

City of Kenosha
Request for Quotations (RFQ)
As Required Contractual Preventative Maintenance
for
City Vehicles Equal To or Under 10,000 LBS. (GVWR)

Procurement No. 15-17

1.0 Scope of Service.

1.1 It is the City of Kenosha's intent to have an established service facility or multiple facilities, to supplement the City of Kenosha's Fleet Maintenance Division preventative maintenance program. As part of the maintenance program, mileages are logged when vehicles are fueled. The using department(s) are notified by Fleet Maintenance when scheduled preventative maintenance services are required per manufacturer recommendation using primarily these mileage milestones. Fleet Maintenance performs primary maintenance in terms of all multi-point inspections, actions required from these inspections and for all replacements.

The City of Kenosha is looking to augment and supplement this preventative maintenance by possibly outsourcing its oil changing services. This particular preventative maintenance would be for non-Public Safety vehicles under 10,000 GVWR. For purposes of definition, this would entail oil changing services and fluids replenishment on administrative sedans and service vans.

1.2 This is to be an indefinite quantity service agreement with no guaranteed minimum or maximum unit quantity or an expended dollar amount. Services would be provided on an as-needed basis per the maintenance history and the mileages of the equipment.

1.3 It is the intent of the City of Kenosha to establish service agreement or agreement(s) with one or more local vendors within a five (5) mile radius of the City of Kenosha Fleet Maintenance Garage (3725-65th Street, Kenosha) to perform such actions.

1.4 All parts and consumables supplied in the course of this maintenance shall be of the highest quality that meet or exceed the original equipment manufacturers (OEM) specifications and recommendations and /or quality for a mixed fleet with diverse ages, different uses, and environmental and other considerations.

2.0 Qualifications.

2.1 Vendors responding to this RFQ shall have the adequate tooling, machinery and knowledgeable staff capable of performing these basic preventative maintenance tasks. Ideally, mechanics / servicers with ASE certification would be ideal.

2.2 Adherence to OSHA requirements.

2.3 Employs appropriate disposal of oil and residual components.

2.4 In the event that the services of an established Vendor is found to be defective or does not conform to specifications expected, the City reserves the right to require the Vendor to re-perform the services designated all at Vendor expense.

3.0 Preventative Maintenance (Oil Changes).

- 3.1 Drain and replace crankcase oil meeting American Petroleum Institute (API) oil performance standards.
- 3.2 Crankcase shall be filled to recommended capacity of the vehicle / equipment being serviced. Oil type and viscosity shall meet manufacturer recommendations. When these recommendations allow its use, a full synthetic oil can be used. On vehicles exceeding 75,000 odometer miles or greater, a high quality, high-mileage oil shall be used.
- 3.3 Oil filter is to be changed with each oil change.
- 3.4 Between servicing (up to 3,000 miles), oil top offs of up to two (2) quarts, if they are required will be performed at no additional cost to the City of Kenosha.
- 3.5 Dispose of, or recycle drained oil and filter, all in accordance with applicable regulations.

4.0 Other Component Checks.

- 4.1 Inspections required per manufacturer's specifications on the replenishment of fluids and a hard-copy service report of the fluids replenished shall to be provided to the City representative. As vehicles are brought in for service, a computerized history of the servicing of that particular vehicle will be generated and kept.
- 4.2 Check Fluid levels and top-off fills (as necessary).
 - 4.2.1 Anti-freeze / Coolant
 - 4.2.2 Brake fluid
 - 4.2.3 Power Steering fluid
 - 4.2.4 Transmission fluid
 - 4.2.5 Windshield solvent
 - 4.2.6 Check Tire pressures and fill to recommended P.S.I.

4.3 Other Point Inspections / Repair Recommendations.

- 4.3.1 All inspections and need for action(s) should be reported on the hard-copy service report provided to the City representative. These should include:
 - .1 Air Filter check;
 - .2 Fuel Filter check;
 - .3 Serpentine belt condition;
 - .4 Tire tread and wear inspections;
 - .5 In the course of the oil change, cursory check of brake conditions.
 - .6 Windshield wiper condition.

5.0 Miscellaneous Service.

5.1 Throughout the maintenance process, ensure that adequate protection of vehicle interiors (upholstery, carpet, etc.) are protected if necessary.

6.0 Special Fleet Services.

6.1 Fleet billing availability to using departments on a purchase order basis.

6.2 Computerized Fleet inventory/ history established of each vehicle brought in to assist in the verification processes.

6.4 The verification of City-issued identifications of all City users.

6.5 The City shall deliver the vehicle(s) to be serviced to the Vendor's facility and either wait for the services to be performed.

7.0 Term of Agreement.

7.1 Initial agreement term shall be for twelve (12) months. The prices attained through this RFQ shall remain in full force for that time period.

7.2 There shall be an option to renew given the concurrence of such action by each party for up to two (2) additional years, extended in one (1) year increments. Any agreement for a price adjustment would be in concert with the changes in the U.S. Department of Labor, Bureau of Labor Statistics (<http://www.bls.gov>), Wage, Earnings and Benefits escalator for the Midwest Region.

8.0 Submittal Instructions.

8.1 Quotation sheet shall be filed with the Department of Finance, Municipal Building, 625-52nd -Street, Room 208, Kenosha, WI. 53140 in a sealed envelope before the deadline of 4:00 P.M., by Tuesday September 19, 2017. The sealed envelope should clearly state the Vendor name and solicitation number.

9.0 Inquiries.

9.1 Contact Mark Willing, Purchasing Manager, City of Kenosha. Telephone number is 262-653-4180 and e-mail is purchasing@kenosha.org

**City of Kenosha
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for City Vehicles Under and Up to 10,000 LBS. (GVWR)**

QUOTATION SHEET

1.0 Pricing shall be entered on the Quotation sheet as a lump sum price for each oil change service, fluid check and replenishment and other delineated component checks with notation on the service report. This lump sum would not be quantity - dependent or based upon a guaranteed volume service agreement.

1.1 Service Cost Per Vehicle Unit: \$ _____

1.2 An additional cost shall be entered for each quart required above the standard five (5) quarts.

.1 Cost per Quart of Oil Exceeding Five (5) Quarts: \$ _____

1.3 Any other related costs for service: \$ _____

2.0 Other Point Inspections Costs (if not included w/ basic services):

2.1 Air Filter \$ _____

2.2 Fuel Filter \$ _____

2.3 Windshield Wipers \$ _____

2.4 Belt Inspection \$ _____

2.5 Tire Inspection \$ _____

2.6 Brake Inspection \$ _____

2.7 Fluid check /replenishment \$ _____

Respectfully submitted,

Firm / Vendor Name: _____

Firm Address: _____

Contact Person: _____

Phone: _____ Cell: _____ FAX: _____ Title

E-Mail: _____ Date: _____