



Uintah Basin Association of Governments

Request for Proposals Preventive Maintenance & Mechanical Repairs Vendors

**RESPONSES DUE
May 28, 2020
5:00 PM**

Send To:

**Carl Conrad, Transit Operations Manager
Uintah Basin Association of Governments
330 East 100 South
Roosevelt, UT 84066
carlc@ubaog.org**

This solicitation has been developed specifically for a Request for Proposals intended to solicit competitive responses for the BTA Preventive Maintenance & Mechanical Repairs Vendors. All applicants are encouraged to thoroughly review this solicitation prior to submitting.

Submission by FAX is not acceptable and will not be considered for approval.

Introduction

The Uintah Basin Association of Governments (UBAOG) serves the counties of Daggett, Duchesne and Uintah in Eastern Utah. Within the UBAOG is a fixed route public transportation provider called Basin Transit Association (BTA). The BTA provides public transportation to Duchesne and Uintah counties between and within Vernal, Roosevelt, and Duchesne cities with the use of three bus routes.

Scope of Work

The Utah Department of Transportation (UDOT) oversees vehicle safety compliance as well as transit agency financial reimbursement across the state. This oversight has a mandate for all transit organizations purchasing vehicles using federal funds to complete regular preventive maintenance inspections. The mandate also requires equal opportunity for vendors to provide maintenance services pending qualifications.

The UBAOG is seeking qualified mechanic shops to provide reliable and quality maintenance repairs at an affordable rate for the Basin Transit Association (BTA) vehicles and passenger buses. The UBAOG would like to establish and maintain strong partnerships with the local economy and provide business to local businesses whenever possible.

Proposal

All vendors who intend to submit a bid proposal are required to provide and/or complete the following:

- ASE Certifications
- Business License verification
- Proof of Liability Insurance
- 1099 Form (current)
- Invoices - Quantity (3) – **Invoice quotes are REQUIRED with Year, Make, Model, VIN, & Engine**
 - o 300,000 miles Preventive Maintenance inspection checklist
 - o Complete brakes and suspension replacement (brakes, rotors, calipers, etc...) (tie rods, ball joints, control arms, etc...)
 - o Complete engine replacement

The selected vendors will be asked to meet the following criteria for all vehicle services:

- Invoices – In order for an invoice to be paid, the following must be included.
 - o VIN (or vehicle unit number), mileage at service, detail of work provided, invoice date, invoice #
 - o We are a tax exempt organization with the appropriate documentation to validate. We cannot pay an invoice with tax charges.
 - o All shops / parts stores must be willing to accept payment through mail, not personal hand delivery. All invoices are to be processed with 45 days.
 - o **DETAILS – Invoice details and line item descriptions CANNOT say, “Repaired vehicle.” An alternator cannot be charged for ten hours without detailed explanation why.**

- Communication – We require any significant repairs beyond the original diagnosis to be vetted with the BTA Transit Operations Manager, or to another designated BTA staff member.
- Preventive Maintenance inspection – All PM checklists include a multi-point inspection and a tire rotation, mount and balance.
 - o Synthetic oil is REQUIRED for ALL BTA vehicles (*preferably Mobil 1 but not required*).
 - o Vendors are required to clean up after themselves and not leave a mess for BTA staff to clean.
 - o Mechanic shops MUST test / confirm their work to help ensure vehicle will not need to return to repeat repairs.

Vendor Selection

The proposals will be reviewed internally and graded based on submission criteria. Quality and depth of applications will contribute a higher grade for submissions. Score weight will not be revealed to vendors. The UBAOG reserves the right to solicit additional information from each vendor as deemed necessary.

The UBAOG reserves the right to select the bid that fits our needs the greatest. This does not guarantee selection of the lowest bid.

After the selections are made, the successful bidder will receive a letter notifying them of the announcement. Questions about the selection process will not be fielded after the selection.

For Consideration

Please submit a completed packet including three quotes as well as credentials and supporting documentation outlined above. **Submission deadline is by 5:00 PM on Thursday, May 28, 2020 to Carl Conrad via email: carlc@ubaog.org.**

You may also submit a paper copy of the proposal. We will accept these copies by mail after the due date, provided the mailing is postmarked no later than May 28, 2020.

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Preventive Maintenance Schedule – 300,000 Miles

- 1 Check and top-off fluid levels
 - 1.1 Check brake fluid levels
 - 1.2 Check coolant recovery reservoir
 - 1.3 Check automatic transmission fluid level (if equipped with under-hood dipstick)
 - 1.4 Check power steering fluid
 - 1.5 Check window washer fluid
- 2 Rotate and inspect tires for wear and check air pressure
- 3 Check exhaust system for leaks, damage, loose parts and foreign material
- 4 Check battery performance
- 5 Check operation of horn, exterior lamps, turn signals and hazard warning lights
- 6 Check radiator, coolers, heater and air conditioning hoses
- 7 Inspect windshield washer spray and wiper operation
- 8 Check windshield for cracks, chips and pitting
- 9 Inspect for oil and fluid leaks
- 10 Inspect engine air filter
- 11 Inspect half shaft dust boots (if equipped)
- 12 Check shocks and struts and other suspension components for leaks and damage
- 13 Inspect steering and linkage
- 14 Inspect accessory drive belt (s)
- 15 Change engine oil and replace oil filter (Dealer specifications of oil during warranty period)
- 16 Inspect brake pads / shoes / rotors / drums, brake lines & hoses, and parking brake system
- 17 Inspect wheel ends for end play and noise
- 18 Inspect and lubricate steering linkage, ball joints, suspension, half shafts / drive shaft and u-joints
- 19 Change fuel filter and fuel / water separator including frame mounted (every other service)
- 20 Inspect automation transmission fluid level (if equipped with under-hood dipstick)
- 21 Change air filter no later than every 20K (every fourth engine service)
- 22 Inspect engine cooling system and hoses
- 23 Replace cabin air filter, if equipped
- 24 Inspect complete exhaust system and heat shields
- 25 Change automation transmission fluid and filter
- 26 Inspect differentials for any leaks or linkage issues
- 27 Change / flush engine coolant (Antifreeze)
- 28 Inspect and replace platinum spark plugs (or glow plugs)
- 29 Change rear axle lubricant
- 30 Inspect and replace pcV valve if needed
- 31 Inspect and replace wheel studs and nuts

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Vehicle VIN (Last four digits): _____ Odometer: _____

Maintenance Provider: _____

Mechanic Signature: _____ Date of Service: _____

Comments: _____

Vendors

Please use information listed below for all three quotes. It may be necessary to contact a dealership for additional information.

VENDORS

UBAOG Vehicle Information

2016 Ford F550 V10 gas motor

V I N # 1 F D G F 5 G Y 6 G E A 7 5 1 0 6

Vendors please fill out all of the information included on the PM checklist. Please do not forget to include any relevant additional information on your quotes.

Thank you all