



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-004-24

Date: 08/07/2024

The City of North Augusta is accepting sealed bids for the preventive maintenance of 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-004-24 - VEHICLE PREVENTIVE MAINTENANCE & REPAIR 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. Vehicle preventive maintenance includes oil and oil filter change; brake pad, rotor, shoe, or drum replacement; transmission service; coolant system service; various filter replacement; tire rotation. The preventive maintenance schedule and items will be completed as supplied by the City of North Augusta. The below proposal includes the Department of Public Safety fleet, which receives at minimum, an oil change every 4,000 miles. There are additional medium and light duty vehicles in the City of North Augusta vehicle fleet. The contractor shall also complete engine, drivetrain, suspension, and other repairs as assigned and within the scope of City of North Augusta procurement policy. The term vehicle repairs as indicated in this document does not refer to body damage sustained as a result of collisions. The City of North Augusta Fleet consists of sedans, light pickup trucks, and SUVs of various makes and models.

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 preventive maintenance & repair 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-004-24 - Vehicle Preventive Maintenance & Repair 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 PREVENTIVE MAINTENANCE & REPAIR (PROPOSAL)

We, the undersigned, hereby propose to provide vehicle preventive maintenance & repair for the City of North Augusta, in strict accordance with the specifications, at the following rates:

* See notes below.

LABOR IN SHOP:

Description	Cost
Labor per hour	
Materials: at cost plus %	%
Oil Change: 2021-2024 Chevrolet Tahoe Pursuit	
Oil Change: 2023 Dodge Durango	
Oil Change: 2023 Jeep Grand Cherokee	
Oil Change: 2021 Ford F-250 Van (Gas Engine)	
Oil Change: 2021 Chevrolet Silverado 1500	
Oil Change: 2021 Ford Explorer Police Interceptor	
Oil Change: 2019-2020 Chevrolet Tahoe Pursuit	
Oil Change: 2019 Ford F-150 3.5L Ecoboost	
Oil Change: 2017-2018 Ford Explorer Police Interceptor Twin Turbo	
Oil Change: 2018 Chevrolet Silverado 1500	
Oil Change: 2015-2016 Chevrolet Tahoe Pursuit	
Oil Change: 2015 Ford F-250 (Gas Engine)	
Oil Change: 2014 Chevrolet Tahoe	
Oil Change: 2012 Ford F-250 (Gas Engine)	
Oil Change: 2011 Chevrolet Silverado 1500	
Oil Change: 2010 Ford Crown Victoria	
Oil Change: 2006 Chevrolet Silverado 2500 (Gas Engine)	
Brakes: 2021-2024 Chevrolet Tahoe Pursuit	
Brakes: 2023 Dodge Durango	
Brakes: 2023 Jeep Grand Cherokee	
Brakes: 2021 Ford F-250 Van	
Brakes: 2021 Chevrolet Silverado 1500	



Brakes: 2021 Ford Explorer Police Interceptor	
Brakes: 2019-2020 Chevrolet Tahoe Pursuit	
Brakes: 2019 Ford F-150	
Brakes: 2017-2018 Ford Explorer Police Interceptor	
Brakes: 2018 Chevrolet Silverado 1500	
Brakes: 2015-2016 Chevrolet Tahoe Pursuit	
Brakes: 2015 Ford F-250	
Brakes: 2014 Chevrolet Tahoe	
Brakes: 2012 Ford F-250	
Brakes: 2011 Chevrolet Silverado 1500	
Brakes: 2010 Ford Crown Victoria	
Brakes: 2006 Chevrolet Silverado 2500	

***NOTES:**

- 1.) The above proposal reflects the Department of Public Safety patrol vehicle fleet. This is not an all-inclusive list of City of North Augusta vehicles, though it is representative of the majority of City-owned vehicles.**
- 2.) As indicated above: brakes prices are for front & rear; brake pads & rotors included. Brake parts must be OEM per vehicle.**

SUBMITTED BY:

Company: _____

Authorized Signature

Date

Address:

Telephone #: _____

Email: _____