

CALHOUN COUNTY COMMISSION
INVITATION TO BID (ITB) – FLEET MAINTENANCE AND REPAIR SERVICES

Sealed bids will be received by mail or in person by the Calhoun County Commission at the Ken Joiner Calhoun County Administration Building, 1702 Noble Street, Suite 103, Anniston, Alabama 36201, until **2:00 p.m., Wednesday, March 11, 2026**, at which time bids will be publicly opened and read in accordance with applicable law.

Bids shall be submitted in sealed envelopes clearly marked on the outside:

“BID - DO NOT OPEN - FLEET MAINTENANCE AND REPAIR”

and shall include the bidder’s name and bid opening date on the envelope.

Late bids will not be accepted. Bids received after the stated date and time, whether delivered by mail, courier, or in person, shall be rejected and returned unopened. The County assumes no responsibility for delays caused by mail delivery, courier services, weather, or other circumstances beyond the County’s control.

Questions on this invitation to bid should be directed to Christi Ford via email at cford@calhouncounty.org or by phone at 256-241-2800 extension 6.

1. PURPOSE

The Calhoun County Commission (“County”) invites sealed bids from qualified vendors to provide Scheduled Maintenance and Inspections (SMI) and as-needed repair services for the County’s fleet of cars and light trucks. Services may include routine maintenance, inspections, repairs, on-site service calls, emergency service calls, and towing, as requested by the County.

2. TERM / AWARD STRUCTURE

Initial Term:

One (1) year, beginning March 13, 2026.

Renewals:

Up to two (2) additional one-year renewal terms, exercisable at the County’s option, subject to funding availability and satisfactory performance.

Award:

The County intends to award a contract to the lowest responsible and responsive bidder meeting all requirements of this Invitation to Bid. The County reserves the right to reject any or all bids, to waive informalities, and to award in the best interest of the County.

3. MINIMUM RESPONSIBILITY REQUIREMENTS

Bidders must provide documentation demonstrating:

1. Capacity / Throughput

Ability to service a County fleet of approximately 180 vehicles of varying makes, models, and duty cycles with timely turnaround, as demonstrated by the following capacity information:

- Number of service bays
- Number of technicians (full time equivalent) on staff (ASE-certified or equivalent)
- Normal business hours and after-hours availability
- Estimated average daily vehicle capacity (for evaluation purposes only)
- Explanation of ability to provide occasional on-site, roadside, and emergency service call response

The County reserves the right to consider this information in determining bidder responsibility and may reject bids from vendors that, in the County's sole judgment, lack sufficient capacity or resources to meet the operational needs of the County fleet.

2. Secure Storage

Ability to securely store County vehicles overnight when required (fenced or otherwise secured lot).

3. Insurance

Proof of required insurance coverage as specified in Section 13.

4. E-Verify Compliance

Proof of enrollment in E-Verify (Attachment H) and execution of the required affidavit (Attachment D), as required by Alabama law.

5. Licensing

All required business, trade, and professional licenses. Towing operators must maintain all applicable licensing and regulatory compliance.

6. References

The bidder shall provide a minimum of three (3) references from current or recent customers for whom the bidder has provided fleet maintenance and repair services of comparable size, scope, or complexity within the past three (3) years.

References shall include the customer name, contact person, telephone number, email address, and a brief description of services provided, including approximate fleet size or volume of work.

The County reserves the right to contact references to verify the bidder's capacity, reliability, turnaround performance, and overall capability to service the County's fleet.

Service Location:

The County may require the primary service facility to be located within five (5) miles of Anniston (the County seat) to support operational uptime.

Estimated Annual Service Volume (for informational purposes only):

- Scheduled Maintenance (oil change/inspection): approximately 300–400 per year
- Minor repairs (brakes, sensors, cooling, etc.): approximately 100–200 per year
- Major repairs (engine, transmission, drivetrain): approximately 15–30 per year

These figures are estimates only and do not guarantee volume.

4. SCOPE OF SERVICES

A. Scheduled Maintenance & Inspections (SMI)

Routine preventative maintenance and standardized inspections performed in accordance with manufacturer recommendations (wherever provided by the manufacturer) and County-approved inspection checklists (whenever provided by the County), to include routine changes of lubricants and filters.

In addition to oil and filters, routine consumable items such as air and cabin filters, light bulbs, fuses, wiper blades, windshield washer fluid, and similar low-cost items may be replaced during SMI without obtaining County approval and should be replaced at the time of SMI if needed.

In such cases, parts cost shall be billed to the monthly PO for SMI. Labor for installation of these items shall be included in the SMI price; no additional labor is authorized for installation of these items during SMI.

All other items identified during SMI shall require County approval with a separate repair estimate and issuance of a vehicle-specific Purchase Order for the approved repair.

SMI for specialty vehicles (such as tactical vehicles and certain off-road vehicles) may be performed on a per-quote basis (using the repair PO process) instead of at the SMI flat rate.

B. Tires

Tire pricing and replacement services governed by Section 9.

C. On-Site Service Calls, Emergency Calls, and Towing

As requested by the County and billed in accordance with Section 11.

D. County-Provided Fleet Maintenance Services

Some County departments and offices may utilize internal personnel and systems to perform any or all services as provided under this contract, in lieu of using this contract or in addition to using this contract. The County reserves the right to perform any and all services otherwise provided for under this contract using its own forces at any time.

E. Delivery and Pickup and Wrap-Around Services

Typically, the County will deliver vehicles to the Awarded Bidder for service or repair.

If the Awarded Bidder offers any additional value-added or wrap-around services (such as pick-up and delivery, not including towing), such services shall be at no additional cost to the County.

5. WORKFLOW – SCHEDULED MAINTENANCE & INSPECTIONS (SMI)

1. Monthly Blanket Purchase Orders

The County will issue a monthly open/blanket PO for each department receiving SMI services. All SMI work performed for each department shall be billed to a single PO.

2. Scheduling

SMI work shall be scheduled in coordination with designated County representatives.

3. Turnaround Standard

SMI work must be completed within twenty-four (24) hours of scheduled appointments, excluding weekends and official holidays, except where delayed by factors outside the Awarded Bidder's control or as otherwise approved by the County.

4. Moving from SMI to Repairs

If additional needed non-SMI repairs are identified, the Repairs Workflow in Section 6 must be followed.

5. Monthly Invoicing
At month-end, the Awarded Bidder shall invoice against each department's monthly PO.
6. Not-to-Exceed Control
Monthly POs are issued as lump-sum not-to-exceed amounts unless amended by the County.

6. WORKFLOW – REPAIRS (NON-SMI)

Overview of Repair Workflow Process:

- Vehicle arrives
- Diagnose
- Submit estimate
- Receive approval + PO (typically, same day or next day)
- Obtain parts and perform repair
- Invoice

Specific Steps and Instructions:

1. Diagnose & Quote*
Provide a written estimate itemizing labor and parts to the designated County representative.

* Initial diagnostic labor directly associated with SMI inspections shall be billed under the monthly SMI PO; diagnostic labor unrelated to SMI shall be billed under the vehicle-specific repair PO.
2. County Approves Repair
Estimates for parts and repairs must be approved by the designated County representative.
3. County Issues Purchase Order
A separate PO is required for each vehicle prior to beginning repairs.
4. No Unauthorized Work
No repairs shall begin without an approved PO, except as provided in Section 7.

Transmission and drivetrain repairs shall follow the same estimate, approval, and vehicle-specific Purchase Order process as all other non-SMI repairs; no additional approval threshold is required beyond issuance of the approved Purchase Order.

7. AUTHORIZATION TO PERFORM WORK

Purchase Order Required for Repairs:

For any vehicle in for SMI, the Awarded Bidder shall perform no repair work beyond what is already included in the SMI without obtaining a separate, approved County PO based upon an itemized estimate or quote.

For any vehicle in for a repair, if additional needed repairs (beyond the original scope of the repair PO) are discovered that are necessary to safely and fully reassemble the vehicle or maintain safe operation, the Awarded Bidder may perform additional repairs up to \$300 without additional authorization. The vendor shall document the condition and include the additional charges on the final invoice. Any further repairs exceeding \$300 shall require authorization from a County representative prior to completion and will typically require an amended or modified repair PO.

Emergency Exception:

Emergency repair work may be performed without obtaining a PO only at the direction of an authorized County representative (see list below). The County may provide verbal authorization in good faith for an emergency PO (lump sum) to be issued later and then adjusted to actual costs. The actual emergency PO shall be provided to the Awarded Bidder as soon as practicable during normal business hours.

Individuals Authorized to Approved Repairs and Direct Work:

The County will provide the Awarded Bidder with a list of names and contact information of authorized personnel permitted to approve work. The following individuals shall be the County Representatives responsible for repair approvals, scheduling coordination, technical questions, billing/invoicing concerns, and verbal and/or written authorization of emergency repairs:

- County Administrator or CFO or their designees
- Elected Officials and Department Heads pre-designated in writing by the County Administrator or CFO
- Departmental fleet managers pre-designated in writing by the County Administrator or CFO
- For billing only: County commission accounting department personnel

Reservation of Rights:

Pursuant to §41-16-52, Code of Alabama 1975, and Alabama Act 2026-56, the County reserves the right, at its sole option and where all statutory conditions are met, to procure

certain vehicle repair parts and repair services without competitive bidding, on a per-vehicle, per-incident basis, as permitted by law, without regard to, and separately and apart from, any contract awarded pursuant to this Invitation to Bid. Nothing in this Invitation to Bid shall be construed to require the County to exercise this option, nor to limit the County's authority to procure vehicle repair services through competitive bidding, term contracts, or other lawful procurement methods. When exercised, any such exemption shall be expressly noted on the applicable Purchase Order or authorized pursuant to County policy.

8. PARTS & MATERIALS

8.1 Vendor-Supplied Parts

The Awarded Bidder is expected to furnish parts and materials necessary to complete authorized repairs unless the County elects to provide parts directly.

8.2 County-Provided Parts

The County may, at its sole option, provide parts and materials obtained or owned by the County. When County-provided parts are used, the Awarded Bidder shall charge labor only at the applicable bid labor rate and must warranty work on the same terms as if the work was performed using OEM or vendor-provided parts.

8.3 Law Enforcement Vehicles – OEM Requirement

For marked law enforcement vehicles, the County may require the use of Original Equipment Manufacturer (OEM) parts unless otherwise authorized. The County reserves the right to require OEM parts for safety, pursuit, warranty, or operational reasons.

OEM parts shall be used by default for law enforcement vehicles. Use of aftermarket or like-equivalent parts on law enforcement vehicles shall require prior written approval (such as by email or the use of a written memo) from the Sheriff's Office Fleet Manager or designee.

8.4 County Direction on Parts Selection

For all County vehicles, the County reserves the right to direct the use of OEM parts, aftermarket parts, or like-equivalent parts at the County's sole discretion.

Awarded Bidder should provide alternative pricing, where practicable, for OEM, aftermarket parts, or like-equivalent parts wherever practicable, taking into account quality and cost effectiveness, during the process of formulating quotes and estimates for repairs.

Routine parts requiring change, such as batteries and wiper blades, will typically be procured and installed by County personnel separately and apart from this contract.

However, if requested by the County, Awarded Bidder may be required to provide and install these type items.

8.5 Definition of "Cost"

For purposes of this contract, "cost" means the vendor's actual purchase price paid to the supplier for the part, including taxes and freight directly attributable to the part.

The County reserves the right to request documentation of parts cost if pricing appears unreasonable. Such requests shall be made only when necessary to resolve billing discrepancies.

8.6 Parts Markup

Awarded Bidder-supplied parts shall be billed at actual cost plus a markup not to exceed twenty percent (20%). The markup shall be selected by the bidder at the time of the bid and may not be increased during the term of the contract without requiring rebid.

No additional shop supply, environmental, handling, or administrative fees may be charged unless authorized in writing by the County.

8.7 SMI Pricing

SMI pricing shall include labor, inspection, and filters by vehicle class.

Engine oil shall be billed per quart at actual cost plus markup.

8.8 Oils and Filters

All fluids and lubricants used in the performance of services under this ITB shall be new, commercially available products compatible with the applicable vehicle manufacturer's specifications. Engine oil, coolant, transmission fluid, and brake fluid shall meet OEM-specified viscosity, type, and performance standards. The use of generic, substitute, or "universal" fluids is prohibited unless expressly approved by the County in writing.

The County reserves the right to prohibit use of bulk oil for specific vehicle classes, including law enforcement vehicles.

Oil filters shall be OEM or equivalent quality from a nationally recognized manufacturer meeting OEM performance specifications. Economy-grade or unbranded filters are not permitted.

Oil viscosity and service classification, and filter manufacturer and part number, shall be made available to the County upon request.

The County reserves the right to reject any oil or filter not meeting these requirements.

8.9 Windshield Washer Fluid

Windshield washer fluid used or replaced during inspections or service shall be a commercially available, automotive-grade washer fluid compatible with OEM specifications. Fluid shall be appropriate for seasonal operating conditions, contain cleaning agents designed to remove road film and debris, and shall not be diluted with water. Brand-name products are not required; equivalent products meeting these performance standards are acceptable. Washer fluid with water-repellent or enhanced visibility properties may be used but is not required, unless otherwise directed by the County for specific vehicles or classes.

8.10 Documentation and Audit Rights

Invoices for Awarded Bidder-supplied parts shall identify the part description and part number and reflect any applicable markup. Upon request by the County, the Awarded Bidder shall provide documentation sufficient to substantiate the actual cost of parts, including supplier invoices or pricing records. The County reserves the right to review supplier invoices, compare pricing to prevailing market pricing, and disallow or adjust unsupported or unreasonable charges. This is necessary for legally-imposed audit requirements and is not intended to unduly burden or inconvenience the Awarded Bidder.

9. TIRES

1. The County uses State of Alabama contracts to determine tire pricing and to procure tires.
2. The County will supply tires for installation in almost all cases.
3. Tire plugs are not authorized; patch only.
4. Damaged tires on marked law enforcement vehicles (or unmarked law enforcement vehicles equipped with emergency lights or other pursuit equipment) must be replaced; no repairs permitted.
5. Alignments require prior County authorization (two-wheel or four-wheel, including shims).

Tire Labor (Flat Rates):

- Mount/dismount and valve stem
- Balance/rotate
- Patch repair
- Two-wheel alignment
- Four-wheel alignment

10. LABOR CLASSIFICATIONS & STANDARDS

A. General Mechanical / Automotive Labor

Includes engine work (excluding internal transmission work), brakes, suspension, steering, cooling, fuel systems, exhaust, electrical systems, diagnostics, and preventative maintenance.

B. Transmission / Drivetrain Labor

Includes automatic or manual transmission repair, overhaul, replacement, transaxles, differentials, transfer cases, and other internal drivetrain components.

C. Diagnostic Labor (if separate)

Applies only to diagnostic time not directly attributable to a completed repair.

Diagnostic labor shall be limited to the actual time reasonably required to identify the issue and shall not be billed where diagnostic time is included in a completed repair.

D. Utilization of Labor Guides

All labor times billed shall generally be consistent with standardized labor guides (such as AllData® or Mitchell1®, or equivalent). Actual labor time may be billed when conditions justify deviation, such as for complicated or difficult repairs.

The County reserves the right to require reclassification of improperly billed labor.

11. ON-SITE SERVICE CALLS, EMERGENCY CALLS, AND TOWING

The County may occasionally require on-site service calls, emergency service calls, towing, and limited roadside assistance type services under this contract. Such calls are expected to be exceptional and infrequent and will typically be limited to emergency circumstances only.

On-site and emergency service calls shall be billed at one-half (1/2) hour increments with a minimum bill of one hour per call.

Normal business hours rates shall apply Monday–Friday, 8:00 a.m. to 5:00 p.m., excluding official holidays.

After-hours, weekend, and holiday calls may be billed at emergency rates.

After-hours labor rates apply to both onsite service calls and emergency repairs.

Mileage shall be billed at a per-mile rate not to exceed one hundred twenty-five percent (125%) of the IRS mileage rate in effect at the time of service.

Towing shall be billed as a base hook-up/drop-off fee plus mileage.

The Awarded Bidder shall provide and maintain 24-hour, seven-day-a-week contact information for emergency repairs, roadside assistance, and towing services within Calhoun County. This contact information shall include a primary phone number and, if applicable, an alternate or backup contact number.

The Awarded Bidder shall ensure that calls made to the designated emergency contact number are answered or returned promptly and that appropriate service is dispatched without undue delay.

Towing services may be performed by the Awarded Bidder directly or subcontracted at the Awarded Bidder's discretion, provided that any subcontracted towing provider is properly licensed, insured, and compliant with all applicable laws and regulatory requirements.

The Awarded Bidder shall remain fully responsible for the performance, pricing, compliance, and conduct of any subcontracted towing services under this contract.

12. INVOICING & DOCUMENTATION

SMI: One invoice per department per month, inclusive of all vehicles, itemized by vehicle/unit number or VIN, date, and service performed.

Repairs: Invoice must reference the vehicle-specific PO and approved estimate and itemize labor, parts, and any subcontract costs.

13. INSURANCE REQUIREMENTS

Awarded Bidder shall maintain and provide Certificates of Insurance naming the County as additional insured where applicable, with the following minimum limits:

- Commercial General Liability: \$1,000,000 per occurrence
- Garage / Auto Liability: \$1,000,000
- Garagekeepers (Care, Custody & Control): \$500,000
- Workers' Compensation: As required by law, if applicable

14. E-VERIFY REQUIREMENT

As a condition of award, the bidder must not knowingly employ unauthorized aliens, must provide proof of E-Verify enrollment (copy of the E-Verify MOU), a signed and notarized County affidavit, and agrees to require subcontractors to comply similarly.

15. ATTACHMENTS TO THE BID PACKAGE

Attachment A – Vehicle Inventory List

Attachment B – SMI Checklist / Minimum Inspection Items

16. INCLUDE IN YOUR BID RESPONSE PACKAGE

Include executed documents, written statements, or copies of the following documents (as applicable) as part of your bid response:

- Attachment C – Bid Response and Pricing
- Attachment D – Calhoun County Affidavit

Must also include:

- List of References and Capacity Statement
- Proof of Insurance / Certificate of Insurance Forms
- Copy of E-Verify MOU

ATTACHMENT A – VEHICLE INVENTORY LIST

THIS LIST SUBJECT TO CHANGE WITH ROUTINE SALES AND PURCHASES

2006 FORD RANGER REGULAR CAB PICKUP	2018 CHEVROLET TAHOE
1994 GMC SUBURBAN	2018 CHEVROLET TAHOE
2001 CHEVY TAHOE UT	2018 CHEVROLET TAHOE
2005 CHEVROLET IMPALA	2016 FORD EXPLORER
2005 FORD CROWN VICTORIA	2020 FORD EXPLORER
2007 CHEVROLET TAHOE	2020 FORD EXPLORER
2008 CHEVROLET SILVERADO PICK UP TRUCK	2020 FORD EXPLORER
2010 CHEVROLET SILERVADO PU TRUCK	2020 FORD EXPLORER SUV 4 DR
2010 FORD CROWN VICTORIA	2020 FORD EXPLORER SUV
2010 FORD CROWN VICTORIA	2020 FORD EXPLORER SUV
2010 FORD CROWN VICTORIA	2020 FORD EXPLORER SUV
2010 FORD CROWN VICTORIA	2021 FORD EXPLORER
2010 FORD CROWN VICTORIA	2021 FORD F-150 SUPERCREW 4WD
2010 FORD CROWN VICTORIA	2020 FORD F550 Lenco BEARCAT VEHICLE
2009 FORD EXPLORER	2021 INTERNATIONAL CV515 SFA 4X4
2013 FORD TAURUS	2019 CHEVROLET TAHOE
2013 FORD TAURUS	2019 CHEVROLET TAHOE
2013 FORD F-150 CREWCAB PICKUP TRUCK	2022 CHEVROLET TAHOE
2013 FORD F-150 PICKUP TRUCK	2022 CHEVROLET TAHOE
2014 FORD TAURUS	2022 CHEVROLET TAHOE
2014 FORD TAURUS	2022 CHEVROLET TAHOE
2014 FORD TAURUS	2022 CHEVROLET TAHOE
2014 FORD TAURUS	2022 CHEVROLET TAHOE
2014 FORD TAURUS	2022 CHEVROLET TAHOE
2014 FORD F150 PICKUP	2022 CHEVROLET TAHOE
2014 FORD F150 PICKUP	2022 CHEVROLET TAHOE
2014 FORD F150 PICKUP	2022 CHEVROLET TAHOE
2014 FORD F150 PICKUP	2022 CHEVROLET TAHOE
2014 FORD F150 PICKUP	2022 CHEVROLET TAHOE
2014 FORD F150 PICKUP	2022 CHEVROLET TAHOE
2014 FORD F150 PICKUP	2022 CHEVROLET TAHOE
2011 DODGE AVENGER	2023 CHEVROLET SILVERADO
2011 FORD F150 PICKUP TRUCK	2022 CHEVROLET COLORADO
2016 FORD EXPLORER PATROL VEHICLE	2023 CHEVROLET TAHOE
2016 FORD EXPLORER PATROL VEHICLE	2023 CHEVROLET TAHOE
2015 FORD TAURUS	2023 CHEVROLET TAHOE
2015 FORD TAURUS	2023 CHEVROLET TAHOE
2015 FORD TAURUS	2023 CHEVROLET TAHOE
2015 FORD EXPLORER	2023 CHEVROLET TAHOE
2015 FORD EXPLORER	2023 CHEVROLET TAHOE
2017 CHEVROLET SILVERADO PICKUP TRUCK	2022 CHEVROLET SILVERADO 1500
2017 CHEVROLET SILVERADO	2024 FORD F-150 POLICE RESPONDER TRUCK
2017 CHEVROLET TAHOE	2024 FORD F-150 POLICE RESPONDER TRUCK
2017 CHEVROLET TAHOE	2024 FORD F-150 POLICE RESPONDER TRUCK
2017 FORD EXPLORER	2024 FORD F-150 POLICE RESPONDER TRUCK
2017 FORD EXPLORER	2024 FORD F-150 POLICE RESPONDER TRUCK
2018 CHEVROLET TAHOE	2024 FORD F-150 POLICE RESPONDER TRUCK
2017 CHEVROLET EXPRESS VAN	2025 EXPEDITION
2017 CHEVROLET EXPRESS VAN	2024 FORD F-150 POLICE RESPONDER TRUCK
2018 CHEVROLET TAHOE	2005 FORD F-150
2018 CHEVROLET TAHOE	2011 DODGE R1500 WHITE CREWCAB TRUCK

2018 CHEVROLET TAHOE	2021 CHEVROLET SILVERADO 1500
2018 CHEVROLET TAHOE	2021 CHEVROLET SILVERADO 1500
2018 CHEVROLET TAHOE	2022 FORD EXPLORER
2018 CHEVROLET TAHOE	2011 FORD F-350 PICKUP TRUCK
2018 CHEVROLET TAHOE	2019 CHEVROLET TAHOE
2022 FORD F-150 4X4 TRUCK	2012 FORD F-250 FLATBED TRUCK WHITE
2022 FORD F-150 4X4 TRUCK	FORD F-250 CREW CAB TRUCK
2008 FORD F350 CREW CAB TRUCK	FORD F-250 CREW CAB TRUCK
2008 CHEVROLET IMPALA	2003 FORD PICKUP F150
2010 FORD RANGER TRUCK	2020 DODGE RAM PICKUP TRUCK 1500
2016 CHEVROLET EXPRESS VAN 2500	2023 CHEVROLET TAHOE
2015 FREIGHTLINER BRUSH TRUCK MC 106	2021 CHEVROLET SILVERADO 1500 TRUCK
2020 FORD F150 EXTENDED CAB TRUCK	2021 CHEVROLET SILVERADO 1500 TRUCK
2022 FORD F-150 4X4 TRUCK	2001 CHEVROLET SILVERADO
2012 FORD EXPEDITION WITH ADDED EQUIPMEN	2008 CHEVROLET TRAILBLAZER
2016 CHEVROLET SILVERADO	2008 CHEVROLET TRAILBLAZER
2022 FORD F-150 4X4 TRUCK	2008 CHEVROLET TRAILBLAZER
1999 GMC SIERRA PICKUP TRUCK-WHITE-C293	2011 CHEVROLET IMPALA SEDAN 4 DR
2001 FORD F-550 PICKUP	2014 FORD ESCAPE
2001 CHEVY SILV. W/ 12FT. FLATB	2015 CHEVROLET TAHOE
2008 FORD F350 PICKUP TRUCK	2017 CHEVROLET SILVERADO TRUCK
2017 FORD F550 ALTEC SIGN TRUCK	2021 CHEVROLET TAHOE - BLACK
2018 CHEVROLET SILVERADO 3500	2022 CHEVROLET BLAZER
2021 CHEVROLET TAHOE - WHITE	2022 CHEVROLET BLAZER
2022 FORD F-150 4X4 TRUCK	2022 CHEVROLET BLAZER
2022 FORD F-150 4X4 TRUCK	2023 CHEVROLET BLAZER SUV
2022 FORD F-150 4X4 TRUCK	2023 CHEVROLET BLAZER
2023 DODGE RAM 1500 PU	2023 CHEVROLET BLAZER
2023 DODGE RAM 1500 PU	2024 CHEVROLET BLAZER
2023 DODGE RAM 1500 PU	2025 CHEVY TAHO
2023 DODGE RAM 1500 PU	
2023 FORD F-150 PICKUP TRUCK	
2023 FORD F-150 PICKUP TRUCK	
2023 FORD F-450 SUPER DUTY TRUCK	
2023 DODGE RAM PICKUP 1500	
2023 FORD F-250 SUPER DUTY TRUCK	
2023 FORD F-250 SUPER DUTY TRUCK	
2023 FORD F-250 SUPER DUTY TRUCK	
2023 DODGE RAM 1500 PICKUP	
2023 FORD F-150 PICKUP TRUCK	
2024 JEEP GRAND CHEROKEE LAREDO	
2024 JEEP GRAND CHEROKEE LAREDO	
2024 FORD SUPER DUTY F-350 XL TRUCK	
2024 FORD SUPER DUTY F-350 XL TRUCK	
2024 FORD SUPER DUTY F-350 XL TRUCK	
2024 FORD SUPER DUTY F-350 XL TRUCK	
SUPER DUTY F-250 XL	
2021 CHEVROLET SILVERADO 1500 TRUCK	

**ATTACHMENT B – SCHEDULED MAINTENANCE & INSPECTIONS (SMI)
MINIMUM INSPECTION ITEMS**

This Attachment establishes the minimum inspection and routine maintenance requirements for Scheduled Maintenance & Inspections (SMI) performed under this contract. All SMI work shall be performed in accordance with manufacturer recommendations where available and this Attachment, whichever is more stringent.

In addition to oil and filters, routine consumable items such as air and cabin filters, light bulbs, fuses, windshield washer fluid, and similar low-cost items may be replaced during SMI only with County approval. All other items identified during SMI shall require a separate repair estimate and vehicle-specific Purchase Order.

A. GENERAL REQUIREMENTS

1. SMI services are intended to provide routine preventive maintenance and standardized inspections to identify safety issues, maintenance needs, and emerging repair concerns.
2. SMI shall not include repairs beyond routine lubricant and filter replacement unless expressly authorized by the County.
3. Findings requiring repair shall be documented and submitted in accordance with the Repairs Workflow (Section 6 of the ITB).
4. All inspections shall be documented by vehicle/unit number or VIN and provided to the County upon request.

B. ROUTINE MAINTENANCE (INCLUDED IN SMI)

Unless otherwise directed by the County, SMI shall include:

- Engine oil and oil filter replacement
- Chassis lubrication (where applicable)
- Inspection and top-off of fluids as appropriate:
 - Engine coolant
 - Transmission fluid
 - Brake fluid
 - Power steering fluid
 - Windshield washer fluid

- Differential/transfer case fluids (visual check)
- Reset of service indicators (where applicable)

C. REQUIRED INSPECTION ITEMS

1. Engine & Engine-Related Components

- Visual inspection for oil, coolant, fuel, and fluid leaks
- Belts and hoses (condition, cracks, fraying, leaks)
- Air intake and engine air filter (condition only)
- Battery condition, mounting, and terminal corrosion
- Exhaust system (leaks, damage, secure mounting)

2. Transmission & Drivetrain

- Visual inspection for leaks
- Driveshafts, CV joints, U-joints (where applicable)
- Differential and transfer case (visual condition only)

3. Cooling System

- Radiator and hoses (leaks, damage)
- Cooling fan operation
- Coolant reservoir level and condition

4. Brakes

- Brake pads/shoes (visual inspection without disassembly)
- Rotors/drums (visible condition)
- Brake lines and hoses (leaks, damage)
- Parking brake operation

5. Steering & Suspension

- Steering components (tie rods, ball joints – visual check)
- Shocks/struts (leaks, damage)
- Bushings and mounts (visible condition)

6. Tires & Wheels

- Tire tread depth and wear pattern
- Tire inflation (visual check)
- Wheel condition (damage, missing lug nuts)
- Spare tire presence and condition (if equipped)

7. Electrical & Lighting

- Headlights (high/low beam)
- Brake lights and turn signals
- Hazard lights
- Reverse lights
- Dashboard warning lights illuminated at startup or during operation

8. Safety & Body

- Windshield condition (cracks obstructing driver view)
- Windshield wipers and washer operation
- Mirrors (secure and functional)
- Seat belts (condition and function)
- Horn operation

9. Interior & Controls

- HVAC operation (heat and A/C function check)
- Instrument panel gauges
- Steering wheel play
- Pedal operation (brake and accelerator)

D. ROAD TEST (WHEN PRACTICABLE)

When practicable, the Awarded Bidder shall perform a brief road test to check for:

- Abnormal noises or vibrations
- Brake performance

- Steering pull or wander
- Transmission shift concerns

E. DEFICIENCY REPORTING

1. All deficiencies identified during SMI shall be documented.
2. Deficiencies requiring repair beyond SMI shall be clearly noted and submitted as a written estimate in accordance with Section 6 of the ITB.
3. No non-SMI repairs shall be performed without an approved County Purchase Order.

F. EXCLUSIONS

Unless expressly authorized by the County, SMI does not include:

- Brake replacement
- Tire replacement or repair
- Alignments
- Engine, transmission, or drivetrain repairs
- Electrical repairs beyond inspection
- Replacement of batteries, wiper blades, or other routine items (unless specifically approved)

G. COUNTY-ISSUED CHECKLISTS

The County may, at its option, issue department-specific or vehicle-specific inspection checklists. When issued, those checklists shall supplement and control over this Attachment where applicable.

ATTACHMENT C – BID RESPONSE & PRICING

1. LABOR RATES

General Mechanical / Automotive Labor: \$____/hour

Transmission / Drivetrain Labor: \$____/hour

Diagnostic Labor (if separate, when not directly attributable to a completed repair):
\$____/hour

After-Hours / Emergency Labor: \$____/hour

2. SMI PRICING

SMI pricing includes labor, inspection, and oil filters. Engine oil to be billed per quart at cost plus markup. Other routine items pre-approved for installation during SMI are to be billed at cost plus markup.

Class 1 – Sedan / Compact / Crossover \$____

Class 2 – SUV and Light Truck (½ ton) \$____

Class 3 – Heavy Light Truck (¾ ton and above) \$____

Note: Class 4 – Specialty Vehicles - individual quote required for these vehicles, no flat rate

3. TIRE LABOR

Mount/dismount and valve stem (per tire): \$____

Balance/rotate: \$____

Patch repair: \$____

Two-wheel alignment: \$____

Four-wheel alignment: \$____

4. ON-SITE SERVICE & TOWING

Service:

Normal hours onsite service rate (labor): \$____/hour

After-hours/weekend emergency service rate (labor): \$____/hour

Service call mileage rate: \$____/mile

Towing:

Towing mileage: \$____/mile

Towing base (including hook-up/drop-off): \$____/tow

5. PARTS PRICING AND MARKUP

Parts (including lubricants) billed at actual cost plus ____% markup (not to exceed 20%)

6. ACKNOWLEDGEMENTS

24-hour SMI turnaround standard on appointments (excluding emergencies, weekends, or holidays)

Initials: _____

No work beyond SMI without separate repair PO (except emergency PO)

Initials: _____

Parts pricing billed in accordance with Section 8 of the ITB

Initials: _____

No tire plugs; patch only

Initials: _____

Marked law enforcement vehicles: no tire repairs; and, OEM parts required by default unless approved otherwise

Initials: _____

ATTACHMENT D – AFFIDAVIT CONCERNING IMMIGRATION COMPLIANCE

