

REQUEST FOR PROPOSAL

Bus Maintenance Services

Telamon Corporation is seeking to contract with a company who can provide ongoing bus maintenance services by qualified **Bus Mechanics/Technicians** for the Head Start Programs in Wake, Chatham, Sampson and Caswell County, North Carolina. It is particularly interested in a Bus Mechanic/Technician that can visit each center in which the vehicles are located and provide services that will keep them in safe operating conditions in accordance with the Head Start Performance Standards (1303.71 e 1).

The RFP is presented as outlined below:

- I. Background
- II. Scope of Work
- III. Proposal Format and Content
- IV. Submittal Requirement
- V. Timeline
- VI. Attachments

I. Background

Telamon Corporation is a multi-state, multi-funded private non-profit organization which was organized in 1965 to provide assistance to those in need. Among those are farmworkers and their families, children born into poverty, at-risk youth, elderly, homeless, and dislocated workers.

Telamon Corporation operates a variety of Head Start programs. Head Start is a federal preschool program that promotes the school readiness of children ages birth to 5 from low-income families by enhancing their cognitive, social, and emotional development. Telamon operates three types of Head Start programs for disadvantaged families: Head Start (preschool for children ages 3 to 5 years old), Early Head Start (childcare for children 0 to 3 years old and pregnant women), and Child Care Partnerships (childcare and preschool for children of eligible farmworkers ages 0 to 3 years old). Children with disabilities are encouraged to participate in all programs. Telamon provides transportation services to families in both rural and urban areas. Telamon's approach to Head Start services includes:

- A nurturing environment that supports the healthy growth and development of each child in the context of the child's family, culture, and community.
- Parents as partners in the shared decision-making process and as active participants in policy groups; and
- Recognition of the importance of strengthening linkages within communities.

The education philosophy and vision for Telamon Head Start programs is *Child Centered and Developmentally Based*. It arises from the knowledge that young children learn through direct interactions with their environment and the people within it.

II. Scope of Work

Inspect Buses that are manufactured by Ford, Chevy, and GMC either at the site or at a bus garage that has all the required tools and storage space to accommodate the services needed for the repairs.

Must be a licensed mechanic that meets the requirements to work on Diesel operated vehicles. Working knowledge of preventive maintenance for buses to include but not limited to:

- Knowing the proper tire tread amount reading for the front and rear tires and the ability to change them.
- Knowing when the oil needs to be changed and putting each bus on a schedule to keep this maintained.
- The ability to perform annual inspections on the vehicles to avoid violations.
- The ability to change out and install windshield wipers blades, light bulbs, to include interior and exterior
- Be able to make major and minor repairs to all the bus located within the service area.

Telamon currently has bus located in three of the four counties that are being served, those locations include:

Telamon NC Knightdale Early Head Start and Head Start 1020 Todd Road, Knightdale, NC 27545(Two Buses)

Chatham Child Development Center 221 Chatham Square, Siler City, NC 27344 (One Bus)

Telamon NC Clinton Early Head Start and Head Start 606A College Street, Clinton, NC 28328 (Three Buses)

Telamon NC Midway Early Head Start and Head Start 1428 Midway Elementary School Road, Dunn, NC 28334(Two Buses)

Telamon NC Charles E. Perry School Early Head Start and Head Start 705 Boone Street, Roseboro, NC 28382 (Two Buses)

Total Buses: 10

III. Proposal Format and Content

- A. Bid Cover Sheet (Enclosed)
- B. Qualifications (Enclose proof of qualifications with response)
- C. Mechanic Background/Experience – 1 page maximum, double spaced, 12 pt font
- D. References (Enclose 2 professional references with response)
- E. Insurance (If you have active coverage, please enclose proof with response)

IV. Submittal Requirements

The proposal must be received no later than 4:30 p.m. June 20, 2023. Proposals submitted electronically should be emailed to awilliams1@telamon.org or mailed to:

**Anicia Williams, Property Coordinator NC
Telamon Head Start
5560 Munford Rd. Ste. 201
Raleigh, NC 27612**

V. Timeline

Proposal Due:	June 20, 2023
Service Date to start:	August 01, 2023

Bus Maintenance Services

Transition Resources Corporation Head Start Program

Organization/Individual:

Address:

Phone Number:

Fax Number:

Email:

Contact Person:

Brief Description of Organization/Individual

Total Proposed Cost: \$ _____

Authorizing Official: _____

Typed Name/Title