



OSWEGO POLICE DEPARTMENT

MEMORANDUM

Date: November 18, 2011

To: Police Maintenance Bid Applicants

From: Captain Nicholas H. Sikora

Re: **Police Vehicle Maintenance Bids**

The Oswego Police Department is accepting bids for maintenance of the vehicles in the police fleet. All bids are due to the Oswego Police Department to the attention of Captain Nick Sikora by noon on Friday December 2, 2011. The bids will be for maintenance starting on May 1, 2012 and shall be for a minimum of one year without adjustments in price. The Village of Oswego Police Department reserves the right to reject any and all bids.

Proof of meeting minimum bid specifications shall be required at the time of bid submittal. Minimum specifications are as follows:

- Facility must be located within the corporate limits of the Village of Oswego.
- Facility must be open at a minimum of Monday through Friday from 8am – 4pm with preference given for facilities that also have weekend hours.
- Successful bidder must agree to give preference to Oswego Police Department vehicles for repairs. OPD vehicles must be assigned to the next available technician for diagnosis and estimate, repairs must follow as soon as authorization is granted and parts arrive. No repairs are allowed without prior authorization.
- Facility must have a minimum of four (4) full time certified technicians on staff with a minimum of two on duty at all times during normal business hours.
- Facility must remain open all year, no allowance for vacation closure.
- Facility must be able to perform all repairs on site to include full engine, transmission, and suspension repair/rebuild/replacement.
- Facility must have secure storage for OPD vehicles left for repair (inside or locked 6' fenced outside storage area).
- Successful bidder must be able to service a fleet of primarily Ford vehicles but also able to service other makes as well. Preference given for any bidder that can provide proof of technicians with Ford Certifications.
- Facility must have at minimum one technician that is certified in transmission repairs.
- Provide labor rate per hour.
- Provide parts cost.
- Provide one price for an L.O.F./tire rotation/brake inspection/fluid top off. Allowance for extra per quart oil charge on vehicles that require additional oil.