

REQUEST FOR QUOTES

BID NUMBER: 2016-07

BID OPENING DATE: APRIL 12, 2016

The City of North Augusta is accepting sealed bids for a vehicle maintenance contract until 10:00am, Tuesday, April 12, 2016, at which time they shall be opened and read aloud. Bid documents shall be submitted to:

BID NUMBER 2016-07

Donna Costello
Department of Public Safety
City of North Augusta
444 E. Buena Vista Avenue
North Augusta, SC 29841

The City of North Augusta reserves the right to waive any bid formalities and reject any or all bidders. This bid will not be awarded solely on the basis of the lowest prices alone, although this is one of the most important considerations. Service facility location, quality of work, professionalism, response time, etc., will be taken into account before awarding this contract.

Repair facility must have computer equipment compatible with fleet vehicles in order to perform diagnostic testing.

This contract will be for a one-year period and may be renewed for one additional year upon the mutual agreement of both parties. The city vehicle fleet consists of approximately 90 sedans and light pickups.

**City of North Augusta
Vehicle Maintenance Contract
Contract Price Sheet
2011**

**All bid prices are to include complete job.
(MATERIALS/LABOR/TAXES/FEES/ETC)**

Bid Item #1 Perform all of the services shown on the attached checklist #1 for sedans and pick-up trucks.

Estimated time to complete: _____ hours(s)

4 cyl. _____ each (*)
6 cyl. _____ each (*)
8 cyl. _____ each (*)
8 cyl. Diesel _____ each (*)

Bid Item #1A Perform all of the services shown on the attached checklist #1 for 2015- and 2016 Chevrolet Tahoe's requiring synthetic oil.

Estimated time to complete: _____ hours(s)

8 cyl. _____ each (*)

Bid Item #2 Perform all of the services shown on the attached checklist #2 for sedans and pick-up trucks.

Estimated time to complete: _____ hours(s)

4 cyl. _____ each (*)
6 cyl. _____ each (*)
8 cyl. _____ each (*)
8 cyl. Diesel _____ each (*)

Bid Item #2A Perform all of the services shown on the attached checklist #2 for 2015- and 2016 Chevrolet Tahoe's requiring synthetic oil.

Estimated time to complete: _____ hours(s)

8 cyl. _____ each (*)

Bid Item #3 Perform all of the services shown on the attached checklist #3 for sedans and pick-up trucks.

Estimated time to complete: _____ hours(s)

4 cyl. _____ each (*)
6 cyl. _____ each (*)
8 cyl. _____ each (*)
8 cyl. Diesel _____ each (*)

Bid Item #3A Perform all of the services shown on the attached checklist #3 for 2015- and 2016 Chevrolet Tahoe's requiring synthetic oil.

Estimated time to complete: _____ hours(s)

8 cyl. _____ each (*)

Bid Item #4 Perform all of the services shown on the attached checklist #4 for sedans and pick-up trucks.

Estimated time to complete: _____ hours(s)

4 cyl. _____ each (*)
6 cyl. _____ each (*)
8 cyl. _____ each (*)
8 cyl. Diesel _____ each (*)

Bid Item #4A Perform all of the services shown on the attached checklist #4 for 2015- and 2016 Chevrolet Tahoe's requiring synthetic oil.

Estimated time to complete: _____ hours(s)

8 cyl. _____ each (*)

Bid Item #5 Perform all of the services shown on the attached checklist #5 for sedans and pick-up trucks.

Estimated time to complete: _____ hours(s)

4 cyl. _____ each (*)
6 cyl. _____ each (*)
8 cyl. _____ each (*)
8 cyl. Diesel _____ each (*)

Bid Item #5A Perform all of the services shown on the attached checklist #5 for 2015- and 2016 Chevrolet Tahoe's requiring synthetic oil.

Estimated time to complete: _____ hours(s)

8 cyl. _____ each (*)

* Fluid material cost other than oil and special work not included in these items. These items will be paid for under Bid Item #11.

Bid Item #6 Turn rotors and install new brake pads on the front of sedans and pick-up trucks.

Estimated time to complete: _____ hours(s)

_____ set (turn rotors) _____ set (to replace rotors)

Bid Item #7 Turn drums and install new brake pads on the rear of sedans and pick-up trucks.

Estimated time to complete: _____ hours(s)

_____/set (disc)
_____/set (drums)

Bid Item #8 Replace rotors and install new brake pads on the front of police sedans using Factory pads for police vehicles.

Estimated time to complete: _____ hours(s)

_____ set (turn rotors) _____ set (to replace rotors)

Bid Item #8A Replace rotors and install new brake pads on the front of police SUVs using Factory pads for police vehicles.

Estimated time to complete: _____ hours(s)

_____ set (turn rotors) _____ set (to replace rotors)

Bid Item #9 Replace drums or rotors and install new brake pads on the rear of police sedans using Factory pads for police vehicles.

Estimated time to complete: _____ hours(s)

_____/set (disc)
_____/set (drums)

Bid Item #9A Replace drums or rotors and install new brake pads on the rear of police SUVs using Factory pads for police vehicles.
Estimated time to complete: _____ hours(s)

_____/set (disc)
_____/set (drums)

Bid Item #10 Replace rotors and install new brake pads on the front of police support vehicles using severe duty pads for police vehicles.
Estimated time to complete: _____ hours(s)

_____ set (turn rotors) _____ set (to replace rotors)

Bid Item #11 Replace drums or rotors and install new brake pads on the rear of police support vehicles using severe duty pads for police vehicles.
Estimated time to complete: _____ hours(s)

_____/set (disc)
_____/set (drums)

Bid Item #12 Towing from location within city to service location.

\$ _____

Bid Item #13 All other work as requested.

Material cost plus _____ %
Labor cost at _____ per hour

All above prices shall include sales tax and disposal fees.

Above bid submitted by:

Signature of Authorized Representative

Print/Type Name of Authorized Representative

**City of North Augusta
Vehicle Routine Maintenance
Checklist #1 (4,000 mile interval)**

Department: _____ **Date:** _____

Vehicle Make & Model: _____

Unit Number: _____ **Odometer Reading:** _____

- Change engine oil & filter
- Check tire air pressure (fill if needed)
- Check tire tread
- Check power steering fluid level (fill if needed)
- Check brake fluid level (fill if needed)
- Check automatic transmission fluid level (fill if needed)
- Check radiator fluid level (fill if needed)
- Check windshield washer fluid level (fill if needed)
- Check head/brake/running lights
- Place service label as specified

Description of fluids added, parts replaced, and special work perform:

Description of other deficiencies noted but not fixed*:

Mechanic's Signature: _____

- * If deficiencies are found, authorization to proceed with any repair work must be obtained from the respective department's contact person.

**City of North Augusta
Vehicle Routine Maintenance
Checklist #2 (8,000 mile interval)**

Department: _____ **Date:** _____

Vehicle Make & Model: _____

Unit Number: _____ **Odometer Reading:** _____

- Change engine oil & filter
- Check tire air pressure (fill if needed)
- Check tire tread
- Check power steering fluid level (fill if needed)
- Check brake fluid level (fill if needed)
- Check automatic transmission fluid level (fill if needed)
- Check radiator fluid level (fill if needed)
- Check windshield washer fluid level (fill if needed)
- Rotate tires
- Place service label as specified

Description of fluids added, parts replaced, and special work perform:

Description of other deficiencies noted but not fixed*:

Mechanic's Signature: _____

* If deficiencies are found, authorization to proceed with any repair work must be obtained from the respective department's contact person.

**City of North Augusta
Vehicle Routine Maintenance
Checklist #3 (16,000 mile interval)**

Department: _____ **Date:** _____

Vehicle Make & Model: _____

Unit Number: _____ **Odometer Reading:** _____

- Change engine oil & filter
- Check tire air pressure (fill if needed)
- Check tire tread
- Check power steering fluid level (fill if needed)
- Check brake fluid level (fill if needed)
- Check automatic transmission fluid level (fill if needed)
- Check radiator fluid level (fill if needed)
- Check windshield washer fluid level (fill if needed)
- Rotate tires
- Inspect Suspension
- Inspect brakes
- Inspect drive shaft boot
- Inspect engine belts
- Inspect hoses
- Replace air filter
- Clean battery terminals
- Lube chassis
- Place service label as specified

Description of fluids added, parts replaced, and special work perform:

Description of other deficiencies noted but not fixed*:

Mechanic's Signature: _____

* If deficiencies are found, authorization to proceed with any repair work must be obtained from the respective department's contact person.

**City of North Augusta
Vehicle Routine Maintenance
Checklist #4 (32,000 mile interval)**

Department: _____ **Date:** _____

Vehicle Make & Model: _____

Unit Number: _____ **Odometer Reading:** _____

- Change engine oil & filter
- Check tire air pressure (fill if needed)
- Check tire tread
- Check power steering fluid level (fill if needed)
- Check brake fluid level (fill if needed)
- Check automatic transmission fluid level (fill if needed)
- Check radiator fluid level (fill if needed)
- Check windshield washer fluid level (fill if needed)
- Rotate tires
- Inspect Suspension
- Inspect brakes
- Inspect drive shaft boot
- Inspect engine belts
- Inspect hoses
- Replace air filter
- Clean battery terminals
- Lube chassis
- Drain, flush & refill cooling system
- Replace Fuel Filter
- Place service label as specified

Description of fluids added, parts replaced, and special work perform:

Description of other deficiencies noted but not fixed*:

Mechanic's Signature: _____

* If deficiencies are found, authorization to proceed with any repair work must be obtained from the respective department's contact person.

**City of North Augusta
Vehicle Routine Maintenance
Checklist #5 (64,000 mile interval)**

Department: _____ **Date:** _____

Vehicle Make & Model: _____

Unit Number: _____ **Odometer Reading:** _____

- Change engine oil & filter
- Flush transmission system (replace filter, if necessary)
- Check tire air pressure (fill if needed)
- Check tire tread
- Check power steering fluid level (fill if needed)
- Check brake fluid level (fill if needed)
- Check automatic transmission fluid level (fill if needed)
- Check radiator fluid level (fill if needed)
- Check windshield washer fluid level (fill if needed)
- Rotate tires
- Inspect Suspension
- Inspect brakes
- Inspect drive shaft boot
- Inspect engine belts
- Inspect hoses
- Replace air filter
- Clean battery terminals
- Lube chassis
- Replace Fuel Filter
- Replace PCV valve
- Engine tune-up (replace distributor cap, rotor, spark plugs, wires, & set engine timing)
- Place service label as specified

Description of fluids added, parts replaced, and special work performed:

Description of other deficiencies noted but not fixed*:

Mechanic's Signature: _____

* If deficiencies are found, authorization to proceed with any repair work must be obtained from the respective department's contact person.