



## CITY OF MISSION

*"Home of the Grapefruit"*

September 6, 2017

RE: **Addendum No. 1/ City of Mission Solicitation: Fleet Maintenance and Preventive Services  
Request for Proposal No.: 17-278-09-07**

Dear Prospective Proposer:

**The following is to be corrected/added/changed/clarified:** Addendum is being sent out in response to the following questions:

- a. Question: Would you be able to provide a specific list of work that is considered preventive maintenance by the City of Mission?

**Answer: See Preventive Maintenance (PM) Schedule for State Fleet Vehicles attached to this addendum.**

- b. Question: Section 6.1.5 states that the requirements for ASE and EVT certified mechanics. However, ASE and EVT certified mechanics are not required by NFPA or OEM standards for preventive maintenance. This requirement is typically directed toward major repairs. In the interest of cost savings on this RFP, the percentage of ASE certified mechanics may be lowered.

**Answer: Yes, we require ASE (Automotive Service Excellence) and EVT (Emergency Vehicle Technician) to work on the City of Mission Fleet.**

- c. The proposal due date has changed. The date for receipt of proposals is **Thursday, September 14, 2017 at 2:00 p.m. CST**
- d. No other changes result from this Addendum No. 1.

**NOTE: This form must be completed and submitted with your bid response. WARNING: Failure of an Offeror to acknowledge receipt of this Addendum, as described herein, may result in REJECTION OF THE OFFER.**

We apologize for any inconvenience this may have caused. Authorized signature is needed. Everything else shall remain the same. If you have any questions, please contact me at (956) 580-8667.

Sincerely,

Crissy Cantu  
Purchasing Buyer



Authorized Signature

Acknowledge receipt of Addendum No. 1

Printed Name

Company Name

## **PREVENTIVE MAINTENANCE (PM) SCHEDULE FOR STATE FLEET VEHICLES**

**NOTE:** ALL receipts/invoices for services or repairs must be sent to the nearest DOT district or to State Fleet Services for data entry into our fleet management system. (Fuel receipts do not need to be sent in.)

**DIESEL PICKUPS:** All oil change services are to be performed at an original equipment manufacturer Original Equipment Manufacturer (OEM) authorized service center at 5,000 mile intervals using 5W-40 engine oil or a weight of oil as recommended in the owner's manual. Follow the maintenance guide in the owner's manual for all additional PM services and have them performed at the OEM service center also. If there is no OEM service center in your area, contact your NDDOT district shop supervisor for direction.

### **LIGHT VEHICLE PM SERVICE – DAILY SAFETY CHECKLIST:**

- ✓ Walk around vehicle
- ✓ Check for body damage
- ✓ Check tire wear and inflation
- ✓ View under vehicle for wet spots caused by a possible fluid leak
- ✓ Check fluid levels to include engine oil, coolant reservoir level, and windshield washer fluid level
- ✓ Review and check the vehicle owner's operation manual for directions on specific vehicle operations and maintenance items

### **"A" PM SERVICE CHECKLIST TO BE PERFORMED EVERY 5000 MILES OR ONE YEAR:**

- ✓ Replace engine oil and filter
- ✓ Check/clean battery terminals
- ✓ Lubricate/grease all grease fittings including all U-joints
- ✓ Check all fluid levels and fill as necessary
  - Battery
  - Radiator
  - Power steering reservoir
  - Windshield washer
  - Master cylinder
  - Transmission
  - Transfer case
  - Differential
- ✓ Check all lights for proper operation
- ✓ Check all tires for wear and proper inflation
- ✓ Check/replace belts
- ✓ Check air filter and replace if necessary
- ✓ Diesel pickups: At a minimum, change fuel filter annually (preferably in the fall) using OEM filters only

### **"B" PM SERVICE CHECKLIST TO BE PERFORMED EVERY 10000 MILES:**

- ✓ Perform all items listed on the "A" PM checklist, PLUS:
- ✓ Rotate tires on all light vehicles (under 10,000 lbs. GVWR)

**"C" PM SERVICE CHECKLIST (EXCEPT GROUP 2 SEDANS):**

- Group 1 (mini passenger vans ) at 60,000 miles only
- Group 3 (*light* pickup/cargo van/full size utility) at 60,000 miles only
- Group 4 (*heavy* pickup/van/full size utility) at 60,000 miles only
- Group 7 (Highway Patrol) all vehicles at 30,000 and 60,000 with the exception of the Dodge Charger which will require the service at 60,000 miles only
- Group 9 (Game enforcement/special) at 60,000 miles only
- ✓ Perform all items included in the "A" and "B" PM Service PLUS:
- ✓ Pack front wheel bearings if applicable
- ✓ Drain and refill automatic transmission fluid and replace filter
- ✓ Replace fuel filter if in fuel line
- ✓ (Dodge Charger hemi engine) replace spark plugs with platinum plugs at 30,000 miles only

**"D" PM SERVICE CHECKLIST TO BE PERFORMED EVERY 5000 MILES OR ONE YEAR ON ALL GROUP 7 HIGHWAY PATROL UNITS:**

- ✓ Replace engine oil and filter
- ✓ Check/clean battery terminals
- ✓ Lubricate/grease all grease fittings including all U-joints
- ✓ Check all fluid levels and fill as necessary
  - Battery
  - Radiator
  - Power steering reservoir
  - Windshield washer
  - Master cylinder
  - Transmission
  - Transfer case
  - Differential
- ✓ Check all lights for proper operation
- ✓ Check all tires for wear and proper inflation
- ✓ Check/replace belts
- ✓ Check air filter and replace if necessary

**"E" PM SERVICE CHECKLIST ON ALL GROUP 7 HIGHWAY PATROL UNITS (AT 10,000 MILE INTERVALS):**

- ✓ Perform all items listed on the "D" PM checklist PLUS:
- ✓ Rotate tires if necessary

**"F" PM SERVICE CHECKLIST PERFORMED EVERY 2500 MILES OR ONE YEAR ON GROUP**

**12 FACILITY UNITS:**

- ✓ Replace engine oil and filter
- ✓ Check/clean battery terminals
- ✓ Lubricate/grease all grease fittings including all U-joints
- ✓ Check all fluid levels and fill as necessary:
  - Battery
  - Radiator
  - Power steering reservoir
  - Windshield washer
  - Master cylinder
  - Transmission
  - Transfer case
  - Differential
- ✓ Check all lights for proper operation
- ✓ Check all tires for wear and proper inflation
- ✓ Check/replace belts
- ✓ Check air filter and replace if necessary

**"G" PM SERVICE CHECKLIST PERFORMED EVERY 5 YEARS ON GROUP 12 FACILITY UNITS:**

- ✓ Perform all items listed on the "F" PM checklist PLUS:
- ✓ Drain and refill automatic transmission fluid and replace filter
- ✓ Replace engine coolant

**"V" PM SERVICE CHECKLIST TO BE PERFORMED BY OEM'S ONLY ON GROUP 2 CHEVY**

**VOLTS:**

- ✓ Replace engine oil @ 7,500 miles (one time only)
  - ✓ Rotate tires
  - ✓ Perform any other services as recommended by OEM
- after 7,500 mile service
- ✓ Replace engine oil when indicator minder comes on or every two years
  - ✓ Rotate tires
  - ✓ Perform any other services as recommended by the OEM