

Attachment#1
ITB-2186
SPECIFICATION for:
Vehicle Routine and Non-Routine Maintenance and Repair Services

● **IMPORTANT** ●

Complete response to each item is required, responses must be written on this form. Attach any information necessary to explain or clarify your bid. Bids failing to include specific responses may be rejected. Evaluation will be based on compliance with specifications. Non-compliant items must be clearly indicated. Any mandatory items (marked "shall", "minimum" or "maximum") must be in compliance or the bid will be rejected. Acceptable abbreviations for use on this form: Standard = (STD), Not Available = (N/A), No Charge = (NC), Comply = (CPL). All items described by attachments or addendum should be referenced on the submitted bid in proper numerical sequence. Options shall not be part of the pricing evaluation.

SCOPE:

The City of Seattle has had successful vehicle maintenance and repair services contract with a local provider; however that contract now expires and does not have any renewal options. Therefore, the City is returning for a competitive bid to establish one or more contracts for these services. The City wishes to establish one or more five year contracts with an option to extend for an additional two years with the lowest responsive, responsible bidder(s).

The City's estimated annual usage for this vehicle routine and non-routine preventative maintenance, repair services, emergency servicing and other related services is \$60,000.00. The City currently has approximately 70 vehicles ranging from the mid 1990's to 2005 foreign and domestic fleet. The vehicle average mileage is 119,000 miles.

In general, The City vehicle(s) will be delivered to the Vendor's shop on an appointment basis. The Authorized City representative will deliver the vehicle(s) to the Vendor's facility; provide a description of problem areas and the key to the vehicle(s).

ITEMS REQUIRED

RESPONSE

Write in one of the following codes in each box below:

Standard = (STD)
 Not Available = (N/A)
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 Comply = (CPL)

You may also add additional information as requested.

MANDATORY REQUIREMENTS:

| | |
|---|------------|
| 1. Vendor is required to have been in the business of maintaining and repairing foreign and domestic vehicles for a minimum of five (5) years. | 34 YEARS |
| 2. Vendor must be able to perform scheduled repairs to vehicles to include but not limited to brakes, steering, air conditioner systems and other related services. | CAN DO ALL |

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| | |
|--|------------|
| <p>3. Vendor to perform the Scope of Work as specified in this solicitation with the proper equipment in-house at City's request within one (1) business day or less of City's initial call. In the event that the repair job will not be completed within one (1) business day due to unforeseen material delays, the Vendor must notify the City immediately and update as to when the job will be ready for pick-up.</p> | <p>CPL</p> |
| <p>4. Bidder must have a full time, complete local parts & service facility (no greater distance than 5 mile radius from the Fleets & Facilities Maintenance Shop at 2203 Airport Way South, Seattle Washington 98134) offering factory authorized service and parts to perform complete repairs with inside shop parking to store vehicles for a minimum of five (5) vehicles at the end of day. Inspection of Bidder's service facility shall be required prior to contract award.</p> | <p>CPL</p> |
| <p>5. City vehicles will be delivered to the Vendor's facility on an appointment basis. The Authorized City representative will deliver the vehicle to the Vendor's facility, provide a description of the problem areas or request for a routine maintenance services whichever applies and the key to the vehicle (s). Prior to any work being performed on the vehicle(s), the Vendor shall provide an itemized quote for City's approval. Where repairs will exceed 10% of original quote, Vendor must notify City contacts immediately.</p> | <p>CPL</p> |
| <p>6. All repair and replacement parts are to be OEM quality or better.</p> | <p>CPL</p> |
| <p>7. Bidder must successfully pass a City of Seattle background check prior to contract award.</p> | <p>CPL</p> |

MANDATORY ROUTINE PREVENTATIVE MAINTENANCE:

| | |
|--|------------|
| <p>The vehicles are typically serviced every 6 months. The vehicles receive servicing based on a preventative maintenance schedule which includes the following:</p> | <p>CPL</p> |
| <p>1. "A" service includes lube, oil, fluids check and safety inspection.</p> | <p>STD</p> |
| <p>2. "B" service includes lube, oil, fluids check safety inspection and a systems check.</p> | <p>STD</p> |
| <p>NOTE: The vehicles receive "A" and "B" service on an alternating basis. For example, the vehicles receives "A" services in April of</p> | <p>"</p> |

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| | |
|---|-----|
| each year and "B" service in October of each year. | |
| 3. Additional work or replacement parts needed as a result of this routine maintenance must be authorized by Authorized City representative prior to performing the work. | CPL |

MANDATORY "A" SERVICE:

| | |
|--|-----|
| "A" Service Includes items 1-25 as listed below: | STD |
| 1. Drain oil and replace oil and oil filter. | STD |
| 2. Visually check condition, measure tread depth check air pressure of tires and tire rotation if necessary. | STD |
| 3. Check operation of all directional signals and lights. | STD |
| 4. Visually check condition of body, paint, windows and mirrors. | STD |
| 5. Check wiper arms and blades for condition. | STD |
| 6. Visually check operation of instruments and gauges. | STD |
| 7. Check condition and operation of seat belts, any safety equipment and wheel check. | STD |
| 8. Check steering operation. | STD |
| 9. Check parking brake operation. | STD |
| 10. Check condition of engine mounts. | STD |
| 11. Check transmission fluid level –add as required. | STD |
| 12. Check differential fluid level-add as required. | STD |
| 13. Check condition of drive line and U-joints. | STD |
| 14. Check fuel lines, hoses and fittings for leaks-tighten as required. | STD |
| 15. Check exhaust system for leaks. | STD |
| 16. Lubricate and give suspension inspection, visually check shocks and torsion bar. | STD |

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| | |
|---|-----|
| 17. Visually check condition of frame and cross member. | STD |
| 18. Check brake operation and fluid level- add fluid as required. | STD |
| 19. Check brake lining and pads and report low brake lining measurement. | STD |
| 20. Check battery water level-clean terminals and clean top as required; check condition of cables and terminals. | STD |
| 21. Check cooling system for leaks, hose condition and anti-freeze protection- to 10 degrees and add as required. | STD |
| 22. Check condition and tension of all belts and adjust as required. | STD |
| 23. Check operation of PCV valve. | STD |
| 24. Check operation of hood catch and lock. | STD |
| 25. Check operation of heat riser | STD |

MANDATORY "B" SERVICE:

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|---|-----|
| 1. "B" service includes "A" service (items 1-25 listed above) plus a system check as follows: | STD |
| 2. Change air and fuel filter. | CPL |
| 3. Check ignition system with oscilloscope. | CPL |

MANDATORY ROUTINE REPAIR SERVICES:

| | |
|---|---|
| <p>1. Complete Front Disc Brake Job:</p> <p>a) Parts: Rebuilt calipers, new non-asbestos brake pads, new seals and brake fluid.</p> <p>b) Labor: Installing rebuilt calipers, brake pads, machine rotors, wheel bearing pack, install seals, adjust bleed and test system.</p> | <p>a. <u>STD</u></p> <p>b. <u>STD</u></p> |
| <p>2. Complete Rear Disc Brake Job:</p> <p>a) Parts: New shell cylinder, new seals, brake fluid, new</p> | <p>a. <u>STD</u></p> |

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| | |
|---|---|
| <p>non-asbestos brake shoes, premium riveted brake shoes, return spring.</p> <p>b) Labor: Machine brake drums, install wheel cylinders, install shoes, install seals, adjust and test system.</p> | <p>b. <u>STD</u></p> |
| <p>3. Alternator Repair Job:</p> <p>a) Parts: Heavy duty rebuilt alternator.</p> <p>b) Labor: Check charging system and install alternator.</p> | <p>a. <u>STD</u></p> <p>b. <u>STD</u></p> |

MANDATORY PRE-ACCEPTANCE INSPECTIONS:

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|--|------------|
| <p>1. Vendor shall perform a pre-acceptance inspection on vehicle(s) being considered as additions to the City fleet. The inspection shall include a full safety check of vehicle for road worthiness.</p> | <p>CPL</p> |
| <p>2. Vendor shall furnish the Authorized City representative a detailed list and price quote of recommended repairs and replacement parts needed for the vehicle to be road worthy and estimated timeline to complete the recommended repairs and replacements to the pre-inspected vehicle(s). Upon acceptance of all or part of Vendor's repair recommendations, the Authorized City representative will notify the Vendor their notice to proceed.</p> | <p>STD</p> |

MANDATORY PERFORMANCE TIME:

| | |
|---|------------|
| <p>1. Preventative maintenance services must be performed within one (1) business day or less of the scheduled appointment.</p> | <p>STD</p> |
| <p>2. All other repair services not related to "A" & "B" routine preventative maintenance services will be completed within a reasonable amount of time but in any event shall not exceed three (3) business days without prior agreement. The Vendor will update daily status with the City contact to insure that work is completed in the agreed period of time.</p> | <p>CPL</p> |

MANDATORY FACILITY AND STORAGE REQUIREMENTS:

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|--|------------|
| <p>1. The City of Seattle will deliver vehicles which need service to the vendor's facility. Once the vehicle is delivered, it is the responsibility of the Vendor to maintain security and assume</p> | <p>CPL</p> |
|--|------------|

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| | |
|---|-----|
| liability of said vehicle(s) until The City of Seattle regains possession. | CPL |
| 2. Should the security of the vehicle(s) become an issue during the first three 3 months of the contract period and the problem cannot be resolved in a reasonable manner. The City of Seattle has the right to terminate the contract under the conditions named herein. | CPL |
| 3. Proper parking must be provided to store vehicles awaiting services at all times. Vendor must also provide inside shop vehicle parking for the end of each day. | CPL |

MANDATORY MONTHLY BILLING REQUIREMENTS:

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|--|-----|
| Vendor shall at a minimum invoice The City of Seattle for services provided as follows: | STD |
| 1. Vendor shall send a monthly statement for services provided. | STD |
| 2. Invoice statement shall cover the period from the first day of the month until the last day of the month. | STD |
| 3. Invoice statement will be due within ten (10) days after the last day of the billing period | STD |
| 4. Invoice statement to include: a) date of work, repair order number b) vehicle identification number c) total cost of repair work and d) total monthly cost. | CPL |

MANDATORY REPAIR ORDER REQUIREMENTS:

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|---|-----|
| Vendor shall provide work orders for all services provided as follows: | STD |
| 1. Charges must be submitted on separate repair orders for each service visit. All charges pertaining to one vehicle shall be one repair order. | STD |
| 2. Repair order to include: a) date work performed, | STD |

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| | |
|---|------------|
| <ul style="list-style-type: none"> b) vehicle identification number c) Vehicle mileage when work was performed. d) Date in/ Date completed e) Document each type of preventative maintenance and repair service as A-B and costs. | <p>STD</p> |
|---|------------|

OPTIONS: OTHER ROUTINE NON-PREVENTATIVE MAINTENANCE /REPAIR SERVICES (Will Not be part of the evaluation). Indicate Yes or No if you are able to offer the services listed below.

| | |
|---|--|
| <p>1. Provide:</p> <ul style="list-style-type: none"> a) New tires (for various different vehicle makes and models) b) Tire change, c) Tire rotation d) Tire repair services. | <ul style="list-style-type: none"> a. <u>CPL</u> b. <u>CPL</u> c. <u>CPL</u> d. <u>CPL</u> |
| <p>2. Rebuilding /repair of :</p> <ul style="list-style-type: none"> a) Engine b) Transmission c) Differential | <ul style="list-style-type: none"> a. <u>CPL</u> b. <u>CPL</u> c. <u>CPL</u> |
| <p>3. Electrical trouble shooting and repair.</p> | <p>CPL</p> |
| <p>4. CD/AM/FM Radio repair.</p> | <p>N/A</p> |
| <p>5. Air conditioning and heating repair.</p> | <p>CPL</p> |
| <p>6. Vendor to conduct an on-site repair inspection at City's request within one (1) business day or less of City's first initial call. Do you offer such services? If so, state your costs for such services? State minimum charge if any.</p> | <p>Yes <input checked="" type="checkbox"/></p> <p>No: _____</p> <p>\$ <u>50</u>/hr.</p> |
| <p>7. In the event that the City cannot deliver the vehicle during an emergency situation, Vendor must be able to pick-up the vehicle at the City's location, perform the repairs at the Vendor's facility and coordinate pick-up of the vehicle with the City of Seattle. Do you offer such services? If so, state your costs for such services, if any.</p> | <p>Yes _____</p> <p>No <input checked="" type="checkbox"/></p> <p>\$ _____</p> |

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| | |
|---|-----|
| 8. Quote any other services you offer that would benefit the City of Seattle that has been omitted in this specification. Attach additional pages if necessary. | N/A |
|---|-----|

OTHER PROVISIONS:

| | |
|---|---------------------------------------|
| 1. City Prompt Payment Discount(IF ANY): State Prompt Discount (Discount terms of 10 or more days will be considered in bid evaluation) | Terms _____ % days; Net <u>N/A</u> |
| 2. Seattle has entered into Interlocal Agreements with other governmental agencies pursuant to RCW 39.34, in lieu of those agencies conducting a separate competitive bid. Does Vendor agree to provide this product or service to such agencies? | Yes: _____ No: _____ N/A |
| 3. Specify if the Business is located within the Seattle City Limits: Businesses located and licensed within the Seattle City limits are eligible for Seattle tax consideration for purposes of calculation of low bid. This shall be equivalent to a reduction of the cost, for purposes of bid evaluation only, of 0.020. | Yes: <u>X</u> No: _____ |

PARTS & LABOR RATES/WARRANTY

| | |
|---|---------------------------|
| 1. State labor warranty (not less than 6 months) | CPL |
| 2. State parts warranty (not less than 6 months) | N/A |
| 3. State shop labor rates | \$ <u>49⁰⁰</u> |
| 4. State shop overtime labor rates | \$ |
| 5. State parts discount range off current manufacturer's list price. List manufacturer's parts offered. Attach additional pages if necessary. | _____% N/A |

VENDOR /SHOP INFORMATION:

| | |
|--|--|
| 1. Vendor Contact Representative: | PATRICK ABE |
| 2. Vendor Contact Email address (if available) | N/A |
| 3. Vendor Contact Phone numbers | (206) 622 6511 |
| 4. Vendor Fax number | (206) 772-6053 |
| 5. Vendor Business Hours: | 7:30 AM - 5:00 P.M |
| a) Monday-Friday | STD |
| b) Saturday : | N/A |
| c) Sunday | N/A |
| 6. List number of work bays in service facility | 6 |
| 7. List number of journeyman mechanics you currently employ. | 4 |
| 8. Are any of your mechanics NIASE (National Institute for Automotive Service Excellence) Certified? | Yes: _____ If so, how many? _____ No: <u>X</u> |
| 9. Describe on a separate sheet a list of major shop equipment at your service facility, i.e. wheel balancers, tune-up machines etc. | CPL |

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MANDATORY OFFER SHEET:(Attachment#1A)-

Full compliance to this specification (options will not be part of the evaluation) and low bid pricing on the offer sheet shall be determining factors for bid award.



LEGAL COMPANY NAME 7th AVE SERVICE L.L.C. 206 6226511
 (Name) (Phone)

FAX: _____ EMAIL _____

NAME: PATRICK AGE OWNER
 (Print) (Title)

I have read and understand the above specifications

SIGNATURE: *Patrick Age* 9/18/07
 (Date)

Attachment#1A
 City of Seattle Offer Sheet
 ITB-2186
 Vehicle Routine Maintenance and Repair Services

Bidder's Instructions: Full compliance to the specification (Options will not be part of the evaluation) and low bid pricing on this offer sheet shall be determining factors for bid award.

| Job Description | Vehicle Description | Pricing below includes All Parts & Labor Charges For Each Job |
|---|---------------------|---|
| Routine Preventative Maintenance | | |
| "A" Service-includes parts and labor to perform all items on checklist for service "A" as listed on Attachment#1-Specifications | 2002 GMC Yukon | \$ 497 ⁵ |
| "A" Service-includes parts and labor to perform all items on checklist for service "A" as listed on Attachment#1-Specifications | 1997 Ford Taurus | \$ 391 ⁰ |
| "A" Service-includes parts and labor to perform all items on checklist for service "A" as listed on Attachment#1-Specifications | 2000 Honda Accord | \$ 341 ⁵ |
| "B" Service- includes parts and labor to perform all items on checklist "A and B" as listed on Attachment#1-Specifications | 2002 GMC Yukon | \$ 1406 ⁵ |
| "B" Service- includes parts and labor to perform all items on checklist "A and B" as listed on Attachment#1-Specifications | 1997 Ford Taurus | \$ 1471 ⁰ |
| "B" Service- includes parts and labor to perform all items on checklist "A and B" as listed on Attachment#1-Specifications | 2000 Honda Accord | \$ 142 ⁰⁰ |
| Complete Front Disc Brake Job: Replace front disc brake shall include installation of rebuilt calipers and new brake pads, adding brake fluid, installing machine rotors, wheel bearing pack, seals, adjust bleed and test system. | 2002 GMC Yukon | \$ ESTIMATE 255 ⁰⁰ |
| Complete Front Disc Brake Job: Replace front disc brake shall include installation of rebuilt calipers and new brake pads, adding brake fluid, installing machine rotors, wheel bearing pack, seals, adjust bleed and test system. | 1997 Ford Taurus | \$ 245 ⁰⁰ |
| Complete Front Disc Brake Job: Replace front disc brake shall include installation of rebuilt calipers and new brake pads, adding brake fluid, installing machine rotors, wheel bearing pack, seals, adjust bleed and test system. | 2000 Honda Accord | \$ 245 ⁰⁰ |

Company Name: 7th AVE SERVICE L.L.C.

Attachment#1A
 City of Seattle Offer Sheet
 ITB-2186
 Vehicle Routine Maintenance and Repair Services

Bidder's Instructions: Full compliance to the specification (Options will not be part of the evaluation) and low bid pricing on this offer sheet shall be determining factors for bid award.

| Job Description | Vehicle Description | Pricing below includes All Parts & Labor Charges For Each Job |
|--|---------------------|---|
| Complete Rear Disc Brake Job: Replace rear brake shall include installation of new wheel cylinder, new seals, brake fluid, new non-asbestos brake shoes, premium riveted brake shoes, return spring, machine brake drums, install of seals, adjust and test system. | 2002 GMC Yukon | 195 ⁰⁰ \$ |
| Complete Rear Disc Brake Job: Replace rear brake shall include installation of new wheel cylinder, new seals, brake fluid, new non-asbestos brake shoes, premium riveted brake shoes, return spring, machine brake drums, install of seals, adjust and test system. | 1997 Ford Taurus | 185 ⁰⁰ \$ |
| Complete Rear Disc Brake Job: Replace rear brake shall include installation of new wheel cylinder, new seals, brake fluid, new non-asbestos brake shoes, premium riveted brake shoes, return spring, machine brake drums, install of seals, adjust and test system. | 2000 Honda Accord | 135 ⁰⁰ \$ |
| Alternator Repair Job: Alternator repair shall include installation of heavy duty rebuilt alternator and checking of charging system. | 2002 GMC Yukon | 225 ⁰⁰ \$ |
| Alternator Repair Job: Alternator repair shall include installation of heavy duty rebuilt alternator and checking of charging system. | 1997 Ford Taurus | 225 ⁰⁰ \$ |
| Alternator Repair Job: Alternator repair shall include installation of heavy duty rebuilt alternator and checking of charging system. | 2000 Honda Accord | 220 ⁰⁰ \$ |
| | Subtotal | \$ |
| | | |
| Pre-Acceptance Inspection Services | | State your Cost for this Service |
| Vehicle Pre-Acceptance Inspection: Safety check performed for road worthiness on vehicle being considered as additions to fleet as specified in Attachment#1-Specifications. | | 0 \$ per vehicle |
| | Grand Total | \$ 248275 |

Company Name: 7th Ave Service L.L.C.

7th AVE SERVICE LLC. 9/18/07

SHOP EQUIPMENT

(2) BAY LIFTS FLOOR MOUNTED

(1) TIRE MACHINE

(1) WHEEL BALANCER HI SPEED

(1) DRUM AND MOTOR MACHINE (FMC)

(1) H.I.D. PRESS MACHINE

(1) STRUT PRESS MACHINE (SHOCKS)

(1) SNAP ON COMPUTER OBD II SCAN TOOL

(1) SCOPE / GAS MACHINE

(1) LOAD TESTING FOR BATTERY

(1) ALTERNATOR TEST

(3) BATTERY CHARGING MACHINE

(1) PRESSURE TESTING FOR FUEL PRESSURE:
FUEL INJECTOR P.S.I.

(5) FLOOR JACKS

(2) AIR COMPRESSORS

HAND TOOLS * 25000⁰⁰ ESTIMATE

(2) PARTS WASHERS

MUCH MORE —

