

Quote Request

Fleet Vehicle Repairs Ford

Quotes due Friday, March 7, 2014 @ 1:00 p.m.

Fax to Debbie Norkevicius at (412) 456-5007

Scope of Work

Provide the Following:

- All maintenance/repair work should be performed by an Authorized Ford Certified Mechanic on Ford Products. The Authority must approve the use of any bidder/subcontractor on other products, prior to the work being performed
- Selected bidder(s) must be able perform maintenance/repair work on any vehicle (passenger to F450) including but not limited to the following items:
 - State inspection –PA certified
 - Emission Inspection
 - Front End Alignments
 - Suspension Repairs
 - Electrical Repairs
 - Engine Repair/Replacement
 - Transmission Repair/Replacement
 - Air Condition Services
 - Preventative Maintenance
 - Miscellaneous mechanical repairs
 - After Market Repairs
 - Tail Gate Lift Repairs
- Contractor must pick up and deliver all vehicles requiring services. The Pickup/drop off location is 201 Kirkpatrick St. Pittsburgh, PA 15219.
- All work must be authorized by HACP point of contact person prior to repairs being made. HACP will require a quote to be provided, authorized and a PO number issued prior to work starting.
- All work is billable on actual time used only
- All parts must be new and of first line quality unless prior approval has been given by HACP
- All parts will be charged at cost plus seven (7%) percent.
- All material and /or equipment shall be unconditionally guaranteed for a minimum period of ninety (90) days against any and all defects in material workmanship and installation.
- Contractor will have the resources to accommodate several vehicles at the same time and still meet time constraints.

- All installed parts which are found to be defective must be removed and replaced with a new unit within two (2) working days and at no cost to the Housing Authority and give top priority for completion
- All invoices must contain vehicle serial number, registration plate number and HACP vehicle number if applicable.
- The Maximum date for placement of order by HACP to Performance of Service by the vendor is four (4) days.
- Routine maintenance such as inspections, brakes, exhaust, etc., will be scheduled by the HACP for a specific appointment and will be completed within 1 day.
- Penalty for late performance is 10% of dollar value of invoice for services not performed within the time specified.

**Please contact Debbie Norkevicius at 412.456.5000 ext 8505 or
Debbie.Norkevicius@HACP.org with any questions about the above scope.**

Quote Request

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Due: Friday, 3/7/2014 @ 1:00 PM

The Award is based on the lowest average quote:

	Mechanics Hourly rate	Est. # of hrs per year	Total(multiply all numbers in the row)
Initial Term	\$	350	\$
1 st Ext. Opt	\$	350	\$
Grand Total Cost, (add total column together)			\$

Total Bid amount for all work: \$ _____

Total Bid amount _____ dollars
(In words)

(Please print clearly)

Company Name: _____

Signature: _____

Print Name: _____
(of person signing)

Address: _____
(of company)

Phone Number: _____ Fax: _____

Email: _____