Scope of Work – Address each item noted below:

A. Provider Background and Experience

1. Provide an Executive Summary and Company Overview and Qualifications to include number of years at the current location. The Proposer shall also include a brief description of the company.

2. List the Name of the Owner(s) and provide the owner(s) certifications/resume.

3. List any other businesses or partnerships connected to the listed Owner(s).

4. Note whether you rent or own the facilities proposed to be used. If you rent, list the name of the landlord and when your lease is subject to renewal.

5. The organizational structure of the Proposer will be evaluated in terms of its effective use of personnel, relevant experience and time commitment of key personnel, especially the designated Project Manager and subcontractors (if applicable), adequacy of labor commitment and resources; capability to reallocate resources as needed to meet project schedules.

6. Provide the name of each mechanic and certifications along with the number of years employed at your facility in a full time capacity.

7. Provide a general description of the company's financial condition and identify any conditions (e.g. bankruptcy, pending litigation, planned office closures, impending merger, etc.) that may impede the Proposer's ability to complete the project. Additionally, this section shall include a listing of any lawsuit or litigation and the result of that action resulting from (a) any public project undertaken by the Proposer or by its subcontractors where litigation is still pending or has occurred within the last five (5) years or (b) any type of project where claims or settlements were paid within the last five (5) years.

8. Financial Statements for 2011 and 2012.

9. Provide a list of other service contracts for a government or private agencies to include name and number of vehicles serviced. We request reference information for all service contracts listed (contact name, company, contact number, etc.).

B. Facilities

1. Provide the number of mechanic bays available.

2. Provide the number of vehicle lifts and the maximum weight for each lift.

3. Provide an overview of specialized equipment available.

4. Provide the maximum speed rating available for wheel balancing.

5. Provide the square footage of the garage/service area. Provide the total Square footage of covered space. *Please include pictures of area.*

6. List the square footage as note under section XIX Vehicle Storage. Is this area fenced or under video surveillance? *Please include pictures of area.*

7. Provide any additional information regarding your facility.

C. Liability and Insurance

List all coverage as noted in Sections of the RFP Section VII.

D. Holidays and Other Changes to the Schedule

List all scheduled holidays to be observed during the term of the contract.

E. Staffing

Please address every point noted in the RFP under Section XIII of the RFP

F. Subcontractors

1. Attach a list of all work to be subcontract along with the name of the subcontractor and the location of the work to be performed.

2. How will you bill for subcontracted work? Will there be any additional mark-up, if yes what percentage or provide an example of added cost.

G. Procuring, Stocking and Issuing Parts

Please address every point noted in the RFP under Section XVII of the RFP

H. Safety Check

1. Please indicate if there are any areas of the Safety Check that you are unable to perform on each vehicle during every visit for service.

2. Please indicate any additional checks that will be performed.

3. Please prove a sample of the check list or report that will be provided which indicates that the Safety Check has been performed.

I. Warranty

1. Provide details of all warranty work to be performed and any noted exceptions.

2. Address Section XII of the RFP

J. Transport of Vehicles for Service

Please address every point noted in the RFP under Section XXIII of the RFP

K. Hours of Operation

1. Provide hours of operation.

2. Provide weekend operations, if open note services provided/limited on the weekend.

L. Preventative Maintenance

The City desires preventative maintenance to be performed at 6,000 miles and include the following: (1) Change engine oil; (2) Change engine filter; (3) Rotate Tires, (4) Wash and vacuum; (5) replace all non-working bulbs; and (6) perform safety check as noted in section XXI of the RFP. Exclude bulb replacement for cost estimate but state how you will bill for bulbs and labor.

Based the Cost on a combined estimate for a CHEVY C-1500, CHEVY TAHOE, FORD EXPLORER, FORD F-150, and CHEVY IMPALA

Synthetic Blend 5W20 plus items noted in preventative maintenance above.	$
Shaffer 7000 Synthetic Blend 5W20 plus items noted in preventative maintenance above.	$

Diesel up to Class 5

Synthetic Blend 5W20 plus items noted in preventative maintenance above.	$
Shaffer 7000 Synthetic Blend 5W20 plus items noted in preventative maintenance above.	$

Based the Cost on a combined estimate for a CHEVY C-1500, CHEVY TAHOE, FORD EXPLORER, FORD F-150, and CHEVY IMPALA

To include OEM parts and labor (all work shall include warranty as noted in the RFP):

Brake Replacement for Both front wheels*	$
Brake and rotors Replacement for Both front wheels*	$

*may note each identified vehicles separate is unable to provide a combined estimate.

Indicate if you can meet the time schedule as noted in Section of the RFP or provide an alternative proposal. Alternative schedules exceeding the timeframes noted will result in no points being awarded.

Indicate how you propose to charge for bulb replacement.

M. Labor Rates

Labor times to be based on Mitchell Repair times. Please note and give justification if proposing a different standard.

Based the Cost on a combined estimate for a CHEVY C-1500, CHEVY TAHOE, FORD EXPLORER, FORD F-150, and CHEVY IMPALA

Cost per hour for standard work i.e. belt replacement, spark plugs, axil work, etc.	$
Cost per hour for body work i.e. bumper replacement	$
Cost per hour for major engine assemblies	$
Labor and parts for tire patching	$
Two wheel Alignment	$
Four wheel Alignment	$
Towing based on a flat price from anywhere within the City limits.	$

Based on Heavy Duty Diesel Vehicles

Cost per hour for standard work i.e. belt replacement, spark plugs, axil work, etc.	$
Cost per hour for body work i.e. bumper replacement	$
Cost per hour for major engine assemblies	$

Please provide any other cost proposal relating to the Labor rate or menu options.

N. Parts Pricing & Procuring, Stocking and Issuing Parts

1. Please include how you intend to charge the City for parts for both OEM and aftermarket. (i.e. cost plus or List minus, etc.)

2. Review Section XVII Procuring, Stocking and Issuing Parts and address each section.

O. Software

Please indicate the Cost to be passed on to the City for software per month.

Please list the name of the software to be used and if the City of Winder can assess the system via the internet. If internet access is not available please describe how data will be received and how often.

Please indicate yes or no to the questions provided below in terms of your software.

Provide the ability to charge multiple accounts/departments by percentage of cost.	
Track changes in departmental ownership.	
Store billing for historical review, reproduction and reports.	
Total Maintenance and Repair: the total maintenance and repair dollars spent on each vehicle broken down by categories of labor and parts.	
Track which mechanics worked on the vehicle and the hours spent.	
Track all warranty work.	
Have the capability to conduct searches for parts by the Vehicle	
Generate a PM/ inspection due list by parameters set forth	