

## **Informal Bid Process for Oil Change Services**

The County of Gladwin, Board of Commissioners, invite informal bids for the County's fleet of vehicles for routine oil change services. One provider will be selected to handle **all routine oil change services for the entire fleet** through the *period ending 12-31-2022*.

- Gladwin County is looking for one (1) set price for this service on all vehicles regardless of the year, make, model or mileage of the vehicle.
- The attached list represents the current fleet. Gladwin County reserves the right to remove and add fleet vehicles as they come in and out of service. Currently, there are no diesel vehicles within our fleet.
- Perform oil changes on a vehicle fleet averaging 18-23 vehicles.
- Services may be scheduled for pickup and delivery, or brought in for service by appointment, at the desire of the department head.
- Routine Oil Change is meant to include, but not limited to:
  - Providing required quarts of new oil per the vehicle's manufacturer
  - New oil filter
  - Lubrication of chassis components according to the vehicle's manufacturer
  - Tire pressure check
  - Top off all fluids
  - Visual brake check
  - Tire rotation – if requested
  - 23-point inspection
  - All service checks required by the vehicle's manufacturer

### **SUBMISSION OF FORMAL BIDS:**

Bids will be received until 12:00 noon on March 18, 2021 at the office of the Gladwin County Administrator, **401 West Cedar Avenue, Gladwin, Michigan 48624**. To be accepted, all proposals are to be marked "Repose to Gladwin County Oil Change Project". Proposals must be sent by US Mail, courier service such as Federal Express or United parcel Service, or hand delivered. No proposals will be accepted via fax transmission or by email regardless of the time of delivery. Three (3) copies of the informal bid should be sent or delivered to the Gladwin County Administration Office at the address listed above.

Bids must include the following information:

1. W-9 from the Vendor
2. Certificate of Liability Insurance
3. Price for services as outlined above
4. Listing of the oil change components and services that will be handled during the oil change by the provider
5. Discount on complimentary services such as air filter, transmission flush, etc.

All questions regarding this project should be directed to Laura Brandon-Maveal, Gladwin County Interim Administrator. 989-426-4821

*The County of Gladwin has the right to refuse or accept any bid upon review.*