



**FEBRUARY 8, 2023**

**ADDENDUM NO. 3**

**ANNUAL PREVENTATIVE MAINTENANCE SERVICES  
OF LIGHT-DUTY CITY VEHICLES**

**RFP NO. 2023-041**

Proposers are directed to revise and incorporate into their proposal the following:

1. The proposal closing date has been extended from Thursday, February 9, 2023, at 2:00 p.m. until **Thursday, February 16, 2023, at 2:00 p.m.**
2. Please replace, **Vendor Qualifications**, page 17 with page 17r as it has been revised accordingly.

If you should have any other questions, do not hesitate to contact the Purchasing Office at 972-216-6201.



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Ryan Williams  
Manager of Purchasing

**ACCEPTANCE:**

We, the undersigned, do hereby acknowledge receipt of this Addendum No. 3 to RFP No. 2023-041; Annual Preventative Maintenance Services of Light-Duty City Vehicles, and agree to the instructions herein written.

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Company Name

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Authorized Signature

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Date

## **PROPOSAL INFORMATION**

### **Scope of Services**

To establish a MULTI-VENDOR or SINGLE VENDOR with MULTIPLE LOCATIONS contract to perform preventative maintenance on light-duty vehicles (up to 1 ton gasoline and diesel-powered) for CITY OF MESQUITE vehicles in accordance with specifications described within the contract.

### **Vendor Qualifications**

The VENDOR(S) must have proof that they have been doing business legally in the CITY OF MESQUITE for a period of no less than 3 years. The City will **accept** a VENDOR(S) place of business outside the CITY OF MESQUITE'S territorial jurisdiction, however, would *prefer* a VENDOR(S) place of business be within the CITY OF MESQUITE'S territorial jurisdiction (City limit). If the VENDOR is a single owner of multiple locations of the same business, each location must submit a proposal for consideration.

### **Contractor Duties**

The CONTRACTOR(S) shall supply all materials, equipment, labor, and other items needed to perform and execute the work (hereinafter referred to as the "Work") described in the Scope of Services. The Work will be performed on the equipment at the CONTRACTOR(S)'s place of business, or in case of emergency, at the location of the vehicle or equipment. Equipment Services will provide the CONTRACTOR(S) with such permissions as required for access to the sites. The Work shall be performed in accordance with generally accepted industry standards, practices, and principles applicable to the work, and the worksites are maintained reasonably free of trash and waste materials. The CONTRACTOR(S) shall supervise and direct the Work and shall be solely responsible for and in control of the means, methods, procedures, techniques, and sequences of doing the Work. Except as otherwise provided in the Scope of Work, the CONTRACTOR(S) shall pay for all labor, equipment, tools, transportation, sub-CONTRACTOR(S) fees, and other items needed to perform and execute the Work.

### **Schedule**

The preventative maintenance work will be performed according to the specifications attached herein. The CONTRACTOR(S) will be required to coordinate with the User department to schedule preventative or extended maintenance, repairs, and inspections. The CONTRACTOR(S) will obtain permission prior to beginning any work beyond the work considered as preventative maintenance such as extended service work or repairs to vehicles that are recommended due to defects found during the inspection or preventative maintenance process. Any SAFETY defects discovered during the preventive maintenance inspection should be reported immediately to the Equipment Services Supervisor or designated representative.

### **Additional Work**

Any repairs identified during the performance of preventative maintenance shall be described and submitted in writing along with an estimated cost of repair. Equipment Services must approve the repair prior to such repair being undertaken.

### **Custody and Care of Property**

The CONTRACTOR(S) agrees that s/he shall be responsible for the proper custody and care of any vehicles or property furnished for use in connection with the performance of this contract or purchased by it for this contract (i.e., repair manuals) and will reimburse the CITY OF MESQUITE for loss or damage of such property. The CITY OF MESQUITE's vehicles and trailers should be stored in a secure location if it is necessary for them to remain in the CONTRACTOR(S) custody overnight.