



Napa County Transportation and Planning Agency

707 Randolph Street, Suite 100, Napa CA 94559
707-259-8631 FAX 707-259-8638

Quote for Goods and/or Services

Vendors must sign and return this form (both sides) to NCTPA via US Mail, FAX or as an emailed PDF file.

This document is a quotation form and NOT a contract and does not represent a commitment by NCTPA to purchase goods/services.

Goods/Services Desired (descriptive):

The Napa County Transportation and Planning Agency (NCTPA) is seeking maintenance services for the ten 15 passenger 2003 GMC Savanna 3500 in the Agricultural Worker Vanpool Program (AWVP) fleet that will reduce the administrative and direct costs associated with the delivery of maintenance services related to operating the AWVP. The duration of the services shall be two years from the date of the executed contract, with a one year extension option, for a total period of up to 3 years, granted at the discretion of NCTPA. Vendor is to provide scheduled maintenance to AWVP vehicles in 4000 mile intervals. Other maintenance shall be provided as needed, as approved in writing from the NCTPA. Vendor is to follow manufacturer's scheduled maintenance recommendations.

Detailed Specifications:

Vendor shall provide routine and non-routine maintenance and repair work for the entire AWVP fleet of vehicles. In addition, AWVP would like the Vendor to provide, (either directly or via a contractor), physical damage maintenance, towing services, car washes, safety and recall procedures, reporting and tracking processes, mobile maintenance service and warranty work. Vendor shall provide all equipment, parts, mounting hardware, tools, consumables, labor, supervision, transportation, disposal, etc., as may be necessary to provide turn-key results. Order all required materials within 1 business day and complete work within 3 business days after work has begun. The vendor shall coordinate, with the NCTPA representative, the installation schedule and vehicle availability. Vendor shall ensure that only qualified technicians perform the installation work, check the completeness and correctness of the installations. Finally, the vendor shall provide NCTPA with the following documentation and reports in writing:

- A) An end-of-project spreadsheet listing the fleet vehicle number, make and model number, and date when each device was installed and or serviced.
- B) A list of the device's manufacturer's maintenance procedures and recommended maintenance period for each vehicle.
- C) A written labor and materials warranty for services provided.

Vendor Confirmation:

Our company certifies that we can provide the services as specified on this form and that the price quoted meets and is inclusive of all specifications noted herein.

Company Name (print)

Vendor Representative (sign)

Date

Quotation Matrix

Complete the matrix below including/inclusive of all applicable charges to provide the goods and services specified on the opposite side of this form.

ITEM	QTY	UNIT COST	TOTAL
Routine Maintenance to include, but not limited to:			
1. Oil and filter changes, chassis lubrication			
2. Vehicle fluid replacement (Transmission, Coolant, Power steering etc.)			
3. Tire rotation, balancing, pressure check and replacement			
4. Alignment			
5. Oil and filter changes, chassis lubrication			
6. Brake System Repair / Replacement			
7. Exhaust System Repair / Replacement			
8. Steering / Suspension System Repair / Replacement			
9. Engine Tune-up, including Spark Plug Replacement			
10. Electrical System Repair / Replacement, including Light Bulb replacement			
11. Heating / Cooling System Repair / Replacement			
12. Emission testing			
13. Wiper blades replacements			
14. Post work safety inspection			
15. Car wash			
Non-routine Maintenance to include, but not limited to:			
1. Transmission Replacement			
2. Engine Replacement / Rebuild			
3. Body Work from collision or other			
4. Body Painting			
5. Uni-Frame Repair / Realignment			
6. Window Glass Replacement			
7. Towing			
8. Emergency Road Assistance			
9. Transmission Replacement			
10. Engine Replacement / Rebuild			
11. Post work safety inspection			
Typical tasks of "Mobile" routine maintenance include:			
1. Oil and filter changes			
2. Chassis lubrication			
3. Vehicle fluid replacement (transmission, coolant, power steering etc.)			
4. Window glass replacement			
5. Wiper blades replacement			
6. Post work safety inspection			
Freight/shipping			
Applicable taxes			
TOTAL QUOTE			

Is your company a registered Disadvantaged Business Enterprise (DBE)? YES NO

Is a deposit required? YES NO

If yes, list terms: _____

Quote is good for _____ days from date below.

Lead time required from signed contract to delivery? _____

Describe warranty (attach sheet if necessary): _____

Business References for Similar Projects

Company Name	Contact Name	Contact #	Date of Job

Our company certifies that we can provide the goods/services as specified on the opposite side of this form and that the price quoted meets and is inclusive of all specifications noted herein.

Company name (Print)

Company address (Print)

Vendor Representative (Sign name)

Company phone

Email

(Print name) Date