

**City Of Mission
Specifications**

Bid Name/No.: “Tire Installation, Repair and Service Calls for all City Vehicles and Special Equipment”/

- I. **Scope of Work:** The City of Mission is accepting bids for the Tire Installation and Balancing, Repair and Service Calls, sensor and disposal of tires for all City Vehicles and Special Equipment. The Bidder/Contractor shall be responsible for repair of flat tires and/or replacement of worn/damaged tires to City Fleet Units in a timely manner.
- (a) Contractor is to have a set Location, within city limits, is needed for new tire installation and balancing.
 - (b) Shop is to offer mobile services to render tire repair and replace within City Limits.
 - (c) Repair or replace flat tires on City Fleet Units within the City limits. If service call is outside of a 20-mile radius from city limits boundaries, trip/mileage charge may be applied.
 - (d) Replacement of worn/damaged tires on City Fleet Units (City shall provide new tires and tubes). Such work will be performed onsite or at provided Shop Location.
 - (e) Optional cost for flat repair services – Valve Stems charges indicated on the Bid Form shall be for all types of repairs including repairs requiring a plastic, rubber, metal, or other type of stem.
 - (f) Service Call Response time shall be 1 hour or less, from when Service Call is placed.
- II. **Clarifications:**
- (a) The successful bidder/contractor shall provide all necessary supervision, labor, materials, tools and supplies required to perform the task at hand in a manner which is consistent with generally accepted fleet tire repair practices.
 - (b) Dual Rear Wheel Units: Some of our fleet units have two (2) rear tires on each side. When the inner tire is the one in need of repair, the outer tire needs to be removed to reach the inner tire at no additional charge. The contractor shall be compensated only for the one (1) flat tire repair performed.
 - (c) Front tires on Sanitation (brush and garbage) units shall not be patched or repaired, and must be replaced.
 - (d) Any Tire on Emergency Vehicle (police patrol, fire) units shall not be patched or repaired, and must be replaced.
- III. **Security:** Bidder/Contractor shall be responsible for the security of the vehicles while the tire repair services are being performed and/or left overnight at provided location.
- IV. **Damage to City Fleet Units/Equipment:** Bidder/Contractor shall be held liable for any damages made to the City of Mission Fleet Units, wheels/rims, and/or any damage to any tire sensors.
- V. **Performance:** The timely performance of the successful contractor shall be a critical part of this service contract. If in the opinion of the City of Mission the performance of the successful contractor is not satisfactory, a written notice shall be given to the successful bidder/contractor advising him/her of the situation and given a reasonable time to cure the situation.
- VI. **Frequency of Service:** The need for service shall be on an “as needed” basis and shall be dictated by the Fleet Director, Fleet Operations Manager, Supervisors, or designated representative, unless otherwise dictated by the City. Service Orders shall be placed by telephone or e-mail.
- VII. **Costing/Methodology:** The Bidder/Contractor shall charge the City of Mission a firm unit price for each tire that is being serviced on City Fleet Units. The unit price shall be the same as being identified in the Bid Pricing Schedule Form.
- VIII. **Invoices:** All invoice shall be supported by individual tickets bearing original signature of driver/City employee and service person. The successful contractor’s invoices shall specify the city department, unit number, license plate number of the unit, date of services, and size & location of tire(s) being repaired or replaced. **Invoicing shall be submitted to the City of Mission weekly City Fleet Director: J. C. Avila, 609 N. Canal Street, Mission, TX 78572.**
- IX. **References:** Contractor shall submit list of references that currently receive or have received similar services as those outlined under scope of services and general specifications.

X. **Representative:**

The City of Mission's representative shall be the Fleet Director, Supervisors, or a person(s) designated by him, unless otherwise dictated by the City. All activity in respect to this contract shall be coordinated, unless otherwise dictated to the contractor.