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 X No ___
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 X No ___

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: ____________________________ Date: 7/26/18
Stephen P. Starnes, C.P.M., CSBA, Purchasing Manager

Date: ____________________________
Leslie R. Pellegrino, Chief Financial Officer

STATE OF ARIZONA  
COUNTY OF MARICOPA  

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

TABITHA JAMES  
Notary Public, State of Arizona  
Maricopa County  
My Commission Expires  
November 11, 2020
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 NAME
LOVE ADVERTISING,

TELEPHONE 7135521055

ACCOUNT NUMBER
9001500383

DATE
1/19/2017

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 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 document available at http://www.teslinet.utah.org/PB/Region4FAQs.pdf

REQUEST FOR PROPOSALS

SIZE
23 LINES 1 COLUMN(S)

TIMES
2

TOTAL COST
41.34

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 Supplies, 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

NOTARY PUBLIC - STATE OF UTAH
My Comm. Exp. 01/12/2018
Commission # 672963

NOTARY PUBLIC SIGNATURE
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; Bld 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 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.

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
Bid Tab Summary
Automotive Parts
RFP # 17-02
<table>
<thead>
<tr>
<th>Description</th>
<th>Total Weighted Value</th>
<th>Auto Zone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Products/Pricing</td>
<td>40</td>
<td>36</td>
</tr>
<tr>
<td>Performance Capability</td>
<td>25</td>
<td>23</td>
</tr>
<tr>
<td>Qualification &amp; Experience</td>
<td>25</td>
<td>23</td>
</tr>
<tr>
<td>Value Add</td>
<td>10</td>
<td>6</td>
</tr>
<tr>
<td><strong>Total</strong></td>
<td><strong>100</strong></td>
<td><strong>88</strong></td>
</tr>
</tbody>
</table>

It is recommended that the following contract award be made:

Contract

*Automotive Parts*

Award

*Auto Zone*
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,

[Signature]

Al Piper, CPPB
Contract Manager
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’s 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)

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

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

☐ American Samoa
☐ Federated States of Micronesia
☐ Guam
☐ Midway Islands
☐ Northern Marina Islands
☐ Puerto Rico
☐ U.S. Virgin 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
Form W-9

Request for Taxpayer Identification Number and Certification

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
   - 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.

4. Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
   - Exempt payee code (if any)
   - Exemption from FATCA reporting code (if any)

5. Address (number, street, and apt. or suite no.)
   PO Box 116067
   Atlanta, GA 30368

6. City, state, and ZIP code

7. List account number(s) here (optional)

Requester's name and address (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

Employer identification number

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

Date

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/fw9.

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 or 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.