

# Quote Request

## Fleet Vehicle Repairs Ford 2014

**Quotes due Tuesday, December 23, 2014 @ 11:00 a.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. (Vendor must provide a copy of certification.) 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.**

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Due: 12/23/2014 @ 11:00 AM

**The Award is based on the lowest average quote:**

	<b>Mechanics Hourly rate</b>	<b>Est. # of hrs per year</b>	<b>Total(multiply all numbers in the row)</b>
Initial Term	\$	350	\$

**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: \_\_\_\_\_