incompetent, or whose conduct becomes detrimental to the work, shall immediately be removed from association with services under this Contract.

3. **Independent Status.** (a) Nothing in this Contract shall be deemed to represent that the contractor, or any of the contractor's employees or agents, are the agents, representatives, or employees of the County. The Contractor will be an independent consultant over the details and means for performing its obligations under this Contract. Anything in this Contract which may appear to give County the right to direct the Contractor as to the details of the performance of its obligations under this Contract or to exercise a measure of control over the Contractor is solely for purposes of compliance with local, state and federal regulations and means that the Consultant will follow the desires of the County only as to the intended results of the scope of this Contract.

(b) It is further expressly agreed and understood by Contractor that neither it nor its employees or agents are entitled to any benefits which normally accrue to employees of the County; that the contractor has been retained by the County to perform the services specified herein (not hired) and that the remuneration specified herein is considered fees for services performed (not wages) and that invoices submitted to the County by the Contractor for services performed shall be on the Consultant's letterhead.

4. **Termination or Abandonment.** (a) It shall be cause for the immediate termination of this Contract if, after its execution, the County determines that either:

- i. The Contractor or any of its principals, partners or corporate officers, if a corporation, including the corporation itself, has plead nolo contendere, or has plead or been found guilty of a criminal violation, whether state or federal, involving, but not limited to, governmental sales or purchases, including but not limited to the rigging of bids, price fixing, or any other collusive and illegal activity pertaining to bidding and governmental contracting.
- ii. The Contractor has subcontracted, assigned, delegated, or transferred its rights, obligations, or interests under this Contract without the County's consent or approval as hereinafter set forth.
- iii. The Contractor has filed bankruptcy, become insolvent, or made an assignment for the benefit of creditors, or a receiver, or similar officer is appointed to take charge of all or part of Contractor's assets.

(b) The County may terminate the Contract upon five (5) days written notice by the County or its authorized agent to the Contractor for Contractor's failure to provide the services specified under this Contract.

(c) This Contract may be terminated by either party by giving thirty (30) days written notice to the other, before the effective date of termination. In the event of such termination, the Contractor shall be entitled to receive just and equitable compensation for any satisfactory work performed as of the termination date; however, the Contractor shall not be reimbursed for any anticipatory profits that have not been earned as of the date of termination.

(d) All work accomplished by Contractor prior to the date of such termination shall be recorded and tangible work documents shall be transferred to and become the sole property of the County prior to payment for services rendered.

(e) Notwithstanding the above, the Contractor shall not be relieved of liability to the County for damages sustained by the County by virtue of any breach of the Contract by the Contractor and the County may withhold any payments to Consultant for the purpose of setoff until such time as the exact amount of damages due the County from the Contractor is determined.

5. Subcontracting, Assignment or Transfer. Any subcontracting, assignment, delegation or transfer of all or part of the rights, responsibilities, or interest of either party to this Contract is prohibited unless by written consent of the other party. No subcontracting, assignment, delegation, or transfer shall relieve the Contractor from performance of its duties under this contract. The County shall not be responsible for the fulfillment of the Contractor's obligations to its transferors or sub-contractors. Upon the request of the other party, the subcontracting, assigning, delegating, or transferring party shall provide all documents evidencing the assignment.

6. Conflict Of Interest. The Contractor covenants that it has no public or private interest, and will not acquire directly or indirectly any interest, which would conflict in any manner with the performance of its services. The Contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of the County as wages, compensation, or gifts in exchange for acting as officer, agent, employee, sub-contractor to the Contractor in connection with any work contemplated or performed relative to this Contract.

7. Covenant against Contingent Fees. The Contractor warrants that it has not employed or retained any company or person other than a bona fide employee working solely for the Contractor, to solicit or secure this Contract, and that it has not paid or agreed to pay any company or person, other than a bona fide employee working solely for the Contractor any fee, commission, percentage, brokerage fee, gift, or any other consideration contingent upon or resulting from the award or making of this Contract. For breach or violation of this warranty, the County will have the right to recover the full amount of such fee, commission, percentage, brokerage fee, gift, or other consideration.

8. Employment of County Workers. (a) The Contractor will not engage, on a full or part-time, or other basis during the period of the Contract, any professional or technical personnel who are in the current employment of the County.

(b) Notwithstanding the foregoing, no prior County official or employee may be employed by or receive compensation, wages or benefits from the Contractor for a period of one year from employment separation from the County if during the period or employment with the County the employee or official had any direct or indirect involvement with the Contractor's services or operations provided to the County.

9. Arbitration. Any dispute concerning a question of fact in connection with the work not disposed of by agreement between the Consultant and the County will be referred to the Shelby County Contract Administrator or his/her duly authorized representative, whose decision regarding same will be final.

10. General Compliance with Laws. (a) If required, the Contractor shall certify that it is qualified and duly licensed to do business in the State of Tennessee and that it will take such action as, from time to time, may be necessary to remain so qualified and it shall obtain, at its expense, all licenses, permits, insurance, and governmental approvals, if any, necessary to the performance of its obligations under this Contract.

(b) The Contractor is assumed to be familiar with and agrees that at all times it will observe and comply with all federal, state, and local laws, ordinances, and regulations in any manner affecting the conduct of the work. The preceding shall include, but is not limited to, compliance with all Equal Employment Opportunity laws, the Fair Labor Standards Act, Occupational Safety and Health Administration (OSHA) requirements, the Americans with Disabilities Act (ADA), and all state and local laws, rules and regulations pertaining to electrical requirements of residential construction and renovation.

(c) This Contract will be interpreted in accordance with the laws of the State of Tennessee. By execution of this contract the Contractor agrees that all actions, whether sounding in contract or in tort, relating to the validity, construction, interpretation and enforcement of this contract will be instituted and litigated in the courts of the State of Tennessee, located in Shelby County, Tennessee, and in no other. In accordance herewith, the parties to this contract submit to the jurisdiction of the courts of the State of Tennessee located in Shelby County, Tennessee.

11. Nondiscrimination. The Contractor hereby agrees, warrants, and assures that no person shall be excluded from participation in, be denied benefits of, or be otherwise subjected to discrimination in the performance of this Contract or in the employment practices of the Contractor on the grounds of handicap and/or disability, age, race, color, religion, sex, national origin, or any other classification protected by Federal, Tennessee State constitutional, or statutory law. The Contractor shall upon request show proof of such nondiscrimination, and shall post in conspicuous places available to all employees and applicants notices of nondiscrimination.

12. Entire Agreement. This Contract contains the entire Contract of the parties and there are no other promises or conditions in any other Contract whether oral or written. This Contract supersedes any prior written or oral Contracts between the parties.

13. Amendment. This Contract may be modified or amended, only if the amendment is made in writing and is signed by both parties.

14. Severability. If any provision of this Contract is held to be unlawful, invalid or unenforceable under any present or future laws, such provision shall be fully severable; and this Contract shall then be construed and enforced as if such unlawful, invalid or unenforceable provision had not been a part hereof. The remaining provisions of this Contract shall remain in full force and effect and shall not be affected by such unlawful, invalid, or unenforceable provision or by its severance here from. Furthermore, in lieu of such unlawful, invalid, or unenforceable provision, there shall be added automatically as a part of this Contract a provision as similar in terms to such unlawful, invalid, or unenforceable provision as may be possible, and be legal, valid, and enforceable.

15. No Waiver of Contractual Right. No waiver of any term, condition, default, or breach of this Contract, or of any document executed pursuant hereto, shall be effective unless in writing and executed by the party making such waiver; and no such waiver shall operate as a waiver of either (a) such term, condition, default, or breach on any other occasion or (b) any other term, condition, default, or breach of this Contract or of such document. No delay or failure to enforce any provision in this Contract or in any document executed pursuant hereto shall operate as a waiver of such provision or any other provision herein or in any document related hereto. The enforcement by any party of any right or remedy it may have under this Contract or applicable law shall not be deemed an election of remedies or otherwise prevent such party from enforcement of one or more other remedies at any time.

16. Matters To Be Disregarded. The titles of the several sections, subsections, and paragraphs set forth in this contract are inserted for convenience of reference only and shall be disregarded in construing or interpreting any of the provisions of this contract.

17. Subject To Funding. This Contract is subject to annual appropriations of funds by the Shelby County Government. In the event sufficient funds for this Contract are not appropriated by Shelby County Government for any of its fiscal period during the term hereof, then this Contract will be terminated. In the event of such termination, the consultant shall be entitled to receive just and equitable compensation for any satisfactory work performed as of the termination date.

18. Travel Expenses. All travel expenses payable under this Contract shall be in accordance with the County Travel Policy and Procedures. This includes advance written travel authorization, submission of travel claims, documentation requirements, and reimbursement rates. The County will make no travel advances.

19. Incorporation of Other Documents. (a) Contractor shall provide services pursuant to this Contract in accordance with the terms and conditions set forth within the Shelby County Request for the Shelby County Purchasing Department and incorporated herein by reference.

(b) It is understood and agreed between the parties that in the event of a variance between the terms and conditions of this Contract and any amendment thereto and the terms and conditions contained either within the Request for Proposals/Bids or the Response thereto, the terms and conditions of this Contract as well as any amendment shall take precedence and control the relationship and understanding of the parties.

20. Contracting With Locally Owned Small Businesses. The Contractor shall take affirmative action to utilized Locally Owned Small Businesses when possible as sources of supplies, equipment, construction, and services.

21. Incorporation Of Whereas Clauses. The foregoing whereas clauses are hereby incorporated into this Contract and made a part hereof.

22. Waiver of Proprietary Interest. Notwithstanding anything to the contrary contained herein or within any other document supplied to County by the Contractor, Contractor understands and acknowledges that County is a governmental entity subject to the laws of the State of Tennessee and that any reports, data or other information supplied to County by Consultant due to services performed pursuant to this Contract is subject to being disclosed as a public record in accordance with the laws of the State of Tennessee.

23. Organization Status and Authority. (a) Contractor represents and warrants that it is a corporation, limited liability company, partnership, or other entity duly organized, validly existing and in good standing under the laws of the state of Tennessee; it has the

power and authority to own its properties and assets and is duly qualified to carry on its business in every jurisdiction wherein such qualification is necessary.

(b) The execution, delivery and performance of this Contract by the Contractor has been duly authorized by all requisite action and will not violate any provision of law, any order of any court or other agency of government, the organizational documents of the Contractor, any provision of any indenture, agreement or other instrument to which the Contractor is a party, or by which the Contractor's respective properties or assets are bound, or be in conflict with, result in a breach of, or constitute (with due notice or lapse of time or both) a default under any such indenture, agreement or other instrument, or result in the creation or imposition of any lien, charge or encumbrance of any nature whatsoever upon any of the properties or assets.

24. Warranty. The Contractor warrants to the County that all Services shall be performed in accordance with acceptable standards in the industry applicable to the Services. The Contractor shall correct, at its sole cost and expense, any work reasonably deemed to be unsatisfactory by the County. The Contractor warrants to the County that all Services shall be in strict compliance with the terms of this Contract, and all applicable governmental laws, rules and regulations.

25. Rights in Data. The County shall become the owner, and the Contractor shall be required to grant to the County, or its successors, a perpetual, non-exclusive, non-transferable, royalty-free right, in the County's name, to use any deliverables provided by the Contractor under this Contract, regardless of whether they are proprietary to the Contractor or to any third parties.

A. INDEMNIFICATION AND INSURANCE REQUIREMENTS

1. Responsibilities for Claims and Liabilities. (a) Contractor shall indemnify, defend, save and hold harmless the County, and its elected officials, officers, employees, agents, assigns, and instrumentalities from and against any and all claims, liability, losses or damages—including but not limited to Title VII and 42 USC 1983 prohibited acts—arising out of or resulting from any conduct; whether actions or omissions; whether intentional, unintentional, or negligent; whether legal or illegal; or otherwise that occur in connection with or in breach of this Contract or in the performance of the duties hereunder, whether performed by the Contractor its sub-contractors, agents, employees or assigns. This indemnification shall survive the termination or conclusion of this Contract.

2. Insurance Requirements. The Contractor will provide evidence of the following

Insurance coverage:

**PROFESSIONAL SERVICES/CONSULTANT PROJECTS LESS THAN
\$1,000,000**

Minimum Limits of Insurance

The Contractor shall maintain coverage with limits of no less than:

- 1) *Commercial General Liability Insurance* \$1,000,000 limit per occurrence bodily injury and property damage/\$1,000,000 personal and advertising injury/\$2,000,000 General Aggregate/\$2,000,000 Products-Completed Operations Aggregate. Shelby County Government, its elected officials, appointees, employees and members of boards, agencies, and commissions shall be named as additional insured. The insurance shall include coverage for the following:
 - a) Premises/Operations
 - b) Explosion, Collapse, & Underground Property Coverage, if applicable
 - c) Products/Completed Operations
 - d) Contractual
 - e) Independent Contractors
 - f) Broad Form Property Damage, if applicable
 - g) Personal Injury and Advertising Liability
- 2) *Business Automobile Liability Insurance* - \$1,000,000 each accident for property damage and bodily injury. Coverage is to be provided on all:
 - a) Owned/Leased Autos
 - b) Non-Owned Autos
 - c) Hired Autos
- 3) *Workers Compensation and Employers' Liability Insurance* – Including coverage for sole proprietors, partners, and officers, regardless of requirement by Tennessee State Statute. Policy is to be specifically endorsed to include these individuals for coverage. Employers Liability Coverage is \$1,000,000 per accident. The Contractor waives its right of subrogation against Shelby County for any and all workers' compensation claims.
- 4) *Professional Liability Errors & Omissions Insurance* - \$1,000,000 per claim or occurrence/\$3,000,000 annual aggregate.
- 5) *Employee Dishonesty* - Minimum of \$25,000 per claim.
- 6) *Umbrella or Excess Liability Insurance* – a minimum of \$2,000,000 umbrella or excess coverage.
- 7) Provider shall maintain “All Risk” or equivalent insurance on Contractor’s business personal property and inventory and any improvements or betterments.

All policies will provide for 30 days written notice to Shelby County of cancellation of coverage provided. Ten (10) days notice applicable to non-payment of premium. If

insurer is not required by the policy terms and conditions to provide written notice of cancellation to Shelby County, the Contractor will provide immediate notice to Shelby County.

All insurance policies maintained by the Contractor shall provide that insurance as applying to Shelby County shall be primary and non-contributing irrespective of such insurance or self-insurance as Shelby County may maintain in its own name and on its own behalf.

All insurance policies maintained by the Provider shall provide that insurance as applying to Shelby County shall be primary and non-contributing irrespective of such insurance or self-insurance as Shelby County may maintain in its own name and on its own behalf. Any insurance company of the Provider shall be admitted and authorized to do business in the State of Tennessee and shall carry a minimum rating assigned by A.M. Best & Company's Key Rating Guide of "A-" and a Financial Size Category of "X".

B. Right to Monitor and Audit

Access to Records. During all phases of the work and services to be provided hereunder the Contractor agrees to permit duly authorized agents and employees of the County, to enter the Contractor's offices for the purpose of inspections, reviews and audits during normal working hours. Reviews may also be accomplished at meetings that are arranged at mutually agreeable times and places. The Contractor will maintain all books, documents, papers, accounting records, and other evidence pertaining to the fee paid under this Contract and make such materials available at their offices at all reasonable times during the period of this Contract and for three (3) years from the date of payment under this Contract for inspection by the County or by any other governmental entity or agency participating in the funding of this Contract, or any authorized agents thereof; copies of said records to be furnished if requested.

XI. PROPOSAL SUBMISSION

A. GENERAL

1. All interested and qualified Proposers are invited to submit a proposal for consideration. Submission of a proposal indicates that the Proposer has read and understands this entire RFP, including all attachments, exhibits, schedules, and addenda (as applicable) and all concerns regarding this RFP have been satisfied.

2. Proposals must be submitted in the format described below. Proposals are to be prepared in such a way as to provide a straightforward, concise description of capabilities to satisfy the requirements of this RFP. Expensive bindings, colored displays, promotional materials, etc. are

neither necessary nor desired. Emphasis should be concentrated on conformance to the RFP instructions, responsiveness to the RFP requirements, and on completeness and clarity of content.

3. Proposals must be complete in all respects as required in this section. A proposal may not be considered if it is conditional or incomplete.
4. **Hard copy proposals must be received by no later than 4:00 pm (CST) on Friday, Jun 14, 2013, at Shelby County Government Purchasing Department, 160 N. Main St., Suite 550, Memphis, TN 38103.**
5. Proposer agrees to provide the County with any additional information it deems necessary to accurately determine their ability to perform the services proposed. Furthermore, submission of this proposal constitutes permission by this organization for the County to verify all information contained in the proposal. Failure to comply with any request for additional information may disqualify this organization from further consideration. Such additional information may include evidence of financial ability to perform.

B. PROPOSAL PRESENTATION

1. One (1) original (clearly identified as original) five copies and one (1) CD of the proposal are required.
2. The package containing the original and copies must be sealed and marked with the Proposer's name and **"CONFIDENTIAL, ON-SITE AUTOMOTIVE WAREHOUSE, "RFP # 13-003-56A,"** with due date and time indicated.
3. Proposals must be in ink. Erasures and "white-out" are not permitted. Mistakes may be crossed out, corrections typed adjacent and initialed in ink by the person signing the proposal. Please identify all attachments, literature and samples, etc., with your firm name and our bid number.
4. Proposals must be verified before submission as they cannot be withdrawn or corrected after being opened. The County will not be responsible for errors or omissions on the part of bidders in making up their proposals. A responsible officer or employee must sign proposals. Tennessee sales tax shall not be included in the Consultant's proposal.

C. PROPOSAL FORMAT

Response to this RFP must be in the form of a proposal package that must be submitted in the following format: **Please download the attachment to this document.** The Proposal Response Sheet (*required documents*) should be the first two pages of your written response.

1. Cover Page – Submit on letterhead stationary, signed by a duly authorized officer, employee, or agent of the organization/firm.

2. Comprehensive Response
 - a. Outline of how respondent can meet or exceed the minimum requirements.
 - b. Detail of how the respondent is qualified to provide the services required.
 - c. A detailed description of the approach for accomplishing the services (include a time schedule for completion of each element).

3. Cost and Fees
 - a. Provide the applicable itemized fees and any commissions included in the proposal for the Services for each element in the scope of work (this includes a breakdown of the cost proposed for any sub-contractor working in conjunction with your organization on the project).
 - b. Explain any assumptions or constraints in a price proposal to perform the services.
 - c. Explain any additional charges or fees in the proposal.
 - d. Adhere to the requirements of the “Living Wage Ordinance #328,” Section VI, Item i.

4. Experience of the Respondent.

A sufficient description of the experience and knowledge base of the Proposer to show the Proposer’s capabilities should be included in the Proposal. At a minimum, the description of the experience and knowledge base of the Proposer included in the Proposal should include, but not necessarily be limited to, the following:

- a. A brief description of the history and mission of the Proposer, including the Respondent's background and mission statement, the length of time the Proposer has been in business, a description of the Proposer's organization structure and a description of the Proposer's customer make-up;
- b. A statement of how long Proposer has provided services similar to the services requested herein;
- c. A general description of the Proposer's experience and background in providing services similar to the Services requested herein;
- d. Any other relevant information about the experience and knowledge base of the Proposers which is deemed to be material.

5. References

References of the Proposer, including at least three (3) other clients for whom the Proposer has provided services similar to the Services (with preference given to clients comparable to Shelby County Government) and, for each such reference, the business name, the identification of a contact person, the title of the contact person and a telephone number.

6. Additional Information

- a. A description of any other resources available to the Proposer that will be useful in providing the Services;
- b. A description of the methods used by the Proposer to measure the satisfaction of its client;
- c. Any other relevant information about the capabilities of the Proposer deemed to be material.

XII. PROPOSAL EVALUATION AND SELECTION

A. EVALUATION PROCESS

- 1. Initial Review – All proposals will be initially evaluated to determine if they meet the following minimum requirements:
 - a. The proposal must be complete, in the required format, and be in compliance with all the requirements of the RFP.

- b. Proposers must meet the Minimum Proposer Requirements outlined in Section II of this RFP.
2. Technical Review- Proposals meeting the above requirements will be evaluated based on the following criteria:
- a. Each proposal will be reviewed by a special committee, appointed by the using department, which may elect to schedule a personal presentation and interview with one or more of the proposers. After the review process is completed, this committee will recommend the successful proposer to the Purchasing Administrator, who makes the decision, subject to the approval of the contract by the Mayor.
 - b. The committee will assess the proposals for this project. Evaluation criteria to include:
 - i. Understanding of the Services required by the County;
 - ii. Quality and responsiveness of the proposal;
 - iii. Quality and availability of staff assigned to the project;
 - iv. Related experience of the individuals assigned to this project;
 - v. Recent experience on similar projects.

Once the technical proposal is discussed and ranked, the cost proposal will be reviewed for consistency with, and in light of, the evaluation of the technical proposal.

3. Oral Presentation.

The Shelby County Government reserves the right to interview, or require an oral presentation from, any respondent for clarification of information set forth in the Proposer's response. In this regard, at the discretion of the evaluation committee, some or all Proposers who submit a Proposal in response to this RFP may be asked to submit to an interview or give an oral presentation of their respective Proposals to the evaluation committee. If so, this is not to be a presentation restating the Proposal, but rather an in-depth analysis of certain qualifications of the Proposer. The interview or oral presentation, if utilized, is intended to provide an opportunity for the Proposer to clarify or elaborate on its qualifications without restating the Proposal. The interview or oral presentation is to be a fact finding and explanation session only and is not to be used to negotiate any terms of the contract. If required, the time and location of such interview or oral presentation will be scheduled by the Administrator of Purchasing. Interviews and oral presentations are strictly an option of the Shelby County Government or its evaluation committee and, consequently, may or may not be conducted. All travel expenses to and from the interview or oral presentation shall be the responsibility of the Proposer. Selection will be based on determination of

which proposal best meets the needs of the County and the requirements of this RFP.

Shelby County Government reserves the right to consider the vendor's EOC rating in all evaluations.

B. CONTRACT AWARD

Contract(s) will be awarded based on a competitive selection of proposals received. Proposers are advised that the lowest cost proposal will not necessarily be awarded the Contract, as the selection will be based upon qualification criteria as deemed by the County and as determined by the selection committee and the County Mayor. The proposals submitted will be evaluated by the County. All decisions are made at the discretion of the County.

The contents of the proposal of the successful Proposer will become contractual obligations and failure to accept these obligations in a contractual agreement may result in cancellation of the award.

The County reserves the right to negotiate any portions of the successful Proposer's fees and scope of work or utilize their own resources for such work.

ATTACHMENT A,
RFP # 13-003-56A,
ON-SITE AUTOMOTIVE PARTS WAREHOUSE,

PARTS LISTING BID TAB							
ITEM DESCRIPTION	NAPA PART NUMBER	QUANTITY	PART NUMBER TO BE PROVIDED	LIST PRICE FOR PART	TOTAL COST AT LIST PRICE	PRICE TO SHELBY COUNTY	TOTAL COST TO SHELBY COUNTY
FILTERS							
FILTER	1372	210		0.00	0.00	0.00	0.00
FILTER	1516	200		0.00	0.00	0.00	0.00
FILTER	1085	170		0.00	0.00	0.00	0.00
FILTER	1348	50		0.00	0.00	0.00	0.00
FILTER	1060	40		0.00	0.00	0.00	0.00
FILTER	1040	35		0.00	0.00	0.00	0.00
FILTER	9883	30		0.00	0.00	0.00	0.00
FILTER	1042	30		0.00	0.00	0.00	0.00
FILTER	2329	30		0.00	0.00	0.00	0.00
FILTER	7312	25		0.00	0.00	0.00	0.00
FILTER	1799	25		0.00	0.00	0.00	0.00
FILTER	6418	25		0.00	0.00	0.00	0.00
FILTER	1971	25		0.00	0.00	0.00	0.00
FILTER	3338	20		0.00	0.00	0.00	0.00
FILTER	2253	20		0.00	0.00	0.00	0.00
FILTER	3481	20		0.00	0.00	0.00	0.00
FILTER	4056	20		0.00	0.00	0.00	0.00
FILTER	1734	20		0.00	0.00	0.00	0.00
FILTER	3422	15		0.00	0.00	0.00	0.00
FILTER	3472	15		0.00	0.00	0.00	0.00
FILTER	3595	15		0.00	0.00	0.00	0.00
FILTER	3403	15		0.00	0.00	0.00	0.00
FILTER	1748XD	15		0.00	0.00	0.00	0.00
FILTER	3418	15		0.00	0.00	0.00	0.00
FILTER	6077	15		0.00	0.00	0.00	0.00
PARTS							
BATTERY	7236	75		0.00	0.00	0.00	0.00
BATTERY	7565	50		0.00	0.00	0.00	0.00
BATTERY	7534	30		0.00	0.00	0.00	0.00
BATTERY	7578	20		0.00	0.00	0.00	0.00
UPPER BALL JOINT	2601349	20		0.00	0.00	0.00	0.00
BATTERY	7527	20		0.00	0.00	0.00	0.00
LOWER BALL JOINT	26011351	20		0.00	0.00	0.00	0.00
THERMOSTAT	269	20		0.00	0.00	0.00	0.00
NAPA OIL SEAL	19223	20		0.00	0.00	0.00	0.00
BATTERY	7266	15		0.00	0.00	0.00	0.00
THERMOSTAT GASKET	1038ST	15		0.00	0.00	0.00	0.00
UPPER BALL JOINT	2601429	15		0.00	0.00	0.00	0.00
BATTERY	7237	15		0.00	0.00	0.00	0.00
NAPA OIL SEAL	19784	10		0.00	0.00	0.00	0.00
NEW WATER PUMP	43034	10		0.00	0.00	0.00	0.00
LOWER BALL JOINT	2601540	10		0.00	0.00	0.00	0.00
SERPENTINE BELT	25060868	10		0.00	0.00	0.00	0.00
FLASHER	262	10		0.00	0.00	0.00	0.00
CURVED RADIATOR HOSE	8722	10		0.00	0.00	0.00	0.00
GASKET	3303106	10		0.00	0.00	0.00	0.00
BATTERY	7536R	10		0.00	0.00	0.00	0.00
LOWER BALL JOINT	2601431	10		0.00	0.00	0.00	0.00
BLOWER MOTOR RESISTOR	BR125	10		0.00	0.00	0.00	0.00
DOOR HINGE BUSHING KIT	6755164	10		0.00	0.00	0.00	0.00

PLEASE RETURE THIS ATTACHMENT WITH YOUR RESPONSE.

ATTACHMENT A,
RFP # 13-003-56A,
ON-SITE AUTOMOTIVE PARTS WAREHOUSE,
PARTS LISTING BID TAB

ITEM DESCRIPTION	NAPA PART NUMBER	QUANTITY	PART NUMBER TO BE PROVIDED	LIST PRICE FOR PART	TOTAL COST AT LIST PRICE	PRICE TO SHELBY COUNTY	TOTAL COST TO SHELBY COUNTY
BRAKE PARTS							
REMAN GRIPPER KIT	GR4510G	20		0.00	0.00	0.00	0.00
DISC BRAKE PADS	UP7863X	15		0.00	0.00	0.00	0.00
BRAKE ROTOR	880036	10		0.00	0.00	0.00	0.00
16.50X7.00 BRAKE DRUM	3600AX	10		0.00	0.00	0.00	0.00
REMAN BRAKE SHOE	GM4515TCR	10		0.00	0.00	0.00	0.00
WHEEL CYLINDER	37857	10		0.00	0.00	0.00	0.00
BRAKE ROTOR	86655	10		0.00	0.00	0.00	0.00
BRAKE ROTOR	880508	10		0.00	0.00	0.00	0.00
DISC BRAKE PADS	UP7732AX	10		0.00	0.00	0.00	0.00
BRAKE ROTOR	880037	10		0.00	0.00	0.00	0.00
BRAKE ROTOR	86749	10		0.00	0.00	0.00	0.00
BRAKE ROTOR	880134	10		0.00	0.00	0.00	0.00
DISC BRAKE PADS	UP7974ASD	10		0.00	0.00	0.00	0.00
BRAKE ROTOR	88073	10		0.00	0.00	0.00	0.00
DISC BRAKE ROTOR HUB	86452	5		0.00	0.00	0.00	0.00
DISC BRAKE ROTOR HUB	86528	5		0.00	0.00	0.00	0.00
DISC BRAKE ROTOR HUB	86597	5		0.00	0.00	0.00	0.00
BRAKE ROTOR	86799	5		0.00	0.00	0.00	0.00
BRAKE ROTOR	880507	5		0.00	0.00	0.00	0.00
DISC BRAKE PADS	UP7732M	5		0.00	0.00	0.00	0.00
DISC BRAKE PADS	UP7476	5		0.00	0.00	0.00	0.00
BRAKE DRUM	4401445	5		0.00	0.00	0.00	0.00
BRAKE ROTOR HUB	4886446	5		0.00	0.00	0.00	0.00
BRAKE ROTOR ONLY	48880036	5		0.00	0.00	0.00	0.00
SMALL PARTS							
LAMP BULB	3157	130		0.00	0.00	0.00	0.00
ACCUFIT CONVENTIONAL	60020	110		0.00	0.00	0.00	0.00
ACCUFIT CONVENTIONAL	60018	100		0.00	0.00	0.00	0.00
ACCUFIT CONVENTIONAL	60019	75		0.00	0.00	0.00	0.00
ACCUFIT CONVENTIONAL	60022	75		0.00	0.00	0.00	0.00
CHAMP SM ENG SPARK PLG	843	50		0.00	0.00	0.00	0.00
WHL NUT-RGT OD-1 1 2	WA2010	45		0.00	0.00	0.00	0.00
LAMP BULB	1141	45		0.00	0.00	0.00	0.00
WHEEL NUT RIGHT 1 1	WA2010	40		0.00	0.00	0.00	0.00
LAMP BULB	3057	40		0.00	0.00	0.00	0.00
LAMP BULB	912	40		0.00	0.00	0.00	0.00
CHAMP COPPER SPARK PLG	71	40		0.00	0.00	0.00	0.00
ACCUFIT CONVENTIONAL	60024	40		0.00	0.00	0.00	0.00
LAMP BULB	1157	40		0.00	0.00	0.00	0.00
SPARK PLUG	AP104	40		0.00	0.00	0.00	0.00
LAMP BULB	194	40		0.00	0.00	0.00	0.00
PLATINUM SPARK PLUG	AP103	35		0.00	0.00	0.00	0.00
CHAMP PLT PWR SPARK PLG	3318	35		0.00	0.00	0.00	0.00
WHEEL NUT-LEFT OD	WA2001	35		0.00	0.00	0.00	0.00
CHAMP COPPER SPARK PLG	404	30		0.00	0.00	0.00	0.00
LAMP BULB	1156	30		0.00	0.00	0.00	0.00
WHEEL NUT	6412055	25		0.00	0.00	0.00	0.00
MUD FLAPS	8235076	25		0.00	0.00	0.00	0.00
CHAMP PLT PWR SPARK PLG	3983	25		0.00	0.00	0.00	0.00
SPARK PLUG	6987	25		0.00	0.00	0.00	0.00
TOTAL					0.00		0.00
COST FOR PARTS NOT LISTED				% OF LIST PRICE			

PLEASE RETURN THIS ATTACHMENT WITH YOUR RESPONSE.