

AUTOMOBILE AND LIGHT DUTY TRUCK OIL CHANGES

I. REQUIREMENTS

- A. The City of Flint is seeking bids from qualified Bidders to perform Oil Changes for light duty four (4) to eight (8) cylinder gasoline and diesel engine vehicles owned and operated by City of Flint Fleet Services Department. However, other vehicles owned by the city of Flint may take advantage of this agreement.
- B. Services shall be performed according to the manufacturer's requirements by qualified service personnel. Bidder shall provide walk-in service (no appointment needed). Service time shall not exceed thirty (30) minutes.
- C. The City of Flint will only accept new motor oils with API designations of SN for gasoline engines and CK-4 for diesel engines. These designations may be shown alone or in combination with others. Only oil from major manufacturers will be accepted, i.e. Penzoil, Quaker State, etc. The oil must meet the original equipment manufacturer's specifications and viscosity requirement for the model being serviced.
- D. All re-refined oil products submitted under this Bid shall be licensed by the American Petroleum Institute Engine Oil Licensing and Certification System (API-EOLCS) and meet the performance of the major auto and equipment manufacturers so as not to void manufacturer warranties.
- E. Only OEM quality filters that provide particle filtering between 10-20 microns are acceptable.

II. SCOPE OF SERVICES

- A. The price quote for Oil Change services (item No.1 below) shall include all parts, material, and labor charges necessary to perform the additional services (items No. 2-14 below).
 - 1. Change oil per manufacturer's recommendation up to five (5) quarts.
 - 2. Replace oil filter.
 - 3. Lubricate chassis and drive train components.
 - 4. Check and top off Transmission Fluid.
 - 5. Check and top off Differential Fluid.
 - 6. Check and top off Brake Fluid.

7. Check and top off Power Steering Fluid.
8. Check and top off Engine Coolant.
9. Check and top off Windshield Washer Fluid.
10. Check the Air Filter.
11. Check and correct Tire Pressure to manufacturer's standards.
12. Check and clean Battery Terminals.
13. Check wiper blades.
14. Check Headlights, Taillights and Turn Signal Lights.

III. PRICING

- A. Price quoted shall include all parts, materials and labor charges necessary to perform all items listed per manufacturer's recommendation.

Description	Quantity	Unit	Unit Price Year 1	Unit Price Year 2	Total Price
Oil Change Service Conventional motor oil up to 5 quarts	1	Each			
<i>Additional conventional motor oil (if needed)</i>	<i>1</i>	<i>Quart</i>			
Oil Change Service Blended synthetic motor oil up to 5 quarts	1	Each			
<i>Additional blended synthetic motor oil (if needed)</i>	<i>1</i>	<i>Quart</i>			

IV. LOCATION

- A. Supply the following information for each location providing service.
1. Address and Telephone Number.
 2. Number of Bays available to provide service.
 3. Number of Qualified Technicians available to provide service.
 4. Hours of Operation.
 5. List of Holidays/Days facility is closed.

Location #1 Address		Telephone Number	
# of Bays		# of Technicians	

Hour of Operation			Holidays/Closed Days	
Monday	am to	pm		
Tuesday	am to	pm		
Wednesday	am to	pm		
Thursday	am to	pm		
Friday	am to	pm		

Location #2 Address		Telephone Number	
# of Bays		# of Technicians	

Hour of Operation			Holidays/Closed Days	
Monday	am to	pm		
Tuesday	am to	pm		
Wednesday	am to	pm		
Thursday	am to	pm		
Friday	am to	pm		

Location #3 Address		Telephone Number	
# of Bays		# of Technicians	

Hour of Operation			Holidays/Closed Days	
Monday	am to	pm		
Tuesday	am to	pm		
Wednesday	am to	pm		
Thursday	am to	pm		
Friday	am to	pm		