



City of North Augusta  
Department of Public Safety  
North Augusta, South Carolina  
Office: (803) 442-5730  
Fax: (803) 441-4257  
Website: <http://www.northaugustasc.gov>

Request for Proposals No: RFP-PS-003-24

Date: 08/01/2024

The City of North Augusta is accepting sealed bids for the tire service contract to furnish and install GOODYEAR tires on **all** city-owned passenger vehicles. Sealed bids will be accepted until 11:00 AM on Friday, August 23, 2024 at which time they will be read aloud. Bids are to be mailed to Sergeant Daniel Smith at North Augusta Department of Public Safety: 444 E Buena Vista Avenue, North Augusta, SC 29841 or may be brought to the North Augusta Department of Public Safety Headquarters Complex located at 444 E Buena Vista Avenue, North Augusta, SC 29841. Please mark the outside of these bids clearly with: "**BID RFP-PS-003-24 - VEHICLE TIRE SERVICE CONTRACT**"

**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(s) within a reasonable time frame and shall provide a quotation before any work can be performed outside of the scope of this contract; excluding the diagnostic phase. Tires installed shall be state contract approved and must be police pursuit rated as applicable. The City of North Augusta Fleet consists of sedans, light pickup trucks, and SUVs.

**QUALIFICATIONS**

1. Licensing Requirements:

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

2. 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 vehicle tire service for the City of North Augusta 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:

Sergeant Daniel Smith  
Department of Public Safety  
444 E Buena Vista Avenue  
North Augusta, SC 29841  
Phone: (803) 442-5730  
Email: DSmith@northaugustasc.gov



3. Submission Date and Location

All proposals must be submitted to Sergeant Daniel Smith, Department of Public Safety, by **11:00 AM on Friday, August 23, 2024**, in an envelope clearly marked **"BID RFP-PS-003-24 - Vehicle Tire Service Contract."**

Submit proposals to:  
Sergeant Daniel Smith  
Department of Public Safety  
444 E Buena Vista Avenue  
North Augusta, SC 29841

The City of North Augusta will not be responsible for late mail deliveries, and no proposals will be accepted after **11:00 AM on Friday, August 23, 2024**.

Sealed bids will be opened and read aloud in the Conference Room at North Augusta Department of Public Safety Headquarters (see above address) at **11:00 AM on Friday, August 23, 2024**.

4. 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

This bid will not be awarded solely on the basis of the lowest prices alone, although this is one of the most important considerations. Quality of work, professionalism, response time, etc., will be taken into account before awarding this contract.

2. Contract Length

This contract will be for a two-year period and may be renewed on a year-to-year basis upon the mutual agreement of both parties

3. Price Quotations

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

4. 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.



**VEHICLE TIRE SERVICE (PROPOSAL)**

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

LABOR IN SHOP:

Description	Cost
Mounting	
Balancing	
Alignment	
Replacement TPMS	
Scrap tire disposal	

MATERIALS:

Materials shall be provided at cost plus \_\_\_\_\_ % with documentation provided. This excludes tires on state contract.

SUBMITTED BY:

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

\_\_\_\_\_  
Authorized Signature

\_\_\_\_\_  
Date

Address:

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

Telephone #: \_\_\_\_\_

Email: \_\_\_\_\_