

INDIANA COUNTY COMMISSIONERS

REQUEST FOR PROPOSALS

Fleet Vehicle Maintenance Services

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.

3. Pricing Requirements

Bidders must provide:

- Hourly labor rate
- Parts markup percentage
- 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

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.