



## HOUSTON COUNTY BOARD OF COMMISSIONERS PURCHASING DEPARTMENT

**VANESSA ZIMMERMAN**  
DIRECTOR OF PURCHASING

2020 KINGS CHAPEL ROAD • PERRY, GEORGIA 31069-2828  
(478) 218-4800 • FACSIMILE (478) 218-4805

April 5, 2024

Dear Vendor:

The Houston County Board of Commissioners is soliciting sealed bids for the provision of a **Vehicle Maintenance Bid** for approximately 200+ Public Safety vehicles for both **Houston County and Houston Healthcare**. Repairs and maintenance **must** be accomplished on a **priority** basis for these vehicles ranging in year models from 1999 to 2024. Our basic requirements/specifications for bidders are enclosed. All bidders shall provide a bid price expressed in two decimal places (\$00.00) and a two-place percentage (00%) markup of the bidder's lowest (parts) cost. The initial term of the base contract will begin on July 1, 2024 and continue through June 30, 2025. This contract will also include yearly a renewal option as follows:

**Option 1 = Period beginning July 1, 2025 and ending June 30, 2026.**

You must respond to the **Vehicle Maintenance Bid *and* Option 1** in order for your bid to be considered.

"Option" means a unilateral right in the contract by which, for a specified time, Houston County may elect to extend the term of the contract. Houston County will evaluate bids for award purposes by adding the total price for the option to the total price for the initial base contract term. Evaluation of the option will not obligate Houston County to exercise the option.

To receive consideration, your sealed bid will **ONLY** be accepted at:

Houston County Purchasing Department  
2020 Kings Chapel Road  
Perry, Georgia 31069-2828

Bids will be accepted **UNTIL the deadline of:**

Thursday, April 25, 2024 - 3:00 p.m.

Your bid package **MUST** be marked:

**"SEALED BID #24-19: Vehicle Maintenance Bid"**

Bids will be opened, evaluated, recapped, and presented to the Board of Commissioners at their meeting on Tuesday, May 7, 2024 at 9:00 a.m. at the Houston County Courthouse in Perry, Georgia. The award will be based on the best value for Houston County. This bid is subject to be awarded to multiple vendors.

**HOUSTON COUNTY RESERVES THE RIGHT TO ACCEPT NONE, ALL OR ANY PART OF YOUR BID AND WAIVE ALL INFORMALITIES.**

If you should have any questions regarding this bid request, please contact my office.

Thank you.

**VANESSA ZIMMERMAN**  
DIRECTOR OF PURCHASING  
HOUSTON COUNTY BOARD OF COMMISSIONERS



## HOUSTON COUNTY BOARD OF COMMISSIONERS PURCHASING DEPARTMENT

2020 Kings Chapel Road • Perry, GA 31069-2828  
(478) 218-4800 • FAX (478) 218-4805

Vanessa Zimmerman

Director of Purchasing

### INSTRUCTIONS TO BIDDERS

**These instructions will bind bidders to terms and conditions herein set forth, except as specifically qualified in special bid and contract terms issued with any individual bid.**

1. The following criteria are used in determining low responsible bidders:
  - (a) Ability, capacity, and skill of bidder to perform required service;
  - (b) Whether bidder can perform service promptly or within specified time;
  - (c) The character, integrity, reputation, judgment, experience, and efficiency of bidder;
  - (d) The performance of previous contracts;
  - (e) The suitability of equipment or material for County use;
  - (f) The ability of bidder to provide future maintenance and parts service; and
  - (g) Awards will be based on the best value to Houston County.
2. Houston County Board of Commissioners is exempt from all State Sales Tax and Federal Excise Tax.
3. The bids should be tabulated, totaled, and checked for accuracy. The unit price will prevail in case of errors.
4. All required information should be included in bid for your proposal to receive full consideration.
5. Any questions or clarifications may be directed to Vanessa Zimmerman, Director of Purchasing, at any of the above listed numbers, e-mail or address.
6. Quote all prices FOB Destination. Destination to be specified at time of order.
7. **SEALED BIDS** shall be addressed to the **Houston County Purchasing Department, 2020 Kings Chapel Road, Perry, Georgia 31069-2828**. NO OTHER county offices will accept bids unless specified on the bid. Also, **ABSOLUTELY NO FAXED OR PHONED IN BIDS WILL BE ACCEPTED OR CONSIDERED FOR AWARD**.
8. All bidders must be recognized dealers in the materials, services or equipment specified and be qualified to advise in their application or use. A bidder at any time requested must satisfy the Purchasing Department that they have the requisite organization, capital, plant, stock, ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which they are interested.



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**Director of Purchasing**

- 9. Local Preference: Bids awarded to local vendors contribute to the local tax base and will, therefore, be given special consideration when bidding against outside vendors. Bids received from vendors within the confines of the county will be given preference if their bid is within three percent (3%) of the low bid submitted by any out-of-county bidder. This policy does not apply to any purchases of materials, equipment or services in excess of \$150,000.00. On those cases, the Board of Commissioners will make their decision based on the lowest and best bid as submitted.**

**BID CERTIFICATION – BID # 24-19**

**HOUSTON COUNTY BOARD OF COMMISSIONERS  
VEHICLE MAINTENANCE BID  
DUE THURSDAY, APRIL 25, 2024 – 3:00 P.M.**

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I hereby certify that our bid quote meets or exceeds the above specifications.

**Company:**

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**Telephone:**

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**Authorized Signature:**

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Date

**Printed Name:**

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**Contact Person:**

**Vanessa Zimmerman**                      **478-218-4800**  
[vzimmerman@houstoncountyga.org](mailto:vzimmerman@houstoncountyga.org)

# Houston County Board of Commissioners

## Vehicle Maintenance Bid #24-19

*Initial Term: 07/01/2024 through 06/30/2025*

*Option I: 07/01/2025 through 06/30/2026*

**Service Description**

**Price:**

	<b>Service Description</b>	<b>Price:</b>
<b>1.</b>	<b>AIR CONDITIONING MAINTENANCE: Includes A/C diagnostic, tighten belt, leak check system.</b>	
	Chevy G-3500	
	Chevy Tahoe	
	Dodge Charger	
	Ford Expedition	
	Ford Explorer	
	Ford F150	
	Ford F250	
	Ram 1500	
	Transit Van	
<b>2.</b>	<b>BRAKE SERVICE:</b>	
	<b>(A) Brake System Inspection:</b>	
	Chevy G-3500	
	Chevy Tahoe	
	Dodge Charger	
	Ford Expedition	
	Ford Explorer	
	Ford F150	
	Ford F250	
	Ram 1500	
	Transit Van	
	<b>(B.1) Front Brakes: Includes turning rotors &amp; replacing pads. (OEM)</b>	
	Chevy G-3500	
	Chevy Tahoe	
	Dodge Charger	
	Ford Expedition	
	Ford Explorer	
	Ford F150	
	Ford F250	
	Ram 1500	
	Transit Van	

# Houston County Board of Commissioners

## Vehicle Maintenance Bid #24-19

*Initial Term: 07/01/2024 through 06/30/2025*

*Option I: 07/01/2025 through 06/30/2026*

Service Description	Price:
<b>2. BRAKE SERVICE:</b>	<b>(continued)</b>
<b>(B.2) Front Brakes: Includes replacing rotors &amp; replacing pads. (OEM)</b>	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	
<b>(C.1) Rear Brakes: Includes turning rotors &amp; replacing pads. (OEM)</b>	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	
<b>(C.2) Rear Brakes: Includes replacing rotors &amp; replacing pads. (OEM)</b>	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	

# Houston County Board of Commissioners

## Vehicle Maintenance Bid #24-19

Initial Term: 07/01/2024 through 06/30/2025

Option I: 07/01/2025 through 06/30/2026

Service Description

Price:

3. REAR END SERVICE: Includes gear oil, lucas oil treatment, friction modifier to manufacturer's specs. & labor.		
Chevy G-3500		
Chevy Tahoe		
Dodge Charger		
Ford Expedition		
Ford Explorer		
Ford F150		
Ford F250		
Ram 1500		
Transit Van		

  

4. COOLING SYSTEM MAINTENANCE: Includes draining, refilling radiator & engine block to manufacturer's specs.		
Chevy G-3500		
Chevy Tahoe		
Dodge Charger		
Ford Expedition		
Ford Explorer		
Ford F150		
Ford F250		
Ram 1500		
Transit Van		

  

5. ENGINE DIAGNOSTICS: Includes complete engine diagnostics of ignition emission & fuel system. (parts extra)		
Chevy G-3500		
Chevy Tahoe		
Dodge Charger		
Ford Expedition		
Ford Explorer		
Ford F150		
Ford F250		
Ram 1500		
Transit Van		

# Houston County Board of Commissioners

## Vehicle Maintenance Bid #24-19

Initial Term: 07/01/2024 through 06/30/2025

Option I: 07/01/2025 through 06/30/2026

Service Description

Price:

6. CATALYST SYSTEM REGENERATION:	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	

  

7. FUEL INJECTION & INDUCTION CLEANING: Includes mechanically cleaning fuel injectors & cleaning induction system.	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	

  

8. FUEL FILTER SERVICE: Includes assembly & labor	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	



# Houston County Board of Commissioners

## Vehicle Maintenance Bid #24-19

Initial Term: 07/01/2024 through 06/30/2025

Option I: 07/01/2025 through 06/30/2026

Service Description

Price:

9. OIL CHANGE: Includes oil, lube, filter, tire rotation, safety inspection, top-off all fluid levels, & adjust tire pressure.	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	

  

10. PARTS: Includes your lowest parts cost plus percentage of markup.	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	

  

11. LABOR: Includes your flat rate per hour	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	

# Houston County Board of Commissioners

## Vehicle Maintenance Bid #24-19

Initial Term: 07/01/2024 through 06/30/2025

Option I: 07/01/2025 through 06/30/2026

Service Description

Price:

12. POWER STEERING FLUSH:	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	

  

13. TIRE SERVICE:	
<b>(A) Alignment: Includes complete 4-wheel thrust angle alignment.</b>	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	

  

<b>(B) Mount &amp; Balance Tires: (per tire cost)</b>	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	

# Houston County Board of Commissioners

## Vehicle Maintenance Bid #24-19

*Initial Term: 07/01/2024 through 06/30/2025*

*Option I: 07/01/2025 through 06/30/2026*

Service Description	Price:
<b>13. TIRE SERVICE:</b>	<b>(continued)</b>
<b>(C) Tire Disposal Fee: (per tire)</b>	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	
<b>(D) Rotate Tires Only: (per tire)</b>	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	
<b>(E) Rotate &amp; Balance: (per tire)</b>	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Chevy Tahoe	
Transit Van	

# Houston County Board of Commissioners

## Vehicle Maintenance Bid #24-19

*Initial Term: 07/01/2024 through 06/30/2025*

*Option I: 07/01/2025 through 06/30/2026*

Service Description	Price:
<b>13. TIRE SERVICE:</b>	<b>(continued)</b>
<b>(F) Tire Repairs: (patched from inside of tire)</b>	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	
<b>(G) Valve Stems: (each)</b>	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	
<b>(H) Wheel Balance Only: (per tire)</b>	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	

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## Vehicle Maintenance Bid #24-19

*Initial Term: 07/01/2024 through 06/30/2025*

*Option I: 07/01/2025 through 06/30/2026*

	Price:
<b>13. TIRE SERVICE:</b>	<b>(continued)</b>
<b>(I) Wheel Weights: (per tire)</b>	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Chevy Tahoe	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	
<b>14. TRANSMISSION MAINTENANCE: Includes flushing transmission, torque converter &amp; completely refilling to manufacturer's specifications.</b>	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	
<b>15. TUNE-UP:</b>	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	

## Houston County Board of Commissioners

### Vehicle Maintenance Bid #24-19

*Initial Term: 07/01/2024 through 06/30/2025*

*Option I: 07/01/2025 through 06/30/2026*

Service Description	Price:
<b>16. DEF FLUID: Refill Tank (if applicable)</b>	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	
<b>17. BATTERY SERVICE:</b>	
<b>(A) New Battery: Includes cable terminals &amp; labor.</b>	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	
<b>(B) Battery Charging System Test:</b>	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	

# Houston County Board of Commissioners

## Vehicle Maintenance Bid #24-19

Initial Term: 07/01/2024 through 06/30/2025

Option I: 07/01/2025 through 06/30/2026

Service Description

Price:

18. SERVICE CALL:	
<b>(A) Towing:</b>	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	
<b>(B) Road Side Service Call:</b>	
Chevy G-3500	
Chevy Tahoe	
Dodge Charger	
Ford Expedition	
Ford Explorer	
Ford F150	
Ford F250	
Ram 1500	
Transit Van	