

B250068JLO  
Mercedes Parts and Services  
Regency Autohaus, Inc. dba Mercedes-Benz of Naples

E1 Contract # \_\_\_\_\_

**AGREEMENT FOR MERCEDES PARTS AND SERVICES**

**THIS AGREEMENT** ("Agreement") is made and entered into by and between Lee County, a political subdivision of the State of Florida, hereinafter referred to as the "County" and Regency Autohaus, Inc. dba Mercedes-Benz of Naples, a Florida corporation, whose address is 501 Airport Road South, Naples, FL 34104 and whose federal tax identification number is 59-1580966 hereinafter referred to as "Vendor."

**WITNESSETH**

**WHEREAS**, the County intends to purchase Mercedes parts and repair services from the Vendor in connection with "Mercedes Parts and Services" (the "Purchase"); and,

**WHEREAS**, the County issued Solicitation No. B250068JLO on February 7, 2025 (the "Solicitation"); and,

**WHEREAS**, the County evaluated the responses received and found the Vendor qualified to provide the necessary products and services; and,

**WHEREAS**, the County posted a Notice of Intended Decision on April 14, 2025; and,

**WHEREAS**, the Vendor has reviewed the products and services to be supplied pursuant to this Agreement and is qualified, willing and able to provide all such products and services in accordance with its terms.

**NOW, THEREFORE**, the County and the Vendor, in consideration of the mutual covenants contained herein, do agree as follows:

**I. PRODUCTS AND SERVICES**

The Vendor agrees to diligently provide all products and services for the Purchase, a more specific description of the Project Scope of Services is set forth in the Scope of Work and Specifications of B250068JLO, a photocopy of said section(s) being attached hereto and incorporated by reference as Exhibit A. Vendor shall comply strictly with all of the terms and conditions of Solicitation No. B250068JLO, as modified by its addenda, copies of which are on file with the County's Department of Procurement Management and are deemed incorporated into this Agreement.

**II. TERM AND DELIVERY**

A. This Agreement shall commence immediately upon the effective date and shall continue on an "as needed basis" for one (1), three (3) year period. Upon mutual written agreement of both parties, the parties may renew the Agreement, in whole or in part, for a renewal term or terms not to exceed the term of two (2) years. The increments of renewal shall be at the sole discretion of the County as deemed in its best interest. The effective date shall be the date the Lee County Board of County Commissioners awarded the Solicitation to the Vendor.

- B. A purchase order must be issued by the County before commencement of any work or purchase of any goods related to this Agreement.

### **III. COMPENSATION AND PAYMENT**

- A. The County shall pay the Vendor in accordance with the terms and conditions of this Agreement for providing all products and services as set forth in Exhibit A, and further described in Exhibit B, Fee Schedule, attached hereto and incorporated herein. Said total amount to be all inclusive of costs necessary to provide all products and services as outlined in this Agreement, and as supported by the Vendor's submittal in response to the Solicitation, a copy of which is on file with the County's Department of Procurement Management and is deemed incorporated into this Agreement.
- B. Notwithstanding the preceding, Vendor shall not make any deliveries or perform any services under this Agreement until receipt of written authorization from the County. Vendor acknowledges and agrees that no minimum order or amount of product or service is guaranteed under this Agreement and County may elect to request no products or services. If the County authorizes delivery of products or performance of services, the County reserves the right to amend, reduce, or cancel the authorization in its sole discretion.
- C. All funds for payment by the County under this Agreement are subject to the availability of an annual appropriation for this purpose by the County. In the event of non-appropriation of funds by the County for the services provided under this Agreement, the County will terminate the contract, without termination charge or other liability, on the last day of the then current fiscal year or when the appropriation made for the then-current year for the services covered by this Agreement is spent, whichever event occurs first. If at any time funds are not appropriated for the continuance of this Agreement, cancellation shall be accepted by the Vendor on thirty (30) days' prior written notice, but failure to give such notice shall be of no effect and the County shall not be obligated under this Agreement beyond the date of termination.

### **IV. METHOD OF PAYMENT**

- A. The County shall pay the Vendor in accordance with the Local Government Prompt Payment Act, Section 218.70, Florida Statutes, upon receipt of the Vendor's invoice and written approval of same by the County indicating that the products and services have been provided in conformity with this Agreement.
- B. The Vendor shall submit an invoice for payment to the County on a monthly basis for those specific products and services as described in Exhibit A (and the corresponding fees as described in Exhibit B) that were provided during that invoicing period.

- C. For partial shipments or deliveries, progress payments shall be paid monthly in proportion to the percentage of products and services delivered on those specific line items as approved in writing by the County.

**V. ADDITIONAL PURCHASES**

- A. No changes to this Agreement or the performance contemplated hereunder shall be made unless the same are in writing and signed by both the Vendor and the County.
- B. If the County requires the Vendor to perform additional services or provide additional product(s) related to this Agreement, then the Vendor shall be entitled to additional compensation based on the Fee Schedule as amended to the extent necessary to accommodate such additional work or product(s). The additional compensation shall be agreed upon before commencement of any additional services or provision of additional product(s) and shall be incorporated into this Agreement by written amendment. The County shall not pay for any additional service, work performed or product provided before a written amendment to this Agreement.

Notwithstanding the preceding, in the event additional services are required as a result of error, omission or negligence of the Vendor, the Vendor shall not be entitled to additional compensation.

**VI. LIABILITY OF VENDOR**

- A. The Vendor shall save, defend, indemnify and hold harmless the County from and against any and all claims, actions, damages, fees, fines, penalties, defense costs, suits or liabilities which may arise out of any act, neglect, error, omission or default of the Vendor arising out of or in any way connected with the Vendor or subcontractor's performance or failure to perform under the terms of this Agreement.
- B. This section shall survive the termination or expiration of this Agreement.

**VII. VENDOR'S INSURANCE**

- A. Vendor shall procure and maintain insurance as specified in Exhibit C Insurance Requirements, attached hereto and made a part of this Agreement.
- B. Vendor shall, on a primary basis and at its sole expense, maintain in full force and effect, at all times during the life of this Agreement, insurance coverage (including endorsements) and limits as described in Exhibit C. These requirements, as well as the County's review or acceptance of insurance maintained by Vendor, are not intended to and shall not in any

manner limit or qualify the liabilities or obligations assumed by Vendor under this Agreement. Insurance carriers providing coverage required herein must be licensed to conduct business in the State of Florida and must possess a current A.M. Best's Financial Strength Rating of "B or better." No changes are to be made to these specifications without prior written specific approval by County Risk Management. To the extent multiple insurance coverages and/or County's self-insured retention may apply, any and all insurance coverage purchased by Vendor and its subcontractors identifying the County as an additional named insured shall be primary.

**VIII. RESPONSIBILITIES OF THE VENDOR**

- A. The Vendor shall be responsible for the quality and functionality of all products supplied and services performed by or at the behest of the Vendor under this Agreement. The Vendor shall, without additional compensation, correct any errors or deficiencies in its products, or if directed by County, supply a comparable replacement product or service.
- B. The Vendor warrants that it has not employed or retained any company or person (other than a bona fide employee working solely for the Vendor), to solicit or secure this Agreement and that it has not paid or agreed to pay any person, company, corporation, individual, or firm other than a bona fide employee working solely for the Vendor, any fee, commission, percentage, gift, or any other consideration, contingent upon or resulting from the award of this Agreement.
- C. The Vendor shall comply with all federal, state, and local laws, regulations and ordinances applicable to the work or payment for work thereof, and shall not discriminate on the grounds of race, color, religion, sex, or national origin in the performance of work under this Agreement.
- D. Vendor specifically acknowledges its obligations to comply with Section 119.0701, Florida Statutes, with regard to public records, and shall:
  - 1) keep and maintain public records that ordinarily and necessarily would be required by the County in order to perform the services required under this Agreement;
  - 2) upon request from the County, provide the County with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes, or as otherwise provided by law;
  - 3) ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed, except as authorized by law; and

- 4) meet all requirements for retaining public records and transfer, at no cost to the County, all public records in possession of Vendor upon termination of this Agreement and destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. All records stored electronically must be provided to the County in a format that is compatible with the information technology system of the County.

**IF THE VENDOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO THE VENDOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THE CONTRACT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS AT 239-533-2221, 2115 SECOND STREET, FORT MYERS, FL 33901, [PRRCustodian@leegov.com](mailto:PRRCustodian@leegov.com); <http://www.leegov.com/publicrecords>.**

- E. The Vendor is, and shall be, in the performance of all work, services and activities under this Agreement, an independent contractor. Vendor is not an employee, agent or servant of the County and shall not represent itself as such. All persons engaged in any work or services performed pursuant to this Agreement shall at all times, and in all places, be subject to the Vendor's sole direction, supervision and control. The Vendor shall exercise control over the means and manner in which it and its employees perform the work, and in all respects the Vendor's relationship and the relationship of its employees to the County shall be that of an independent contractor and not as employees of the County. The Vendor shall be solely responsible for providing benefits and insurance to its employees.
- F. The Vendor shall comply with the Vendor Background Screening Affidavit attached hereto and incorporated herein as Exhibit D.

**IX. OWNERSHIP OF PRODUCTS**

It is understood and agreed that all products provided under this Agreement shall become the property of the County upon acceptance by the County.

**X. TIMELY DELIVERY OF PRODUCTS AND PERFORMANCE OF SERVICES**

- A. The Vendor shall ensure that all of its staff, contractors and suppliers involved in the production or delivery of the products are fully qualified and capable to perform their assigned tasks.

- B. The personnel assigned by the Vendor to perform the services pursuant to this Agreement shall comply with the terms set forth in this Agreement. If the services provided require use of specific key personnel, the personnel shall be agreed to by the County and Vendor. If the Vendor's key personnel have been predetermined and approved, through the Solicitation process or otherwise, any subsequent change or substitution to the personnel must receive the County's written approval before said changes or substitution can become effective.
- C. The Vendor specifically agrees that all products shall be delivered within the time limits as set forth in this Agreement, subject only to delays caused by force majeure, or as otherwise defined herein. "Force majeure" shall be deemed to be any unforeseeable and unavoidable cause affecting the performance of this Agreement arising from or attributable to acts, events, omissions or accidents beyond the control of the parties.

**XI. COMPLIANCE WITH APPLICABLE LAW**

This Agreement shall be governed by the laws of the State of Florida. Vendor shall promptly comply with all applicable federal, state, county and municipal laws, ordinances, regulations, and rules relating to the services to be performed hereunder and in effect at the time of performance. Vendor shall conduct no activity or provide any service that is unlawful or offensive.

**XII. CONTRACT TERMINATION**

- A. MATERIAL BREACH A Vendor may be Terminated for Cause by the County, at the sole discretion of the Procurement Management Director, for failing to perform a contractual requirement or for a material breach of any term or condition. A material breach of a term or condition of the Agreement may include but is not limited to: 1. Vendor failure to perform services or deliver materials, supplies, or equipment by the date required or by an alternate date as mutually agreed in a written amendment to the Agreement; 2. Vendor failure to carry out any warranty or fails to perform or comply with any mandatory provision of the Agreement; 3. Vendor becomes insolvent or in an unsound financial condition so as to endanger performance hereunder; 4. Vendor becomes the subject of any proceeding under any law relating to bankruptcy, insolvency or reorganization, or relief from creditors and/or debtors that endangers the Vendor's proper performance hereunder; 5. Appointment of any receiver, trustee, or similar official for Vendor or any of the Vendor's property and such appointment endangers the Vendor's proper performance hereunder; 6. A determination that the Vendor is in violation of federal, state, or local laws or regulations and that such determination renders the Vendor unable to perform any aspect of the Agreement.

- B. **OPPORTUNITY TO CURE** In the event that Vendor fails to perform a contractual requirement or materially breaches any term or condition, the County may issue a written cure notice. The Vendor may have a period of time in which to cure. The County is not required to allow the Vendor to cure defects if the opportunity for cure is not feasible as, determined solely within the discretion of the County. Time allowed for cure shall not diminish or eliminate Vendor's liability for damages, or otherwise affect any other remedies available against Vendor under the Agreement or by law. If the breach remains after Vendor has been provided the opportunity to cure, the County may do any one or more of the following: 1. Exercise any remedy provided by law; 2. Terminate this Agreement and any related contracts or portions thereof; 3. Procure replacements and impose damages as set forth elsewhere in this Agreement, if applicable; 4. Impose actual or liquidated damages; 5. Suspend or bar Vendor from receiving future solicitations or other opportunities; 6. Require Vendor to reimburse the County for any loss or additional expense incurred as a result of default or failure to satisfactorily perform the terms of the Agreement.
- C. **TERMINATION FOR CAUSE** In the event the Procurement Management Director, in his/her sole discretion, determines that the Vendor has failed to comply with the conditions of this Agreement in a timely manner or is in material breach, the Procurement Management Director has the right to terminate this Agreement, in part or in whole. If corrective action is deemed acceptable by the County, the Procurement Management Director shall notify the Vendor in writing of the need to take corrective action and the date in which the corrective action must be completed. If corrective action is not completed as specified by the Procurement Management Director, or if such corrective action is deemed by the County to be insufficient, the Agreement may be terminated. The County reserves the right to withhold further payments, or prohibit the Vendor from incurring additional obligations of funds during investigation of the alleged breach and pending corrective action by the Vendor or a decision by the County to terminate the Agreement. In the event of termination, the County shall have the right to procure any replacement materials, supplies, services and/or equipment that are the subject of this Agreement on the open market. In addition, the Vendor shall be liable for damages as authorized by law including, but not limited to, any price difference between the original Agreement and the replacement or cover contract and all administrative costs directly related to the replacement contract, e.g., cost of the competitive bidding, mailing, advertising and staff time. If it is determined that: (1) the Vendor was not in material breach; or (2) failure to perform was outside of Vendor's or its subcontractor's control, fault or negligence, the termination shall be deemed to be a "Termination for Convenience." The rights and remedies of the County provided in this Agreement are not exclusive and are in addition to any other rights and remedies provided by law.

- D. **TERMINATION FOR CONVENIENCE** Except as otherwise provided in this Agreement, the County, at the sole discretion of the Procurement Management Director, may terminate this Agreement, in whole or in part by giving thirty (30) calendar days written notice beginning on the second day after mailing to the Vendor. If this Agreement is so terminated, the County shall be liable only for payment required under this Agreement for properly authorized services rendered, or materials, supplies and/or equipment delivered to and accepted by the County prior to the effective date of Agreement termination. The County shall have no other obligation whatsoever to the Vendor for such termination.
- E. The County's rights under this Agreement shall survive the termination or expiration of this Agreement and are not waived by final payment or acceptance and are in addition to the Vendor's obligations under this Agreement.

### **XIII. DISPUTE RESOLUTION**

- A. In the event of a dispute or claim arising out of this Agreement, the parties agree first to try in good faith to settle the dispute by direct discussion. If this is unsuccessful, the parties may enter into mediation in Lee County, Florida, with the parties sharing equally in the cost of such mediation.
- B. In the event mediation, if attempted, is unsuccessful in resolving a dispute, the parties may proceed to litigation as set forth below.
- C. Any dispute, action or proceeding arising out of or related to this Agreement will be exclusively commenced in the state courts of Lee County, Florida, or where proper subject matter jurisdiction exists, in the United States District Court for the Middle District of Florida. Each party irrevocably submits and waives any objections to the exclusive personal jurisdiction and venue of such courts, including any objection based on forum non conveniens.
- D. This Agreement and the rights and obligations of the parties shall be governed by the laws of the State of Florida without regard to its conflict of laws principles.
- E. Unless otherwise agreed in writing, the Vendor shall be required to continue all obligations under this Agreement during the pendency of a claim or dispute including, but not limited to, actual periods of mediation or judicial proceedings.

### **XIV. VENDOR WARRANTY**

- A. All products provided under this Agreement shall be new (unless specifically identified otherwise in Exhibit B) and of the most suitable grade for the purpose intended.



- B. If any product delivered does not meet performance representations or other quality assurance representations as published by manufacturers, producers or distributors of the products or the specifications listed in this Agreement, the Vendor shall pick up the product from the County at no expense to the County. The County reserves the right to reject any or all materials if, in its judgment, the item reflects unsatisfactory workmanship or manufacturing or shipping damage. In such case, the Vendor shall refund to the County any money which has been paid for same.
- C. Vendor shall secure from the applicable third-party manufacturers, and assign and pass through to the County, at no additional cost to the County, such warranties as may be available with respect to the equipment, parts and systems provided through the Purchase.
- D. For 90 days from the date of County's receipt of products provided hereunder, Vendor warrants that the products under normal use and service will be free from material defects in materials and workmanship. In the event Vendor's standard product warranty is for a period of time longer than 90 days, this warranty shall be extended to that longer duration.

**XV. MISCELLANEOUS**

- A. This Agreement constitutes the sole and complete understanding between the parties and supersedes all other contracts between them, whether oral or written, with respect to the subject matter. No amendment, change or addendum to this Agreement is enforceable unless agreed to in writing by both parties and incorporated into this Agreement.
- B. The provisions of this Agreement shall inure to the benefit of and be binding upon the respective successors and assignees of the parties hereto. A party to this Agreement shall not sell, transfer, assign, license, franchise, restructure, alter, or change its corporate structure or otherwise part with possession or mortgage, charge or encumber any right or obligation under this Agreement without the proposed assignee and/or party restructuring, altering or changing its corporate structure agreeing in writing with the non-assigning party to observe and perform the terms, conditions and restrictions on the part of the assigning party to this Agreement, whether express or implied, as if the proposed assignee and/or party restructuring, altering or changing its corporate structure was an original contracting party to this Agreement. Notwithstanding the foregoing provision, the Vendor may assign its rights if given written authorization by the County and claims for the money due or to become due to the Vendor from the County under this Agreement may be assigned to a financial institution or to a trustee in bankruptcy without such approval from the County. Notice of any such transfer or assignment due to bankruptcy shall be promptly given to the County.

- C. The exercise by either party of any rights or remedies provided herein shall not constitute a waiver of any other rights or remedies available under this Agreement or any applicable law.
- D. The failure of the County to enforce one or more of the provisions of the Agreement shall not be construed to be and shall not be a waiver of any such provision or provisions or of its right thereafter to enforce each and every such provision.
- E. The parties covenant and agree that each is duly authorized to enter into and perform this Agreement and those executing this Agreement have all requisite power and authority to bind the parties.
- F. Neither the County's review, approval or acceptance of, nor payment for, the products and services required under this Agreement shall be construed to operate as a waiver of any rights under this Agreement or of any cause of action arising out of the performance of this Agreement.
- G. If the Vendor is comprised of more than one legal entity, each entity shall be jointly and severally liable hereunder.
- H. When any period of time is referred to by days herein, it shall be computed to exclude the first day and include the last day of such period. When the period of time is fewer than three (3) days, it shall mean business days as defined by Lee County. If the period of time is greater than three (3) days, then it shall mean calendar days. For any period of time greater than seven (7) days, where the deadline falls on a Saturday, Sunday, or Lee County recognized holiday, the deadline will then fall to the next Monday or non-Lee County recognized holiday.
- I. Any notices of default or termination shall be sufficient if sent by the parties via email, United States certified mail, postage paid, or via a nationally recognized delivery service, to the addresses listed below:

Vendor's Representative

Name: Ralph Mesa  
 Title: General Manager  
 Address: 501 Airport Road South  
Naples, FL 34104  
 Telephone: (239) 643-5006  
 Facsimile: \_\_\_\_\_  
 Email: rmesa@mbnaples.com

County's Representative

Name: Mary Tucker  
 Title: Procurement  
Management Director  
 Address: P.O. Box 398  
Fort Myers, FL 33902  
 Telephone: (239) 533-8881  
 Facsimile: (239) 485-8383  
 Email: mtucker@leegov.com

- J. Any change in the County's or the Vendor's Representative will be promptly communicated by the party making the change.
- K. Paragraph headings are for the convenience of the parties and for reference purposes only and shall be given no legal effect.
- L. Each individual signing this Agreement directly and expressly warrants that he/she has been given and has received and accepted authority to sign and execute the Agreement on behalf of the party for whom it is indicated he/she has signed, and further has been expressly given and received and accepted authority to enter into a binding agreement on behalf of such party with respect to the matters contained herein and as stated herein.
- M. In the event of conflicts or inconsistencies, the documents shall be given precedence in the following order:
  - 1. Agreement
  - 2. County's Purchase Order
  - 3. Solicitation
  - 4. Vendor's Submittal in Response to the Solicitation

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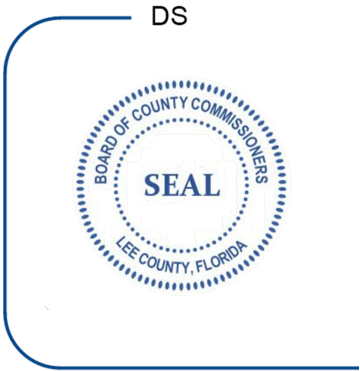
**IN WITNESS WHEREOF**, the parties have executed this Agreement as of the date last below written.

WITNESS:

**Regency Autohaus, Inc. dba Mercedes-Benz of Naples**

Signed By: *Seanna Bennett*  
Print Name: Seanna Bennett

Signed By: *[Signature]*  
Print Name: Ralph Mesa  
Title: GM  
Date: 05-07-25



DS

**LEE COUNTY**

BOARD OF COUNTY COMMISSIONERS  
OF LEE COUNTY, FLORIDA

DocuSigned by:  
Signed By: *Mike Greenwell*  
55F586F7224445A...  
Print Name: Mike Greenwell  
Title: Chair  
Date: 6/17/2025 | 11:36 AM EDT

ATTEST:  
CLERK OF THE CIRCUIT COURT

Signed by:  
BY: *Melissa Butler*  
B72C1E31D10476...  
DEPUTY CLERK

APPROVED AS TO FORM FOR THE  
RELIANCE OF LEE COUNTY ONLY:

DocuSigned by:  
BY: *Amanda L. Swindle*  
OFFICE OF THE COUNTY ATTORNEY

## **EXHIBIT A**

### **SCOPE OF WORK AND SPECIFICATIONS**

VER 06-12-24

#### **SCOPE OF WORK AND SPECIFICATIONS**

##### **1. GENERAL SCOPE OF WORK**

- 1.1 The Lee County Board of County Commissioners seeks to contract with qualified Vendor(s) to provide service and repair of approximately forty-three (43) sprinter vehicles with Mercedes engines, as well as original equipment manufacturer (OEM) parts, accessories, tools, and lubricants for warranty repairs.

##### **2. GENERAL INFORMATION**

- 2.1 All OEM parts, OEM accessories, OEM tools, and OEM lubricants shall be new and unused of the highest grade and workmanship, and in the original packaging.
- 2.2 Authorized factory-remanufactured parts and engines are acceptable with prior approval from the County for each purchase.
- 2.3 Parts, accessories, tools, and lubricants that are used, demonstrators, obsolete, seconds, or which have been discontinued are unacceptable without prior written approval from the County.

##### **3. AUTHORIZED DEALERS**

- 3.1 The County will accept proposals from Authorized Sprinter dealers who are located in Lee, Charlotte, and Collier County and supply needed OEM parts, OEM accessories, OEM tools, and OEM lubricants for warranty repairs. The Vendor must utilize an OEM Xentry Diagnostics System to diagnose the County's fleet of vehicles equipped with Mercedes Benz engines.

##### **4. VENDOR PERFORMANCE**

- 4.1 Vendor shall maintain an acceptable level of satisfactory service throughout the Agreement, inclusive of any renewals. To ensure the security of this level of performance, the County reserves the right to withhold any monies owed to Vendor who is not performing satisfactorily, fails to provide specific services, or for any reason deemed necessary by the County.
- 4.2 Reason for any withholdings will be provided to the Vendor in writing along with an acceptable timeframe the Vendor has to fulfill any of the reasons to bring the level of service back to satisfactory. If services are not corrected within the timeframe allocated by the ordering department or its designee, then the Agreement may be terminated.
- 4.3 Furthermore, the County has the right to subcontract any costs incurred to the County from the invoices or monies owed due to unsatisfactory performance of the Vendor. The withholding of any monies and the subtraction of costs/fees incurred will be used at the discretion of the County. If no monies are owed to a Vendor and performance levels are below satisfactory then the County may proceed with termination of the Agreement.

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**5. REPAIR SERVICE**

- 5.1 At the time of delivery of Lee County vehicle to Vendor location, the Vendor shall provide an estimated time of repair.
- 5.2 Delivery and pickup of all vehicles requiring repair shall be coordinated between Lee County Fleet Management and the Vendor. Lee County Fleet Management staff shall be responsible for transporting the vehicles to and from Vendor location.
- 5.3 Repairs shall begin within two business days following the delivery of the vehicle for repairs. Repairs shall be completed within a timely manner and following industry standards, with priority given due to the vehicle being an emergency vehicle.
- 5.4 Expected or extended delays shall be communicated to and approved by Lee County Fleet Management.
- 5.5 Vendor shall communicate any additional repair needs or delays with parts or service to Lee County Fleet management promptly. Additional repairs must be approved by Lee County Fleet Management before performing the repairs.

**6. PARTS**

6.1 Parts shall be delivered F.O.B. to the following locations listed herein, or as directed at the time of order by an authorized representative of Lee County Fleet Management.

Lee County Fleet Management- Main Office	2955 Van Buren Street, Fort Myers, FL 33916
Lee County Fleet Management- Satellite Office	5170 Tice Street, Fort Myers, FL 33905

- 6.2 The Vendor shall make provision for four (4) delivery situations for parts ordered by Lee County:
  - 6.2.1 All orders placed by 12:00 PM for on-the-shelf parts shall be delivered the same day.
  - 6.2.2 Manufacturer regional warehouse items shall be delivered after receipt by the Vendor, freight included, on the next working day.
  - 6.2.3 Factory back-ordered parts shall be delivered the same day they are received by the Vendor.
  - 6.2.4 Priority orders for parts, not stocked locally, which are required for emergency repairs shall be handled as quickly as possible using premium transportation, as directed and authorized by Lee County Fleet Management. Premium transportation costs may be passed to the County at their actual cost. Proof must be provided at the time of invoicing. Additional markup on these items shall not be allowed.
- 6.3 Upon notification from Lee County Fleet Management, the Vendor shall take back all parts, accessories, tools, and lubricants rejected by the County as defective, unsound, improper, or in any way failing to conform to the requirements of the Agreement.
- 6.4 The Vendor shall agree to accept "new condition" and/or "obsolete" parts, accessories, tools, and lubricants for return without a restocking fee, allow regular return of cores and defects for credit, and replace all defective parts without a restocking fee to the County.

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- 6.5 Parts with cores shall receive Vendor core credit.
- 6.6 Items shipped in excess of the quantity ordered may be returned at Vendor's expense. If the Vendor does not arrange for pickup/disposal within sixty (60) days after notification, the items may be added to the County's inventory with no charge to the County or disposed of at the County's discretion.
- 6.7 All parts, accessories, tools, and lubricants returned for credit, shall be credited to the order they were originally purchased on. At no time will cash refunds be made. At no time will a part be exchanged for another, without a credit memo and a new invoice being issued containing a notation of the applicable order number.
- 6.8 Vendor shall be responsible for all return shipping and freight charges for any received damaged parts, replacements and/or returns due to Vendor error.

**7. WARRANTY**

- 7.1 The Vendor shall provide a full factory warranty on all parts, accessories, tools, and lubricants furnished against defects in materials and/or workmanship for ninety (90) days. The warranty shall start on the date of installation and acceptance by the County.

**End of Scope of Work and Specifications Section**

VER 06-12-24

### SPECIAL CONDITIONS

These are conditions that are in relation to this solicitation only and have not been included in the County's Standard Terms and Conditions or the Scope of Work.

#### 1. TERM

- 1.1 The Vendor shall be responsible for furnishing and delivering to the Lee County requesting Department(s) the commodity or services on an "as needed basis" for one (1) three-year period. Upon mutual written agreement of both parties, the parties may renew the Agreement, in whole or in part, for a renewal term or terms not to exceed the term of two (2) years. The increments of renewal shall be at the sole discretion of the County as deemed in its best interest.

#### 2. BASIS OF AWARD

- 2.1. The County intends to award to a pool of vendors that are Responsive, Responsible, and meet the County's requirements and specifications. The County reserves the right to purchase the product or service listed in this bid elsewhere in an emergency.
- 2.2. The County intends to utilize the lowest-priced Vendor for parts and/or service repair first and if the lowest price Vendor is not able to provide the parts and/or service repair promptly, the County may utilize the next lowest Vendor, at the sole discretion of the County.
- 2.3 Vendor does not need to bid on every line on the bid schedule; however, they do need to bid on at least one line item in the bid schedule.

#### 3. LOCAL PREFERENCE

- 3.1 The Lee County Local Vendor Preference shall be included as part of the award process for this project. As such, Lee County at its sole discretion may choose to award a preference to any qualified Local Vendor.

#### 4. PRICING

- 4.1 Vendor shall submit pricing for the following:
  - 4.1.1 Firm percentage above Vendor's cost for OEM Parts, OEM Accessories, OEM Tools, OEM Lubricants, and Remanufactured Parts to include engines.
  - 4.1.2 Hourly labor rate for repair work (Hourly Labor rates shall be fully loaded rates).
- 4.2 The hourly labor rates shall be firm and will not vary during the initial term of the Agreement. If a price increase is requested by the Vendor at the time of renewal, it shall be reviewed by the sponsoring department and the Procurement Director. If accepted, the increase will take effect after the Vendor receives the approval in writing from the County for the effective price increase.
- 4.3 The percentage above Vendor's cost on parts, accessories, tools, lubricants, remanufactured parts, and engines shall remain in effect throughout the life of the contract.

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VER 06-12-24

**5. SURCHARGE**

5.1 Surcharges will not be accepted in conjunction with this Agreement and such charges should be incorporated into the pricing structure.

**6. INVOICING**

6.1 All OEM parts, OEM accessories, OEM tools, OEM lubricant, remanufactured parts, and engines shall be invoiced showing the cost of materials and final cost to the County based on firm percentage above Vendor's cost provided in the bid schedule and Vendor's associated Agreement Fee Schedule.

6.2 Invoices shall include as a minimum the following information:

- Purchase Order Number
- Quote Number and/or Order Date
- Manufacturer Part Name, Number, and Quantity
- Vendor Retail/List Price
- Percentage above Vendor cost
- Final Sale Price for each item
- Total Cost
- If Vendor's invoice system does not allow for the above requirements, Vendor must provide backup documents providing cost verification. Vendor shall provide cost documentation to meet Agreement terms for invoice cost verification.

6.3 All labor invoices shall include as a minimum the following information:

- Purchase Order Number
- Number of hours applied to the job multiplied by the bid hourly rate.
- Total Labor Cost

6.4 Upon the request of the Lee County Fleet Management, the Vendor shall provide a report indicating dollar amounts and purchases for a specific period. At a minimum, the report shall include:

- Number of orders and relevant order numbers
- Invoice number
- Manufacturer part name and number
- Total Amount

**End of Special Conditions Section**



Procurement Management Department  
2115 Second Street, 1<sup>st</sup> Floor  
Fort Myers, FL 33901  
Main Line: (239) 533-8881  
Fax Line: (239) 485-8383  
[www.leegov.com/procurement](http://www.leegov.com/procurement)

Posted Date: February 25, 2025

Solicitation No.: B250068JLO

Solicitation Name: Mercedes Parts and Services

Subject: Addendum Number 1

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

1. QUESTIONS/ANSWERS

1.	I am currently reviewing Form 4 and need some clarification regarding the content on page 28. Specifically, I would appreciate further details or an explanation regarding Negligence, Breach, and/or Non-Compliance Disclosure.
Answer	This form is requesting disclosure of any issues or violations that have occurred over the past 10 years involving negligence, breach of contract, or failure to comply with government regulations. A more detailed explanation of what is needed and instructions for this form can be found on page 21, item 4.

**BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.**

**ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.**

*Jana Olsen*  
\_\_\_\_\_  
Jana Olsen  
Procurement Analyst Direct Line: 239-533-8848  
Lee County Procurement Management



Procurement Management Department  
2115 Second Street, 1<sup>st</sup> Floor  
Fort Myers, FL 33901  
Main Line: (239) 533-8881  
Fax Line: (239) 485-8383  
[www.leegov.com/procurement](http://www.leegov.com/procurement)

Posted Date: March 4, 2025

Solicitation No.: B250068JLO

Solicitation Name: Mercedes Parts and Services

Subject: Addendum Number 2

The following represents clarification, additions, deletions, and/or modifications to the above referenced bid. This addendum shall hereafter be regarded as part of the solicitation. Items not referenced herein remain unchanged, including the response date. Words, phrases or sentences with a strikethrough represent deletions to the original solicitation. Underlined words and bolded, phrases or sentences represent additions to the original solicitation.

1. QUESTIONS/ANSWERS

1.	My company would like to know if Form 4 (regarding <b>Negligence, Breach, and/or Non-Compliance Disclosure</b> ) is a requirement for this solicitation.
Answer	Yes, Form 4 should be included with the proposer's submission.

BIDDER/PROPOSER IS ADVISED, YOU ARE REQUIRED TO ACKNOWLEDGE RECEIPT OF THIS ADDENDUM WHEN SUBMITTING A BID/PROPOSAL. FAILURE TO COMPLY WITH THIS REQUIREMENT MAY RESULT IN THE BIDDER/PROPOSER BEING CONSIDERED NON-RESPONSIVE.

ALL OTHER TERMS AND CONDITIONS OF THE SOLICITATION DOCUMENTS ARE AND SHALL REMAIN THE SAME.

*Jana Olsen*  
\_\_\_\_\_  
Jana Olsen  
Procurement Analyst Direct Line: 239-533-8848  
Lee County Procurement Management

**EXHIBIT B  
FEE SCHEDULE**

<i>Mercedes Parts and Service</i>	
<b>PERCENTAGE ABOVE VENDOR COST</b>	
<b>Blanket Percentage Above Vendor Cost</b>	<b>Percentage %</b>
OEM Parts	25%
OEM Accessories	25%
OEM Tools	25%
OEM Lubricants	25%
Remanufactured Parts to include Engines	25%
<b>HOURLY RATE</b>	
<b>Hourly Labor Rate</b>	<b>Hourly Rates</b>
Hourly labor rate for repair work	250.00

# EXHIBIT C INSURANCE REQUIREMENTS

VER 06-12-24

## INSURANCE GUIDE



### Insurance Requirements (General Liability Only)

**Minimum Insurance Requirements:** Risk Management in no way represents that the insurance required is sufficient or adequate to protect the vendors' interest or liabilities. The following are the required minimums the vendor must maintain throughout the duration of this contract. The County reserves the right to request additional documentation regarding insurance provided

a. **Commercial General Liability** - Coverage shall apply to premises and/or operations, products and completed operations, independent contractors, contractual liability exposures with minimum limits of:

- \$1,000,000 per occurrence
- \$2,000,000 general aggregate
- \$1,000,000 products and completed operations
- \$1,000,000 personal and advertising injury

**Verification of Coverage:**

1. Coverage shall be in place prior to the commencement of any event and throughout the duration of the event. A certificate of insurance will be provided to the Risk Manager for review and approval. The certificate shall provide for the following:

a. **Under the Description of Operations, the following must read as listed:**

*"Lee County, a political subdivision and Charter County of the State of Florida, its agents, employees, and public officials are automatic additional insureds and includes an automatic waiver of subrogation with regard to general liability. The certificate holder is an additional insured on a primary and noncontributory basis with regards to general liability."*

b. **The certificate holder must read as follows:**

Lee County, a political subdivision and Charter County of the State of Florida  
P.O. Box 398  
Fort Myers, Florida 33902

**Special Requirements:**

1. An appropriate "Indemnification" clause shall be made a provision of the contract/agreement.
2. It is the responsibility of the general contractor to ensure that all subcontractors comply with all insurance requirements.

Revised 11/14/2022 – Page 1 of 1

End of Insurance Guide Section

**EXHIBIT D**

**VENDOR BACKGROUND SCREENING AFFIDAVIT**



**VENDOR BACKGROUND SCREENING AFFIDAVIT**

Florida Statutes Chapter 435 governs required background screenings for any employees, contractors, subcontractors, or agents of the Vendor who will have contact with any vulnerable person, as defined by statute, or who otherwise are required to undergo a Level 1 or Level 2 background screening in accordance with Florida law.

The Vendor is responsible for ensuring that such required background screenings are conducted in accordance with Florida Statutes Chapter 435. Documentation of such completed background screenings must be maintained for a period of no less than five (5) years and are subject to audit by Lee County at any time during such five (5) year period.

**Under penalty of perjury, I declare that I have read and understand the requirements stated above, and that all required background screenings shall be conducted in accordance with this affidavit.** I further understand that there may be additional local, state, and federal regulations that may require background screening, and that the Vendor will be solely responsible for complying with such legal requirements. Furthermore, the Vendor shall indemnify and hold Lee County harmless from any and all claims or actions resulting from failure to comply with this affidavit.

Date: 5-8-2025

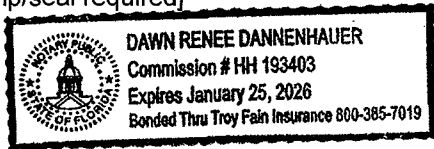
[Signature]  
Signature  
Ralph Mesa, GM  
Name/Title

STATE OF FL  
COUNTY OF LEE

The foregoing instrument was sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this 8 day of May, 2025, by the above-named person and in their stated capacity, and is either personally known to me or who has produced the following type of identification:

\_\_\_\_\_  
Type of Identification

[Stamp/seal required]



[Signature]  
Signature, Notary Public