



## **REQUEST FOR PROPOSAL**

### **VEHICLE MAINTENANCE CONTRACT**

*One year contract with option to renew for two (2) years.*

City of Hanahan, S.C.

**COH#-011916**

The City of Hanahan ("City") is seeking proposal(s) from qualified and experienced vehicle and equipment maintenance companies for fleet maintenance and repair services. The Contract would be a one year contract with option to renew for two (2) years.

**PLEASE NOTE:** Interviews will be conducted at the City of Hanahan with qualified offerer(s).

Please note that this would not be an exclusive maintenance contract. A list of existing city vehicles are attached herein as examples only. (Exhibit B). The number, make/model and composition may change without prior notice. The selection will be based on overall price, services, performance and reliability of the proposers.

The City operates a diverse fleet, including sedans, SUV, public works vehicles/trucks, patrol cars, as well as fire-fighting apparatus. This contract includes maintenance services for the entire city fleet of approximately 100 units (unleaded and diesel motors), as well as any added vehicles going forward.

#### **See attached Exhibits/Schedules:**

Exhibit A - *Scope of Work - Schedule A*

Exhibit B - *Fleet Information*

Performance standards will include turnaround time, fleet downtime computation minimums, availability of certain emergency vehicles, preventive maintenance compliance, and parts management performance.

- A. All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: "**Fleet Maintenance Services**". The name and address of the proposing business must be shown on the face of the envelope.



- B. All proposals must be received by 2 p.m. on Thursday, February 11, 2016 at which time they may be opened. **Three (3) copies** of the proposal must be enclosed in a sealed envelope. No facsimile, electronic or telephone proposals will be accepted. Questions may be emailed to: David Kornahrens - [dkornahrens@cityofhanahan.com](mailto:dkornahrens@cityofhanahan.com)

**Addressed to:**

City of Hanahan Purchasing  
1255 Yeamans Hall Road  
Hanahan, S.C. 29410  
**"Fleet Maintenance Services"**

- C. Proposers are cautioned that failure to comply may result in non-acceptance of the offer.
- D. Proposals should be prepared simply and economically, providing a straight forward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc. are not desired. Emphasis should be on completeness and clarity of content.

**SELECTION CRITERIA:**

1. Responsiveness of the written proposal ----- 40%  
To the purpose and scope of service, completeness and clarity of all required information and any supplemental information provided by Contractor that will demonstrate the quality of services.
2. Price: -----50%
3. Ability, experience, financial resources: -----10%  
History of successfully completing contracts of this type, meeting projected deadlines and experience in similar work, location, the character, integrity, reputation, judgment and efficiency of the Contractor.
- Total Criteria Weight -----100%

**(Each proposal will be independently evaluated on Factors 1 through 3).**



## **EXHIBIT - A**

### SCOPE OF WORK

#### **GENERAL PROVISIONS**

The successful contractor must be able to perform general and preventative maintenance as well as common repair services on vehicles and equipment that include, but are not limited to, brakes, suspension, heat/air conditioning systems, electrical systems, engine, etc.

The City's preference is to have a primary Contractor that has the ability to perform all required services, if possible. However, work may be sub-contracted. When sub-contractors are used, the Contractor is primarily responsible for performance including but not limited to, billing, reporting, scheduling, delivery, work quality and warranty.

The Contractor must have the ability to provide required preventative maintenance and repair service listed in Section E (below) for the fleet listed on Exhibit B. Any exception including subcontracting must be noted in the response.

#### **A. Preventative Maintenance**

The City's Vehicles are routinely drive short/distances; frequent stop/start; and long idle periods. Schedule A will outline maintenance requirements due to the use conditions.

#### **B. Repairs and Maintenance**

Provide service/repairs to all common mechanical/electrical systems as needed.

#### **C. Transport of Vehicles for Service**

The City will allow work out of our Public Works Maintenance shop - a full service shop. However, in the instance where towing is needed (vehicles not drivable), additional towing charge may be billed upon approval of authorized city staff.

#### **D. Conditions on Required Services**

- 24 hour turn-around on common repairs (including brakes, etc.) and routine maintenance



**E. Repair Order Content and Procedure**

Contractor shall provide repair orders for all services provided containing the following information:

- Date Work performed
- Vehicle/or license #, make, model
- Vehicle mileage at time of service/repair
- Date in/date out/time completed
- Detail type of service, hours, material used, and cost associated with each
- Subcontracted repair orders containing same information shall be attached to contractor repair order
- Contractor Warranty and subcontracted repair orders need to be provided by the Contractor. Contractor is prime contractor; however, subcontractors may be used by Contractor. Contractor assumes responsibility for work of subcontractors. The charges for such services to the City shall be the amount of the subcontractor's invoice for services performed, or the contract price, whichever is less.

**F. Hours of Operation**

The City has number of services that are active on a 24/7 basis and desires the most comprehensive hour coverage possible. Please identify normal business hours and emergency business hours if available.

**G. Technician shall:**

- a. come to site for repairs at City location;
- b. not charge mileage and/or travel time for service calls;
- c. be E-One certified;
- d. be Master ASE certified;
- e. be law enforcement certified;
- f. be knowledgeable with diesel motors as well as unleaded;
- g. be able to perform work on street rated vehicles and off-road vehicles;
- h. be able to supply their own parts and bill upon job completion;
- i. report back to Fleet Manager on negative findings of our fleet; and
- j. provide tow capability in the event of a breakdown to be billed after repair work is completed.



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## **SCHEDULE A - PREVENTIVE MAINTENANCE LIST**

***\*\*Vendors may use attached price list or submit their own***

**(Please provide Price list for the following):**

1. Change Engine Oil
2. Change Engine Filter
3. Check Air Filter Conditions
4. Check and Adjust Drive Belts
5. Check Battery Electrolyte Level, Add Water as Needed; Clean and Tighten Terminals
6. Check Brake Fluid Level
7. Check Brake Pads, Shoes, Hoses
8. Check Breather Condition
9. Check Drive Tran Fluid Levels (Transmission, Transfer Case, Differential)
10. Check Engine Compartment Fluid Levels, Add as needed
11. Check Engine Cooling System, Hoses and Clamps
12. Check Exhaust System
13. Check Front and Rear Shocks For Wear and/or Leakage
14. Check Exterior & Interior Lights and other Electrical Items for correct operations
15. Check Power Steering Fluid Level
16. Check Tire Pressure and Condition
17. Check Windshield Wiper operation, Blades, Washer Solvent level, Fill as needed
18. Lubricate Chassis/CV boots
19. Lubricate Steering Linkage
20. Check Front Brake Pads, Rotors and Calipers
21. Check Rear Brake Shoes, Drums and Wheel Cylinders
22. Rotate Tires (4 way - Front to Rear)
23. Air Filer - replace
24. Check Headlight Alignment
25. Check Parking Brake Operation
26. Lubricate Door Latches, Locks and Hinges
27. Fuel Filter - replace
28. Transmission - Change Fluid, Filter, Gasket
29. Check Air Condition System, Freon Level and Compressor Operation where applicable



**EXHIBIT - B**  
**FLEET INFORMATION**

List of COH Vehicle Types - (Not comprehensive and subject to change)

1. -F150
2. -F250
3. -F350 (diesel)
4. -F450 (diesel)
5. -Chevrolet Tahoe
6. -Chevrolet Trail Blazer
7. -Chevrolet Impala
8. -Chevrolet Caprice
9. -Chevrolet Silverado 1500
10. -Chevrolet Uplander
11. -Ford Explorer
12. -Ford Escape
13. -Ford Utility
14. -Ford Crown Victoria
15. -International 7400 (diesel)
16. -International 7500 (diesel)
17. -Freightliner (diesel)
18. -Dodge Charger
19. -Dodge Durango
20. -Tractors (several makes and models)
21. -Commercial lawn equipment
22. -Kawasaki Mule
23. -EONE fire engines
24. -Ford fire engines

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