



CAPITAL PROCUREMENT DIVISION

REQUEST FOR QUOTE

Issued by: Capital Procurement Division
4200 Connecticut Avenue, NW
Washington, DC 20008

Solicitation No.: GF-2013-A-0157

Caption: Maintenance Services of UDC Motor Coach Buses

Issue Date: September 27, 2013

Contact: Janet C. Concepcion **E-Mail:** janet.concepcion@udc.edu

Quote Due Date: October 4, 2013, 2:00pm

1.0 SCOPE:

The Contractor shall provide maintenance services of the University motor coach buses. The Capital Procurement Division will issue a Blanket Purchase Agreement, wherein the Contractor shall agree to provide the University with the bus maintenance services in accordance with the Scope of Work (Attachment A) on an as needed basis.

2.0 DELIVERABLES:

Maintenance Check List (Attachment B) – every 8,000 miles

3.0 PERIOD OF PERFORMANCE:

BPA award date through September 30, 2014

4.0 LOCATIONS:

Various locations

5.0 INSURANCE:

The Contractor shall provide proof of their liability insurance and maintain coverage during the period of performance of the BPA. The University shall not make any separate payment for the cost of insurance.

6.0 CONTRACTING OFFICER (CO):

Contracts may be entered into and signed on behalf of the District Government only by Contracting Officers. The name, address and telephone number of the Contracting Officer (CO) for this requirement is:

Sherry Jones-Quashie
Director and Contracting Officer
Capital Procurement Division
University of the District of Columbia
4200 Connecticut Avenue, NW
Building 38, Room C04
Washington, DC 20008
Phone: (202) 274-5752

7.0 CONTRACT ADMINISTRATOR:

The Contract Administrator (CA), unless the representative expressly assigns a designee, is responsible for those acts on all matters pertaining to the contract. The CA shall not supervise contractor employees, render final decisions, modify the terms and conditions of the contract, issue preliminary termination notices (show cause letters or cure notices), or terminate the contract. All such matters are under the authority of the CO.

The name and address of the Contract Administrator is:

Cassandra Parker
Capital Program Officer
University of the District of Columbia
4200 Connecticut Avenue, NW
Building 38, Room C01
Washington, DC 20008

8.0 PAYMENT:

8.1 The University will make payments to the Contractor, upon the submission of proper invoices, at the prices stipulated in this contract, for supplies delivered and accepted or services performed and accepted, less any discounts, allowances or adjustments provided for in this contract.

8.2 The University will pay the Contractor on or before the 30th day after receiving a proper invoice from the Contractor.

9.0 INVOICE SUBMITTAL:

The Contractor shall submit proper invoices on a monthly basis or as otherwise specified in the task order. Invoices shall be submitted to the Contract Administrator (CA) specified in this solicitation.

10.0 BPA AWARD:

A BPA will be awarded to the Contractor who submits the lowest price/rates.

11.0 WAGE DETERMINATION:

Current Wage Determination No. 2005-2103 located at www.wdol.gov.
Living Wage Act of 2006 located at www.ocp.dc.gov.

12.0 QUOTE SUBMISSION:


The University is tax exempt and quotes should be submitted accordingly. Please complete Attachment C - Price Schedule of the Request for Quote (RFQ) and send it together with your proof of insurance via email to janet.concepcion@udc.edu or fax to (202) 274-7308 no later than Friday, October 4, 2013, 2:00 pm (EST).

Refer all questions regarding this RFQ to:

Janet C. Concepcion
Contract Specialist
Phone: (202) 274-6914
janet.concepcion@udc.edu



Sherry Jones-Quashie
Director and Contracting Officer



Date

Enclosure:

- Attachment A – Scope of Work
- Attachment B – Maintenance Checklist
- Attachment C – Price Schedule

Attachment A

Scope of Work

ATTACHMENT A
SCOPE OF WORK

- 1) The Contractor shall provide the following services every 8,000 miles:
 - a) Check engine hoses
 - b) Check steering and the power steering fluid
 - c) Check transmission and the transmission fluid
 - d) Check all controls
 - e) Check gauges and instruments
 - f) Check back up alarm
 - g) Check all mirrors
 - h) Check Headlights, tail lights and brake lights
 - i) Check the horn
 - j) Check the windshield wipers and fluid
 - k) Clean engine as needed
 - l) Change engine oil
 - m) Change engine oil filter
 - n) Replace fuel filters
 - o) Replace air filters
 - p) Check oil level in rear axle and fill
 - q) Check oil level in front and tag wheel hubs and fill
 - r) Check and fill all tires to proper inflation
 - s) Check and adjust blower belt tension
 - t) Check and adjust A/C (air conditioning) belt tension
 - u) Check and adjust tag axle below air pressure.
 - v) Check, clean and fill batteries
 - w) Clean evaporator filter - main A/C
 - x) Clean evaporator filter - drivers A/C
 - y) Adjust all brakes
 - z) Lubricate entire coach
 - aa) Check for worn blower belts
 - bb) Check for worn A/C belt
 - cc) Check oil in blower gear box

- 2) The Contractor shall provide and store supplies in the motor coach at all times:
 - a) Two cases of antifreeze
 - b) Two cases of motor oil 40W/15-40W
 - c) Spare belts
 - d) Spare headlights, tail lights and signal lights
 - e) Flash lights with back up batteries
 - f) First aid kit
 - g) Fire Extinguisher
 - h) Triangles
 - i) Windshield washer fluid

- 3) The Contractor shall contact the Contract Administrator ASAP for any discovered damages and repairs needed.

- 4) The Contractor shall provide proof of their insurance and maintain coverage during the period of performance of the awarded BPA.

Attachment B
Maintenance Checklist



MOTOR COACH BUS MAINTENANCE CHECK LIST

DATE: _____

VEHICLE: _____

MILEAGE: _____

- | | |
|---|---|
| <input type="checkbox"/> Check engine hoses | <input type="checkbox"/> Check oil level in front and tag wheel hubs and fill |
| <input type="checkbox"/> Check steering and power steering fluid | <input type="checkbox"/> Check and fill all tires to proper inflation |
| <input type="checkbox"/> Check transmission and transmission fluid | <input type="checkbox"/> Check and adjust blower belt tension |
| <input type="checkbox"/> Check all controls | <input type="checkbox"/> Check and adjust A/C belt tension |
| <input type="checkbox"/> Check gauges and instruments | <input type="checkbox"/> Check and adjust tag axle below air pressure |
| <input type="checkbox"/> Check back up alarm | <input type="checkbox"/> Check, clean and fill batteries |
| <input type="checkbox"/> Check all mirrors | <input type="checkbox"/> Clean evaporator filter – main A/C |
| <input type="checkbox"/> Check headlights, tail lights and brake lights | <input type="checkbox"/> Clean evaporator filter – drivers A/C |
| <input type="checkbox"/> Check horn | <input type="checkbox"/> Adjust all brakes |
| <input type="checkbox"/> Check windshield wipers and fluid | <input type="checkbox"/> Lubricate entire coach |
| <input type="checkbox"/> Clean engine as needed | <input type="checkbox"/> Check for worn blower belts |
| <input type="checkbox"/> Change engine oil | <input type="checkbox"/> Check for worn A/C belts |
| <input type="checkbox"/> Change engine oil filter | <input type="checkbox"/> Check oil blower gear box |
| <input type="checkbox"/> Replace fuel filters | |
| <input type="checkbox"/> Replace air filters | |
| <input type="checkbox"/> Check oil level in rear axle and fill | |

COMMENTS:

This Checklist must be prepared and submitted together with the service receipts.

Complete Name

Signature

Attachment C
Price Schedule

**ATTACHMENT C
PRICE SCHEDULE**

I. LABOR RATES

Monday – Friday, 7:00 am to 5:00 pm \$_____/hour

Monday – Friday, 5:00 pm to 7:00 am and Weekends \$_____/hour

Mileage \$_____/mile

II. SUPPLIES

Motor Oil 40w/15-40w (12 quarts per case) \$_____/case

Motor coach antifreeze (6 gallons per case) \$_____/case

Winshield washer fluid (6 gallons per case) \$_____/case

CONTRACTOR: _____

CONTACT PERSON: _____

PHONE: _____

EMAIL ADDRESS: _____