



## CAPITAL PROCUREMENT DIVISION

### REQUEST FOR QUOTE

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

**Solicitation No.:** GF-2013-A-0103

**Caption:** Maintenance Services of UDC Motor Coach Buses

**Issue Date:** April 26, 2013

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

**Quote Due Date:** May 2, 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.

**The Contractor shall provide proof of their 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. The Contractor shall include all of the costs of insurance in the labor rates in the Price Schedule (Attachment D).

#### 2.0 **DELIVERABLES:**

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

#### 3.0 **PERIOD OF PERFORMANCE:**

BPA award date through September 30, 2013

#### 4.0 **LOCATIONS:**

Not applicable.

**5.0. 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

**6.0 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, address and telephone number 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

**7.0 PAYMENT:**

7.1 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.

7.2 The University will pay the Contractor on or before the 30<sup>th</sup> day after receiving a proper invoice from the Contractor.

**8.0 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.

**9.0 BPA AWARD:**

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

**10.0 WAGE DETERMINATION:**

Current Wage Determination No. 2005-2103 located at [www.wdol.gov](http://www.wdol.gov).  
Living Wage Act of 2006 located at [www.ocp.dc.gov](http://www.ocp.dc.gov).

**11.0 QUOTE SUBMISSION:**

The University is tax exempt and quotes should be submitted accordingly. Please complete Attachment D - Price Schedule of the Request for Quote (RFQ) and send it together with your proof of insurance via email to [janet.concepcion@udc.edu](mailto:janet.concepcion@udc.edu) or fax to (202)274-7308 no later than Thursday, May 2, 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](mailto:janet.concepcion@udc.edu)



Sherry Jones-Quashie  
Director and Contracting Officer

4/25/13  
Date

Enclosure:

- Attachment A – Scope of Work
- Attachment B – Maintenance Check List
- Attachment C – Pre-Trip Inspection Ticket
- Attachment D – 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
  - j) Pre-trip inspection tickets – Attachment D
  
- 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 Check List**

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# MOTOR COACH BUS MAINTENANCE CHECK LIST

DATE: \_\_\_\_\_

VEHICLE: \_\_\_\_\_

MILEAGE: \_\_\_\_\_

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

COMMENTS:

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

\_\_\_\_\_  
Complete Name

\_\_\_\_\_  
Signature

**Attachment C**  
**Pre-Trip Inspection Ticket**

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## PRE-TRIP INSPECTION SHEET

DATE: \_\_\_\_\_

PRE-TRIP MILEAGE: \_\_\_\_\_

VEHICLE: \_\_\_\_\_

POST-TRIP MILEAGE: \_\_\_\_\_

### UNDERHOOD

- Oil level
- Oil added - \_\_\_\_\_ quarts
- Radiator level
- Battery level
- Windshield washer fluid level
- Engine /hoses/belts

### SAFETY EQUIPMENT

- Fire extinguisher
- Web cutter
- Triangles
- First aid kit
- Back-up alarm
- Rear door buzzer (LTV only)
- Biohazard kit

### EXTERIOR

- Tires
- Turn signals
- Headlights
- Tail/brakes lights
- Windshield wipers
- Fresh body damage
- Cleanliness
- Cycle lift (light oil every 2 weeks)

### INTERIOR

- Brakes
- Steering
- Transmission
- Mirrors
- Gauge/instruments
- Controls (equipment)
- Radio (two-way)
- Damage/cleanliness

### COMMENTS:

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\_\_\_\_\_  
Driver's Complete Name

\_\_\_\_\_  
Signature

# **Attachment D**

## **Price Schedule**

## 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

Windshield washer fluid (6 gallons per case) \$ \_\_\_\_\_ / case

Blower belt \$ \_\_\_\_\_ / piece

Air-conditioning belt \$ \_\_\_\_\_ / piece

Power steering fluid (4 gallons per case) \$ \_\_\_\_\_ / case

Headlight (Regular) \$ \_\_\_\_\_ / piece

Tail light \$ \_\_\_\_\_ / piece

Signal light \$ \_\_\_\_\_ / piece

Medic First Aid Kit – Level 2 \$ \_\_\_\_\_ / kit

Auto Fire Extinguisher \$ \_\_\_\_\_ / piece

Heavy-duty flashlight \$ \_\_\_\_\_ / piece

**CONTRACTOR:** \_\_\_\_\_

**NAME OF CONTACT:** \_\_\_\_\_

**PHONE:** \_\_\_\_\_