



Kentville

Kentville Police Vehicle Maintenance Tender

Kentville Police Service is inviting bids from qualified licensed establishments within a close proximity of the Town of Kentville for the following:

- The maintenance and repairs of (6) vehicles belonging to the Kentville Police Service.
- The preferred bidder shall be required to provide dedicated timely repairs that shall satisfy the fleet requirements.
- Bidders are required to have the knowledge and expertise to assume the full responsibility for fleet maintenance and repair services done pursuant to this Invitation to tender.
- Such service will be performed when authorized by a representative of Kentville Police Service only.
- Length of contract will be two years.

The Licensed establishment shall provide the following as general maintenance:

- Oil change, filter replacement with fluid check and “top off” of all fluids as required (coolant, brake, power steering, wiper fluids etc)
- Chassis lube service with fluid check
- Transmission fluid and filter change service
- Wiper blade replacement
- Coolant flushes and refills
- Air conditioning system checks up
- Safety inspection and annual vehicle inspection
- Tire rotations

The Licensed establishment must complete a checklist and detail all services performed and all costs associated with the service including parts. The licensed establishment must also note any conditions observed that will require additional work and shall submit an estimate for repairs based on the rates for parts, labor, and any diagnostics offered in this bid.

Non-Routine Repairs

Any repair not considered “routine maintenance” as described above will require a written estimate and pre-approval by the Kentville Police Service prior to performing any work on the vehicle. The Licensed Establishment shall provide the Kentville Police Service with a fixed price mechanic’s hourly labor rate and the proposed discount rate on repair parts for service not classified as routine maintenance. The discount rate on repair parts shall be from the manufacturer’s printed parts price list. All repair estimates must clearly identify the vehicle to be repaired to include the vehicle identification number (VIN) or license plate number, or unit number, work to be performed, and the date the estimate was submitted. In the event any repair requires that a vehicle be kept overnight at the contractor’s repair facility, the Licensed establishment must put the vehicle inside. The Licensed Establishment shall provide the required services and will not subcontract or assign the services without the prior written approval of the Kentville Police Service.

The following must accompany the tender:

- Kentville Police Hourly labor rate
- “ “ Discount percentage on parts
- “ “ Cost of alignments
- “ “ Cost of tire changeovers

The bidder offering the best value to the Kentville Police Service will be chosen.

Tenders can be faxed to 902 678 6600 or emailed to

jcecchetto@kentvillepolice.ca no later than 5pm March 16,2020