



LOWER RIO GRANDE
Public Water Works Authority

325 Holguin Road Box C Vado, New Mexico 88072 (575) 233-5742

www.LRGauthority.org

REQUEST FOR QUOTES

**VEHICLE MAINTENANCE, REPAIRS and
SERVICE**



Lower Rio Grande PWWA

Vehicle Maintenance-Accounts Payable
Phone (575) 233-5742, Fax (575) 233-3961

REQUEST FOR VEHICLE MAINTENANCE, REPAIRS AND SERVICE QUOTES

March 12, 2014

The Lower Rio Grande Public Water Works Authority (LRGPWWA) is issuing a Request for Quotes for a 20-day period beginning March 19, 2014.

Sealed Quotes: Vendor will hand deliver one (1) original and two (2) copies to the following address:

Lower Rio Grande PWWA
215 Bryant Street
Mesquite, NM 88048

by 3:00 p.m. on TUESDAY, APRIL 9, 2014

Quotes received after the above cited time will be considered late and will not be accepted.

- The envelope must be clearly marked "**Vehicle Maintenance Quotes**".
- Please direct questions to Yessenia Carrillo at yessenia.carrillo@lrgauthority.org

Thank you for your interest.

I. PURPOSE

The LRGPWWA is seeking qualified experienced local area service vendors for vehicle preventative maintenance and repair services for the LRGPWWA owned and operated vehicles and reserves the right to select three to four vendors to meet its needs within the large geographical area it serves.

II. TERMS

- A. The LRGPWWA reserves the right to reject any and all quotes received. If a quote is selected, it will be the most advantageous regarding price, quality of service, the Contractor's qualifications and capabilities to provide the specified service, and other relevant factors (i.e. BBB ratings, etc.) which the LRGPWWA may consider. The LRGPWWA reserves the right to consider modifications of quotes at any time before sealed quotes are opened, and negotiations would be undertaken with that vendor whose quote is deemed to best meet the LRGPWWA's needs and requirements.
- B. The LRGPWWA reserves the right to reject any or all quotes, to waive or not waive formalities in quotes or procedures, and to accept or further negotiate cost, terms, or conditions of any quote determined by the LRGPWWA to in the best interest of the LRGPWWA even though not the lowest bid.
- C. Quotes must be signed by an official authorized to bind the vendor to its provisions. Failure of the successful vendor to accept the terms and requirements of the quote may result in the cancellation of any award.
- D. Deadlines for submission of quotes may be adjusted to allow for revisions.
- E. Quotes should be prepared simply and economically providing a straight forward, concise description of the vendor's ability to meet the requirements. Quotes shall be written in ink or typewritten. No erasures are permitted. Mistakes may be crossed out and corrected and must be initialed in ink by the person **signing** the proposal.
- F. The price quotations stated in the vendor's proposal will not be subject to any price increase unless a written letter is sent to the LRGPWWA. The LRGPWWA has the authority to accept or deny the price increase.

III. VENDOR INFORMATION

- A. Quotes MUST include all the following information. Failure to include all of the required information may be considered non-responsive and may result in disqualification. For services not offered, indicate "NA" in the appropriate column. Please indicate any services that are offered as a courtesy with other service as "No Charge".
- B. The vendor MUST include a detailed description of their company's current: customer service, account management, warranty, and invoicing procedures and provide a certificate of insurance.

IV. REQUIREMENTS

SCOPE OF WORK

The LRGPWWA is seeking to accept quotes from 3 to four vendors valid for a two (2) year period in order to reduce the administrative and direct costs associated with vehicle maintenance, repair and service.

Vendors must also include any and all charges that apply even if those are not explicitly mentioned on the Quote Sheet.

All repairs and service must adhere to vehicle manufacturer specifications for parts and materials or LRGPWWA approved equivalent.

AUTHORIZATION FOR WORK

An LRGPWWA Purchase Order Number MUST be issued by LRGPWWA Accounts Payable Staff prior to any work being performed.

Additional repairs; service; or maintenance which are listed on the Quote Sheet and are identified during the authorized work must be reported to and authorized by LRGPWWA Accounts Payable Staff.

Major or additional repairs; service; or maintenance not listed on the Quote Sheet require an estimation of work to be **performed** and pricing to be presented to LRGPWWA Accounts Payable staff. The vendor must receive approval from LRGPWWA Accounts Payable staff and a Purchase Order Number to proceed with work.

INVOICES AND PAYMENT TO VENDORS

The LRGPWWA processes payments to vendors twice per month, after the 10th and after the 20th of each month. An LRGPWWA Purchase Order number must indicated on

each invoice, and invoices must be signed indicating acceptance of the work by LRGPWVA Accounts Payable staff.

EQUAL EMPLOYMENT OPPORTUNITY

The vendor will not discriminate against any employee or applicant for employment because of race, creed, color, sex, sexual orientation, national origin, physical handicap, age, height, weight, marital status, veteran status, religion and political belief.

EQUAL ACCESS

The vendor shall provide the services without discrimination on the basis of race, color, religion, national origin, sex, sexual orientation, marital status, physical handicap, or age.

QUOTE SHEET

MAINTENANCE, REPAIR & SERVICE	Cars/Unit Cost	Light Trucks/Unit Cost	Heavy Trucks/Unit Cost
Computer Diagnostic			
Brake Check			
A/C Check			
Estimates			
Oil Change			
Oil (Per Quart)			
Oil Filter			
Used Oil Disposal			
Full service diesel oil change & filter			
Top off all fluids			
Grease all joints			
Radiator flush/Winterize			
Heating & Air-conditioning			
Air Filter			
Fuel Filter			
Differential Service/synthetic			
Transmission Service			
Serpentine Belt			
Tune Ups			
Brake Job			
Electrical/Troubleshoot			
Alignments			
Steering/Suspension			
Struts/Shocks			
Body Work			
Check & Adjust Drive Belts			
Battery Maintenance			
Check Fluid Levels			
Check lights for correct operation & condition			
Tire pressure			
Lubricate Jobs			
Tire rotation			
Vehicle Pick Up			
Storage Fees			
Disposal Fees			
Hourly Labor Cost			

Vehicles owned and operated by the LRGPWWA include but are not limited to the following list:

LRG-2	2010 Dodge	Vin# 1D7RV1GP2AS107371	Plate# G81929
LRG-3	2010 Dodge	Vin# 1D7RV1CP9AS153995	Plate# G81928
LRG-4	1998 Chevy GM4	Vin# 1GBGK24R8WE216790	Plate# G81930
LRG-5	1999 GMC/Sonoma	Vin# 1GTCS1442XK513808	Plate# G81931
LRG-6	2009 Chevy/Silverado	Vin# 1GBHC49KX9E108426	Plate# G81932
LRG-8	2002 GMC/Sierra	Vin# 1GTEK14V22Z196291	Plate# G81922
LRG-9	2002 GMC/Sierra	Vin# 1GTHC24U52E244896	Plate# G81923
LRG-10	2008 Ford F150/SS	Vin# 1FTPW14V08KB96174	Plate# G81934
LRG-11	2007 Chevy/Silverado	Vin# 2GCEC13V571118344	Plate# G81933
LRG-12	2002 Chevy/Silverado	Vin# 1GBHC24UX2E141901	Plate# G81941
LRG-14	2008 Ford/Ranger	Vin# 1FTYR10D78PA36269	Plate# G81942
LRG-15	2008 Ford/Ranger	Vin# 1FTYR10D98PA40632	Plate# G81937
LRG-18	2011 Ford/Focus	Vin# 1FAHP3FN7BW166055	Plate# G82129
LRG-19	2011 Ford/Focus	Vin# 1FAHP3FN9BW117682	Plate# G82130
LRG-20	2003 Ford/SRW	Vin# 1FDNF20L53EA86502	Plate#G86973
LRG-21	2004 Ford/SRW	Vin# 1FDNF20L33ED14447	Plate#G86974
LRG-22	2004 Dodge/Dakota	Vin# 1D7GL12KX4S659410	Plate#G86972
LRG-23	2003 Chevy/Silverado	Vin# 1GCHK23U73F207963	Plate#G86967
LRG-24	1996 Ford/F250	Vin# 1FTEF25Y9TLB27878	Plate#G86968
LRG-26	1999 Dodge	Vin #1B7HC16X3XS208201	Plate#G88142

VENDOR INFORMATION:

Business Name: _____
 *Contact Name & Title: _____
 Address: _____
 Telephone #: _____
 Fax #: _____
 Email Address: _____
 Web Site: _____

 Signature: _____
 Printed Name: _____

*This individual is authorized to sign on behalf of company.