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July 18, 2017

**INVITATION FOR BID  
 BID # 2018-005**

**BLANKET CONTRACT FOR ROUTINE  
 VEHICLE MAINTENANCE AND REPAIRS**

Submittals from minority, women and disadvantaged business enterprises are encouraged.

<b>SUBMITTAL DEADLINE</b>	<b>SUBMIT</b>
2:00 P.M. Local Time, August 15, 2017	One copy
<b>DELIVERY BY MAIL</b>	<b>DELIVERY BY HAND</b>
Truman State University Attn: Lori Davenport Purchasing Department 106 McClain Hall 100 E. Normal Ave. Kirksville, MO 63501	Truman State University Purchasing Department 106 McClain Hall Kirksville, MO 63501

**Faxed or Electronic submissions will be accepted**



**Title: BLANKET CONTRACT FOR ROUTINE VEHICLE MAINTENANCE & REPAIRS**

**Contract Period: JULY 1, 2017 THROUGH JUNE 30, 2018**

**MUST BE SIGNED TO BE VALID**

THE BIDDER HEREBY AGREES TO FURNISH ITEMS AND/OR SERVICES, AT THE PRICES QUOTED, PURSUANT TO THE REQUIREMENTS AND SPECIFICATIONS CONTAINED IN THIS DOCUMENT. WHEN THIS DOCUMENT IS COUNTERSIGNED BY THE PURCHASING DEPARTMENT, IT BECOMES A BINDING CONTRACT IN WHICH THE LANGUAGE OF THIS DOCUMENT SHALL GOVERN IN THE EVENT OF A CONFLICT. A PURCHASE ORDER WILL BE ISSUED, BY TRUMAN, AS A RELEASE AGAINST THIS CONTRACT.

\_\_\_\_\_  
AUTHORIZED SIGNATURE \_\_\_\_\_ DATE

\_\_\_\_\_  
PRINTED NAME \_\_\_\_\_ TITLE

\_\_\_\_\_  
COMPANY NAME \_\_\_\_\_ MINORITY VENDOR (YES OR NO)

\_\_\_\_\_  
MAILING ADDRESS

\_\_\_\_\_  
CITY \_\_\_\_\_ STATE \_\_\_\_\_ ZIP

\_\_\_\_\_  
PHONE (INCLUDED AREA CODE) \_\_\_\_\_ FAX (INCLUDES AREA CODE)

\_\_\_\_\_  
FED TAX ID # (please submit signed W9) \_\_\_\_\_ EMAIL

**NOTICE OF AWARD: (TRUMAN USE ONLY)**

CONTRACT NO: \_\_\_\_\_ DATE OF AWARD: \_\_\_\_\_

BUYER \_\_\_\_\_ DATE \_\_\_\_\_

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# **PART I**

## **Terms and Conditions**

### **1. OPEN COMPETITION/REQUEST FOR BID DOCUMENT**

- a. It shall be the Bidder's responsibility to submit in writing questions, request changes or clarification, or otherwise advise the Purchasing Department if any language, specifications or requirements appear to be ambiguous and/or contradictory. Any and all communication from Bidders regarding specifications, requirements, competitive procurement process, etc. must be directed to the buyer from the Purchasing Department, as indicated on the first page of the IFB. Such communication should be received at least 72 hours prior to the official bid opening date.
- b. Every attempt shall be made to ensure that the Bidder receives an adequate and prompt response. However, in order to maintain a fair and equitable procurement process, all Bidders will be advised, via the issuance of an amendment to the IFB, of any relevant or pertinent information related to the procurement. Therefore, Bidders are advised that unless specified elsewhere in the IFB, any questions received by the Purchasing Department less than 72 hours prior to the IFB opening date may not be answered.
- c. The Purchasing Department reserves the right to officially modify or cancel an IFB after issuance. Such a modification shall be identified as an amendment.

### **2. PREPARATION OF BIDS**

- a. Bidders **must** examine the entire IFB carefully. Failure to do so shall be at Bidder's risk.
- b. Unless otherwise specifically stated in the IFB, all specifications and requirements constitute minimum requirements. All bids must meet or exceed the stated specifications and requirements.
- c. Unless otherwise specifically stated in the IFB, any manufacturer's names, trade names, brand names, information and/or catalog numbers listed in a specification and/or requirement are for informational purposes only and are not intended to limit competition. The Bidder may offer any brand which meets or exceeds the specification for any item, but must state the manufacturer's name and model number for any such brands in the bid. In addition, the Bidder shall explain, in detail, (a) the reasons why the proposed equivalent meets or exceeds the specifications and/or requirements and (b) why the proposed equivalent should be considered. Bids which do not comply with the requirements and specifications are subject to rejection without clarification.
- d. Bids lacking any written indication of intent to offer an alternate brand or to take an exception shall be received and considered in complete compliance with the specifications and requirements as listed in the IFB.
- e. All equipment and supplies offered in a bid must be new and of current production and available for marketing by the manufacturer unless the IFB clearly specifies that used, reconditioned, or remanufactured equipment and supplies may be offered.
- f. Prices shall include all packing, handling and shipping charges FOB destination, freight prepaid and allowed unless otherwise specified in the IFB.
- g. Prices offered shall remain valid for 90 days from bid opening unless otherwise indicated. If the bid is accepted, prices shall be firm for the specified contract period.

### **3. SUBMISSION OF BIDS**

- a. A bid submitted by an Bidder must (1) be signed by a duly authorized representative of the Bidder's organization, (2) contain all information required by the IFB, (3) be priced as required, (4) be mailed, hand-delivered, faxed or emailed to the office of the Purchasing Department and officially clocked in no later than the exact opening time and date specified in the IFB.
- b. The sealed envelope or container containing a bid should be clearly marked on the outside with (1) the official IFB number and (2) the official opening date and time. Different bids should not be placed in the same envelope, although copies of the same bid may be placed in the same envelope.
- c. A bid may only be modified or withdrawn by signed, written notice which has been received by the

Purchasing Department prior to the official opening date and time specified. A bid may also be withdrawn or modified in person by the Bidder or its authorized representative, provided proper identification is presented before the official opening date and time. Telephone or telegraphic requests to withdraw or modify a bid shall not be honored.

- d. Bidders must sign and return the IFB cover page or, if applicable, the cover page of the last amendment thereto in order to constitute acceptance by the Bidder of all IFB terms and conditions. Failure to do so shall result in rejection of the bid unless the Bidder's full compliance with those documents is indicated elsewhere within the Bidder's response.

#### **4. BID OPENING**

- a. Bid openings are public on the opening date and at the opening time specified on the IFB document. The names of the Bidders and the Bid Amounts shall be read at the bid opening. Any additional contents of the bid shall not be disclosed.
- b. It is the Bidder's responsibility to ensure that the bid is delivered by the official opening date and time to the office of the Purchasing Department.
- c. Bids which are not received by the Purchasing Department prior to the official opening date and time shall be considered late, regardless of the degree of lateness or the reason related thereto, including causes beyond the control of the Bidder. Late bids shall not be opened.

#### **5. EVALUATION/AWARD**

- a. Any clerical error, apparent on its face, may be corrected by the buyer before the contract award. Upon discovering an apparent clerical error, the buyer shall contact the Bidder and request written clarification of the intended bid. The correction shall be made in the notice of award. Examples of apparent clerical errors are: (1) misplacement of a decimal point; and (2) obvious mistake in designation of unit.
- b. Any pricing information submitted by a Bidder but not reflected on the pricing page shall be subject to evaluation if deemed by the Purchasing Department to be in the best interests of Truman State University.
- c. Unless otherwise stated in the IFB, cash discounts for prompt payment of invoices shall not be considered in the evaluation of prices. However, such discounts are encouraged to motivate prompt payment.
- d. Awards shall be made to the Bidder whose bid (1) complies with all mandatory specifications and requirements of the IFB and (2) is the lowest and the best bid, considering price, responsibility of the Bidder, and all other evaluation criteria specified in the IFB and any subsequent negotiations and (3) complies with Executive Orders 03-27 and 04-09.
- e. In the event all Bidders fail to meet the same mandatory requirement in an IFB, the Purchasing Department reserves the right, at its sole discretion, to waive that requirement for all Bidders and to proceed with the evaluation. In addition, the Purchasing Department reserves the right to waive any minor irregularity or technicality found in any individual bid.
- f. Truman State University reserves the right to reject any and all bids.
- g. When evaluating a bid, Truman State University reserves the right to consider relevant information and fact, whether gained from a bid, from a Bidder, from a Bidder's references, or from any other source.
- h. Negotiations may be conducted with those Bidders who submit potentially acceptable bids. Bid revisions may be permitted for the purpose of obtaining best and final offers. In conducting negotiations, there shall be no disclosure of any information submitted by competing Bidders.
- i. Any award of a contract shall be made by written notification from the Purchasing Department to the successful Bidder. The Purchasing Department also reserves the right to make multiple awards by item, group of items, or an all or none basis. The grouping of items awarded shall be determined by Truman based upon factors such as item similarity, location, administrative efficiency, or other considerations in the best interest of Truman.
- j. Pursuant to Section 610.021 RSMo, bids and related documents shall not be available for public review until after a contract is executed or all bids are rejected.
- k. The Purchasing Department reserves the right to request written clarification of any portion of the Bidder's response in order to verify the intent of the Bidder. The Bidder is cautioned, however, that their response

shall be subject to acceptance without further clarification.

- l. Any bid award protest must be received within ten (10) calendar days after the date of award in accordance with the requirements of 1CSR 40—1.050 (10).
- m. The final determination of contract(s) award shall be made by the Purchasing Department.

## **6. CONTRACT/PURCHASE ORDER**

- a. By submitting a bid, the Bidder agrees to furnish any and all equipment, supplies and/or services specified in the IFB, at the prices quoted, pursuant to all requirements and specifications contained therein.
- b. A binding contract shall consist of: (1) the IFB and any amendments thereto, (2) the contractor's response (bid) to the IFB including the contractor's best and final offer, and (3) the Purchasing Department's acceptance of the response (bid) by "notice of award" (for ongoing provision of equipment, supplies, and/or services) or by "purchase order".
- c. A notice of award does not constitute an authorization for shipment of equipment or supplies or a directive to proceed with services. Before providing equipment, supplies and/or services, the contractor must receive a properly authorized Purchase Order.
- d. The contract expresses the complete agreement of the parties and performance shall be governed solely by the specifications and requirements contained therein. All changes must be agreed to in writing by both parties. The contractor expressly and explicitly understands and agrees that no other method and/or no other document, including correspondence, acts, and oral communications by or from any person, shall be used or construed as an amendment/change order to the contract.

## **7. INVOICING AND PAYMENT**

- a. Truman State University does not pay state or federal taxes unless otherwise required under law or regulation.
- b. Payment for all equipment, supplies, and/or services required herein shall be made in arrears. Truman State University shall not make any advance deposits.
- c. Truman State University assumes no obligation for equipment, supplies, and/or services shipped or provided
- d. All invoices for equipment, supplies, and/or services purchased by Truman State University shall be subject to late payment charges as provided in Section 34.055 RSMo.
- e. Each order received must be accompanied by an itemized invoice showing the purchase order number, item description, quantity, unit, current price, and signed by the person picking up and/or accepting the order. The discount must then be applied to arrive at net cost.
- f. The Contractor is to send all invoices to Truman's Accounts Payable Department for payment process.
- g. The Contractor should submit a monthly statement with a copy of the original invoice to Truman's Accounts Payable Department.
- h. Performance Criteria - At the end of each month, the contractor shall provide Truman State University Fleet Manager, with the invoices that must clearly indicated the specific vehicle, department, VIN number and License plate number, make, model and year of the vehicle on which the Contractor(s) performed service or maintenance. All invoices must have a Truman State University representative signature and name printed on the invoice for all service performed.

## **8. INSPECTION AND ACCEPTANCE**

- a. No equipment, supplies, and/or services received by Truman State University pursuant to a contract shall be deemed accepted until Truman has had reasonable opportunity to inspect said equipment, supplies, and/or services.
- b. All equipment, supplies, and/or services which do not comply with the specifications and/or requirements or which are otherwise unacceptable or defective may be rejected. In addition, all equipment, supplies, and/or services which are discovered to be defective or which do not conform to any warranty of the contractor upon inspection (or at any later time if the defects contained were not reasonably ascertainable upon the initial inspection) may be rejected.

- c. Truman State University reserves the right to return any vehicle if work is not done properly and to specifications at no cost to the University.

### **9. APPLICABLE LAWS AND REGULATIONS**

- a. The contract shall be construed according to the laws of the State of Missouri. The contractor shall comply with all local, state, and federal laws and regulations related to the performance of the contract to the extent that the same may be applicable.
- b. To the extent that a provision of the contract is contrary to the Constitution or laws of the State of Missouri or of the United States, the provisions shall be void and unenforceable. However, the balance of the contract shall remain in force between the parties unless terminated by consent of both the contractor and the Purchasing Department.
- c. The exclusive venue for any legal proceeding relating to or arising out of the IFB or resulting contract shall be in the Circuit Court of Adair County, Missouri.

### **10. CONFLICT OF INTEREST**

- a. Officials and employees of Truman State University, its governing body, or any other public officials of the State of Missouri must comply with Sections 105.452 and 105.454 RSMo regarding conflict of interest.
- b. The contractor hereby covenants that at the time of submission of the bid the contractor has no other contractual relationships which would create any actual or perceived conflict of interest. The contractor further agrees that during the term of the contract neither the contractor nor any of its employees shall acquire any other contractual relationships which create such a conflict.

### **11. NON-DISCRIMINATION IN EMPLOYMENT**

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall agree not to discriminate against recipients of services or employees or applicants for employment on the basis of race, color, religion, national origin, sex, disability, sexual orientation, or age.

### **12. AMERICANS WITH DISABILITIES ACT**

In connection with the furnishing of equipment, supplies, and/or services under the contract, the contractor and all subcontractors shall comply with all applicable requirements and provisions of the Americans with Disabilities Act (ADA).

## **PART II**

### **General Requirements**

#### **A. Purpose**

1. This solicitation is issued to provide a contract for routine vehicle maintenance and repair services for the vehicles licensed by Truman State University.
2. The contractor shall perform routine vehicle maintenance and repairs on Truman State University vehicles including sedans, mini-vans, light-duty trucks and full-size vans on an as needed basis. There are approximately 52 Truman vehicles that may be serviced by this contract.
3. Truman State University will provide a list of vehicles with year, make, model, vehicle identification number and current odometer reading. Truman may add or delete vehicles from this list during the terms of this agreement without any penalty or additional costs to the University.
4. Truman reserves the right to utilize other sources, should the Contractor be unable to provide the required services.
5. The contractor shall provide prices for the following routine maintenance services on the vehicles listed:
  - a. Oil Change, filter replacement with fluid check (LOFs) – every 5,000 miles
  - b. Chassis lube service with fluid check
  - c. Transmission fluid and filter change service
  - d. Bulb or fuse replacement
  - e. Wiper blade replacement
  - f. Coolant flushes and refills
  - g. Air Conditioning system checkup
  - h. Vehicle mechanical repairs
  - i. Towing
  - j. New and replacement tires (comparison to State of Missouri Tire Contract pricing–see Exhibit A)
  - k. Rotation of tires
  - l. Alignment of tires
6. The contractor will provide a written checklist at each oil change of the work performed. The list will consist of all fluid checks, brake check, tire check, belts and hoses, filters, wiper blades and battery check. Contractor must complete the checklist and detail all services performed and all costs associated with the service to include parts. The contractor must also note any conditions observed that will require additional work and shall submit an estimate for repairs based on the rates for parts, labor and any diagnostics offered in this bid.
7. Contractor shall provide a “reminder” sticker for the inside of the vehicle windshield to remind the user of the next maintenance check. This reminder will be for every 5,000 miles.
8. Routine maintenance as listed above on the traveling fleet vehicles must be scheduled and completed in a minimum of 3 hours and a maximum of 24 hours.
9. Vehicle Priority – If parts are available at the contractor’s facility, the contractor must provide the law enforcement related vehicles with a 45 minute quick service on a “wait” basis for the following jobs:
  - a. Oil change, oil filter replacement and chassis lube service with fluid check
  - b. Transmission fluid and filter change service
  - c. Wiper Blade Replacement



- d. Bulb or Fuse Replacement
- e. The 45 minute quick services shall be at the same bid prices as listed under “Routine Maintenance Services”.

#### 10. Non-Routine Repairs

- a. The Contractor shall provide the University with a fixed price mechanic’s hourly labor rate and the proposed rate on repair parts for service not classified as routine maintenance. The rate on the repair parts shall be from the manufacturer’s printed parts price list and shall remain fixed until the manufacturer provides an updated printed parts list.
- b. Any repair not considered routine maintenance as listed above and estimated over \$500.00 will require a written estimate and pre-approval by the Fleet Manager who is responsible for vehicle maintenance and repair purchases prior to any work on the vehicle. Written estimates should be emailed or faxed to the Fleet Manager. Verbal approvals authorized by the Fleet Manager are also acceptable.
- c. All repair estimates must clearly identify the vehicle to be repaired to include the vehicle identification number (VIN) and license plate number, work to be performed and the date the estimate was submitted. All vehicle repairs on estimated work must be approved by the Fleet Manager within thirty (30) days of the repair estimate or a new estimate must be submitted.
- d. In the event any repair requires that a vehicle be kept overnight at the Contractor’s repair facility, the Contractor must secure the vehicle and place the vehicle in a secure area.
- e. The Contractor shall arrange, if needed, towing services for Truman vehicles that may become disabled prior to reaching the Contractor’s repair facility. All Truman vehicles must be towed to the Contractor’s shop the same day the Contractor is notified and must be at the Contractor’s shop by the close of business hours.
- f. If the Contractor does not have towing services, the subcontractor must meet the same requirements as Contractor as outlined in this document.
- g. The Contractor shall provide the required services and will not subcontract or assign the services without the prior written approval of Truman State University.
- h. The Contractor shall not hire any Truman employee for any required services without the prior written approval of Truman State University.
- i. The parties agree that the Contractor is neither an employee nor an agent of Truman State University for any purpose.

11. Warranty – If a standard parts of labor warranty exists, the Contractor will supply a minimum warranty of 4,000 or 90 calendar days on all labor and parts service.

#### 12. Quality Assurance

- a. Contractor must have been in the business of vehicle maintenance and repair services for a minimum of three (3) years.
- b. Contractor(s) shall identify its employee who will have the authority to resolve any disputed service issues with Truman. The Contractor(s) shall also designate an alternate, higher level employee who can resolve service issues that cannot be resolved by the designated lower level employee.
- c. All Contractor(s)’ mechanics working on Truman vehicles shall be at a minimum ASE master certified technician in the particular area of repair. Contractor(s) shall provide evidence of such certification as part of their bid submittal.
- d. Contractor(s) repair facility must be a designated Official Vehicle Inspection State by the State of Missouri.
- e. All Contractor(s) supplied services and parts will be compliant with the terms of the vehicle’s manufacturer’s standards.

- f. Contractor(s) will utilize quality brand replacement parts that are approved by the vehicle manufacturer. Rebuilt replacement parts will not be accepted without the prior written and/or verbal approval of the vehicle fleet manager and Truman State University.
- g. When making written service estimates, the Contractor(s) shall use the published industry standards found in the All Data Manual as its guide to estimate the maximum service time for repair. Repairs requiring additional labor in excess of the service time listed in the All Data Manual must have prior written approval of the Fleet Manager before any work is authorized to proceed.
- h. Contractor(s) shall provide all parts at a discounted rate. Contractor quotations that include parts prices higher than the agreed upon discounted price shall be rejected.
- i. If the Contractor(s) offers the public any special pricing that is lower than Truman's bid price, the Contractor(s) must provide the lower price.
- j. The Contractor must describe its invoicing and repair reporting process and describe how the maintenance and repair information will be communicated to Truman State University.
- k. All invoice must clearly indicated the specific vehicle, department, VIN number and License plate number, make, model and year of the vehicle on which the Contractor(s) performed service or maintenance. All invoices must have a Truman State University representative signature and name printed on the invoice verifying that all work has been performed and the vehicle is running properly, in order to be paid.

## **B. Contract Award Period**

- 1. The contract shall begin upon award through June 30, 2018. The University reserves the right to renew this contract for two (2) 1-year periods to run concurrent with the expiration of each 1-year term for a total term of three years expiring June 30, 2020. Renewals will run in accordance with Truman's fiscal year (July – June).
- 2. A contract will be awarded for a period of the balance of this fiscal year. The University reserves the right to offer two (2) additional one year renewals upon mutual agreement of the University and the awarded Contractor
- 3. The original contract period shall be as stated in the Invitation for Bid (IFB). The contract shall not bind, nor purpose to bind, Truman for any contractual commitment in the excess of the original contract period.
- 4. This contract will be awarded as "all or none" unless awarding by group (i.e. tires, oil change, etc.) is in the best economic interest of the University.
- 5. Bidder must fill out the entire Price Sheet.

## **C. Submission of Bid**

- 1. Bidder must submit one (1) complete IFB in order for his/her bid to be evaluated and considered for award.

## **D. Contact Person**

- 1. Indicate the person(s) we may contact for prompt contract administration in the event a contract is executed with your firm as a result of this solicitation. A space for this information is provided on the Price Sheet, **Exhibit A**.

## **E. Method of Ordering**

1. The Purchasing Department of Truman State University will issue a purchase order referencing the contract number as a release against this contract. There may be multiple purchase orders if different departments utilize the contract. Orders are not valid without a Purchase Order.
2. No service should be performed without a purchase order number.

## **F. Invoicing and Payment**

1. Each order received must be accompanied by an itemized invoice showing the purchase order number, item description, quantity, unit, current price, and signed by the person picking up and/or accepting the order. The discount must then be applied to arrive at net cost.
2. The Contractor is to send all invoices to Truman's Accounts Payable Department for payment process.
3. The Contractor should submit a monthly statement with a copy of the original invoice to Truman's Accounts Payable Department.
4. Performance Criteria - At the end of each month, the contractor shall provide Truman State University Fleet Manager, with the invoices that must clearly indicated the specific vehicle, department, VIN number and License plate number, make, model and year of the vehicle on which the Contractor(s) performed service or maintenance. All invoices must have a Truman State University representative signature and name printed on the invoice for all service performed.

## **G. Evaluation**

1. In the evaluation of bids, the Purchasing Department reserves the right, in the best interest of Truman State University, to reject any and all bids and to waive any minor informality or irregularity in the bid offered.

## **H. Termination**

1. Truman State University reserves the right to terminate the contract at any time, for the convenience of Truman, without penalty or recourse, by giving the Contractor a written notice at least 60 calendar days prior to the effective date of such termination. The contractor shall be entitled to receive compensation for services and/ or supplies delivered to and accepted by Truman pursuant to the contract prior to the effective date of termination

- I. Business Compliance** - The Bidder must be in compliance with laws regarding conducting business in the State of Missouri. The Bidder certifies by signing the signature page of this original document and any amendment signature page(s) that the Bidder is presently in compliance with such laws or shall be in compliance upon request by the Truman Purchasing Department. The compliance to conduct business in the state shall include, but not necessarily be limited to:

- a. Registration of business name (if applicable)
- b. Certificate of authority to transact business/certificate of good standing (if applicable)
- c. Taxes (e.g., city/county/state/federal)
- d. State and local certifications (e.g., professions/occupations/activities)
- e. Licenses and permits (e.g., city/county license, sales permits)
- f. Insurance (e.g., worker's compensation/unemployment compensation)

# **EXHIBIT A**

## **State of Missouri Tire Contracts**

Contract No.: C115153001

Manufacturer: Michelin

<http://archive.oa.mo.gov/purch/cgi/display.cgi?contnum=C115153001>

Contract No.: C112258001

Manufacturer: Goodyear

<http://archive.oa.mo.gov/purch/cgi/display.cgi?contnum=C112258001>

Contract No.: C112258002

Manufacturer: Bridgestone

<http://archive.oa.mo.gov/purch/cgi/display.cgi?contnum=C112258002>

Clicking on the above links will take you to the Office of Administration for the State of Missouri website. There are individual links to contract pricing and authorized dealers.

# EXHIBIT B

## Price Sheet

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Phone Number

\_\_\_\_\_  
Email Address

A) SEDANS (12)

Routine Maintenance Services on the vehicles listed

ITEM	DESCRIPTION	BID PRICE
1	Oil Change, filter replacement with fluid check	
2	Chassis Lube services with fluid check	
3	Transmission fluid and filter change service	
4	Bulb and fuse replacement	
5	Wiper Blade replacement	
6	Coolant flushes and refills	
7	Air Conditioning system check up	

B) MINI-VANS (8 – DPS; 4 – MAINT (Physical Plant)

Routine Maintenance Services on the vehicles listed

ITEM	DESCRIPTION	BID PRICE
1	Oil Change, filter replacement with fluid check	
2	Chassis Lube services with fluid check	
3	Transmission fluid and filter change service	
4	Bulb and fuse replacement	
6	Coolant flushes and refills	
7	Air Conditioning system check up	

C) FULL-SIZE VANS & LIGHT DUTY TRUCKS (12 – DPS; 3 – SCI/FARM; 12 – MAINT (Physical Plant)  
 Routine Maintenance Services on the vehicles listed

ITEM	DESCRIPTION	BID PRICE
1	Oil Change, filter replacement with fluid check	
2	Chassis Lube services with fluid check	
3	Transmission fluid and filter change service	
4	Bulb and fuse replacement	
6	Coolant flushes and refills	
7	Air Conditioning system check up	

D) All Vehicles and Non-Routine Repair Services

ITEM	DESCRIPTION	BID PRICE
1	Safety Inspection (if required)	
2	Towing*	
3	Non-Routine Mechanical Repairs (Provide Hourly Rate)	\$ _____/hour
4	Provide discount rate on repairs parts for non-routine repairs. Discounted from vendor printed parts price list	_____ % disc
5	New Tires (compare to State Tire Contracts)	
6	Tire Disposal	
7	Rotations	
8	Alignment	

\*If your company does not offer towing services, please indicate who you would subcontract to for these services:

Company Name \_\_\_\_\_

Contact Name \_\_\_\_\_

Phone Number \_\_\_\_\_