



## **Request for Proposals**

### **Vehicle Maintenance/Repair & Tire Replacement**

#### **LKLP Community Action Council, Inc.**

LKLP CAC, Inc. is requesting proposals for vehicle maintenance/repair and tire replacement materials and labor. Proposals will be required to be submitted in a sealed envelope to:

**Cena Stacy  
LKLP CAC, Inc.  
398 Roy Campbell Drive  
Hazard, KY 41701**

Proposal Deadline: **July 7, 2014 3:00 p.m. EST.** Proposals received after the deadline will not be considered.

All inquiries or clarifying questions may be directed to Cena Stacy at [c.stacy@lklp.net](mailto:c.stacy@lklp.net) or (606) 436-8853 ext. 2152. Proposals must be mailed or hand delivered. No emailed or faxed proposals will be accepted. Original Proposal must be signed by an authorized company representative.

The proposals submitted will be effective for ninety (90) calendar days following the submittal date.

In the proposal, the vendor must include:

1. The company background and contact information.
2. Pricing for vehicle repair/maintenance supplies listed below and associated labor rates.
3. Invoicing & Payment terms.
4. Purchase Order Requirements.
5. Delivery methods and terms.
6. Return policies.
7. List of suppliers.
8. Ability to provide large quantities of certain items (i.e. quantity kept on hand or estimated delivery time from suppliers).
9. Three (3) customer references.
10. Copy of Workers Comp and Liability Insurance Certificates.
11. List of ASE Certified Mechanics.

All proposals will be reviewed and ranked. All submitting organizations will be notified in writing of the firm selected.

LKLP CAC, Inc. is a private, nonprofit organization. It is exempt from all Sales Tax. All supplies will be purchased via purchase orders.

**Sample repair and maintenance supply list (Purchaser has the right to add to the list when necessary):**

1. Oil change
2. Brake pads
3. Brake rotors
4. Brake calipers
5. Transmission maintenance
6. Heating/Air repair
7. Battery
8. Windshield wipers
9. Wiper motor
10. Bulb replacement
11. Front end alignment
12. Tires (state contract price applies)
13. Tire rotation
14. Exhaust repair
15. Wheel bearings
16. Struts/shocks
17. Alternator
18. Water pump
19. Belt replacement
20. Radiator repair/replacement
21. Air filter
22. Fuel injection repair
23. Electronic window motor
24. Computer repair
25. Starter repair

LKLP is an Equal Opportunity employer and service provider. LKLP encourages minorities and small businesses to apply.