**Bid Item #1:** Perform routine engine maintenance. This includes: changing engine oil, oil filter, fuel filters, checking for oil leaks, checking fuel system for leaks, checking engine operation, checking high idle operation, and checking operation of jake brake.

* Engine oil per quart: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Engine oil filter: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Fuel filters: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bid Item #2:** Perform transmission service. This includes: changing transmission fluid, internal filter, and external filter; inspect transmission, breather, oil cooler/lines, PTO mounting/lines, solenoids/wires, output flange/yoke/seal, bellhousing bolts, and side/rear mounts; test run transmission, operating temperature, 4th gear lock up operation, neutral safety switch, reverse light/alarm, transmission speedometer, and shift quality; check electronic control unit, ECU codes, harness/connector condition, shifter condition, and mounting.

* Transmission fluid per quart: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Filters: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bid Item #3:** Perform engine cooling system service. This includes: changing coolant filter, testing coolant to degree, inspecting radiator cap, pressure testing coolant system, checking engine operating temperature, inspecting radiator mount, inspecting radiator condition, checking fan condition/clearance, checking fan clutch operation, inspecting all belts & tension, inspecting all coolant hoses, inspecting water pump & weep hole, inspecting cab heater, and inspecting cab air conditioning.

* Coolant per gallon: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

* Coolant filter: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bid Item #4:** Perform air brake system maintenance. This includes: checking/servicing air dryer, draining air tanks, checking automatic bleeders, inspecting air brake chambers, inspecting hoses & lines, inspecting rotors & drums, checking brake linings, inspecting slack adjusters, inspecting single brake pedal, checking air gauges, checking low air warning devices, inspecting air compressor, inspecting air governor, inspecting air pressure relief valve, checking parking brake, adjusting brakes as necessary.

* Brake pads per set: $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Brake shoes (each): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Rotors (each): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
* Drums (each): $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bid Item #5:** After hours call. $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bid Item #6:** Road call. This is the charge for sending personnel to any of the NADPS fire stations or to a location within City Limits for diagnosis or repairs.

 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bid Item #7:** Towing from location within the City Limits to service location.

 $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Bid Item #8:** All other repairs as requested.

* Material cost plus \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_%
* Labor cost at $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ per hour

**Bid Items #1-4:** These items are the routine annual maintenance for our diesel fleet. This preventive maintenance may occur more than once per year should higher than expected use of an apparatus occur. Additional inspections are required and are listed below:

* Perform air intake system service. This includes: Inspecting the air filter, inspecting air charge cooler, inspecting hoses/tubes/clamps, replacing air compressor filter, inspecting & cleaning engine breather.
* Perform hydraulic system maintenance. This item applies to apparatus equipped with hydraulic cab lifts, but **not** to the service of aerial devices (Ladder Truck 1; Ladder Truck 2). Engine 1, Engine 2, and Engine 3 have hydraulic cab lifts. Inspect cab lift pumps and hydraulic fluid level.
* Perform general chassis inspection. This includes: checking drive lines (u-joints & bearings); checking tire pressure; checking condition of tires; inspecting wheels & lug retainers; visually inspecting leaf springs, suspension, shock absorbers, and air bags; visually checking front axle, rear axle, axle seals, and exhaust system; inspecting/operating cab controls and cab lift; inspecting all electrical wiring connectors; checking dash gauges. Lubricate the following points as needed: zerk fittings, cab tilt pins, steering linkage, fan bearings, front & rear suspension, drive lines, brake slack adjusters, brake S cam tube/calipers, and door hinges/hardware.
* Inspect power steering. This includes: checking power steering filter, checking oil reservoir level, checking system for leaks, checking operation/condition, checking steering wheel play, checking steering linkage, checking tie rods, checking king pins, and checking steering assist cylinder.
* Inspect starting and charging systems. This includes: checking battery water level, checking battery voltage, checking condition of hold down, checking condition of battery cables, checking condition of starter cables, checking condition of alternator cables, checking battery reserve capacity, and checking alternator output.
* Check and service running lights. This includes: checking headlights/high beams, checking marker lights, checking brake lights, checking turn signals/4 ways, checking other DOT lighting/reflectors, checking cab lights, checking pump panel lights, checking step/ground lights, checking compartment lights, checking door open light, and checking open door alarm.
* If deficiencies are found during routine maintenance, authorization to proceed with any repair work must be obtained from NADPS.
* **Estimated time of completion for routine maintenance: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**hours

\*All above prices shall include sales tax and disposal fees.

**Insurance Requirements**

* **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.
* **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:
	+ **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.
	+ **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.

**Instructions to Bidders**

* **Intent:** It is the intent of this Request for Bids to establish the specifications for fire apparatus and heavy duty emergency vehicle service/repair for the City of North Augusta Department of Public Safety fleet as aforementioned. The specifications contained herein are intended to provide vendors with sufficient information to enable them to prepare an acceptable response to the request.
* **Inquiries:** All inquiries relating to this Request for Bids should be addressed to:

Daniel Smith

Station 1 Sergeant

North Augusta Department of Public Safety

444 E. Buena Vista Avenue

North Augusta, SC 29841

Phone: (803)441-4262

Email: DSmith@northaugusta.net

**Vendor Selection and Administration**

* **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 lowest price. The vendor selected must have the necessary resources to provide for an effective and timely fire apparatus or heavy duty emergency vehicle service/repair to the City of North Augusta. **Emergency vehicles shall be given preference in regard to emergency repairs**; annual service shall be scheduled in advance to accommodate both the vendor and the City of North Augusta. The vendor’s references, capabilities, vendor commitment, and quality of proposal will be weighted heavily.
* **Vendor Incurred Costs:** All costs incurred in the preparation and presentation of this proposal in any whatsoever shall be wholly absorbed by the vendor. All responses to the Request for Bids 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.
* **Price Quotations:** Prices quoted by vendors should be firm prices, not subject to increases during the term of the contract.

**Bid submitted by:**

Owner’s name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company phone number: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Location of service facility if different from company address above:

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_