

~REQUEST FOR PROPOSALS~
Haines Borough
First Responder Vehicle Maintenance

Haines Borough is requesting proposals from qualified, licensed business entities to provide vehicle mechanical services to the Haines Borough for First Responder vehicle maintenance. The successful contractor will be required to show proof of appropriate licensing by the State of Alaska and the Haines Borough. Other conditions as listed below shall apply.

- 1) All requests for service by the Haines Borough will be issued in written form and delivered via email or fax transmission. Contractor shall provide both a routine standard rate (scheduled in advance) and a priority rate (unscheduled as needed).
- 2) A rate schedule for routine maintenance shall be included for the vehicles listed below. Routine maintenance includes but is not limited to: Change engine oil and filter, tire mount and balance, break inspection, belt inspection, drain water separators, etc. Please make sure that the charges for routine maintenance include both the hourly rate and the estimated time.
- 3) Routine maintenance will be scheduled within 10 business days of request by the Haines Borough and completed within 15 business days of request by the Haines Borough.
- 4) Contractor shall maintain sufficient insurance to cover all activities associated with the contract, including damage to vehicles stored. Insurance shall include general liability, commercial vehicle insurance, and worker's compensation insurance, if applicable.
- 5) Contractor shall provide/obtain a Haines Borough Business License.
- 6) Contractor shall obtain all necessary parts and shall itemize such parts separately on all invoices.
- 7) Contractor shall provide a resume, including certifications and credentials to provide mechanical services.
- 8) Contractor shall invoice the Borough for specified services within 60 days of the date of service.
- 9) Haines Borough may request regular, routine maintenance services as well as urgent necessary repair services. Such mechanical services may include needed maintenance to pumps and hydraulics on the following vehicles:

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| a) 2004 Dodge Durango | f) 2010 Ford F250 Ambulance |
| b) 2008 Dodge Charger | g) 2004 Ford F450 Ambulance |
| c) 2012 Ford F-250 | h) 1993 Pierce Fire Truck |
| d) 2014 Ford Interceptor SUV x2 | i) 2000 KME Fire Truck |
| e) 2018 Ford Interceptor SUV | j) 1979 Dodge Fire Truck |
| | k) 1989 Kenworth Tanker |
| | l) 2004 Sterling Tanker |
| | m) 2003 Ford F250 |

Proposals containing rates for routine standard maintenance as well as hourly rates for non-routine and/or urgent services must be submitted Attn: Borough Clerk, PO Box 1209, Haines, AK 99827, by hand delivery to 103 Third Ave. S, faxed to (907) 766-2716 or e-mailed to afullerton@haines.ak.us no later than December 7, 2018 at 4 PM. Haines Borough Code requires that each bid proposal be submitted with proof of current Alaska business license. The Borough reserves the right to reject any and all proposals and to waive any or all irregularities. Further, this is a professional services contract and, as such, contract award shall be based on price (considering both routine and priority) as well as credentials and proposed schedule, services, etc.

For information, contact Brad Ryan at bryan@haines.ak.us