



**REQUEST FOR QUOTE
FOR
ROUTINE VEHICLE MAINTENANCE
SERVICES**

Quotes Due August 2, 2024, 5:00 PM

**82-925 Avenue 52
Coachella, CA 92236
760-398-3221
<http://coachellacemetery.org/>**

**COACHELLA VALLEY PUBLIC CEMETERY DISTRICT
REQUEST FOR INFORMAL QUOTE
ROUTINE VEHICLE MAINTENANCE SERVICES**

I. GENERAL

The Coachella Valley Public Cemetery District ("District") is requesting quotes ("RFQ") for mobile (on-site) routine service to be performed on our Maintenance vehicles.

II. SCOPE OF SERVICES; PROFESSIONAL SERVICES AGREEMENT

Regular routine service includes, but are not limited to:

- Oil and filter
- Air filter
- Cooling system
- Transmission
- Brakes
- Front/Rear Differential
- Hydraulic Components

Not all services listed above will apply to all vehicles listed. Other components identified as requiring routine service by a professional mechanic and in accordance with the vehicle service manual/manufacture specifications may also be requested as needed.

The vehicles that require service are described in Exhibit A (attached).

The District reserves the right to seek job details for each service ahead of performance of duties, including time estimate, date and time of service call, and other details related to the service being requested. The District reserves the right to get additional quotes for any single service if we believe more affordable services are available to us, or if the job is time sensitive and a vendor is unable to meet our request for appointment.

Submitted quotes may be utilized for up to two (2) years unless otherwise indicated, so please indicate if the quotes submitted are for a lesser time frame.

III. SUBMITTING QUOTE

Based on the vehicles and equipment listed in Exhibit A, those submitting to this quote should list their hourly service charge(s) for all services listed in Section II. If the hourly service rate varies based on equipment, please specify that in your quote. A sample quote submission is attached as Exhibit B.

The District reserves the right to purchase all equipment and supplies associated with the

described services, therefore we are seeking “labor rates” only.

We recommend proposers include information about their company and references as the District reserves the right to award project to the company best equipped to perform the work within budget.

Questions related to this RFQ may be submitted in writing to the District General Manager at josh.bonner@cvpcd.org. Questions must be received by July 25, 2024.

Quotes must be received by the District no later than August 2, 2024, at 5:00 PM. Quotes may be emailed to josh.bonner@cvpcd.org (preferred) or submitted to the District office located at 82-925 Avenue 52, Coachella, CA 92236. Our office hours are 8:00 AM to 5:00 PM, Monday through Friday.

All quotes submitted in person should be in clearly marked envelope as follows:

Attn: General Manager, Vehicle Maintenance Quote

Quotes may be submitted by mail, but quotes received after the deadline will not be accepted regardless of postage date.

IV. TIMELINES

The District will try to closely adhere to the following timeline related to the RFQ. All due dates listed are by end of business day (5:00 PM, PST) unless otherwise specified.

July 15, 2024 – Issuance of RFQ

July 25, 2024 – Deadline for Submission of Questions by Interested Vendors

July 29, 2024 – District will Publicly Post Response to Questions Received

August 2, 2024 – All Quotes Due to District

August 5, 2024 – RFQ Responses to be Reviewed by District Staff

August 9, 2024 – Selection of Vendor and Notification

EXHIBIT A

Coachella Valley Public Cemetery District Vehicle/Equipment Inventory List

- 2023 John Deere 410P Backhoe
- 2006 John Deere 310 Backhoe
- John Deere 3039 Tractor
- 2024 John Deere 3046R Tractor
- New Holland 1510 Tractor
- 2024 New Holland L4802DTTractor
- 2015 John Deere 3039 Tractor
- 2024 Ford F350 (Gas) Dump Truck
- 2007 Ford F350 (Gas) Dump Truck
- 2019 Kawasaki Mule Side-by-Side
- 2023 Kawasaki Mule Side-by-Side
- 2023 Kawasaki Mule Side-by-Side

EXHIBIT B

SAMPLE QUOTE SHEET

This Sample Quote Sheet is provided as an example only. The quote sheet you submit does not need to conform to this format but should offer the same information.

On-Site Heavy-Duty Equipment Service (Backhoes and Tractors): \$XX per hour

On-Site Light-Duty Equipment Service (Trucks, Side-by-Sides): \$XX per hour

Hourly service quotes are good for a period of two (2) years, until July of 2026.

This is only an example. You may supply a standard hourly rate, an hourly rate for each piece of equipment, a flat rate for each type of service, or whatever rate system best reflects your service pricing options. In order to achieve a relative comparison, the District reserves the right to reach out to each vendor for additional details, based on the quotes received.