



BoardDocs Cover Page

(Due to final Cabinet-level approver on Monday at noon, 2+ weeks prior to BOE meeting date)

Meeting Date:	August 8, 2018		
Agenda Session: (Category)	<input type="checkbox"/> Closed <input type="checkbox"/> Public Hearing	<input type="checkbox"/> Regular (Information, Reports, System Recognitions) <input checked="" type="checkbox"/> Work Session (Bids, former F&F items)	
Title (Subject):	NIPA RFP#17-02 Automotive Parts		
Access:	<input type="checkbox"/> Private	<input checked="" type="checkbox"/> Public	
Type:	<input type="checkbox"/> Action (e.g., bids) <input type="checkbox"/> Action/Consent (e.g., staffing, grants over \$25k) <input type="checkbox"/> Discussion	<input checked="" type="checkbox"/> Information (e.g., grants under \$25k) <input type="checkbox"/> Report	
Aspirational Goals: (May select multiple)	<input type="checkbox"/> 1-Student Achievement <input type="checkbox"/> 2-Effective and Engaged Staff <input checked="" type="checkbox"/> 3-Resource Allocation	<input type="checkbox"/> 4-Family and Community Involvement <input type="checkbox"/> 5-Health and Safety	
Recommended Action:			
Backup Documents:	<input type="checkbox"/> YES <input checked="" type="checkbox"/> NO If yes, how many? _____ Is one a PowerPoint (PPT): <input type="checkbox"/> YES <input checked="" type="checkbox"/> NO Submitted: <input type="checkbox"/> Herewith <input type="checkbox"/> Later <input type="checkbox"/> Both Comment: _____ Immediately following receipt of an email confirmation that this item has been approved by the Superintendent, the person posting this agenda topic to BoardDocs is responsible for emailing the approved PPT to tim.dean@fcps.org .		

PURPOSE OF PRESENTATION: Staff would like to inform the Board of Education of Frederick County that Frederick County Public Schools (FCPS) is riding the above contract from National Intergovernmental Purchasing Alliance.

BACKGROUND/SUMMARY: This contract will be utilized by FCPS for the purchase of light-duty aftermarket vehicle parts & supplies for the Transportation Department.

PRESENTER(S) & TITLE(S):

Shane Ryberg, Purchasing Agent
Fred Punturiero, Director of Transportation

SUBMITTED BY:

Stephen P. Starmer, C.P.M., CSBA, Purchasing Manager
Leslie R. Pellegrino, Chief Financial Officer

Cooperative Purchasing / Bid Renewal Worksheet

Bid # : RFP# 17-02

Bid Title: Automotive Parts

Agent: Shane Ryberg, Purchasing Agent

Requestor: Fleet Maintenance Manager

Date: 7/6/2018

Name of Cooperative Agency: National Intergovernmental Purchasing Alliance

Cooperative Records (Rider use only):

Proof of Advertising: Yes X No Attached: Yes X No

Verification of lowest bidder: Yes X No Attached: Yes X No

Jurisdiction's Approval Authority: Yes X No Attached: Yes X No

Technical Bid Specs: Yes X No Attached: Yes X No

Verify provisions for FCPS to use: Yes X No Attached: Yes X No

Competitiveness:

Phone Calls to Check Pricing: Yes No X Attached: Yes No X

Fax/e-mail Quotes: Yes No X Attached: Yes No X

Check Other Contracts: Yes X No Attached: Yes No X

Price Indices: Yes No X Attached: Yes No X

Bid Tabulation: Yes X No Attached: Yes X No

Other Competitive Advantage: Yes X No Attached: Yes No X

Additional Information:

- Quick & efficient ordering system through Auto Zone Pro website.
- Pricing automatically calculates daily against any regional/national promotional pricing programs.
- Multiple locations around Frederick County, not limited to supply of one branch.

Approval by:

Stephen P. Starmer
Stephen P. Starmer, C.P.M., CSBA,
Purchasing Manager

7/26/18
Date:

Leslie R. Pellegrino
Leslie R. Pellegrino
Chief Financial Officer *Acting CFO*

7/26/18
Date:



Proof of Advertising

19

Arizona Business Gazette

The business resource

PO BOX 194
Phoenix, Arizona 85001-0194
(602) 444-7315 FAX (602) 444-5901

Region 4 Education Service Center (ESC) is requesting proposals from qualified and experienced firms to provide Automotive Parts and Supplies (RFP No. 17-02). In order to be considered, the Offeror must complete and submit a proposal to Region 4 Education Service Center (ESC) in accordance with the solicitation documentation available at <http://www.nationalipa.org/Pages/Solicitations.aspx>.
PROPOSAL DUE DATE: February 23, 2017, before 2:00 PM LOCAL TIME.
Pub: Jan. 26, 2017

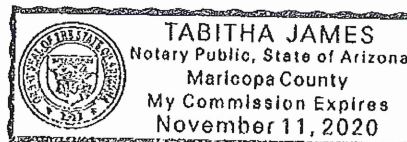
STATE OF ARIZONA
COUNTY OF MARICOPA

} SS.

Justin Silver, being first duly sworn, upon oath deposes and says: That he is the Manager of the Arizona Business Gazette, a newspaper of general circulation in the counties of Maricopa, Coconino, Pima and Pinal, in the State of Arizona, published weekly at Phoenix, Arizona, and that the copy hereto attached is a true copy of the advertisement published in the said paper on the dates indicated.

1/26/2017

Sworn to before me this
26TH day of
JANUARY 2017



Notary Public

4770 S. 5600 W.
WEST VALLEY CITY, UTAH 84118
FED.TAX I.D.# 87-0217663
801-204-6910

Deseret News

Utah
Media
Group

The Salt Lake Tribune

PROOF OF PUBLICATION CUSTOMER'S COPY

CUSTOMER NAME AND ADDRESS

LOVE ADVERTISING,
ACCOUNTS PAYABLE
770 S POST OAK LN STE 101

HOUSTON TX 77056

ACCOUNT NUMBER

9001500383

DATE

1/19/2017

ACCOUNT NAME

LOVE ADVERTISING,

TELEPHONE

7135521055

ORDER # / INVOICE NUMBER

0001132568 /

PUBLICATION SCHEDULE

START 01/19/2017 END 01/19/2017

CUSTOMER REFERENCE NUMBER

RFP No. 17-02

CAPTION

REQUEST FOR PROPOSALS Region 4 Education Service Center (ESC) is requesting pr

SIZE

23 LINES

1 COLUMN(S)

TIMES

2

TOTAL COST

41.34

REQUEST FOR PROPOSALS

Region 4 Education Service Center (ESC) is requesting proposals from qualified and experienced firms to provide Automotive Parts and Supplies (RFP No. 17-02). In order to be considered, the Offeror must complete and submit a proposal to Region 4 Education Service Center (ESC) in accordance with the solicitation documentation available at <http://www.nationalipa.org/Pages/Solicitations.aspx>

PROPOSAL DUE DATE:
February 23, 2017, Be-
fore 2:00 PM LOCAL TIME.
1132568 UPXLP

AFFIDAVIT OF PUBLICATION

AS NEWSPAPER AGENCY COMPANY, LLC dba UTAH MEDIA GROUP LEGAL BOOKER, I CERTIFY THAT THE ATTACHED ADVERTISEMENT OF REQUEST FOR PROPOSALS Region 4 Education Service Center (ESC) is requesting proposals from qualified and experienced firms to provide Automotive Parts and Supp FOR LOVE ADVERTISING, WAS PUBLISHED BY THE NEWSPAPER AGENCY COMPANY, LLC dba UTAH MEDIA GROUP, AGENT FOR DESERET NEWS AND THE SALT LAKE TRIBUNE, DAILY NEWSPAPERS PRINTED IN THE ENGLISH LANGUAGE WITH GENERAL CIRCULATION IN UTAH, AND PUBLISHED IN SALT LAKE CITY, SALT LAKE COUNTY IN THE STATE OF UTAH. NOTICE IS ALSO POSTED ON UTAHLEGALS.COM ON THE SAME DAY AS THE FIRST NEWSPAPER PUBLICATION DATE AND REMAINS ON UTAHLEGALS.COM INDEFINATELY. COMPLIES WITH UTAH DIGITAL SIGNATURE ACT UTAH CODE 46-2-101; 46-3-104.

PUBLISHED ON Start 01/19/2017 End 01/19/2017

DATE 1/19/2017

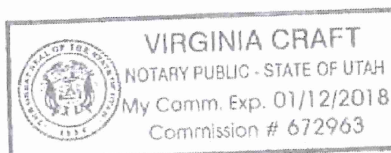
SIGNATURE

STATE OF UTAH)

COUNTY OF SALT LAKE)

SUBSCRIBED AND SWORN TO BEFORE ME ON THIS 19TH DAY OF JANUARY IN THE YEAR 2017

BY ANN DARTNELL



Virginia Craft
NOTARY PUBLIC SIGNATURE

AFFIDAVIT OF PUBLICATION

DJC



921 S.W. Washington St. Suite 210 / Portland, OR 97205-2810
(503) 226-1311

STATE OF OREGON, COUNTY OF MULTNOMAH--ss.

I, **Michelle Ropp**, being first duly sworn, depose and say that I am a **Principal Clerk** of the **Daily Journal of Commerce**, a newspaper of general circulation in the counties of **CLACKAMAS, MULTNOMAH, and WASHINGTON** as defined by ORS 193.010 and 193.020; published at Portland in the aforesaid County and State; that I know from my personal knowledge that the Goods and Services notice described as

Case Number: NOT PROVIDED
AUTOMOTIVE PARTS AND SUPPLIES


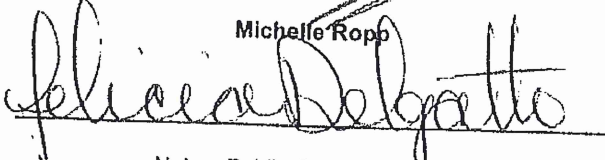
Region 4 Education Service Center; Bid Location Houston, TX, Brazoria County; Due 02/23/2017 at 02:00 PM

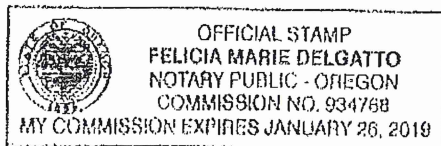
a printed copy of which is hereto annexed, was published in the entire issue of said newspaper for 1 time(s) in the following issues:

1/20/2017

State of Oregon
County of Multnomah

SIGNED OR ATTESTED BEFORE ME
ON THE 20th DAY OF January, 2017


Michelle Ropp

Felicia Marie Delgatto
Notary Public-State of Oregon



**REGION 4 EDUCATION
SERVICE CENTER
AUTOMOTIVE PARTS AND SUPPLIES**
Proposal due 2:00 PM
February 23, 2017
REQUEST FOR PROPOSAL

Region 4 Education Service Center (ESC) is requesting proposals from qualified and experienced firms to provide **Automotive Parts and Supplies (RFP No. 17-02)**. In order to be considered, the Offeror must complete and submit a proposal to Region 4 Education Service Center (ESC) in accordance with the solicitation documentation available at <http://www.nationalipa.org/Pages/Solicitations.aspx>.
Published Jan. 20, 2017. 11251928

Love Advertising
National Ipa
770 S Post Oak Ln Ste 101
Houston, TX 77056-1913

Order No.: 11251928
Client Reference No: RFP No. 17-02

Verification lowest
BIDDER



Bid Tab Summary
Automotive Parts
RFP # 17-02

The Cooperative Purchasing Network
Evaluation Criteria

Description	Total Weighted Value	<i>Auto Zone</i>
Products/Pricing	40	36
Performance Capability	25	23
Qualification & Experience	25	23
Value Add	10	6
Total	100	88

It is recommended that the following contract award be made:

Contract

Automotive Parts

Award

Auto Zone



2555 Meridian Blvd., Suite 300, Franklin, TN 37067

NATIONAL INTERGOVERNMENTAL PURCHASING ALLIANCE

Jurisdiction Appeal
Authority

April 28, 2017

George Verkamp
Director, Commercial Business Development
AutoZone Parts, Inc
123 South Front Street
Memphis, TN 38103

Re: Award of Contract # R170201

Dear Mr. Verkamp:

Per official action taken by the Board of Directors of Region 4 Education Service Center, on April 25, 2017, National IPA is pleased to announce that after approval of the exceptions as agreed upon in the terms and conditions that AutoZone Parts, Inc has been awarded an annual contract for the following, based on the sealed proposal (RFP# 17-02) submitted on February 23, 2017:

Commodity/Service

Automotive
Parts and Supplies

Supplier

AutoZone Parts, Inc

This contract is effective May 1, 2017 and will expire on April 30, 2020. As indicated above, your Contract # is R170201. This contract may be renewed annually for an additional two (2) years if mutually agreed by Region 4 ESC/National IPA and AutoZone Parts, Inc.

Your participation in the proposal process is appreciated and we look forward to a successful partnership. Please feel free to provide copies of this letter to your sales representative(s) to assist in their daily course of business.

If you have any questions, please contact Al Piper, Contract Manager assigned to your contract at phone # 615-380-1307 or alan.piper@nationalipa.org

Sincerely,

Al Piper, CPPB
Contract Manager

Technical BID specs



Tab 4
Product / Services Specifications (pgs. 26-29, Appendix B)

Appendix B:**PRODUCT / SERVICES SPECIFICATIONS**

Vendor(s) shall, at the request of any member institution, perform and provide these products and/or covered services under the terms of this agreement. The supplier shall assist the end user with making a determination of their individual needs, as stated below.

Pricing:

Vendor shall submit pricing based on the following:

- Product Category
- Verifiable Price List – *Available at www.autozonepro.com with valid user name and password*
- Percent Discount (*from stated verifiable price list*) - *All categories set at 50% discount from*

Electronic price lists **must** accompany the proposal.

The following is a list of suggested (but not limited to) categories. List all products along with equipment specification (*if not included in price list*) that you are responding to:

- Accessories - Interior & Exterior
- Air Conditioning
- Battery & Accessories
- Belts & Hoses
- Body & Trim NOT AVAILABLE
- Brakes
- Charging & Starting
- Cooling & Heating
- Engine Parts & Mounts
- Exhaust
- Filters & PVC Valves
- Fuel & Emissions
- Hardware & Fasteners
- Ignition & Tune-up
- Lighting & Electrical
- Oil, Fluids & Chemicals
- Performance
- Suspension & Steering
- Tire & Wheel NOT AVAILABLE
- Tools & Shop Equipment
- Transmission & Transaxle

- Truck & Towing
- Waxes & Washers
- Wiper Blades
- Additional Services or Products Available

All products must be new and of the latest design and quoted from the most up to date product line catalog. In some instances, the product may be remanufactured at which time the participating entity must be notified at time of quote and/or before purchase is finalized.

In your response, please describe your company's procedures for the following:

- Battery and Radiator Core Charges (including pick-up & delivery)
- Delivery Time for stock and non-stock parts
- Delivery Time for emergency parts
- Return Policy

In your response, please describe your company' procedures for the following services if offered:

- Used Oil and Battery Recycling
- Battery Testing
- Custom Hydraulic Hose
- Electrical & Module Testing
- Loaner Tool Program
- Drum/Rotor Resurfacing
- Machine Shop
- Paint Shop & Mixing

Describe any additional discounts available for volume purchases, special manufacturer offers, minimum order quantity, free goods program, total annual spend, etc.

PLEASE DESCRIBE YOUR COMPANY'S PROCEDURE FOR THE FOLLOWING**Battery and Radiator Core Charges (including pick-up & delivery):**

AutoZone provides each entity with the choice to be charged for cores, or to be core-deferred. Core-deferred – There are no charges for cores, unless the core is not received within 72 hours. Core-deferral eliminates paperwork for the shop and accounting.

Delivery Time for stock and non-stock parts:

For AutoZone stocked parts, the delivery commitment is as follows:

0 – 3 miles = 30 minutes (or less)

3 – 5 miles = 45 minutes (or less)

5 – 7 miles = 60 minutes (or less) 7+ miles = Scheduled Delivery

For non-stocked parts, AutoZone could deliver the day the order is placed.

However, in most cases, the delivery would occur within 1-3 business days.

Delivery Time for emergency parts:

If the product is in stock at AutoZone, the delivery commitment is as follows:

0 – 3 miles = 30 minutes (or less)

3 – 5 miles = 45 minutes (or less)

5 – 7 miles = 60 minutes (or less) 7+

miles = Scheduled Delivery

AutoZone will make every attempt to expedite emergency parts, beyond the times shown above. Entities should engage with their local AutoZone servicing store at the beginning of the relationship to discuss how emergency situations should be handled. AutoZone recognizes that service level needs will vary by entity and by situation.

Return Policy:

AutoZone will accept returns, which are in original packaging and in a new, saleable condition.

PLEASE DESCRIBE YOUR COMPANY'S PROCEDURES FOR THE FOLLOWING SERVICES

Used Oil and Battery Recycling: *AutoZone is an authorized collector of cores, indemnified by Johnson Controls. AutoZone can also accept used oil for recycling.*

Battery Testing: *AutoZone provides free battery testing at AutoZone stores*

Custom Hydraulic Hose: N/A

Electrical & Module Testing: N/A

Loaner Tool Program: *AutoZone has a tool loaner program, available to agencies. The agency puts down a deposit to borrow a tool, and receives the deposit when the tool is returned in good condition.*

Drum/Rotor Resurfacing: N/A

Machine Shop: N/A

Paint Shop & Mixing: N/A

Appendix E:

QUESTIONNAIRE

Please provide responses to the following questions that address your company's operations organization, structure and processes for providing products and services.

1. States Covered

Offeror must indicate any and all states where products and services can be offered.

All States indicated will receive 50% discount from list price. List price can be verified at www.autozonepro.com

Please indicate the price co-efficient for each state if it varies. (If applicable)

☒ **50 States & District of Columbia** (Selecting this box is equal to checking all boxes below)

- | | |
|---|---|
| <input type="checkbox"/> Alabama | <input type="checkbox"/> Montana |
| <input type="checkbox"/> Alaska | <input type="checkbox"/> Nebraska |
| <input type="checkbox"/> Arizona | <input type="checkbox"/> Nevada |
| <input type="checkbox"/> Arkansas | <input type="checkbox"/> New Hampshire |
| <input type="checkbox"/> California | <input type="checkbox"/> New Jersey |
| <input type="checkbox"/> Colorado | <input type="checkbox"/> New Mexico |
| <input type="checkbox"/> Connecticut | <input type="checkbox"/> New York |
| <input type="checkbox"/> Delaware | <input type="checkbox"/> North Carolina |
| <input type="checkbox"/> District of Columbia | <input type="checkbox"/> North Dakota |
| <input type="checkbox"/> Florida | <input type="checkbox"/> Ohio |
| <input type="checkbox"/> Georgia | <input type="checkbox"/> Oklahoma |
| <input type="checkbox"/> Hawaii | <input type="checkbox"/> Oregon |
| <input type="checkbox"/> Idaho | <input type="checkbox"/> Pennsylvania |
| <input type="checkbox"/> Illinois | <input type="checkbox"/> Rhode Island |
| <input type="checkbox"/> Indiana | <input type="checkbox"/> South Carolina |
| <input type="checkbox"/> Iowa | <input type="checkbox"/> South Dakota |
| <input type="checkbox"/> Kansas | <input type="checkbox"/> Tennessee |
| <input type="checkbox"/> Kentucky | <input type="checkbox"/> Texas |
| <input type="checkbox"/> Louisiana | <input type="checkbox"/> Utah |
| <input type="checkbox"/> Maine | <input type="checkbox"/> Vermont |
| <input type="checkbox"/> Maryland | <input type="checkbox"/> Virginia |
| <input type="checkbox"/> Massachusetts | <input type="checkbox"/> Washington |
| <input type="checkbox"/> Michigan | <input type="checkbox"/> West Virginia |
| <input type="checkbox"/> Minnesota | <input type="checkbox"/> Wisconsin |
| <input type="checkbox"/> Mississippi | <input type="checkbox"/> Wyoming |
| <input type="checkbox"/> Missouri | |

☐ **Territories & Outlying Areas** (Selecting this box is equal to checking all boxes below)

- | | |
|---|--|
| <input type="checkbox"/> American Samoa | <input type="checkbox"/> Northern Marina Islands |
| <input type="checkbox"/> Federated States of Micronesia | <input checked="" type="checkbox"/> Puerto Rico |
| <input type="checkbox"/> Guam | <input type="checkbox"/> U.S. Virgin Islands |
| <input type="checkbox"/> Midway Islands | |

2. Diversity Programs

- Do you currently have a diversity program or any diversity partners that you do business with? ☐ Yes ☒ No
- If the answer is yes, do you plan to offer your program or partnership through TCPN ☐ Yes ☐ No

Fees provided to use

Request for Taxpayer Identification Number and Certification

Give Form to the
requester. Do not
send to the IRS.

VID #00000 20008
RFP
17-02
Automotive
Parts

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

AutoZone Stores LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

- ☐ Individual/sole proprietor or single-member LLC
☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶ _____

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) **5**

Exemption from FATCA reporting code (if any) **E**

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

PO Box 116067

6 City, state, and ZIP code

Atlanta, GA 30368

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

6 2 - 1 6 1 1 0 5 8

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign
Here

Signature of
U.S. person

Sharon L. Klein

Date ▶

2/1/16

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/tw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.