



City of North Augusta
Department of Public Services
North Augusta, South Carolina
Office: (803) 441-4245
Fax: (803) 441-4243
Website: <http://www.northaugusta.net>

Request for Proposals No: P226-4241-2021

Date: 05/24/2021

The City of North Augusta will be accepting bids from Commercial Vehicle Repair Center(s) to perform work involving the maintenance, diagnostic, and repair for the City of North Augusta Public Services Commercial Vehicle Fleet (Diesel) to include various types of manufactures (International, Mack, Freightliner, Isuzu, Ford and Chevy)

A. SCOPE

The contractor shall provide all labor, hand tools, testing equipment, miscellaneous supplies and related materials required to perform the scope of work. The contractor must be able to make needed repairs of the vehicle within a reasonable time frame and shall provide a quotation before any work can be preform excluding the diagnostic phase.

QUALIFICATIONS

1. Training and Experience Requirements:

Qualified service personnel (those actually performing the work) shall have extensive technical training obtained through graduation from an accredited technical school and/or military training program and/or a minimum of five (5) years commercial experience in the maintenance, diagnostic, and repair of Diesel Commercial Vehicle as follows:

- a. Engine Repairs & Replacement
- b. Engine Diagnostic
- c. Gearbox Repair/Diagnostic
- d. Clutch Repair/Diagnostic
- e. Steering Repair/Diagnostic
- f. Suspension Repair/Diagnostic
- g. ABS Repair/Diagnostic
- h. EBS Repair/Diagnostic
- i. Emissions Control Repair/Diagnostic
- j. Electrical Fault Repair/Diagnostic
- k. Air Brakes Repair/Diagnostic
- l. Automatic transmission Repair/Diagnostic
- m. A/C Repair/Diagnostic

2. Licensing Requirements:

Contractor shall provide documentation that all state and local licensing requirements have been met if applicable.

3. Insurance Requirements:

- a. **Compensation Insurance:** The contractor shall procure and shall maintain during the life of this contract, including the entire period of the contractor's warranty, workmen's compensation insurance for all of the employees to be engaged in work on the project under this contract, and in any case any such work is subject, the contractor shall require the subcontractor similarly to provide workmen's compensation insurance for all of the employees to be engaged in such work unless such employees are covered by the protection afforded by the contractor's workmen's compensation insurance. In case any class of employees engaged in hazardous work on the project under this contract is not protected under the workmen's compensation policy for the protection of such of his employees not otherwise protected.
- b. **Public Liability, Property Damage, and Automobile Liability Insurance:** The contractor shall take out, and maintain during the life of this contract, including the entire period of the contractor's warranty, such comprehensive general liability insurance including products and completed operations. XC and U, and the ISO broad form general liability endorsement for its equivalent thereof and automobile liability insurance as shall protect him and any subcontractor performing work covered by this contract from claims for property damage, which may arise from operations under this contract, whether directly or indirectly employed by either of them. The owner shall be listed as an additional insured. The amount of such insurance shall be as follows:
 - 1) **Bodily Injury Insurance** in an amount not less the \$500,000 for bodily injury, including accidental death, to any one person, and subject to the same limit for each person, in an amount not less than \$1,000,000 on account of one accident.
 - 2) **Property Damage Insurance** in an amount not less the \$500,000 for any one damage claim, and in an aggregate amount up to \$1,000,000 during a period of twelve (12) months.

B. INSTRUCTIONS TO BIDDERS

1. Intent

It is the intent of this Request for Proposal to establish the specifications for commercial vehicle service/repair for the City of North Augusta Public Services Commercial Vehicle Fleet. The specifications contained herein are intended to provide vendors with sufficient information to enable them to prepare an acceptable response to the request.

2. Inquiries

All inquiries relating to this Request for Proposal should be addressed to:

Jason Sikes
Sanitation Superintendent
61 Claypit Road
North Augusta SC, 29841
Phone: (803) 441-4245
Email: jsikes@northaugusta.net



3. Important Dates
 - a. Request for Proposal released to vendors May 25, 2021
 - b. Deadline for submission of proposal June 14, 2021
 - c. Vendor Selected June 16, 2021
 - d. Industrial Maintenance to begin June 18, 2021

4. Submission Date and Location

All proposals must be submitted to Jason Sikes, Public Services Administrative Coordinator, by **2:30 p.m. on Monday, June 14, 2021**, in an envelope clearly marked "Commercial Vehicle Service/Repair."

Submit proposals to:
Jason Sikes
Sanitation Superintendent
Department of Public Services
61 Claypit Rd.
North Augusta, SC 29841

The City of North Augusta will not be responsible for late mail deliveries, and no proposals will be accepted after **2:30 p.m. on Monday, June 14, 2021**.

5. Rejection of Proposals

The City of North Augusta reserves the right to reject any or all bids and to waive any bid formalities.

C. **VENDOR SELECTION AND ADMINISTRATION**

1. Review and Evaluation Process

The City will select a vendor on the basis of greatest benefits to the City of North Augusta, not necessarily on the basis of the lowest price. The vendor selected must have the necessary resources to provide for an effective and timely Commercial Vehicle service/repair to the City of North Augusta. The vendor's references, capabilities, vendor commitment, and quality of proposal will be weighted heavily.

2. Contract Length

The City of North Augusta expects to enter into a two year contract with the selected vendor. The contract may be subject to the City's cancellation at any time with a 30-day written notice if the requirements of the contract are not being met by the vendor.

3. Price Quotations

Prices quoted by vendors should be firm prices, not subject to increases during the term of the contract.

4. Notification of Vendor Selection

All vendors who submit proposals in response to this Request for Proposal will be notified in writing of the result of the selection process.

5. Vendor Incurred Costs

All costs incurred in the preparation and presentation of this proposal in any way whatsoever shall be wholly absorbed by the vendor. All responses to the Request for Proposal shall become the property of the City of North Augusta unless requested otherwise by the vendor at the time of submission. Any material submitted by the vendor that is considered as confidential in nature must be clearly marked as such.



COMMERCIAL VEHICLE SERVICE/REPAIR (PROPOSAL)

We, the undersigned, hereby propose to provide electrical systems service for the City of North Augusta, in strict accordance with the specifications, at the following rates:

LABOR IN SHOP:

Description	Regular Hourly Rate	Overtime Hourly Rate	Night and Weekend Hourly Rate	Holiday Hourly Rate
Mechanic				

ROADSIDE SERVICE (IF APPLICABLE)

Description	Regular Hourly Rate	Overtime Hourly Rate	Night and Weekend Hourly Rate	Holiday Hourly Rate
Mechanic				
Service Truck Fee				
Towing (if Available)				

MATERIALS:

Materials shall be provided at cost plus _____ % with documentation provided.

SUBMITTED BY:

Company: _____

Authorized Signature

Date

Address:

Telephone #: _____

Email: _____