

AUTO PARTS

Alexandria Auto Parts 207 Washington ST Alexandria KY 41001

**RFP VEHICLE & EQUIPMENT PARTS
MANAGEMENT & SUPPLY FOR BOONE
AND KENTON COUNTY**

Bid and Response submitted 7-29-21

1	Part 1 Cover Letter
2	Part 1 Qualifications and Experience
3	Part 1 Personnel
4	Part 1 Approach
5	Part 1 Organization and Staffing Plan
6	Part 1 Service Alternatives and Exceptions
7	Part 1 Transition Plan
8	Part 1 Financial Stability of Offeror
9	Part 1 Legal Actions for the Past Three Years
10	Part 1 Insurance
11	Part 2 Cost Proposal
12	Part 2 Confidentiality
13	Part 2 Exceptions
14	Part 2 Forms
15	Part 2 Contract Terms and Conditions

Alexandria Auto Parts

NAPA Auto Parts

207 Washington St, Alexandria KY 41001 P (859) 694-6272, Fax (859)694-6273

July 27, 2021

Bill Angel

Boone County Fleet Services Supervisor

Burlington, KY 41005

Dear Bill Angel:

Please find for your review Alexandria Auto Parts bid for the Vehicle & Equipment Parts Management & Supply for Boone and Kenton County RFP. We are excited to earn the opportunity to gain your business going forward. We feel we have adequately answered all the RFP questions and know that we can provide a strong partnership with Boone and Kenton counties.

NAPA has over 90 years' experience in the automotive aftermarket and our foundation is providing exceptional service and taking care of our customers. We have a strong distribution network, multiple shuttle systems that allow for quick access to parts, dedicated sales teams and a strong desire to be number one in the automotive aftermarket.

I have operated the Napa Auto Parts store in Alexandria KY for the last 16 years our Federal ID is 20-2376663 and State Registration is 060665. I am also a resident of Northern Kentucky and my business is incorporated in Kentucky.

We feel strongly about the opportunity to partner with Kenton and Boone counties and look forward to working together. Please accept our bid and the opportunity to earn your business.

Sincerely,



Chris Cottingham, President Alexandria Auto Parts

• **Qualifications and Experience**

Alexandria Auto Parts was founded in 2005 as a NAPA automotive and heavy duty parts store. NAPA has a national presence of over 6000 parts stores across the United States. As a member of NAPA, Alexandria Auto Parts has access to over 450,000 sku's, best in class technology and unparalleled services. For the past thirteen years, Alexandria Auto Parts has been supplying Greater Cincinnati automotive shops, municipalities, commercial fleets and industrial companies with their preventive maintenance and service parts.

We currently supply storerooms and service parts to the following

DHL 236 Wendell Ford Blvd. Erlanger KY 41018 Contact Joe Eldridge (859) 817-8910
DHL has over 300 TUGS and 60 Trucks and cars

Truckway Leasing 1747 Dremen ST Cincinnati OH 45223 Contact Lonnie Daugherty (513) 542-5560

Truckway has over 900 Heavy Duty trucks in the Cincinnati area and three locations

Boone and Kenton County Fleet Maintenance

Personnel

Chris Cottingham will be the project manager and responsible for the overall activities of the agreement. Chris has a B.S. in accounting and previously worked for a large corporation in inventory control, cost accounting and financial analysis. Chris has operated Alexandria Auto Parts for the last Fifteen years.

Rob Stinson will be the primary contact for Boone and Kenton counties. Rob has over 20 years in parts procurement.

Joshua McMillan will be the secondary contact for Boone and Kenton Counties.

There will be five drivers for Alexandria Auto Parts for servicing Boone and Kenton counties and other customers

Approach

A primary strength of the NAPA system is the network of stores and distribution centers that serve our parts stores locations nationally. NAPA stores in Cincinnati have over 10 million dollars of inventory. We currently have next day service from 6 distribution centers (Indianapolis, Nashville, Chicago, Columbus, Balkamp and Altron). These distribution centers provide same day or next day service to with over seventy million dollars of inventory.

NAPA has a reputation for Quality, parts are to conform to the 3 F's that is they have the same fit, form and function as the original part.

Customer Ordering and Support

There are two primary ways to order parts.

Call the local store and talk to one of our knowledgeable counter people who would assist in looking up parts.

NAPA has an online ordering system that interfaces with Lucity. The customer can look up parts by, vehicle, product keyword or by interchange part number index.

Our standard hours of operation would be 7am-6pm Monday through Friday, 8am-4pm on Saturdays and 10am-2pm on Sundays.

Inventories

Alexandria Auto Parts will supply on consignment an inventory of all high volume parts for the road service trucks and parts rooms of Boone and Kenton counties. Quantities to be agreed upon by the Boone and Kenton Counties Fleet Services Supervisor's and project manager.

Warranty

Alexandria Auto Parts will replace ant parts that fail before their life.

NAPA would be willing to issue full credit on service orders/parts if the problem wasn't resolved providing the product is in new condition and the box is clean and in resalable condition. We cannot offer full credit on wear items, such as brake shoes or electrical components of any kind that have been installed.

Alexandria Auto Parts does not expect to have any impact on the Boone and Kenton county departments in terms of ongoing responsibilities. As improvements between Lucity and TAMS become available the IT departments of both counties may need to become involved.

Delivery

Our store will have 5 delivery trucks to service Boone & Kenton Counties.

Our delivery hours are 7am-5pm.

We will have a person on call when notified by Boone or Kenton counties to offer help as needed. We will also have accounts with the main snow equipment suppliers in Northern Kentucky to supply parts to Boone and Kenton counties.

If the part is in stock at the store, Boone and Kenton counties can expect one hour delivery. If the part must be ordered from another local store Boone and Kenton Counties can expect one to two hour delivery. Boone and Kenton can have same day delivery from the Indianapolis distribution center if ordered before 10:00am If the part is coming from a location further away than the local stores or the Distribution Center, then Boone and Kenton counties can expect parts on the next day but in some special and rare cases 3-5 days. The servicing store will communicate any delays in parts with Boone and Kenton Counties.

Reporting

NAPA can provide monthly electronic Sales reports. These reports would include parts description, NAPA part number, price, and quantity.

Organization and Staffing Plan

Alexandria Auto parts will have one primary contact for Boone and Kenton counties. That person will be on duty 7:00AM to 4:00PM Monday thru Friday. This individual will be responsible for sourcing parts and materials for the counties from whatever source needed. This person will also expedite parts and materials to meet the county's needs. Alexandria Auto Parts will have two other individuals to back up the primary contact and fill in for vacation and sick days. This person and one other will be on call for emergencies to meet the county's needs.

Rob Stinson will be the primary contact. Josh McMillan and Chris Cottingham will be the backup contacts. All complaints should go through Rob Stinson or Chris Cottingham. Both Rob and Josh will report to Chris Cottingham. Drivers and Josh will take direction from Rob Stinson.

Service Alternatives and Exceptions

We will not supply a daily report a copy of the invoice will accompany all deliveries. Kenton County's has a program through Lucity which feeds this information back from our systems.

Transition Plan

Continuity of Service

Alexandria Auto Parts foresees no lapse in the service to the counties. We have been supplying both counties for the past two years. Boone and Kenton counties are currently ordering from Alexandria Auto Parts.

Physical Inventory Count

An Alexandria Auto Parts employee and an employee of the county will count the existing inventory at each location. The inventory will be entered in an inventory tracking program by part number. A copy will be given to the county. Both inventories should be able to be counted in one day.

Any training of county employees or orientation will take place before the start of this agreement and should be minimal.

Alexandria Auto Parts
Profit & Loss
 January through December 2020

	Jan - Dec 20
Ordinary Income/Expense	
Income	
Sales	
Cash Sales	86,642.00
Charge Sales	1,156,310.00
Customer Rebates	-109.00
Total Sales	1,242,843.00
Total Income	1,242,843.00
Cost of Goods Sold	
Cost of Goods Sold	895,025.00
Total COGS	895,025.00
Gross Profit	347,818.00
Expense	
Automobile Expense	28,960.02
Bank Service Charges	5,803.76
Charitable Contributions	200.00
Freight	20.00
Insurance	18,667.51
Interest Expense	4,891.42
Janitorial Supplies	698.40
Licenses and Permits	178.00
Marketing & Advertising	124.81
Office Expenses	
Office Supplies	1,596.75
Postage and Delivery	230.73
Office Expenses - Other	189.34
Total Office Expenses	2,016.82
Payroll Expenses	121,560.88
Property Taxes	9,981.00
Repairs	
Building Repairs	375.00
Total Repairs	375.00
Security	198.45
Software	3,862.95
Supplies	0.00
TAMS Charges	2,805.57
Telephone	6,355.49
Utilities	12,638.85
Total Expense	219,338.93
Net Ordinary Income	128,479.07
Net Income	128,479.07

Alexandria Auto Parts
Balance Sheet
 As of December 31, 2020

	Dec 31, 20
ASSETS	
Current Assets	
Checking/Savings	
Cash Box	150.00
Checking Bank of KY	21,299.78
Total Checking/Savings	21,449.78
Accounts Receivable	
Accounts Receivable	
A/R OPTImus	31,300.00
Accounts Receivable - Other	109,037.43
Total Accounts Receivable	140,337.43
Total Accounts Receivable	140,337.43
Total Current Assets	161,787.21
Fixed Assets	
Accumulated Depreciation	-96,769.00
Fixed Assets	
Computers & Phone System	27,542.46
Improvements	4,775.40
Shelving	10,385.15
Signage	14,047.32
Total Fixed Assets	56,750.33
Total Fixed Assets	-40,018.67
Other Assets	
Automobiles	44,312.00
Inventory	617,431.61
Total Other Assets	661,743.61
TOTAL ASSETS	783,512.15
LIABILITIES & EQUITY	
Liabilities	
Current Liabilities	
Accounts Payable	
Accounts Payable	91,574.00
Total Accounts Payable	91,574.00
Other Current Liabilities	
Loan Betty Cottingham	4,000.00
Payable CSC Investments	24,800.00
Payable True Value	20,000.00
Payroll Liabilities	33,094.29
Sales Tax Payable	11,452.21
Total Other Current Liabilities	93,346.50
Total Current Liabilities	184,920.50
Long Term Liabilities	
Bank of KY Secured	95,881.07
Total Long Term Liabilities	95,881.07
Total Liabilities	280,801.57

Alexandria Auto Parts
Balance Sheet
As of December 31, 2020

	<u>Dec 31, 20</u>
Equity	
Additional paid in Capital	272,254.00
Capital Stock	10,000.00
Retained Earnings	91,977.51
Net Income	128,479.07
Total Equity	<u>502,710.58</u>
TOTAL LIABILITIES & EQUITY	<u><u>783,512.15</u></u>

Legal Actions for the Past Three Years

In the past three years Alexandria Auto Parts and Chris Cottingham has not been a debtor in Bankruptcy, a defendant for deficient performance under a contract or project or a defendant in any criminal action.

Chris Cottingham

CHUBB

Chubb Group of Insurance Companies
 202B Hall's Mill Road
 Whitehouse Station, NJ 08889

**Commercial Umbrella Liability
 Coverage Form
 Declarations**

Policy Symbol: UMB		Previous Policy Symbol: UMB	
Policy Number: D96245178		Previous Policy Number: New	
COVERAGE IS PROVIDED IN THE COMPANY SHOWN BELOW ACE Property and Casualty Insurance Company 436 Walnut Street Philadelphia, PA 19106			
Named Insured and Address		Producer Name and Address	
ALEXANDRIA AUTO PARTS INC 207 Washington St Alexandria, KY, 41001		NICK POPE 809 HIGH STREET PARIS, KY, 40361-0000	
		PRODUCER CODE 0048873-00012	
Policy Period: 07-01-2021		to 07-01-2022	
		12:01 A.M Standard Time at the Address of the Named Insured as stated herein	
Limits of Insurance			
\$ 1,000,000 Each Occurrence			
\$ 1,000,000 General Aggregate			
\$1,000,000 Products Completed-Operations Aggregate \$0 Self-Insured Retention			
Policy Period Premium			
\$ 420 Premium \$ 20 Terrorism Premium included in Annual Premium			
\$ 55.86 State Surcharge			
\$ 475.86 Premium, including all Surcharges and Assessments			
Schedule of Underlying Insurance			
Underlying Policy Type: Businessowners Company		Policy Number: RTLKYD9623658A3N	
		Limits of Insurance	Limit Amount
ACE Property And Casualty Insurance Company		General Aggregate	\$2,000,000
Policy Period 07-01-2021 to 07-01-2022		Products-Completed Operations Aggregate	\$2,000,000
		Each Occurrence	\$1,000,000
<input checked="" type="checkbox"/> Including Hired and Non Owned Only Auto Liability (within GL)			

Cost Proposal

Parts stocked by NAPA store and warehouses will be marked up 40%. Unless Alexandria Auto Parts incurs freight no freight will be charged.

Parts sourced from third parties will be marked up 40%. Freight will only be charged if the vendor is outside the greater Cincinnati area. At no time will a markup exceed \$300.

Vehicle and Equipment Parts Management Supply-
Boone/Kenton Counties

Instructions to Proposers:

Vendor shall be responsible for completing the form below in its entirety. The "Supplied By: V or TP" column shall be used for each line to indicate if the part and associated pricing is provided by the Vendor (V) or a Third Party (TP). The "Vendor Purchase Price" column shall be the purchase price for the Vendor from the part manufacturer or the Third Party if so supplied. The "% Markup" column shall be used to input part markup as defined in Section V, item number 10. The "Cost of Part to Counties" column shall be the final cost to either of the Counties after the Vendor has added his/her markup. This column is programmed to auto-calculate from values placed in the previous two columns. The first two lines (highlighted) are examples for Vendor reference.

Manufacturer Part Number	Description	Supplied By: V or TP	Vendor Purchase Price	% Markup	Cost of Part to Counties
XYZ-482	Fan belt	V	\$3.37	25.00%	\$4.21
229-QTS	Alternator	TP	\$94.63	30.00%	\$123.02
22487	Air Filter	V	\$7.17	40.00%	\$10.04
6562	Air Filter	V	\$31.33	40.00%	\$43.86
6935	Air Filter	V	\$8.07	40.00%	\$11.30
9746	Air Filter	V	\$17.43	40.00%	\$24.40
2032BP2	Battery	V	\$92.58	40.00%	\$129.61
7236	Battery	V	\$92.58	40.00%	\$129.61
7565	Battery	V	\$92.58	40.00%	\$129.61
7594R	Battery	V	\$97.11	40.00%	\$135.95
8301	Battery	V	\$88.30	40.00%	\$123.62
25060448	Belt	V	\$10.43	40.00%	\$14.60
FT7972	Brake Pad	V	\$51.71	40.00%	\$72.39
FT8825	Brake Pad	V	\$36.99	40.00%	\$51.79
FT8997	Brake Pad	V	\$40.30	40.00%	\$56.42
FT8998	Brake Pad	V	\$40.07	40.00%	\$56.10
SS7965X	Brake Pad	V	\$26.64	40.00%	\$37.30
SS8292M	Brake Pad	V	\$25.44	40.00%	\$35.62
SS8825X	Brake Pad	V	\$24.39	40.00%	\$34.15
SS8855M	Brake Pad	V	\$33.54	40.00%	\$46.96
48880110	Brake Rotor	V	\$25.26	40.00%	\$35.36
48880129	Brake Rotor	V	\$31.22	40.00%	\$43.71
48880254	Brake Rotor	V	\$31.31	40.00%	\$43.83
48880255	Brake Rotor	V	\$30.43	40.00%	\$42.60
48880256	Brake Rotor	V	\$27.95	40.00%	\$39.13
48880279	Brake Rotor	V	\$30.87	40.00%	\$43.22
48880395	Brake Rotor	V	\$33.86	40.00%	\$47.40
48880721	Brake Rotor	V	\$61.85	40.00%	\$86.59
48880875	Brake Rotor	V	\$27.95	40.00%	\$39.13
48880982	Brake Rotor	V	\$27.95	40.00%	\$39.13
48880983	Brake Rotor	V	\$27.95	40.00%	\$39.13
48881032	Brake Rotor	V	\$25.39	40.00%	\$35.55
48881774	Brake Rotor	V	\$68.77	40.00%	\$96.28
FT880982	Brake Rotor	V	\$0.16	40.00%	\$0.22
194	Bulb	V	\$0.46	40.00%	\$0.64
3157N	Bulb	V	\$10.32	40.00%	\$14.45
4048	Cabin Air Filter	V	\$1.65	40.00%	\$2.31
9005	Capsule	V	\$60.57	40.00%	\$84.80
3615	Fuel Filter	V	\$51.70	40.00%	\$72.38
600112	Fuel Filter	V	\$39.09	40.00%	\$54.73
600265NP	Fuel Filter	V	\$3.87	40.00%	\$5.42
04Z604	Hose Fitting	V	\$4.52	40.00%	\$6.33
06Z606	Hose Fitting	V	\$4.32	40.00%	\$6.05
08Z108	Hose Fitting	V	\$9.78	40.00%	\$13.69
08Z612	Hose Fitting	V	\$7.76	40.00%	\$10.86
08ZJ08	Hose Fitting	V	\$78.24	40.00%	\$109.54
27WH1162	Hub Assy.	V	\$73.86	40.00%	\$103.40
PBR930809	Hub Bearing	V	\$4.38	40.00%	\$6.13
85947	Hydraulic Hose	V	\$20.42	40.00%	\$28.59
38082	Idler Pulley	V	\$10.82	40.00%	\$14.87
33275R	Lamp	V	\$39.00	40.00%	\$54.60
7304736	Lamp	V	\$5.10	40.00%	\$7.14
112628	Motor Oil	V	\$21.70	40.00%	\$30.38
122260	Motor Oil	V	\$3.60	40.00%	\$5.04
123085	Motor Oil	V	\$4.84	40.00%	\$6.78
550035052	Motor Oil	V	\$13.24	40.00%	\$18.54
550045144	Motor Oil	V	\$4.11	40.00%	\$5.75
550049485	Motor Oil	V	\$2.38	40.00%	\$3.33
75100	Motor Oil	V			

Vehicle and Equipment Parts Management Supply-
Boone/Kenton Counties

Form A - High Volume Parts Pricing

75122	Motor Oil	V	\$9.89	40.00%	\$13.85
75150	Motor Oil	V	\$2.52	40.00%	\$3.53
75540	Motor Oil	V	\$3.13	40.00%	\$4.38
100010	Oil Filter	V	\$4.12	40.00%	\$5.77
100255	Oil Filter	V	\$3.81	40.00%	\$5.33
1348MP	Oil Filter	V	\$4.13	40.00%	\$5.78
1365	Oil Filter	V	\$4.74	40.00%	\$6.64
1372	Oil Filter	V	\$4.23	40.00%	\$5.92
1372MP	Oil Filter	V	\$3.85	40.00%	\$5.39
1516	Oil Filter	V	\$3.82	40.00%	\$5.35
1748XD	Oil Filter	V	\$39.62	40.00%	\$55.47
1754	Oil Filter	V	\$10.64	40.00%	\$14.90
21348MP	Oil Filter	V	\$1.25	40.00%	\$1.75
21372MP	Oil Filter	V	\$1.25	40.00%	\$1.75
27060MP	Oil Filter	V	\$1.25	40.00%	\$1.75
7047	Oil Filter	V	\$5.49	40.00%	\$7.69

NON-COLLUSION AFFIDAVIT OF BIDDER

AFFIDAVIT OF PRINCIPAL CONTRACTOR

STATE OF Kentucky :
COUNTY OF Campbell : SS:

Chris Cottingham being first duly sworn, deposes and says that he is
President

(Sole Owner/Partner/President/Secretary/Other Title)

of Alexandria Auto Parts, who on 7/29/21,
(Name of Bidder) (Date Bid Submitted)

20, submitted to Boone County

_____ a bid as set forth in the attached copy; that all statements of fact in such bid are true; that such bid was not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization, or corporation; that such bid is genuine and not collusive or sham; that said bidder has not directly or indirectly, by agreement, communication of conference with anyone attempting to induce action prejudicial to the interests of the public body which is to award the contract, or of any other bidder or anyone else interested in the proposed contract; and further, that prior to the public opening and reading of bids, said bidder,

- (a) did not directly or indirectly, induce or solicit anyone else to submit a false or sham bid;
- (b) did not directly or indirectly, collude, conspire, connive or agree with anyone else that said bidder or anyone else would submit a false or sham bid, or that anyone should refrain from bidding or withdraw his bid;

Boone/Kenton Counties

- (c) did not, in any manner, directly or indirectly, seek by agreement, communication or conference with anyone to raise or fix the bid price of said bidder or of anyone else, or to raise or fix any overhead, profit or cost element of his bid price, or that of anyone else;
- (d) did not, directly or indirectly, submit his bid price or any breakdown thereof, or the contents thereof, or divulge information or data relative thereto, to any corporation, partnership, company, association, organization, bid depository, or to any member or agent thereof, or to any individual or group of individuals, except to the awarding authority or to any person or persons who have a partnership of other financial interest with said bidder in his business; and
- (e) did not include in his bid price any fees, dues, charges, or assessments because required to do so by reason of his membership in or affiliation with any association, organization, corporation, partnership, company, individual or group of individuals, or because of any agreement or understanding with anyone that he would do so.

Signed: C. T. Cothran
 Title: President

Subscribed and sworn to before me this 28 day of July, 2021.

ANN KLASERNER
 Notary Public
 State at Large
 Kentucky
 (SEAL OF NOTARY PUBLIC HERE)
 My Commission Expires Dec. 12, 2021

FD# 591708

Ann Klaser
 Notary Public in and for
State of Kentucky

My commission expires 12-12-2021

Vehicle and Equipment Parts Management Supply- Form C - Campaign Finance
Boone/Kenton Counties

CAMPAIGN FINANCE AFFIDAVIT OF BIDDER

AFFIDAVIT OF PRINCIPAL CONTRACTOR

STATE OF Ky :
COUNTY OF Campbell : SS:

Chris Cottingham being first duly sworn, deposes and says that he is
President

(Sole Owner/Partner/President/Secretary/Other Title)

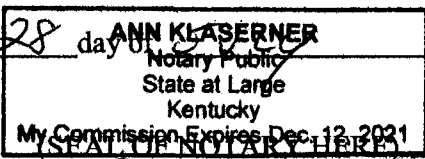
of Alexandria Auto Parts, who on 12/29/21,
(Name of Bidder) (Date Bid Submitted)

20, submitted to Boone County

_____ a bid as set forth in the attached copy; that bidder has not knowingly violated any provision of the campaign finance laws of the Commonwealth and the award of a contract to the bidder would not violate any provision of the campaign finance laws of the Commonwealth.

Signed: C. T. Cottingham
Title: President

Subscribed and sworn to before me this 28 day of January, 2021.



Ann Klaserne
Notary Public in and for

State of Kentucky

My commission expires 12-12-2021.

● **References**

DHL 236 Wendell Ford Blvd. Erlanger KY 41018 Contact Joe Eldridge (859) 817-8910
Site visit with DHL consent. We supply parts to them. No contract, But we have a ten
year relationship

Truckway Leasing 1747 Dremen ST Cincinnati OH 45223 Contact Lonnie Daugherty (513)
542-5560
Site visit OK
We supply parts to them. No contract, but we have a 12 year relationship

Steve's Automotive Repair 3488 Senour Road Covington KY 41051 (859) 356-3000
Contact Steve Wright Site visit OK
We supply parts to them. No contract, but we a 15 year relationship