

PERRY COUNTY TRANSIT

**REQUEST FOR PROPOSALS
FOR
Fleet Maintenance and Tire Services**

Date issued: Friday, August 29th, 2023

Due date for proposal: Friday, September 15th, 2023 at 12:00 Noon

LATE PROPOSALS WILL BE REJECTED

For further information regarding this RFP contact:

Mason Dickerson

Perry County Transit

499 N State Street, PO Box 265

New Lexington, Ohio 43764-0311

Tel: (740) 277-9839

E-mail: Mason.Dickerson@jfs.ohio.gov

PERRY COUNTY DEPARTMENT OF JOB AND FAMILY SERVICES

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1.0 REQUIREMENTS AND SPECIFICATIONS

1.1 Introduction and Purpose of the Request for Proposal

Perry County Transit (PCT) is a county agency that administers public transportation under the general administrative authority of the Board of Perry County Commissioners and the Ohio Department of Transportation (ODOT). PCT is seeking proposals to provide regular fleet maintenance and repair work to agency vehicles. PCT provides over 300 trips per day for Perry County residents and travels a 100-mile radius from the PCT's base location.

The fleet at PCT consist of Light Transit Vehicle, LTN, Modified Mini Van, Modified Accessibility Vehicle. Minivans are utilized for an estimated 1,400-1,600 miles per week and buses are utilized for an estimated 1,000 miles per week. The regular number of miles traveled requires that regular maintenance will need to be performed around 2-3 weeks for minivans and 3-4 weeks for buses.

The purpose of this document is to provide interested parties information, on a fair and competitive basis, and in a manner, that will ensure the highest possible quality of goods and services, to enable them to prepare and submit a written proposal for Fleet, Transmission or Tire Maintenance and Repair services. Any contract awarded must be approved by the Board of Perry County Commissioners.

Proposals may be submitted for all or parts of the "Maintenance Activity". Please only check the ability to perform if you currently are capable of offering the services. Proposals with a wider range of Maintenance Activities will be looked at more favorably. Transit maintains the rights to award contracts to all or none of the proposers based on needs fulfillment.

1.2 Terms/Abbreviations

The following terms and acronyms are used throughout the RFP

- Board means the Board of Perry County Commissioners.
- PCT means Perry County Transit.
- Contractor means the successful proposer awarded the contract.
- Agency means Perry County Transit.
- Proposer means an organization, agency, or individual submitting a written proposal in response to the RFP.
- RFP means Request for Proposal.
- ODOT means Ohio Department of Transportation

1.3 Selection Criteria

This procurement will be conducted using formal (sealed) competitive proposal procedures. It is the intent of PCT to conduct technical evaluations of proposals received, hold Contractor interviews, conduct negotiations with one or more Contractors, and select one or more Contractors, with the goal of promoting fairness and competition.

All proposals will be evaluated by PCT/JFS personnel who will determine which proposals are responsive and score them according to the evaluation criteria.

Perry County Transit shall award all competitive proposal contracts to the responsible Companies/Firms whose proposals are the most advantageous, considering price and technical requirements. Perry County Transit reserves the right to accept or reject any or all proposals, to waive minor technicalities and informalities and to make an award deemed in its own best interest.

The following criteria will be used to evaluate the proposals.

Criteria	Weight
Proposal Response – How well the issues are addressed	100
Qualifications and Experience	100
Maintenance Activity – ability to perform	100
Cost	100

1.3 Scope of Project

PCT is seeking a one (1) year contract with the option to extend the contract up to four years at the sole discretion of PCT. The first two (2) yearly contracts should be a firm fixed-fee contract.

Contracts are established for the delivery of maintenance and repair services related to operating the agency fleet of vehicles. Currently the fleet consist of the following. (please note that this list and the vehicles can change at any time contractors will be given notice if a new type of vehicle is added and will have access to an updated sheet.)

The successful proposers must be able to demonstrate their ability to perform the services included in this RFP and their proposal.

1.4 Services to Be Provided

Proposers may select one or more of the services. Please make sure that your proposal clearly indicated the services you are able to provide.

1.4.1 Fleet Maintenance and Repair

The contractor shall service PCT vehicles in accordance with the following guidelines. If the previous service work cannot be determined the Contractor shall inspect all serviceable fluids and components (belts, hoses, etc.) and determine when they should be scheduled for change and provide a recommendation to the driver and the PCT Supervisor.

Fleet Maintenance and Repair include but are not limited to the following services:

1. **Engine Oil Changes:** The oil and filter shall be changed on every vehicle on a 3,000 mile interval or as dictated by ODOT standards. Vehicle oil changes consist of the following amounts of oil.
 - Modified Minivans (5-6 quarts)
 - Gas bus (7 quarts)
 - Ford Transit 250 (6.5 quarts)
2. **Air Filter:** Contractor shall check the air filter at every oil change and replace as necessary. Filter shall be replaced at least once per year regardless of mileage.
3. **Tune Up:** Every vehicle shall be tuned up at 50,000 mile intervals. For standard electronic and points ignition systems the Contractor shall replace the spark plugs, spark plug wires, distributor cap, ignition rotor and point and condenser if so equipped. Contractor shall utilize OEM sparkplugs of the type, heat range and brand specified by the manufacturer for that vehicle and engine.
4. **Automatic Transmission Fluid:** Automatic transmission fluid and filter shall be changed every 50,000 miles. The change shall be a "FULL" fluid change (flush) and not just a partial change. In other words all of the old transmission fluid will be removed from the transmission and new fluid will be put in. Care will be taken to not overfill the transmission and only fluid meeting the specific requirements of OEM will be used.
5. **Radiator Flush and Fill:** Radiators shall be flushed and filled every 50,000 miles.
6. **Drive Axles:** The fluid in drive axles shall be replaced every 75,000 miles with fluid meeting the exact specifications of the OEM for that particular make and model.
7. **Brake Fluid:** Contractor shall flush the old fluid every three years and replace with new fluid meeting the OEM specifications and bleed the brakes system to insure clean and new fluid throughout the system and its proper operation.
8. **Lubrication:** At every oil change the Contractor shall perform following

lubrication services; lubricate all joints equipped with grease fittings or plugs, lubricate all body mounts and rubber mounts and bushings with an approved lubricant to eliminate squeaks and binding, check and top off all fluids, including washer fluid, not changed. At least once per year the Contractor shall also lubricate all lock cylinders, door, hood, and trunk hinges and inspect all weather-stripping.

9. **Tires:** At every oil change the contractor shall check the tires for proper wear and inflation and aging. Contractor shall inflate the tires to 5 PSI under the maximum pressure indicated on the sidewall of the tire. For example if the side wall of the tire indicated the maximum pressure is 35 PSI cold the contractor shall set the tire at 30 psi cold. Contractor shall notify the PCT Supervisor of any vehicle with unsafe or questionable tires.
10. **Preventative Maintenance Inspection:** The Contractor shall perform a preventative maintenance inspection when scheduled and ideally at least once per year. This inspection should be performed by a fully certified ASE line mechanic and shall cover the following items/components:
 - Brake system operation and condition including wheel bearings
 - Cooling system inspection and test and/or replace antifreeze
 - Tires inflation and condition
 - Transmission operation and fluid level and condition check
 - Drive axle(s) operation and fluid level and condition check
 - Suspension and steering condition and operation
 - Glass condition and window operation
 - Air conditioning, heating, and defrost operation
 - Exhaust system condition and operation
 - Belts and hoses
 - Check for leaks in engine, transmission, rear end or drive unit
 - Electrical and charging system operation & condition

1.4.2 Transmission Maintenance and Repair

PCT may award multiple locations. All transmission mechanic should be ASE certified and trained in the repair of automatic transmissions.

Transmission Maintenance and Repair include but are not limited to the following services:

1. **Ability to Diagnose:** The shop must have available the necessary diagnostic and specialty tools required to properly repair and service all makes and models of transmissions from approximately 2008 model year and newer.
2. **Automatic Transmission Fluid:** Automatic transmission fluid and filter shall be

changed every 50,000 miles. The change shall be a “FULL” fluid change (flush) and not just a partial change. In other words all of the old transmission fluid will be removed from the transmission and new fluid will be put in. Care will be taken to not overfill the transmission and only fluid meeting the specific requirements of OEM will be used.

3. Repair or Replacement:

1.4.3 Tire Replacement

PCT may award multiple locations. New tires will only be purchased through this contract, excluding emergency situations. Shops must also be capable of servicing the full range of tires from minivans to large busses. Servicing of tires include but not limited to mount, balance, alignment, and repair work.

Tire Sizes include currently

225/75/R 16 Bus Tires at least 10 ply

225/65/R17 Mini Van tire

235/65/R16c Transit van tires

Tires should be rated for high milage

1.5 General Requirements

1. Contractor shall use parts, products and services that meet or exceed the specifications included herein and, in all cases, meet or exceed the requirements and specifications of the original equipment manufacturer (OEM).
2. Contractor shall follow the manufacturer’s recommendations during the servicing, repair, installation of any equipment, parts and/or materials unless in conflict with the applicable specifications. If a conflict arises Contractor shall immediately contact the PCT Supervisor for resolution.
3. Service Locations: The awarded Contractor shall have a location of suitable size and personnel to handle the repair and maintenance of the fleet of vehicles without undue delay. PCT May award multiple contracts based on location or other factors in order to provide convenient locations for the vehicles to be services, repaired and maintained.
4. Labor & Equipment: Contactor shall include in his/her proposal showing all costs for equipment, materials, hardware and labor required to accomplish the tasks specified herein and as outlined in the cost proposal forms.
5. All products listed herein are to reference a known quality and level of performance. PCT will consider alternate brands of equal quality and

performance. The proposer must indicate if they are proposing alternate products and provide a complete manufacturer's specification with the proposal submittal. In all cases PCT shall be the final determiner of equality.

6. Personnel: Contractor shall utilize only fully trained and qualified personnel to make repairs and service PCT fleet vehicles and equipment. All mechanics should be Automotive Service Excellent (ASE) Certified. If any work is performed by a non-certified mechanic/technician it should be inspected and approved by an ASE certified supervisor.
7. Notice to Proceed: Vehicles will be dropped off with a notice detailing the work to be completed, and information about the vehicle (See Attachment J). This form is to be returned with the invoice when work is completed. The Contractor shall get verbal confirmation on any unexpected repairs to be made on PCT Vehicles. For repairs in excess of \$1,000 the contractor shall provide a written (Fax or Hard Copy) estimate detailing the needed repairs, Contractor shall not proceed with work on any unit that has an estimated repair cost in excess of \$1,000 until a notice to proceed (verbal, fax, or written) is received from PCT.
8. Warranties: All parts installed and any services provided under any contract resulting from this RFP must include a Manufacturer's Warranty, if applicable, plus a minimum of a one (1) year or 12,000 mile warranty (whichever occurs first) from the Contractor for labor and installation unless specified otherwise herein. This period will begin on the date of "FINAL" acceptance by PCT.
9. Safety inspections: (See Attachment D)
10. Timeliness/Turnaround Time
 - Routine Maintenance: when a prior appointment has been made for routine maintenance (i.e.: Oil, filters, fluids, belts, hoses, and wiper blades, brakes, tire rotation, tire repair, wheel alignment, muffler, exhaust repair, etc.), the turn-around time should be four (4) hours
 - Non-Routine Maintenance: Within 48 hours the vehicle should be repaired if not a plan of action should be communicated to PCT indicating parts and service plan necessary for the repair for the vehicle.
11. Billing and Invoicing

- Invoices are not to be submitted until work order is complete
- Invoices must include the following information:
 - Date work was complete
 - Vehicle number
 - Labor and parts as separate charges
 - Labor broken out for each repair completed
 - Labor rate per hour
 - Parts must be broken out with Contractor cost, Mark-Up cost, and total cost.

12. Insurance Documents

Please provide proof of being properly licensed by the City, County and/or the State of Ohio and/or to be insured by a commercial general liability policy and/or worker's compensation policy and/or business automobile liability policy, if applicable. If a proposer receives an award unless otherwise waived in the Contract, the Contractor will be required to provide an original certificate of insurance including minimum requirements to PCT within 10 days of contract signature.

13. Responsibility for Subcontractors: All requirements for the "Prime" contract shall also apply to any and all subcontractors. It is the Prime Contractors' responsibility to insure the compliance by the subcontractors. At all times the Prime Contractor remains liable to PCT for the performance and compliance of his/her subcontractors.

14. Auto Parts: Contractor shall indicate the mark up to be applied to parts used in the repair for PCT owned vehicles. PCT reserves the right to obtain parts outside of contracts when it is determined to be in PCT's best interest.

1.6 Experience, Past Performance, Managerial Capacity and Financial Viability

The proposer must submit under this tab a concise description of its experience, past performance, managerial capacity and financial viability to deliver the proposed services, to include:

- 1.6.1 Businesses experience in the operation of vehicle maintenance repair services of this or greater scope, staff size, special equipment inventory, shop size and/or location and names of parts suppliers.
- 1.6.2 Financial ability to provide such services.
- 1.6.3 Management and Quality Control plan for oversight of all services and the coordination of owner's personnel, subcontractors and suppliers to comply with the requirements of

this solicitation.

- 1.6.4 Owner/Manager and staff's automotive repair expertise, may include resumes of manager and key staff. Evidence of commitment to excellence in workmanship and professionalism as evidenced by awards and certifications.
- 1.6.5 Other information: Include any and all licenses as well as any other general information that the proposer believes is appropriate to assist PCT in its evaluation.

2.0 GENERAL INSTRUCTIONS AND CONDITIONS FOR PROPOSERS

2.1 General Instructions

The evaluation and selection of a contractor and the contract will be based on the information submitted in the proposal plus references. Elaborate proposals are neither necessary nor desired. PCT and the Board of Perry County Commissioners are not liable for any cost incurred by proposers to reply to this RFP.

2.2 Contract Period

The initial contract will be for a period of one year beginning September 20, 2023 and ending August 31, 2024. PCT, at its sole discretion, may decide to extend the contract for additional yearly contracts up to four years (ending August 31, 2028) contingent upon the level of future federal and state funding, provider effectiveness and demonstrated need for the services being provided. A contract and any extension require the approval of the Board of Perry County Commissioners.

2.3 Funding Level for Contract

The successful vendor may invoice for goods and services at the agreed upon time frame. PCT has budgeted an adequate amount of funds to cover any contract expenditure. Due to a significant portion of the Agency's funding relying on the appropriations of the Federal Transportation Administration and the Ohio Department of Transportation, the budgeted funds should be considered conditional. Actual contract amount is contingent upon the winning proposal, final negotiated cost and availability of funds.

2.4 Incurring Costs

Neither the Agency nor the County is liable for any cost incurred by proposers in replying to this RFP

2.5 Public Information

All proposals shall be deemed to be public records within the meaning of Chapter 149 of the Ohio Revised Code. However, the contents of the responses to the RFP will not be deemed public records and will be treated as confidential information until completion of the evaluation

process. If a proposer believes that the RFP requires the disclosure of technical, proprietary, or trade secret information that the Proposer is not willing to make public, such information should not be submitted. No part of the proposal may be designated as confidential.

2.6 Proposals Are Unconditional

All proposals shall be unconditional. Any proposal that purports to impose conditions not included in this RFP will be deemed non-responsive. The Agency may, however, waive minor informalities and omissions in a proposal if it decides, in its sole discretion, that such informality or omission is not prejudicial to interests of the Agency or to fair competition. The successful proposer will be required to execute a contract acceptable to the Agency and the County within ten calendar days from acceptance of the proposal or within such further time as designated by the Agency.

The submission of a proposal by a vendor implies vendor acceptance of the terms and conditions herein, unless otherwise stated. All deviations from the specifications must be noted in detail by the vendor, in writing, at the time of submittal of this proposal.

2.7 Calendar of Events

Listed below are specific and estimated dates and times of actions related to this RFP. The actions with specific dates must be completed as indicted unless otherwise changed by the Agency. In the event that the Agency finds it necessary to change any of the specific dates and times in the calendar of events listed below, it will do so by issuing a supplement to this RFP. There may or may not be a formal notification issued for changes in the estimated dates and times.

ACTION ITEM	DELIVERY DATE
RFP Issued	Friday, August 29, 2023
Deadline for receiving RFP questions	Monday, September 4, 2023 4:00 PM
Deadline for issuing RFP answers	Wednesday, September 6, 2023 10:00 AM
RFP deadline	Friday, September 15, 2023 at 12:00 Noon
Proposals opened	Friday, September 15, 2023
Notification of intent to award	September 20-22, 2023

2.8 Provider E-mail Address

All prospective proposers must provide an e-mail address to Mason Dickerson at Mason.Dickerson@ifs.ohio.gov in order to receive answers to questions submitted regarding this RFP, updates, material changes, and supplements to this RFP. Proposers are responsible for obtaining any such changes without further action from the Agency.

3.0 PROCEDURES FOR SUBMISSION OF PROPOSAL

3.1 *RFP Availability*

Copies of this RFP may be obtained by telephone, mail, or e-mail from PCT by contacting Mason Dickerson 740-277-9839, e-mail: Mason.Dickerson@ifs.ohio.gov, visiting www.perrycountytransit.com, or by visiting 499 N State Street, New Lexington, Ohio 43764.

3.2 *RFP Deliverable*

All proposals must be addressed to and received by Perry County Transit Administration office at 499 N State Street, New Lexington, Ohio 43764 **on or before 12:00 noon Friday, September 15th, 2023** marked as follows:

Perry County Transit
Mason Dickerson
ATTN: Fleet Maintenance RFP
499 N State Street
P.O. Box 265
New Lexington, OH 43764-0311

Proposals must be clearly marked "Fleet Maintenance RFP." Proposals must be received at the above address prior to the specified deadline. All proposals must be time-stamped by the stated time. Proposals not so stamped will not be accepted. All proposals must be packaged, sealed and show the following information on the outside of the package:

- Proposer's name and address.
- Request for proposal title
- Proposal due date

3.3 *RFP Original and Copies*

Each proposer must submit an original and three (3) copies of its proposal. All proposals must be packaged and sealed. Proposers must submit the cost portion of the proposal in a separate sealed envelope marked "Cost Proposal". The separate, sealed cost proposal should be inserted in the sealed package.

3.4 *Inquiries*

Questions concerning this RFP must be submitted and received by PCT no later than the date specified in the Calendar of Events. Questions may be submitted by e-mailed to: Mason.Dickerson@ifs.ohio.gov. The Agency will endeavor but shall not be required to answer any such request for information. If it does, and PCT deems it necessary, the answers will be provided to everyone that received copies of this RFP. All answers will be sent to the e-mail address provided by the proposer.

3.5 *Revision/Withdrawal of Proposal*

Proposals may be corrected, modified, or withdrawn prior to the deadline for submission by submitting the required number of copies of such correction, modification, withdrawal or a new submission, clearly marked on the outside envelope with the appropriate heading, by the deadline listed in this RFP. Proposals may not be withdrawn or modified for a period of sixty (60) days after the opening of the proposals.

3.6 *Oral Presentations*

Selected proposers may be required to make oral presentations to supplement their proposals, if requested by the Agency. The Agency will make every reasonable attempt to schedule each presentation at a time and location that is agreeable to the proposer. Failure of a proposer to conduct a presentation to the Agency on the date scheduled may result in rejection of the proposer's proposal.

3.7 *Limitations*

The RFP does not commit PCT to award a contract, to pay any costs incurred in the preparation of a proposal for this RFP, or to procure or contract for services. The Agency reserves the right to accept or reject any or all proposals received as a result of this RFP, to negotiate with all qualified sources, or to cancel in part or in its entirety this RFP if it is the best interest of PCT. The Agency may require the selected organizations to participate in negotiations and to submit any fiscal, technical, or other revisions of their proposals that may result from negotiations.

3.8 *Contract Award*

The Agency may award a cost reimbursement contract based on offers received, without discussion of such offers with the proposers. Each proposal should, therefore, be submitted in the most favorable terms from a cost and technical standpoint. However, the Agency reserves the right to conduct an on-site monitoring review of the proposer and/or request additional data, oral discussion, or presentation in support of the proposal. PCT reserves the right to award agreements to a single bidder, multiple bidders, or to reject any and all applications or parts of applications received.

4.0 GENERAL REQUIREMENTS AND PROPOSAL FORMAT

The narrative part of the proposals must present the following information and be organized with the following headings. Each heading should be separated by tabs or otherwise clearly marked. Proposals should be typed (standard typeface, 12-point font) and submitted on 8.5 x 11 white paper (no less than 1" margins) bound securely.

4.1 *Letter of Transmittal*

Prepare a letter transmitting the proposal on business letterhead. The letter should identify the name, phone number, and email address of a key contact person. The letter must have the

signature of a person with authority to obligate the business. The transmittal letter shall also contain a statement that the proposal is a firm offer for a sixty (60) day period.

4.2 *Experience and Capabilities*

Provide a brief description of your organization. Include your organization's experience as it relates to the goods and services specified in this RFP. Be specific and identify similar projects, dates, years of experience and services performed.

4.3 *Proposal Questionnaire Responses*

Provide written answers to the questionnaire included as Attachment E: Proposal Forms.

4.4 *Proposer References*

Proposers must include in their proposals a list of organizations, including points of contact (name, address, and telephone number) that can be used as references for work performed in the area of service required. Use the format shown in Attachment B to provide this information. Selected organizations will be contacted to determine the quality of work performed and staff assigned.

4.5 *Additional Required Forms*

To the narrative portion of the proposal, the following forms are required to be attached:

- Attachment A - Signature Affidavit; and
- Attachment B - Reference Form (or similar format).

5.0 PREPARING THE COST PROPOSAL

5.1 *General*

The cost proposal should be submitted in a separate sealed envelope with the written proposal. Cost proposals will not be opened until the evaluation of the written proposals is completed by the evaluation committee. The proposal will be scored using a standard quantitative calculation where the most points will be awarded to the proposal with the lowest perceived cost. Various costing methodologies and models are available to analyze the cost information submitted to determine the potential value to be derived by PCT. The Agency will select one method and use it consistently throughout the evaluation.

5.2 *Format for Submitting Cost Proposals*

The proposer must provide separately a total price for maintenance services in accordance with this RFP. The cost proposal should clearly identify all fees to be charged for the requested services. Price breakdown for routine maintenance need to be listed out per services requested including labor charge. Non-routine maintenance should be priced per labor hour with anticipated cost for parts.

If this cost structure does not fit the needs of the vendor's proposal they may submit it in a different structure with an explanation as to why it deviates from the requested structure.

5.3 Fixed Price Period

All prices, costs, and conditions outlined in the proposal shall remain fixed and valid for acceptance for sixty (60) calendar days starting on the due date for the proposals.

6.0 PROPOSAL SELECTION AND AWARD PROCESS

6.1 Preliminary Evaluation

A preliminary review will be conducted of all proposals submitted on time to ensure the proposal adheres to the mandatory requirements specified in the RFP. Proposals that meet the mandatory requirements will be deemed qualified. Those that do not, shall be deemed non-qualified. Non-qualified proposals may be rejected at PCT's discretion. In the event that all proposers do not meet one or more of the mandatory requirements, PCT reserves the right to continue the evaluation of the proposals and to select the proposal which most closely meets the requirements specified in the RFP.

Qualified proposals in response to this RFP must meet the following mandatory requirements:

- A. Timely submission – The proposal is received at the address designated above no later than the specified deadline. Proposals mailed but not received at the designated location shall be deemed non-qualified and will be rejected.
- B. Transmittal letter;
- C. Responses to questionnaire components;
- D. Experience and capabilities;
- E. Cost proposal;
- F. Signature affidavit; and
- G. References.

6.2 Scoring Evaluation

Accepted proposals will be reviewed by an evaluation committee and scored against the stated criteria. The committee may review references, request oral presentations, and use the results in scoring the proposals.

6.3 Right to Reject Proposals and Negotiate Contract Terms

PCT reserves the right to accept or reject any and all proposals or reject any part thereof. Further, PCT reserves the right to negotiate the terms of the contract, including the award amount, with the selected proposer prior to entering into such a contract. If contract negotiations cannot be concluded successfully with the highest scoring proposer, PCT may negotiate a contract with the next highest scoring proposer.

To ensure success, the contract will stipulate that no invoice shall be paid unless all of the

agreed upon services have been completed. Vendor MUST supply all necessary parts and services.

6.4 Evaluation Process

PCT reserves the right to interview or to seek additional information relating to criteria already in the RFP from any candidate after opening the proposals, but before entering into a contract, to reject any proposal if it deems it to be in the best interests of the Agency, and to award a contract to the next qualified proposer. The Agency reserves the right to check references identified by any proposer or associated with any previous employer of any employee of the proposer identified in the proposal. Based upon the results of the evaluation, PCT will select the proposal deemed to be most advantageous, with price and other factors considered. PCT reserves the right to award the contract based on considerations other than price.

6.5 Award of Contract

PCT will prepare a contract with the successful proposers and recommend its approval by the Board of Perry County Commissioners.

8.0 PROTEST PROCEDURE

8.1 Protests

Any potential, or actual, proposer objecting to the award of a contract resulting from the issuance of this RFP may file a protest of the award of the contract, or any other matter relating to the process of soliciting the proposals. Such a protest must comply with the following guidelines:

- A. A protest may be filed by a prospective or actual bidder objecting to the award of a contract resulting from this RFP. The protest shall be in writing and shall contain the following information:
 - 1) The name, address and telephone number of the protestor;
 - 2) A detailed statement of the legal and factual grounds for the protest, including copies of any relevant documents;
 - 3) A request for a ruling by PCT;
 - 4) A statement as to the form of relief requested from PCT;
 - 5) Any other information the protestor believes to be essential to the determination of the factual and legal questions at issue in the written protest.
- B. A timely protest shall be considered by PCT if it is received within the following periods:
 - 1) A protest based upon alleged improprieties in the issuance of the RFP or any other event preceding the closing date for receipt of proposals which are apparent or should

be apparent prior to the closing date for the receipt of proposals shall be filed no later than 1:00 p.m. on the closing date for the receipt of proposals, as specified in the Calendar of Events, of this RFP.

- 2) If the protest relates to the announced intent to award a contract, the protest shall be filed no later than 1:00 p.m. of the fifth (5th) calendar day after the notification of intent to award date as specified in the Calendar of Events, of this RFP.
- C. An untimely protest may be considered by PCT if the Agency determines that the protest raises issues significant to PCT's procurement system. An untimely protest is one received by the Agency after the time periods set forth in Item B of this section.
- D. All protests must be filed at the following location:

Perry County Transit
499 N State St
P.O. Box 265
New Lexington, Ohio 43764
- E. When a timely protest is filed, a contract award will not proceed until a decision on the protest is issued or the matter is otherwise resolved, unless PCT determines that a delay will severely disadvantage the Agency. The proposer(s) who would have been awarded the contract shall be notified of the receipt of the protest.
- F. The Agency will issue written decisions on all timely protests and shall notify any vendor who filed an untimely protest as to whether or not the protest will be considered.

8.2 Caveats

PCT is under no obligation to issue a contract as a result of this solicitation if, in the opinion of the Agency, none of the proposals are responsive to the objectives and needs of PCT. The Agency reserves the right to not select any vendor should the Agency decide not to proceed. Changes in this RFP of a material nature will be provided to the e-mail address provided to PCT. All proposers are responsible for supplying the Agency with a valid email address and for obtaining any such changes without further notice by the Agency.

ATTACHMENT A: SIGNATURE AFFIDAVIT**PERRY COUNTY TRANSIT****SIGNATURE AFFIDAVIT**

In signing this proposal, I/we also certify that I/we have not either directly or indirectly entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition, that no attempt has been made to induce any other person or firm to submit or not to submit a proposal, that this proposal has been independently arrived at without collusion with any other proposer competitor or potential competitor, that this proposal has not been knowingly disclosed prior to the opening of the proposals to any other proposer or competitor, that the above statement is accurate under the penalty of perjury.

The undersigned, submitting this proposal, hereby agrees with all the terms, conditions, and specifications required by the Agency in this request for proposal, and declare that the attached proposal and pricing are in conformity therein.

Signature

Date

Name (Type or Print)

Organization

Title

Address

Email

Phone

ATTACHMENT B: REFERENCE SHEET FORMAT**PERRY COUNTY TRANSIT**

FOR PROPOSER: Provide organization's name, address, and contact person, telephone number, and appropriate information on the services provided within the past 5 years with requirements similar to those included in this RFP.

1) Organization Reference			
Business Name			
Address			
Contact Person		Phone	
Services Performed			

2) Organization Reference			
Business Name			
Address			
Contact Person		Phone	
Services Performed			

3) Organization Reference			
Business Name			
Address			
Contact Person		Phone	
Services Performed			

ATTACHMENT C: Checklist

- ☐ Description of how you are going to provide the services for which are submitting a proposal.
- ☐ Signature Affidavit
- ☐ References
- ☐ Transmission Letter that included contact information
- ☐ Bidding Status and Fees
- ☐ Proposal Questionnaire
- ☐ Cost Analysis
- ☐ Information is typed and bound securely
- ☐ One original and three copies
- ☐ Cost Proposal includes fees and cost associated in providing services and is in a sealed envelope.
- ☐ Delivered or mailed to Perry County Transit at 499 N State Street., New Lexington, Ohio 43764

I confirm that all information has been submitted as requested.

Name of Proposer

Name of Business

PROPOSAL BIDDING STATUS AND FEES FOR VEHICLE MAINTENANCE SERVICES

Please indicate your bidding status below by choosing which services your shop will be able to preform in the following Maintenance Activity Chart.

Maintenance Activity	Ability to Perform	
	YES	NO
Preventative Maintenance Schedule (Section 1.4.1)		
Wheelchair Lift Maintenance Schedule		
Front Brake Reline (Both Sides)		
Front Brake Overhaul (Both Sides)		
Brake Rotor Replacement (One Each)		
Rear Brake Reline (Both Sides)		
Rear Brake Overhaul (Both Sides)		
Minor EVAC and Recharge R134 AC System		
Alignment		
Battery Replacement		
Fuel Injection Flush		
Alternator		
Fuel Pump Module		
Window Motors		
Shock Absorbers		
Transmission / Engine Oil Cooler Lines		
Tires Replace (Section 1.4.3)		
Road Service calls in Perry County		
Transmission Repair or Replace (Section 1.4.2)		

Listed Below are a sample of common repairs Perry County Transit requiring, please list the unit cost for each job. (this is not a comprehensive list just an example of common jobs)

	SERVICE DESCRIPTION: Maintenance & Road Service	QTY	UNIT	UNIT COST
1	Labor Charges	Per	Hour	
2	Diagnostic Scan	Per	Each	
3	Lube, Oil & Filter Change 5 quart	Per	Each	
4	Lube, Oil & Filter Change 6 quart	Per	Each	
5	Lube, Oil & Filter Change up to 15 quarts (Diesel)	Per	Each	
6	Transmission Full Flush & Filter for Vans up to 1 Ton	Per	Each	
7	Transmission Full Flush & Filter 1 Ton and Over	Per	Each	
8	Coolant Flush Van	Per	Each	
9	Coolant Flush Bus	Per	Each	
10	Routine Lubrication	Per	Each	
11	Full Service Lubrication (annual)	Per	Each	
12	Replace Rear Axle Lubricant 1 ton and under	Per	Each	
13	Replace Automatic Transmission Fluid	Per	Each	
14	Flush and Bleed brake system	Per	Each	
15	Tune Up Standard Electronic/Points Ignition	Per	Each	
16	Tune Up DIS Coil Pack Ignition	Per	Each	
17	Tune UP DIS Coil on Plug Ignition	Per	Each	
18	Jump Start less than 10 miles	Per	Each	
19	Jump Start greater than 10 miles	Per	Each	
20	Flat Change less than 10 miles	Per	Each	
21	Flat Change greater than 10 miles	Per	Each	
22	Fuel Service less than 10 miles	Per	Each	
23	Fuel Service greater than 10 miles	Per	Each	
24	Tire Repair for Vans up to 1 Ton	Per	Each	
25	Tire Repair for Commercial Buses Tires	Per	Each	

**ATTACHMENT C: PROPOSAL BIDDING STATUS AND FEES FOR VEHICLE
MAINTENANCE SERVICES (Cont.)**

List tire brands you are an authorized servicing dealer for automotive, van and bus tires and show price for all tires and services indicated. Tire sizes include but not limited to the following:

	Brand of Tire	Cost
1. 225/75/R16 -10 ply only	_____	_____
2. 235/65/R16 - 10 ply only	_____	_____
3. 225/65/R16	_____	_____
4. 235/60/R17	_____	_____
5. 225/65/R17	_____	_____
6. Rotate & Balance 4 tires	_____	_____
7. Balance commercial tire (each)	_____	_____

***ATTACHMENT C: PROPOSAL BIDDING STATUS AND FEES FOR VEHICLE
MAINTENANCE SERVICES (Cont.)***

Transmission Repair

For evaluation purposes please quote the following repairs for a Grand Caravan automatic transmission:

- | | |
|-----------------------------------------------------------------------------------------------------------|----|
| 1. Full fluid flush and filter replacement
_____ | \$ |
| 2. Complete overhaul (new clutches, steels, seals, bearings & bushings)
(1 yr. warranty min.)
_____ | \$ |
| 3. R & R torque convertor new Dodge Grand Caravan part
_____ | \$ |

General Automotive Repair

For evaluation purposes please quote the following repairs for a Grand Caravan automatic transmission:

- | | |
|------------------------------------------------------------------------------------------|----|
| 1. Lube, oil, and filter service for a 6 quart vehicle.
_____ | \$ |
| 2. Remove & replace brake pads, rotors, calipers and complete brake inspection:
_____ | \$ |
| 3. Run diagnostics to determine issue with computer parts.
_____ | \$ |

ATTACHEMENT D: Fleet Maintenance RFP Responsive/Non Responsive

Proposal Submitted by:

Compliance Checklist for Proposal Acceptance

- ☐ Submitted by deadline
- ☐ One original and three (3) copies
- ☐ RFP formatted correctly
 - paper, font, margins
- ☐ Transmittal letter
- ☐ Experience
- ☐ Required Attachments
- ☐ Proposal Questionnaire Responses
- ☐ Cost proposal submitted in a separate sealed envelope
- ☐ Required attachments:
 - Signature Affidavit
 - References

Evaluator's Assessment

- ☐ Responsive
- ☐ Non-Responsive

ATTACHMENT E: Fleet Maintenance and Repair RFP Evaluation Criteria

Proposal submitted by:		
Evaluation Criteria	Maximum Points	Points Awarded
Proposal Response – How well the issues are addressed Comments:	100	
Qualifications and Experience Comments:	100	
Maintenance Activity – ability to perform Comments:	100	
Cost Comments:	100	
Total awarded points	400	
Additional Comments:		
Evaluator's Printed Name:		

Evaluator's Signature:

Date

ATTACHMENT F: SAFETY INSPECTIONS

The Contractor shall perform a safety check in conjunction with all maintenance requirements listed within this Request for Proposal. These safety checks shall be performed every time a vehicle is brought in for service:

- Tires – Visually check condition.
- Lights – Check directional signaling devices and emergency light systems for proper operation.
- Seat belt – Check operation of seat belts
- Windshield Wipers and Washers – Check condition of wiper arms and blades. Check aim and flow of washer spray. Fill washer reservoir with washer solvent.
- Fluid Levels – Check and replenish fluid levels in transmission, differential, steering sector or power steering pump, and master cylinder. Inspect all units for leakage and clogging.
- Battery – Check condition of heat-shield, hold-down clamps and cable ends, top off electrolyte level, and clean top and terminals as necessary.
- Heater-Defroster-Air Conditioner System and Wiper Controls – Check switches, valves, and ducting doors for proper operation.
- Exhaust System – Visually inspect complete exhaust system including catalytic converter and heat-shielding.
- Check for broken, damaged, missing, or poorly positioned parts. Inspect for open seams, holes, or any condition which could allow exhaust fumes to enter the vehicle.
- Steering and Suspension Components – Conduct a “look and “shake” inspection.
- Frame/Sub-Frame and Cross Member – Visually check for “drive-over” and/or vehicular damage and fatiguing.
- Drive Shaft U-Joints / CV Joints – Conduct a “look” and “shake” inspection for seal leakage and joint failure.
- Critical Components – Check condition of all under-hood heat-shields, and the routing of all hoses and wiring to ensure maximum protection from radiated exhaust heat. Inspect all coolant hoses, fuel line hoses, power steering hoses, engine accessory drive belts, and other under-hood plastic or rubber components.
- Brakes – Inspect all brake line hoses and master cylinder for signs of leaks or damage. Inspect front brake pads, rear brake linings, wheels cylinders, and parking brake cables and linkage. Report estimate of remaining life of pads and shoes.
- Starter/Charging System – Electronically check starter motor cranking speed and current draw. Check alternator charging rate.
- Cooling System – Visually inspect entire system for leaks, damage or others signs of needed repair.

ATTACHMENT G: PROPOSAL FORMS**I. MANAGEMENT INFORMATION**

Proposers and their subcontractors must have prior successful experience performing maintenance and repair services on automobiles, must be licensed to conduct business in the State of Ohio, and must possess all permits, licenses, certifications, approvals, equipment, materials, and staff necessary to perform and/or carry out the requirements of the contract.

1. SHOP PROFILE RESPONSIBILITY

SHOP NAME: _____

NAME OF SHOP OWNER(S) _____

SHOP ADDRESS: _____

PHONE NUMBER: _____

FAX NUMBER: _____

NUMBER OF YEARS IN BUSINESS: _____

NUMBER OF YEARS IN BUSINESS AT THIS LOCATION: _____

2. PROXIMITY TO PCT _____ MILES.

3. NAME OF SHOP MANAGER(S): _____

State the duties and qualifications of shop manager(s)

4. ASSIGNED CONTACT/SERVICE REPRESENTATIVE:

Name: _____

Title/Duties: _____

Qualifications: _____

Years with Contractor: _____

Phone Numbers: Work: _____ Pager: _____

5. Emergency Contact (365 days/year; 24 hours): _____

6. Operating Hours – The Contractor shall be currently operating out of a commercial facility, which is open and accessible to County personnel, without prior notice during normal business hours. Please state hours that your facility is open for maintenance service.

Monday _____ a.m. to _____ p.m.

Tuesday _____ a.m. to _____ p.m.

Wednesday _____ a.m. to _____ p.m.

Thursday _____ a.m. to _____ p.m.

Friday _____ a.m. to _____ p.m.

Saturday _____ a.m. to _____ p.m.

Sunday _____ a.m. to _____ p.m.

7. Please provide an experience/qualification profile for each member of your technical staff to include the following information. Attach additional sheets if needed.

Experience & Certifications

If Yes, list Certification type(s):

Engine Repair ☐ Yes ☐ No

Auto Transmission ☐ Yes ☐ No

Steering & Suspension ☐ Yes ☐ No

Brakes ☐ Yes ☐ No

Electrical System ☐ Yes ☐ No

Heating & A/C ☐ Yes ☐ No

Federal A/C Recovery ☐ Yes ☐ No

Wheels & Tires ☐ Yes ☐ No

Hydraulic Lift ☐ Yes ☐ No

State Inspections ☐ Yes ☐ No

8. Given the size and composition of your current staffing, will it be necessary for you to increase staffing to meet the requirements of this contract? (Explain)

9. Please describe your hiring and continued education/training requirements for mechanics?

10. Are you currently or have you ever previously provided repair services to other government entities? If yes, please list the entity names, contract person and phone number:

11. Briefly describe your interest in servicing the Agency's fleet and what factors make you the best candidate in your opinion. (Include here any information or materials that you want the Agency to take into consideration while evaluating your ability to perform this contract.)

II. SUPPLEMENTAL QUESTIONNAIRE

1. Agency drivers are usually in a hurry and need to return to work. Their expectation is to be acknowledged and served promptly, courteously and competently. How will you do this?

2. What procedures are followed to ensure successful completion of service work prior to the vehicle being released to the customer?

4. The County expects 48 hours turn-around time for preventive and for routine repair services. Can you meet this standard and provide quality repair work? Yes [☐] No [☐]

5. Please specify whether OEM or after-market parts will be used for repairs? If after-market parts will be used, please explain under what circumstance(s). Please be aware the County requires use of OEM parts for all services unless specifying herein or otherwise approved by SR prior to repair for all services.

6. How many staff are Automotive Service Excellent (ASE) certified?

ATTACHMENT H: Cost Analysis

ODOT Regulations require a cost analysis prior to award of contract. Please supply information requested below as to how the fees submitted with this RFP were calculated. Please complete the attachment for all of the below repairs if you are capable of performing them.

1. General Maintenance Proposers: Calculations to be based on a complete 4-wheel replacement of all break components for a 2016 Dodge Caravan including pads, disc, rotors, calipers, wheel cylinders, and drain and flush the break system.
2. Tire Repair and Tire Shop Proposers: Rotate, Balance and Align 6 Bus tires on a 2016 Ford E-350
3. Transmission Repair Proposers: Complete overhaul for a 2016 Grand Caravan RT automatic Transmission.

Direct Cost

Direct Labor (Personnel)	\$ _____
Equipment	\$ _____
Supplies	\$ _____
Parts	\$ _____
Subcontractors	\$ _____
Other Costs Not Listed (Please Specify)	\$ _____

Indirect Cost

Overhead	\$ _____
General & Administrative Expenses	\$ _____

Profit, Fee, or Markup	\$ _____
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Total Cost	\$ _____
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ATTACHMENT I: VEHICLE PREVENTATIVE MAINTENANCE PLAN

VEHICLE PREVENTATIVE MAINTENANCE PLAN

INTRODUCTION AND GOALS

PERRY COUNTY Transit is committed to providing the highest maintenance standards. This document outlines various inspections and routine maintenance actions designed to ensure the proper care and effective useful service life of facilities and equipment and presents the record-keeping system used to maintain permanent records of all maintenance activities.

PERRY COUNTY Transit is responsible for effectively and efficiently maintaining all rolling stock, and equipment according to manufacturer's recommendations. PERRY COUNTY Transit:

- ☐ provides maintenance directly (in-house) to its fleet.
- ☐ does not provide maintenance directly and contracts out for all maintenance needs.
- ☒ uses a combination of in-house maintenance and external vendors.

If using external sources to provide vehicle maintenance, PERRY COUNTY Transit may utilize the following vendor(s) on a regular or semi-regular basis: SEAT, SNT, Lines, Rays Body Shop

To meet or exceed maintenance standards, the following activities are performed:

- **Adherence to Manufacturer's Maintenance Requirements.** The only way to ensure vehicle reliability is to meet or exceed the manufacturer's maintenance requirements. The PERRY COUNTY Transit maintenance program is based on the fact that the manufacturer is the first and best source for all information related to the revenue fleet. The manufacturers recommended preventative maintenance schedule will continue to be followed for all vehicles in the fleet.
- **Preventive Maintenance Plan and Procedures.** Based upon a review of daily mileage readings (life miles) and the number of elapsed miles since the previous Preventative Maintenance Inspection (PMI), inspections are scheduled using PERRY COUNTY Transit's maintenance management (or tracking) system. A work order is submitted for each PMI and included in the vehicle history record. The PMI findings are repaired at the time they are found. There is no delayed or deferred maintenance.
- **Corrective Maintenance.** Vehicles receive corrective maintenance as a result of referrals from operators, road calls, audits, or deficiencies discovered during PMIs. Defects are prioritized, a repair order generated, and the vehicle scheduled for repair. All repairs are recorded and logged.
- **Daily Pre-Trip and Post-Trip Inspections.** Drivers are trained to identify vehicle issues during the pre and post trip vehicle inspections. Should an issue be identified during the inspection that cannot be corrected the vehicle is replaced.

Appendix A contains a list of pre-trip and post-trips items checked by drivers each service day. Drivers record the results of the pre and post trip inspections at the beginning and end of each shift. Each pre-trip item is given a pass, fail, or not performed notation by the driver. Each of the items is categorized as “Mandatory” or “Optional.” Any mandatory item given a “failed” or “not performed” notation by the driver during the pre-trip inspection automatically removes the vehicle from the “Active” list until repaired.

- **Monitoring and Tracking Inventory and Repairs.** PERRY COUNTY Transit uses a maintenance management program or system. The program or system provides vehicle maintenance schedules, ensures on-time compliance, and maintains vehicle histories. The program or system enables PERRY COUNTY Transit to maximize the efficiency of the maintenance operation and maintain a high standard of quality in fleet repairs.

Major goals of the Maintenance Department include the following:

- Perform preventive maintenance in a timely manner.
- Document all maintenance work performed and maintain well-organized records of work performed.
- Provide a trained maintenance workforce proficient in all aspects of vehicle maintenance.
- Provide and maintain a reasonable inventory of parts and supplies that are regularly needed for vehicle maintenance.

MAINTENANCE WORK CATEGORIES

Maintenance activities are classified into four general categories.

- Scheduled maintenance
- Scheduled repairs
- Unscheduled repair
- Component overhaul

Scheduled maintenance is the management of preventive maintenance inspections. Properly performed preventive maintenance inspections will result in lower cost to the transit system in addition to providing the highest quality service to customers. Scheduled repairs allow the maintenance department to ensure the highest productivity by having all necessary components and personnel available to make corrections.

Unscheduled repairs cause the most disruption and can increase the costs in maintenance. Component overhaul is performed based on several factors including but not limited to, wear patterns, component performance, time since last overhaul, component failure.

PROCEDURES AND DOCUMENTATION

The Assistant Director oversees the Vehicle Preventive Maintenance program. Inspection schedules for preventive maintenance have been developed by PERRY COUNTY Transit in accordance with manufacturer recommended intervals. Further details are listed in Appendix B, which contains the Vehicle Maintenance Schedule information, and Appendix C, which lists the Lift Maintenance Schedule.

The Assistant Director plans the daily maintenance work assignments including scheduled Preventive maintenance as well as corrective repairs. Based on the daily schedule, the Assistant Director prepares work orders for each day, ensures that parts necessary are available, and assigns work to the maintenance staff as appropriate.

After repairs are completed, the maintenance person responsible for completing the work initials the work order indicating the work performed and parts used. The Assistant Director verifies all work performed. The work order is filed in the individual vehicle file. These files are maintained electronically (or hard copy) in the PERRY COUNTY Transit office.

PREVENTIVE MAINTENANCE

All vehicles are scheduled for preventive maintenance based on manufacturers recommended intervals and/or vehicle use conditions. PERRY COUNTY Transit uses a preventative maintenance range based on vehicle type to allow for consideration of both manufacturers recommended intervals and vehicle use conditions. PERRY COUNTY Transit's fleet is listed in full in Appendix E.

Preventative maintenance activities for vehicle are completed (at a minimum) in accordance with the manufacturer recommendations as identified within the vehicle owner's manual. Consideration is given to vehicle use conditions which may result in more frequent maintenance to be performed. All PM activities are, at a minimum, conducted within 10% +/- of the recommended manufacturer's intervals. For example, if a system vehicle is scheduled for a PMI every 5,000 miles, then it would be considered on-time if it is performed between 4,500 and 5,500 miles.

Preventive maintenance is to be performed on-time with a goal of 100%. Anything less than 80% on-time performance is considered unacceptable by PERRY COUNTY Transit and the FTA.

NORMAL SCHEDULED MAINTENANCE

The table below provides examples of vehicle use and its impact on oil change intervals. It is a guideline only. Actual oil change intervals depend on several factors and generally decrease with severity of use.

When to Expect the Message Prompting You to Change Your Oil	
mi (km)	Vehicle Use and Example
7,500–10,000 mi (12,000–16,000 km)	Normal
	Normal commuting with highway driving. No, or moderate, load or towing. Flat to moderately hilly roads. No extended idling.
5,000–7,500 mi (8,000–12,000 km)	Severe
	Moderate to heavy load or towing. Mountainous or off-road conditions. Extended idling, 200-300 hours. Extended hot or cold operation.
2,500–5,000 mi (4,000–8,000 km)	Extreme
	Maximum load or towing. Extreme hot or cold operation. Use of high sulfur diesel fuel.

Basic items include:

- Change the engine oil and filter.
- Rotate the tires, inspect tire wear, and measure the tread depth.
- Inspect the wheels and related components for abnormal noise, wear, looseness or drag. Perform multi-point inspection - recommended.
- Inspect the brake pads, shoes, rotors, drums, brake linings, hoses, and the parking brake.
- Inspect the engine coolant concentration, freeze-point protection, level, and the hoses.
- Inspect the exhaust system and heat shields. Inspect the front axle and U-joints. If applicable, lubricate the grease fittings.
- Reset the Intelligent Oil-Life Monitor after engine oil and filter changes.
- Rotate the front wheels on vehicles with dual rear wheels when specified. Only rotate the rear wheels if you notice unusual wear
- When applicable, a review, cleaning, and repair of video surveillance equipment, automatic stop announcement equipment, public address systems, and any other accessible equipment that is part of the vehicle shall be undertaken.

Preventive Maintenance Goals and Record Keeping

The goal of the Preventive Maintenance program is to perform regular and scheduled inspections and preventive maintenance on all vehicles to ensure vehicle safety and vehicle useful life is achieved. Preventive maintenance inspections are to be completed within 10 percent of the manufacturers recommended scheduled mileage interval.

CORRECTIVE REPAIRS

Most of the work is:

- ☐ contracted to outside vendors.
- ☒ performed in-house by our mechanic(s).
- ☒ minor repairs are performed in-house, major repairs are contracted out.
- ☐ other: (explain) [Click or tap here to enter text.](#)

MAINTENANCE OF ACCESSIBILITY FEATURES

Maintenance of accessibility features on vehicles is of critical importance. Drivers check each lift or ramp at the beginning of each service day. If a lift or ramp is discovered to be inoperative, the vehicle is taken out of service unless doing so would result in service disruption. If removal from service would result in service denials, the vehicle will remain in service for non-accessible service needs. An accessible backup replacement vehicle will be placed into use until the lift or ramp is repaired. The lift or ramp must be repaired before the vehicle is returned to accessible service. Accessibility equipment preventative maintenance is performed at a minimum within 10 percent of the manufacturers recommended scheduled cycle or use interval.

WARRANTY REPAIR PROCESS

Warranty repairs on vehicles or components is accomplished by authorized warranty repair dealers or repair shops. Charges for warranty repairs are billed directly to the manufacturer if possible. Warranty work is reported to the Ohio Department of Transportation (ODOT).

VEHICLE CLEANING

Each vehicle that is used in revenue service is cleaned internally:

- ☐ between each trip.
- ☒ by the driver at the end of his or her shift.
- ☐ schedule varies, but at least once per day.

Each vehicle that is used in revenue service is cleaned externally:

- ☐ at the end of a driver's shift.
- ☐ schedule varies, but daily.
- ☐ approximately every other day.

☒ at least once per week.

VEHICLE DISINFECTING

Vehicles are fully disinfected:

- ☒ daily.
- ☐ every other day.
- ☐ weekly.

ROADCALL PROCEDURES

When a driver encounters maintenance problems with a vehicle, he/she reports the problem to the Maintenance Supervisor on duty who will communicate the problem to the Assistant Director. The Assistant Director, his or her assigned individual, or a tow truck will be dispatched to meet the vehicle and address the problem. If the problem cannot be remedied at the scene, a replacement vehicle will be provided.

ATTACHMENT J: Service & Repair Order

Perry County Transit

Service & Repair Order

Date: _____ Van #: _____ Driver: _____

Vehicle Information

Mileage Year/Make Model

Maintenance or Service being requested

Authorized By: _____
Scheduled With: _____
Service Date: _____

Service Advisor Comments

Service Completed By: _____ Date: _____