



**CITY OF KELSO
REQUEST FOR QUOTATION**

PLEASE QUOTE THE FOLLOWING:

PROJECT: Equipment Maintenance Services

You may mail your quote City of Kelso Public Works Attention: Jessica Williams at PO Box 819 Kelso, WA 98626, Fax your quotes Attention: Jessica Williams to 360-423-6591 or email your quotes to jwilliams@kelso.gov All quotations must be received by **Public Works/Engineering** no later than 4:00 p.m. on Wednesday, June 13, 2012.

Technical questions regarding this project may be addressed to Tim Mackin at (360) 957-7504 for Parks Equipment and Dan Johnson at 360-261-8268 for Airport Equipment. Bidding or procurement related questions regarding this project may be addressed to Jessica Williams, Project Coordinator at (360) 423-6590.

WRITTEN QUOTATION INSTRUCTION PAGE PUBLIC WORKS

The CITY OF KELSO reserves the right to cancel this request or reject any and all quotations received or to waive any information and irregularities if in the best interest of the City.

All contractors doing business within the City of Kelso are required to have a City of Kelso Business License. For information please call (360) 423-0900.

Quotations will be reviewed by the Public Works Department in Kelso City Hall, 203 S. Pacific Ave, 2nd Floor, Kelso, Washington. **Quotations are to be submitted to the Public Works Department on the forms provided for this purpose.** However, you may feel free to submit your company specific quote form in conjunction with the provided form. Quotations delivered to locations other than as indicated above or received after the designated time will not be accepted.

The project will be awarded to the lowest responsible bidder whose quotation is responsive conforming to the solicitation.

The City will not be responsible for any errors in proposals. Bidders will not be allowed to alter proposals after the submittal deadline.

Receipt of an official award letter from the Project Coordinator will evidence the award of a contract. No other act of the City shall constitute award of a project.

No bidder may withdraw his/her bid after the hour set for the opening thereof, unless the award of contract is delayed for a period exceeding forty-five (45) days. If it is determined to be in the best interest of the City, the City reserves the right to request an extension of bid prices during the review process.

EXHIBIT A

SCOPE OF SERVICES

GENERAL PROVISIONS

The Contractor must be able to perform general and preventative maintenance and common repair services on equipment that include but are not limited to brakes, suspension, engine, etc. The City's preference is to have a primary Contractor that has the ability to perform all required services if possible. However, work may be sub-contracted. When sub-contractors are used, the Contractor is primarily responsible for performance including but not limited to, billing, reporting, scheduling, delivery, work quality, and warranty.

The Contractor must have the ability to provide required preventative maintenance and repair service listed in Section E (below) for the equipment listed on Exhibit D (attached). Any exception including subcontracting must be noted in this contract.

A. Preventative Maintenance

The City's equipment is operated for short distances; frequent start/stop; and long idle periods. The attached Schedule A outlines preventative maintenance requirements due to the use conditions. The average annual usage on the mentioned equipment can be several hundred hours. Equipment shall be maintained at a minimum as per manufacturer recommendation schedule as posted by contractor on equipment.

B. Repairs and Maintenance

Provide service/repairs to all common mechanical systems as needed.

C. Transport of Equipment for Service

- When requested the Contractor will pick up and deliver equipment for all preventative and scheduled services for a cost of a round trip (fee to be determined) from the following locations:
 - Airport Operations Manager Office – 2222 S. Pacific Ave
 - Parks Maintenance Office - 1606 Tam O'Shanter Way
- For non-scheduled emergency service, courtesy transportation for customer to and from City facilities for a round trip fee of \$21.95 per occurrence.
- For equipment non drivable, no additional towing charge may be billed.

D. Conditions and Required Service

- 24-hour turn-around on common repairs and routine maintenance

- Provide adequate inventory on special parts to ensure minimum turn-around on non-common repairs

E. Repair Order Content and Procedure

The Contractor shall provide repairs for all services provided containing the following information:

- Pre-authorization of work by designated Airport Operations Manager or Parks Lead is required for each repair order exceeding \$500.00. Repair estimates shall include anticipated work to be performed, estimated completion time, and signed by City staff. Unauthorized use of equipment can result in contract termination as determined by the City. Violation will also result in full legal remedy as allowed by law.
- Individual equipment charges shall be submitted on separate repair orders for each service visit. The repair order must include:
 - Date work was performed
 - Equipment make/model
 - Hr. meter reading at time of service/repair
 - Date in / date out / time completed
 - Detail type of service, hours, material used, and costSubcontracted repair orders containing the same information shall be attached to the contractor repair order.
- Contractor guarantees and warrants that all material furnished and all services performed under said contract will be free from defects in material and workmanship and will conform to the requirements of this contract for a period of 90 days or 480 hrs, whichever occurs first. Contractor shall remedy all such defects as his/her own expense within one (1) working day after notification by the City.
- Warranty and subcontracted repair orders need to be provided by Contractor. Contractor is prime contractor; however, subcontractors may be used by the Contractor. Contractor assumes responsibility for work of subcontractors. Charges for such services to the City shall be the amount of subcontractor's invoice for services performed, or the contract price, whichever is less.

F. Hours of Operation

The City equipment items listed in Exhibit D are generally used during normal business hours. During an emergency it is essential that potential service be available as required.

G. Reports of Repairs/Maintenance

Contractor shall provide upon request and quarterly, a report listing the condition of the entire fleet with all repairs and maintenance performed on

each piece of equipment. The report shall contain, at a minimum, the following information for each service provided in table format:

- work order number, equipment number current and hour meter reading
 - service order date and time
 - service completion date and time
 - equipment pick-up & return date & time (if applicable)
 - service provided and costs (breakdown by labor & material)
 - general condition and estimated feasible service life remaining
-

EXHIBIT D

LIST OF EQUIPMENT

Parks Equipment:

Level of Service
(A-C)

| | |
|---|---------------------------------|
| John Deere 1600 Power Mower – 12ft deck | B for all applicable items 1-27 |
| John Deere 997 Z Trak – 72inch deck | B for all applicable items 1-27 |
| Toro Z Trak Mower – 60inch deck | B for all applicable items 1-27 |
| Toro Hand Mower | C for all applicable items 1-27 |

Airport Operations Equipment:

| | |
|-------------------------------|---------------------------------|
| John Deere 5410 Tractor | B for all applicable items 1-27 |
| John Deere 1517 Power Mower | B for all applicable items 1-27 |
| John Deere LT155 Riding Mower | C for all applicable items 1-27 |
| John Deere JA62 Power Mower | C for all applicable items 1-27 |

Schedule A
Preventative Maintenance Schedule

| Service | | Service Frequency | | |
|---------|---|----------------------|----------------------|-----------------------|
| | | Service A 3 Month | Service B 6 Month | Service C 12 Month |
| 1 | Change Engine Oil | X | X | X |
| 2 | Change Engine Oil Filter | X | X | X |
| 3 | Check Air Filter Condition & Replace as Needed | X | X | X |
| 4 | Check & Adjust Drive Belts | X | X | X |
| 5 | Check Battery Electrolyte Level, Add Water as Needed; Clean & Tighten Terminals | X | X | X |
| 6 | Check Brake Fluid Level | X | X | X |
| 7 | Check Breather Condition | X | X | X |
| 8 | Check Drive Tran Fluid Levels | X | X | X |
| 9 | Check Engine, Cooling System, Hoses & Clamps | X | X | X |
| 10 | Flush & Replace Coolant | X | X | X |
| 11 | Check Exhaust System | X | X | X |
| 12 | Check Power Steering Fluid Level | X | X | X |
| 13 | Check Tire Pressure & Condition | X | X | X |
| 14 | Lubricate Chassis | X | X | X |
| 15 | Lubricate Steering Linkage | X | X | X |
| 16 | Fuel Filter - Replace | | | X |
| 17 | Transmission - Change Fluid, Filter, Gasket | | | X |
| 18 | For Diesel Engines, Check & Drain Fuel/Water Separator | | | X |
| 19 | Spark Plugs - Replace (as needed) | | | X |
| 20 | Drive Belts - Replace (as needed) | | | X |
| 21 | Lube Throttle Linkage | X | X | X |
| 22 | Lube Front Axle Spindles | X | X | X |
| 23 | Lube Tie Rod Ends | X | X | X |
| 24 | Lube Spring Shackles | X | X | X |
| 25 | Lube Drive Line U-Joints | X | X | X |
| 26 | Check Hydraulic Oil Levels & Check for Leaks or Hose Failure | X | X | X |
| 27 | Sharpen or Replace Blades | | | X |

Equipment Maintenance Services Contract

| Item No. | Bid Quantity | Bid Item | Total Price Dollar/Cent |
|----------|--------------|---|-------------------------|
| 1 | Per Hour | John Deere 1600 Power Mower - 12ft Deck | |
| 2 | Per Hour | John Deere 997 Z Trak Mower - 72in Deck | |
| 3 | Per Hour | Toro Z Trak Mower - 60in Deck | |
| 4 | Per Hour | Toro Hand Mower | |
| 5 | Per Hour | John Deere 5410 Tractor | |
| 6 | Per Hour | John Deere 1517 Power Mower | |
| 7 | Per Hour | John Deere LT155 Riding Mower | |
| 8 | Per Hour | John Deere JA62 Power Mower | |

The following Addenda is/are hereby acknowledged:

| Addendum No. | Date of Addendum/Addenda | Signature |
|--------------|--------------------------|-----------|
| 1 | _____ | _____ |
| 2 | _____ | _____ |
| 3 | _____ | _____ |

From:

NAME OF BIDDER

MAILING ADDRESS

CITY, STATE AND ZIP CODE

TELEPHONE

WASHINGTON STATE REGISTRATION NO.

EXPIRATION DATE

NAME OF BIDDER'S REPRESENTATIVE

UBI No.

SIGNATURE OF REPRESENTATIVE