

# INDIANA COUNTY COMMISSIONERS

## REQUEST FOR PROPOSALS

### Fleet Vehicle Maintenance Services

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#### 1. Introduction

Indiana County is seeking qualified and experienced automotive service providers to provide maintenance and repair services for approximately seventy (70) County-owned fleet vehicles including sedans, SUVs, trucks, and vans.

#### 2. Scope of Services

The successful bidder shall provide routine maintenance, major repairs, tire services, inspections, diagnostics, and emergency roadside assistance as authorized by the County.

- Routine Maintenance:
  - Oil changes
  - Tire rotations and balancing
  - Fluid checks and refills
  - Filter replacements
  - Brake inspections and repairs
  - Battery testing and replacement
  - State inspections
  - Air Conditioning R134 Service
  - Air Conditioning 1234YF Service
- Major Repairs:
  - Engine and transmission repairs
  - Suspension and steering repairs
  - Electrical system repairs
  - Air conditioning repairs
  - Bodywork and painting (if applicable)
- Tire Work:
  - Tire installation and repair
  - Government contract pricing for tires (list compatible brands)
  - Valve and Sensor replacement
  - Mount and Balance (wheel weights included) for all sizes
  - Powder Balance
- 24/7 Emergency Roadside Assistance:
  - Vehicle recovery
  - On-site repairs (if possible)

### **3. Pricing Requirements**

Bidders must provide:

- Hourly labor rate
- Diagnostic fee
- Tire pricing structure
- Emergency service rates

All pricing must remain firm for the contract term.

### **4. Authorization Requirements**

The vendor must obtain County approval prior to performing repairs exceeding \$500 unless emergency conditions exist.

### **5. Reporting and Invoicing**

Invoices must include vehicle number, date of service, labor hours, parts used, and total cost. Monthly service summaries must be provided electronically.

### **6. Contract Term**

The contract shall be for one (1) year with the option to renew for up to two (2) additional one-year terms.

### **7. Performance Requirements**

Vendor must maintain qualified staff, proper equipment, and ensure timely completion of services.

Vendor must be an authorized service provider with the Enterprise Fleet Management maintenance network, or otherwise be approved and recognized by Enterprise Fleet Management as an authorized preferred maintenance partner. Vendor may be required to provide documentation confirming such authorization upon request.

### **8. Proposal Submission**

Proposals must be submitted to:

Indiana County Commissioners by April 1, 2026.

Proposals must be received by:           Indiana County Commissioners  
Robin Maryai, Chief Clerk  
825 Philadelphia Street  
Indiana, PA 15701

### **9. Questions and Clarifications**

Any questions regarding this RFP should be submitted in writing to Kerry Olp by email:

[kolp@indianacountypa.gov](mailto:kolp@indianacountypa.gov)

### **10 Evaluation Criteria**

Proposals will be evaluated based on price, experience, capabilities, and references.

## 11 Contract Term

The successful bidder will be required to enter into a contract with Indiana County for the provision of fleet vehicle maintenance services. The contract shall include the following terms and conditions:

- **Insurance and Indemnification:** The successful bidder shall maintain adequate insurance coverage and indemnify Indiana County against any losses or liabilities arising from the performance of the contract.
- **Confidentiality:** The successful bidder shall maintain the confidentiality of all Indiana County's confidential information.
- **Compliance with Laws:** The successful bidder shall comply with all applicable federal, state, and local laws and regulations.
- **Performance Standards:** The successful bidder shall meet specific performance standards, such as response times for emergency service calls and vehicle uptime.

## 12 Reservation of Rights

Indiana County reserves the right to reject any or all proposals and award in the best interest of the County.