

Roane County is inviting sealed bids for the service(s) listed below, subject to the terms and conditions of the Invitation to Bid, the accompanying specifications, and the Roane County Purchasing Manual.

At the appointed time bids will be publicly opened in the office of the Roane County Purchasing Agent at the above address. Bids arriving in the Purchasing Department past the appointed date and time will be considered late and will not be opened.

Deliver Bids To:

ROANE COUNTY PURCHASING DEPARTMENT
200 EAST RACE STREET, SUITE #3
KINGSTON, TENNESSEE 37763

**Bid Number: B2014-43/ALL FUNDS
Vehicle Maintenance**

Open Date & Time: June 24, 2014 at 2:00 p.m. (Eastern Time Zone)

The Bid Envelope must show the Bid Number, Name & Opening Date.

PURCHASING CONTACT INFORMATION

**Lynn Farnham, CPPB
Purchasing Agent
Phone: 865-376-4317
Fax: 865-376-4318
Email: lfarnham@roanegov.org**

GENERAL TERMS & CONDITIONS

1. Attached are instructions and conditions for submitting a bid for Roane County Government. The objective of this bid is to select suppliers in such a manner as to provide for open and free competition and comparability.

BID PREPARATION & SUBMISSION

1. Bidders are expected to examine specifications, terms and conditions, general or special conditions, schedules and all instructions for the purpose of this bid. Failure to do so will be at the bidder's risk.
2. All bids shall be in accordance with the instructions to bidders and specifications included in this ITB. Specifications are intended to be open and non-restrictive.
3. All pricing submitted in the bid document must be completed in ink or typewritten. The bottom line total must also be printed in ink or typewritten on the proposal form. No erasures shall be permitted. Errors may be crossed out and corrections printed in ink or typewritten and must be initialed in ink by the person signing the bid.
4. All bids must meet or exceed the enclosed specifications.
5. It shall be the sole responsibility of the bidder to make certain that all bids in proper form are submitted to the Purchasing Department as described below.
6. All original forms must be signed by a person with authority to bind the bid. The bid must be sealed in an envelope that is labeled according to the directions stated below.
7. On the outside of the envelope/package mark the bid as follows:
 - Vendor Name & Address
 - Bid Number
 - Bid Date & Time
8. The bid must then be in a sealed envelope/package mailed or delivered to the following address:

Roane County Purchasing Department
200 East Race Street, Suite #3
Kingston, Tennessee 37763

Please note that Roane County does not receive a guaranteed delivery time for express mail and/or packages. Please mail accordingly.

12. Sealed written bids will be received at the time and place specified on the Invitation to Bid. Postmark on the Bid by this date will not suffice. Bid must be received on or before the date and time stated. Faxed bid documents will not be accepted.

LATE RECEIPT OF THE BID

1. The bid and modifications or withdrawals thereof received after the time set for opening will not be considered, unless they are received before the award is made and it is determined by Roane County that failure to arrive on time was due solely to a delay in delivery for which the bidder has no responsibility. Roane County does not receive a guaranteed delivery time for express mail and/or packages. Please mail accordingly.
2. Bids must be in the Purchasing Department prior to 2:00 p.m. on the appointed date. Time will be determined by the clock in the Roane County Purchasing Department and once Purchasing Agent/or their designee determines the time is 2:00 p.m., no other bids will be accepted.

RESTRICTIVE OR AMBIGUOUS SPECIFICATIONS

1. It is the responsibility of the bidder to review the entire Invitation to Bid document and to notify the Purchasing Agent if the Invitation to Bid is formulated in a manner that would unnecessarily restrict competition or if it is ambiguous in what is being requested.
2. Pursuant to TCA §12-4-126, questions regarding the specifications or bid procedures must be received by the Purchasing Agent and/or designer no less than ninety-six (96) hours before the bid opening date. No addenda will be issued within less than forty-eight (48) hours of the bid opening day, excluding weekends and legal holidays designated in §15-1-101 unless the bid opening is extended for a reasonable time as determined by the purchasing agent, which shall not be less than forty-eight (48) hours excluding weekends and legal holidays designated in §15-1-101, to allow for any necessary changes to the Invitation to Bid documents and to allow responders to resubmit their responses accordingly.
3. Any questions concerning this Invitation to Bid are to be faxed to the Purchasing Department. Questions will be answered via addenda. Information obtained from any office other than the Purchasing Office is not to be considered binding.

BID OPENING & AWARD

1. Only the bottom line figure will be read at the bid opening. Bids will also be examined for compliance with specification and conditions outlined in the bid document.
2. Consideration will be given to all bids properly submitted. Bids will receive appropriate confidentiality before awarding. Upon award, bid documents and tabulations will be available for review. Errors discovered after public opening may not be corrected, and the bidder may be bound to honor bid as submitted. After investigation of the nature of the mistake, the Purchasing Agent may allow the bid to be withdrawn.
3. The contract will be awarded in writing to the most responsive bidder whose bid conforms best to the Invitation to Bid will be most advantageous to Roane County. It is the intent of Roane County to involve and utilize the best product/services at the best prices and provide small and minority firms, women's business enterprises and labor surplus area firms with increased opportunity to do business with the county. However, currently there are no set asides for small or minority firms.
4. Roane County reserves the right to accept or reject any or all bids and to waive informalities and minor irregularities in the bids received.
5. Roane County reserves the right to award the bid in its entirety or to divide the award in any way that will be more advantageous to the county.

BID PERIOD

1. The contract will be awarded for the period of one (1) year from the date of the bid opening. Roane County reserves the right to purchase additional items against this bid on and as needed basis if pricing remains the same.

PROTEST PROCEDURE

1. If a prospective vendor does not agree with the bid award, they have the right to protest. Disputes arising from the award of this bid must be submitted in writing to the Roane County Purchasing Department no later than seven (7) days from date of bid award. The steps for dispute resolution may include:
 - A meeting with the Purchasing Agent, the requisitioning department's manager and representatives from the disputing party to discuss and resolve the complaint.
 - Information from the aforementioned meeting will be forwarded to the County Attorney for review.
 - A written decision letter stating the reasons for the decision will be prepared by the Purchasing Agent and submitted in writing to the protestor and all parties involved.
 - Purchases will not be allowed under this procurement until a final decision is rendered.
 - In the event that purchases must be made before a final decision is rendered, the emergency purchase procedures will be used.

APPROPRIATION

1. In the event no funds are appropriated by Roane County for the goods or services in any fiscal year or insufficient funds exist to purchase the goods or services, then the contract shall expire upon the expenditure of previously appropriated funds or the end of the current fiscal year, whichever occurs first, with no further obligations owed to or by either party.

INSURANCE

1. The contractor will maintain, at their expense adequate insurance coverage to protect them from claims arising under the Worker's Compensation Act, from claims for damages resulting from bodily injuries and damage to their property, for Bodily Injury and Property Damage Liability in the amount of no less than \$1,000,000, for Products and Completed Operations Liability of no less than \$1,000,000 and from claims for damage to any Roane County property. Additional insurance requirements may be listed any Special Terms & Conditions or in the Bid Specifications. This insurance company shall have a Best's rating of A or better. Any deviations from the above requirements must be disclosed in the bid submission.
2. The successful bidder shall furnish a Certificate of Insurance issued by their insurance company showing that Roane County as an additional insured. Carrier will assume full common liability of all shipments.

COMPLIANCE WITH ALL LAWS

1. Contractor is assumed to be familiar with and agrees to observe and comply with all federal, state, and local laws, statutes, ordinances, and regulations in any manner affecting the provision of goods and/or services, and all instructions and prohibitive orders issued regarding this work and shall obtain all necessary permits.

GOVERNING LAW

1. This contract shall be governed by the laws of the State of Tennessee, and all obligations of the parties are performable in Roane County, Tennessee. The Courts in Roane County shall have exclusive and concurrent jurisdiction of any disputes which arise hereunder.

BUSINESS LICENSES

1. Bidders located in Tennessee are required to have a current business license issued by the State of Tennessee at the time the bids are submitted. Vendors located outside Tennessee are required to obtain a business license issued by the State of Tennessee.
2. A Business Tax & License Affidavit is required to be submitted with the bid.

INDEMNIFICATION/HOLD HARMLESS

1. Contractor shall indemnify, defend, save and hold harmless all departments of Roane County Government and/or the Roane County Board of Education, its officers, agents and employees from all suits, claims, actions or damages of any nature brought because of, arising out of, or due to breach of the agreement by Contractor, its subcontractors, supplier, agents or employees or due to any negligent act or occurrence or any omission or commission of the contractor, its subcontractors, suppliers, agents or employees until the contract terminates.

VENDOR PERFORMANCE

1. If the contractor fails in full or part to perform or comply with any provision of this Contract or the terms or conditions of any documents referenced and made a part hereof, Roane County may terminate this contract, in whole or in part, and may consider such failure or noncompliance a Breach of Contract. Contractors with poor performance will be notified at the time of such performance and be given opportunity to correct the problems. Documentation will be kept on file. Any contractor with continued poor performance will be removed from the potential vendor list for one year.
2. Roane County expressly retains all its rights and remedies provided by law in case of such breach, and no action by Roane County shall constitute a waiver of any such rights or remedies. In the event of termination for default, Roane County reserves the right to purchase its requirements elsewhere, with or without competitive bid.
3. Failure to deliver within the time specified or within a reasonable amount of time, or failure to make replacements of a rejected item immediately will constitute authority to purchase on the open market so as to replace the item(s) rejected and/or not received. On all such purchases, the Vendor agrees to promptly reimburse the county for excess costs incurred by such a purchase.

BREACH OF CONTRACT

1. A party shall be deemed to have breached the contract if any of the following occurs:
 - Failure to provide the services that conform to contract requirements.
 - Failure to maintain/submit any report required hereunder.
 - Failure to perform in full or in part any of the other conditions of the contract.

CONTRACT TERMINATION FOR CAUSE

1. If the contractor fails to properly perform its obligations under this contract in a timely or proper manner, or if the contractor violates any terms of this contract, the county shall have the right to terminate the contract and withhold payments in excess of fair compensation for completed services.
2. In the event the contract is terminated for due cause by the county, the county shall have the option of awarding the contact to the next lowest bidder or bidding again.

CONTRACT TERMINATION FOR CONVENIENCE

1. The county may, by written notice to the contractor, terminate this contract without cause for any reason. Said termination shall not be deemed a Breach of Contract by the county. The county must give notice of termination to the vendor at least thirty (30) days prior to the effective date of termination. The contractor shall be entitled to receive compensation for satisfactory, authorized service completed as of the termination date, but in no event shall the county be liable to the contractor for compensation for any service which has not been rendered. Upon such termination, the vendor shall have no right to any actual general, special, incidental, consequential, or any other damages whatsoever of any description or amount.

BOOKS AND RECORDS

1. The contractor shall maintain all books, documents, accounting records and other evidence pertaining to the goods and services provided under this contract and make such materials available at its offices at all reasonable times during the contract period and for three (3) years from the date of the final payment under this agreement for inspection by county or by any other governmental entity or agency participating in the funding of this agreement, or any authorized agents thereof; copies of said records to be furnished if requested.

INVOICES AND PAYMENTS

1. Payment will be made within 30 days after receipt of invoice and/or delivery of items included in this Invitation to Bid, whichever is later.
2. Roane County Government is not subject to taxation. A tax exemption certificate will be provided upon request.

NONDISCRIMINATION AND NON-CONFLICT STATEMENT

1. Contractor agrees that no person on the grounds of handicap, age, race, color, religion, sex or national origin, shall be excluded from participation in, or be denied benefits of, or be otherwise subjected to discrimination in the performance of this agreement, or in the employment practices of vendor. Contractor shall upon request show proof of such nondiscrimination, and shall post in conspicuous places available to all employees and applicants notices of non-discrimination. Contractor covenants that it complies with the Fair Wage and Hour Laws, the National Labor Relations Act, and other federal and state employment laws as applicable. Contractor covenants that it does not engage in any illegal employment practices.
2. Contractor covenants that it has no public or private interest, and shall not acquire directly or indirectly any interest; that would conflict in any manner with the provision of its goods or performance of its services. The contractor warrants that no part of the total contract amount provided herein shall be paid directly or indirectly to any officer or employee of Roane County as wages, compensation, or gifts in exchange for acting as officer, agent, employee, subcontractor or consultant to contractor in connection with any goods provided or work contemplated or performed relative to the agreement.
3. No employee or member of the Roane County's governing bodies shall participate in the selection or award of a contract if a conflict of interest, real or apparent, would be involved.
4. Officers, employees or officials of the Roane County Government shall neither solicit nor accept gratuities, favors or anything of more than nominal monetary value from vendors or parties to subcontracts.

Bid Number: B2014-25/177 - EMERGENCY GENERATOR SET REPLACEMENT

VENDOR INFORMATION SHEET

(Please fill out completely)

By completing and signing this form you certify that you are an authorized representative of the company for which you are submitting a bid/proposal and that you have the authority to legally bind your company. Further, by completing and signing this form you certify that you agree to all the terms and conditions of this bid/proposal.

1. Vendor Name _____

2. Address _____

City _____ State _____ Zip Code _____

3. Contact Person (Please Print) _____

4. Telephone Number _____ Fax Number _____

5. Vendor's e-mail address _____

6. Authorizing Signature _____

7. Title of Person Signing Bid _____

8. If addenda were issued, please acknowledge the receipt of: (please write "yes" if you received one)
Addendum 1 _____ Addendum 2 _____ Addendum 3 _____ Addendum 4 _____

9. If applicable, please indicate below if discounts will be allowed for prompt payment or if there is not discount offered:
_____ % Net 10 Days; _____ % Net 20 Days; _____ % Net 30 Days; _____ No Discount

COOPERATIVE PURCHASING - Vendors are to indicate if it is permissible for other governmental agencies in the State of Tennessee to purchase these items or services at the same price. Freight charges may be adjusted to reflect differences in delivery costs to other locations. Please indicate the approval of Cooperative Purchasing.

_____ Yes _____ No

SCHOOL CONTRACTS ONLY

CRIMINAL HISTORY RECORDS CHECK – Do you agree to comply with Public Chapter 587 of 2007 which requires all contractors to facilitate a criminal history check, including fingerprinting, conducted by the Tennessee Bureau of Investigation and the Federal Bureau of Investigation for each employee or subcontractor personnel before permitting the employee or subcontractor personnel to have contact with students or enter school grounds?

_____ Yes _____ No

**Bid Number: B2014-43/ALL FUNDS – VEHICLE MAINTENANCE
NON –COLLUSION, INDEPENDENT PRICE DETERMINATION,
NON-DISCRIMINATION, NON-DEBARMENT & LOBBYING AFFIDAVIT**

I do hereby certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud.

I understand that collusive pricing is a violation of State and Federal law and can result in fines, prison sentences, and civil damage awards and that no collusion with another firm was used in preparation of this bid.

I also certify that this firm does not discriminate against any employee or applicant for employment on the grounds of race, color, national origin or sex; and does not and will not maintain or provide for his employees any segregated facilities at any of its establishments, and further, that the firm does not and will not permit their employees to perform their services at any location under this contract where segregated facilities are maintained.

By submission of this bid, the bidder certifies that neither it or its principals is presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal or State department or agency.

I further certify that during the Invitation to Bid solicitation and/or during the performance of this contract that neither it nor its principals will participate in lobbying activities in conjunction with this project.

I agree to abide by all terms and conditions of this Invitation to Bid and certify that I am authorized to sign this affidavit for the vendor.

Please indicate which of the following apply to your company. This information is requested for information purposes only. Roane County currently has no policy that allows for set asides or preferences for woman owned or minority owned businesses.

African American Owned
 Caucasian Owned
 Native American Owned
 Other Owned

Asian Owned
 Hispanic Owned
 Woman Owned

Signature

Title

**Bid Number: B2014-43/ALL FUNDS – VEHICLE MAINTENANCE
BUSINESS TAX & LICENSE AFFIDAVIT**

Please sign the affidavit below stating that your company does have a Business License and that your Business Taxes are current. Companies located outside the State of Tennessee are required to have a Business License in Tennessee.

The undersigned states that he/she has legal authority to swear this on behalf of _____ (Vendor); and that Vendor is not in any manner in violation of *Tennessee Code Annotated, §5-14-108(l)* which provides that *“no purchase shall be made or purchase order or contract of purchase issued for tangible personal property or services by county officials or employees, acting in their official capacity, from any firm or individual whose business tax or license is delinquent”*.

Affiant affirms and warrants that Contractor’s licenses are currently valid and all business taxes have been paid and are current as of the date of this affidavit. Contractor is licensed and pays business taxes in _____ County, Tennessee.

VENDOR

By: _____

Title: _____

Date: _____

Witness: _____

Date: _____

**Bid Number: B2014-43/ALL FUNDS – VEHICLE MAINTENANCE
BID SPECIFICATIONS**

General Information

1. The purpose of this bid is to provide a baseline of prices and annual contract for routine vehicle maintenance, storage facility, road side service & towing and repair of the county's vehicles.
2. The Office of Emergency Services (Ambulance, Fire & Emergency Management) and the Sheriff's Department are the primary users of this contract but other county vehicles will also be using this contract as vehicle service or repairs are needed. County employee's personal vehicles are not to be serviced under this contract and billed to Roane County. This contract does not cover the School Transportation Department or the Roane County Highway Department.

Contract Information

1. This contract may be awarded to multiple vendors. For example, the ambulance/fire vehicle maintenance may be awarded to one vendor and the rest of the contract, which is more traditional vehicles, to another company. Roane County reserves the right to use quick-lube businesses for convenience.
2. All vehicles that are under warranty will be serviced at the local dealership of the vehicle's manufacturer. All warranty items shall be handled by the dealer.
3. Bids will be considered only from full-service garages. Contractors may subcontract specialized services that are not provided at the contractor's facility. Any work that is subcontracted must be warranted by the prime contractor.
4. This contract has no guarantee of dollar volume or frequency of use.
5. In the event of an emergency or if the contractor cannot service a vehicle in a timely manner, the county reserves the right to contract with another vendor.

TERM OF THE CONTRACT

The term of the contract is for fiscal year beginning July 1, 2014 through June 30, 2015.

BID RENEWAL

Roane County reserves the right to renew all aspects of the bid one year at a time for an additional two (2) years based on a firm fixed price and in accordance with the same Terms & Conditions of the original Invitation to Bid. Roane County Purchasing will notify the vendor of their intention to renew this contract prior to June 1 of the proposed renewal year. This renewal is not automatic and will be based on an annual review of the contract.

Contractor's Requirements

1. Contractor is to be an established company with all required licenses, certifications, facilities, equipment and trained personnel necessary to perform the requirements specified herein. Include a copy of certification(s) in your bid.
2. Contractor is required to carry garage keeper's insurance along with property insurance to adequately cover any county owned equipment and/or supplies that are stored at their facility. A certificate of insurance must be issued by the vendor's insurance company.
3. Contractor is to provide a locked storage area for pool cars for the Sheriff's Department & Office of Emergency Services. Both departments must have access to this storage area 24 hours per day, 7 days per week.
4. For vehicles whose repairs are more than one day and the vehicle is required to remain at the contractor's location over-night, the vehicle(s) must be in a secure area to protect the vehicle and all equipment in the vehicle.
5. In addition to the pool car storage area, the contractor is to provide a secure storage area for wrecked and/or surplus vehicles to use for parts and for tire and vehicle equipment storage.
6. The contractor is to provide 24 hour, 7 days per week towing and road side assistance.
7. Incidental charges for supplies, e.g. shop supplies, rags, miscellaneous nuts, bolts, charges for making out work orders, etc. are the responsibility of the contractor. Invoices are to show a break-down of labor and parts for all repairs. Failure to do so may be cause for cancellation of the contract
8. For repairs other than those authorized in this contract and over \$500, the contractor must contact a representative of the county for authorization to complete the repair. It is the responsibility of the contractor to advise the county if a vehicle's repairs are so extensive and the age of the vehicle is such that a decision as to whether it is cost efficient to continue to repair the vehicle. In this instance, the contractor must contact a representative of the county for authorization to complete the repair(s).
9. The Office of Emergency Services and Sheriff's Department are both emergency response agencies. These vehicles must be given priority over all other vehicles. The contractor shall agree, if the agency deems it necessary, to provide service to these vehicles in less than 30 minutes. Any service taking longer will be documented. Three services in one month taking longer than 30 minutes shall be cause for contract termination. This does not apply to large repairs or service that has been scheduled with the contractor. The county will try and schedule routine maintenance so as not to cause a hardship on the contractor.

Standards

1. All services performed under this contract will be performed in accordance with best industry practices and all parts installed will be genuine, original manufacturer or an approved equivalent. Prior approval must be given by a county representative of the department requesting service to use parts other than genuine manufacturer's parts.
2. If any used, rebuilt or reconditioned parts are supplied, it shall be clearly stated on the invoice and approved by a county representative prior to installing. The contractor will return or provide inspection for all replaced parts. Services/parts guarantees and warranties shall be stated therein.

3. Roane County has various makes and models of vehicles and the vendor is to be proficient in maintaining and repairing all makes and models.
4. Contractor is to use only the oils, lubricants, fluids and parts that are recommended by the manufacturer.

Termination of the Contract

1. Time and convenience of the county is of the utmost importance. Repetitive substantiated complaints of delays, inefficient operating procedures, poor service and/or incorrect billings may be grounds for termination of the contract in whole or in part.
2. This contract may be terminated by either party by giving thirty (30) days written notice of such intent.
3. The county reserves the right to terminate this contract at any time, upon written notice, in the event that the services of the contractor are deemed to be unsatisfactory or upon failure to perform any of the terms and conditions contained in this Invitation to Bid.

Invoicing & Payments

1. The contractor is to submit properly completed invoice(s) to:
Roane County Accounting
PO Box 643
Kingston, Tennessee 37763
2. A receipt is to be provided to the individual picking up the vehicle that states what services done and any parts that were used. Invoices must detail labor and materials.
3. Invoices are to be submitted to the Accounting Department every thirty (30) days. Failure to do so may result in contract termination.
4. To insure prompt payment, each invoice should include a complete description of the work completed along with parts prices, unit and total price, discount terms and include the contractor's name and return remittance address.

SCOPE OF WORK

Roane County's fleet consists of various types of vehicles. A copy of the Sheriff's fleet and the Office of Emergency Service's fleet is included in the bid documents.

The bid shall include a per vehicle rate for various types of service for all cars and trucks with gasoline engines and not over one ton. It is understood that some vehicles may have different oil capacities. Therefore, pricing is requested for oil changes for five-quart and six-quart capacities. Any vehicle not fitting either category will be addressed individually. The bid shall be a flat rate for each category and preventive maintenance services as described herein.

The Sheriff's Department averages per vehicle 150-300 miles per day and the Office of Emergency Services averages 5,600 miles per month per ambulance.

Tire Service

1. For the purpose of this bid, do not include the price of tires in bid price. Tires may be furnished by Roane County. The county reserves the right to purchase tire through the contractor but generally will purchase tires through other contracts. If the tires are purchased through the contractor, the contractor will be expected to rotate and balance the tires for the life of the tires. The Office of Emergency Services requires that at tire replacement the valve stems be replaced with high pressure valves.
2. Tire service is to include, but is not limited to the following:
 - a. Tire Rotation
 - b. Mount & Balance
 - c. Wheel Balance
 - d. Tubeless Valve
 - e. Install & Remove Tire Chains
 - f. Store Snow Tires & Change As Needed
 - g. Roadside Tire Changes

SAMPLE PREVENTIVE MAINTENANCE SCHEDULE FORD CROWN VICTORIA

Below is a description of preventive maintenance items that have been established by the Sheriff's Department.

1. Service Group #1 - Oil / Filter Changes

- At every 5,000 miles change the oil and filter
- Use SAE 5-W-20 oil which meets SH, SJ standards.
- Check all fluids, brake master cylinder, power steering, transmission.
- Check air filter unit.
- Visual inspection of radiator and radiator cap. At operation temperature check the coolant level by observing lines on surge tank for proper fill.
- Visual inspection of radiator and heater hoses and all rubber vacuum lines.
- Check belts for fan, alternator, water pump and air conditioner for proper tension and signs of wear.
- Make under-hood check of all electrical wires and connections.
- Insure area in front of radiator is clean and free of debris such as bugs, grass, etc.
- If equipped with grease fittings, lubricate steering, suspension, and ball joints.

2. Service Group #2 - Tire Rotation/Maintenance/Replacement

- Every 10,000 miles rotate tires on four-tire rotation basis.
- Visually inspect brakes when rotating tires.
- Check tire pressure regularly. Maintain at 35-44 PSI, cold.
- Replacement of tires with more than 3/32 inch of tread must be approved by Sheriff, Chief or Lieutenant.
- When wheels are taken off for any reason, torque wheel nuts to manufacturers specifications. Improper tightening of wheel nuts will warp the brake rotors and result in poor brake performance.
- Tires must be V speed rated.

3. Service Group #3 - Air Filters

- Every 15,000 miles replace the paper air filter element.
- Filter should be replace immediately if the vehicle is exposed to severe dust conditions.

4. Service Group #4 - Fuel Filter and Other 15,000 Mile Adjustments

- Replace the fuel filter every 15,000 miles.

5. Service Group #5 - Cooling System

- Flush and fill cooling system at 100,000 miles.
- Use antifreeze all year round and check frequently during Winter months. Protection must be - 20 degrees.
- Use only antifreeze which is yellow or green in color. Do not mix orange antifreeze with original yellow or green.

6. Service Group #6 - Transmission

- Every 50,000 miles flush all fluid and change the filter.
- The Crown Victoria is equipped with low gear lockout; do not remove.

7. Service Group #7 - Spark Plugs

- Replace every 60,000 miles.

8. Service Group #8 - Brakes

- Replace brake pads as necessary with approved pads.
- Rotors should be replaced with new, not resurfaced.

Other Related Policies and Guidelines

- DO NOT overfill crankcase.
- DO NOT use gas-saving devices or gadgets.
- DO NOT use gadgets that supposedly increase power.
- Follow manufacturer guidelines within starting a dead battery to avoid damaging the vehicle's computer. DO NOT USE JUMPER CABLES.
- BRAKE FLUID SPECIAL NOTICE: Use only High Performance DOT 3 brake fluid that meets or exceeds Ford Motor Company specifications.
- Operate the air conditioner at least once monthly during the winter to lubricate seals.

SAMPLE PREVENTIVE MAINTENANCE SCHEDULE DODGE CHARGER

1. Service Group #1 - Oil / Filter Changes

- At every 5,000 miles change the oil and filter
- Use SAE 10-W-30 oil which meets SH, SJ standards.
- Check all fluids, brake master cylinder, power steering, transmission.
- Check air filter unit.
- Visual inspection of radiator and radiator cap. At operation temperature check the coolant level by observing lines on surge tank for proper fill.
- Visual inspection of radiator and heater hoses and all rubber vacuum lines.
- Check belts for fan, alternator, water pump and air conditioner for proper tension and signs of wear.
- Make under-hood check of all electrical wires and connections.
- Insure area in front of radiator is clean and free of debris such as bugs, grass, etc.
- If equipped with grease fittings, lubricate steering, suspension, and ball joints.

2. Service Group #2 - Tire Rotation/Maintenance/Replacement

- Every 10,000 miles rotate tires on four-tire rotation basis.
- Visually inspect brakes when rotating tires.
- Check tire pressure regularly. Maintain at 35-44 PSI, cold.
- Replacement of tires with more than 3/32 inch of tread must be approved by Sheriff, Chief or Lieutenant.
- When wheels are taken off for any reason, torque wheel nuts to manufacturers specifications. Improper tightening of wheel nuts will warp the brake rotors and result in poor brake performance.
- Tires must be V speed rated.

3. Service Group #3 - Air Filters

- Every 15,000 miles replace the paper air filter element.
- Filter should be replaced immediately if the vehicle is exposed to severe dust conditions.

4. Service Group #4 - Fuel Filter and Other 15,000 Mile Adjustments

- Replace the fuel filter every 15,000 miles.

5. Service Group #5 - Cooling System

- Flush and fill cooling system at 100,000 miles.
- Use antifreeze all year round and check frequently during Winter months. Protection must be - 20 degrees.
- Use only antifreeze which is yellow or green in color. Do not mix orange antifreeze with original yellow or green.

6. Service Group #6 - Transmission

- Every 50,000 miles flush all fluid and change the filter.

7. Service Group #7 - Spark Plugs

- Replace every 60,000 miles.

8. Service Group #8 - Brakes

- Replace brake pads as necessary with approved pads.
- Rotors should be replaced with new, not resurfaced.

Other Related Policies and Guidelines

- DO NOT overfill crankcase.
- DO NOT use gas-saving devices or gadgets.
- DO NOT use gadgets that supposedly increase power.
- Follow manufacturer guidelines within starting a dead battery to avoid damaging the vehicle's computer. DO NOT USE JUMPER CABLES.
- BRAKE FLUID SPECIAL NOTICE: Use only High Performance DOT 3 brake fluid that meets or exceeds Dodge/Chrysler specifications.
- Operate the air conditioner at least once monthly during the winter to lubricate seals.

SAMPLE PREVENTIVE MAINTENANCE SCHEDULE SPORT UTILITY VEHICLE

Below is a description of preventive maintenance items that have been established for servicing Sport Utility Vehicles. Pricing is requested for each of the service groups. Also included is the service schedule using the Service Groups listed below:

1. Service Group #1 - Oil / Filter Changes

- At every 5,000 miles change the oil and filter
- Use SAE 5-W-20 oil which meets SH, SJ standards.
- Check all fluids, brake master cylinder, power steering, transmission.
- Check air filter unit.
- Visual inspection of radiator and radiator cap. At operation temperature check the coolant level by observing lines on surge tank for proper fill.
- Visual inspection of radiator and heater hoses and all rubber vacuum lines.
- Check belts for fan, alternator, water pump and air conditioner for proper tension and signs of wear.
- Make under-hood check of all electrical wires and connections.
- Insure area in front of radiator is clean and free of debris such as bugs, grass, etc.
- If equipped with grease fittings, lubricate steering, suspension, and ball joints.

2. Service Group #2 - Tire Rotation/Maintenance/Replacement

- Every 10,000 miles rotate tires on four-tire rotation basis.
- Visually inspect brakes when rotating tires.
- Check tire pressure regularly. Maintain at 35-44 PSI, cold.
- Replacement of tires with more than 3/32 inch of tread must be approved by Sheriff, Chief or Lieutenant.
- When wheels are taken off for any reason, torque wheel nuts to manufacturer's specifications. Improper tightening of wheel nuts will warp the brake rotors and result in poor brake performance.
- Tires must be V speed rated.

3. Service Group #3 - Air Filters

- Every 15,000 miles replace the paper air filter element.
- Filter should be replaced immediately if the vehicle is exposed to severe dust conditions.

4. Service Group #4 - Fuel Filter and Other 15,000 Mile Adjustments

- Replace the fuel filter every 15,000 miles.

5. Service Group #5 - Cooling System

- Flush and fill cooling system at 100,000 miles.
- Use antifreeze all year round and check frequently during Winter months. Protection must be -20 degrees.
- Use only antifreeze which is yellow or green in color. Do not mix orange antifreeze with original yellow or green.

6. Service Group #6 - Transmission

- Every 50,000 miles flush all fluid and change the filter.
- The Crown Victoria is equipped with low gear lockout; do not remove.

7. Service Group #7 - Spark Plugs

- Replace every 60,000 miles.

8. Service Group #8 - Brakes

- Replace brake pads as necessary with approved pads.
- Rotors should be replaced with new, not resurfaced.

Other Related Policies and Guidelines

- DO NOT overfill crankcase.
- DO NOT use gas-saving devices or gadgets.
- DO NOT use gadgets that supposedly increase power.
- Follow manufacturer guidelines within starting a dead battery to avoid damaging the vehicle's computer. DO NOT USE JUMPER CABLES.
- BRAKE FLUID SPECIAL NOTICE: Use only High Performance DOT 3 brake fluid that meets or exceeds Ford Motor Company specifications.
- Operate the air conditioner at least once monthly during the winter to lubricate seals.

SAMPLE PREVENTIVE MAINTENANCE SCHEDULE AMBULANCES

Please note: Ambulances typically hold 15 quarts of oil. Refer to manufacturer's recommendations to verify type and amount of oil.

1. **Service Group #1** – Every 3,000 miles – Provide the following service items.
 - Change oil & filter
 - Lubricate chassis
 - Check all fluids
 - Check tire pressure
 - Check all belts & hoses
 - Check air filter
 - Check brakes

2. **Service Group #2** – Every 10,000 miles – Provide the following service items.
 - Change oil & filter
 - Lubricate chassis
 - Replace all filters including air, fuel & PCV filter
 - Check brakes and wheel bearings
 - Check & adjust valves if rocker-type arm
 - Replace plugs, points, cap, rotor and all necessary tune-up & emission items
 - Check all belts including timing belt
 - Inspect cooling system hoses & fluid for cleanliness
 - Check temperature for engine thermostat
 - Look over vehicle for leaks and other problems

3. **Service Group #3** – Every 20,000 miles – Provide the following service items.
 - Bleed brakes to renew fluid & remove contamination from normal wear & tear
 - Drain cooling systems, radiator, engine block & all heater related components
 - De-scale as necessary and inspect tubes in radiator for cleanliness. Replace thermostat.
 - Refill with distilled water & 10% glycol.
 - Add corrosion protection fluid.
 - Replace automatic transmission fluid
 - Change filter and clean screen & magnets

4. **Service Group #4** – Every 30,000 miles or 3 years – Provide the following service items.
 - Check & adjust pocket-style valves

5. **Service Group #5** – Every 50,000 miles or 5 years – Provide the following service items.
 - Replace oil in transmission
 - Replace oil in differentials and transfer case

6. **Service Group #6** – Every 60,000 miles or 6 years
 - Replace rubber timing belts on camshafts

State of Tennessee Vehicle Inspection

The State of Tennessee requires that ambulances be inspected on an annual basis. Enclosed is a copy of the required inspection form. Please price below.

Price per Inspection at Contractor's Location \$ _____

Price per Inspection at the County's Facility \$ _____

PRICE SHEET FOR ROUTINE MAINTENANCE ITEMS

Oil, Lube & Maintenance Checks

The following is a list of service items that are required to be performed when vehicles come in for routine service:

- Drain & refill crankcase with name brand oil of manufacturer's recommended type and weight
- Replace oil filter with the filter recommended by the manufacturer
- Lube all grease fittings
- Check rear differential oil level and add as required
- Check power steering fluid level and add as required
- Check transmission fluid level and add as required
- Check brake fluid and add as required
- Check windshield washer fluid level and add as required
- Check windshield wiper blades
- Check antifreeze level and advise driver of need to fill
- Check air filter and advise driver of need to change
- Check air pressure in tires and inflate to proper pressure & check for foreign objects
- Check belts for condition & tension and advise driver of need to change

Price for the services listed above for a vehicle requiring 5 quarts of oil. \$ _____

Price for the services listed above for a vehicle requiring 6 quarts of oil. \$ _____

Price for the services listed above for a Freightliner Ambulance \$ _____

Price for the services listed above for a Chevrolet Ambulance \$ _____

Safety Check for Vehicles

The following is a list of service items that are required to be performed when vehicles come in for a safety check. Contractor is to advise the driver of any deficiencies:

- Includes removal and rotation of wheels/tires & inspect tires
- Inspect front & rear brakes for wear, etc.; record amount of lining
- Inspect suspension, ball joints, tie rods & shocks
- Inspect hoses & belts, check fluids
- Lube all hinges & latches
- Check service indicator
- Check light operation (turn signals, back-up, headlights, taillights & brake lights)

Price for the services listed above for a routine vehicle safety check. \$ _____

Tire Services

If tires are purchased through the contractor, it is expected that tire rotation and balancing is provided at no cost for the life of the tires. For those tires that are supplied by the county or purchased at another dealer, please price the following tire service items:

Tire Rotation	\$ _____
Mount & Balance per Tire	\$ _____
Install & Remove Tire Chains	\$ _____
Remove & Install Snow Tires	\$ _____

Brake Services

Please provide the following pricing for brake services as described for the following vehicles.

Brake Repair including Wheel Pack

Ford Crown Victoria with Rotors	\$ _____
Ford Crown Victoria without Rotors	\$ _____
Dodge Charger with Rotors	\$ _____
Dodge Charger without Rotors	\$ _____
Sport Utility Vehicles with Rotors	\$ _____
Sport Utility Vehicles without Rotors	\$ _____
Freightliner Ambulances with Rotors	\$ _____
Freightliner Ambulances without Rotors	\$ _____
Chevrolet Ambulances with Rotors	\$ _____
Chevrolet Ambulances without Rotors	\$ _____

Brake Repair including Wheel Pack

Front Brakes with Rotors	\$ _____
Front Brakes without Rotors	\$ _____
Rear Brakes with Rotors	\$ _____
Rear Brakes without Rotors	\$ _____

Towing & Road Side Service

The contractor is to provide 24 hour, 7 day per week towing and road side service to all county vehicles. Road side service is for minor repairs such as tire changes, boosting vehicles, etc. Please price as follows for towing & road side service:

Please indicate what are considered normal working hours from _____ a.m. to _____ p.m.

What are your business days and hours for your service department? _____

During normal working hours:

Vehicle Towing (inside Roane County) price/tow \$ _____

Vehicle Towing (outside Roane County) price/tow \$ _____

Road Side Service (inside Roane County) price/incident \$ _____

Road Side Service (inside Roane County) price/incident \$ _____

After normal working hours:

Vehicle Towing (inside Roane County) price/tow \$ _____

Vehicle Towing (outside Roane County) price/tow \$ _____

Road Side Service (inside Roane County) price/incident \$ _____

Road Side Service (inside Roane County) price/incident \$ _____

Storage Facilities

The contractor is required to have a secure storage facility for surplus vehicles to be used for parts, for the Sheriff's Department's pool vehicles, seized and other vehicles if necessary. There may also be a need for storage for the Office of Emergency Services but not to the extent that will be needed for the Sheriff's Department. The Sheriff's Department needs an area that will store approximately 25-75 vehicles at any given time. The Office of Emergency Services may have a need for up to 5 vehicles.

The contractor must also have a secure storage area for supplies and/or equipment that is provided by the county. These types of items may be tires, vehicle equipment, supplies, oils & lubricants, etc.

If there are no charges for storage included in the bid submitted, the contractor shall not make any future claims for compensation for storage.

Does your company have storage available as described above? _____ Yes _____ No

If yes, please indicate how you will charge for storage. _____

