

# The Woodlands Township Park and Recreation 8203 Millennium Forest Dr. The Woodlands, TX 77381

#### Invitation for Bid 2026-2028 Fleet Maintenance Bid Contract Number: C-2025-0437

#### **PURPOSE**

The purpose of this bid is to identify a full-service maintenance facility for The Woodlands Township to send their trucks, vehicles, and equipment for preventative and routine maintenance, parts, and repair. The contract will be for a term of 36 months beginning January 1, 2026, and ending December 31, 2028.

Deadline for Written Questions at 5:00 p.m. CST	Wednesday, October 1, 2025
Bids Due by <u>1:00 p.m.</u> CST at 8203 Millennium Forest Dr, The Woodlands, TX 77381	Wednesday, October 8, 2025

Bidder shall <u>complete every space</u> in the bidder proposal column with either **signed initials** to indicate the item being bid is exactly as specified or a description to indicate any deviation of item being bid from the specifications. Bidders may submit additional information explaining any proposed deviation.

1	GENERAL	Bidders Initials
1.1	The contract for these services, if awarded, shall be for <b>thirty-one (36) months (January 1, 2026 – December 31, 2028)</b> . All financial obligations of The Woodlands Township under a proposed contract are conditional as they relate to a yearly appropriation during the annual budget process.	
1.2	Within (180) days before the expiration of the Initial Term (June 1, 2028), The Woodlands Township may give written notice to Contractor of its desire to extend the Agreement (the "Renewal Notice") for an additional period. (the "Renewal Term"). If The Woodlands Township delivers the Renewal Notice, the Parties shall within thirty (30) days from the date of receipt of the Renewal Notice, use good faith efforts to negotiate the terms and conditions of the Renewal Term. Any agreed upon Renewal Terms shall be in writing and executed as a Modification of the Agreement. In the event the Parties are unable to agree upon the terms and conditions for the Renewal Term, then the Agreement shall expire upon the expiration of the current term or otherwise terminate pursuant to the terms of the Agreement. Renewal Terms will be limited to a maximum of two (2), three (3) year renewal periods.	
1.3	The Woodlands Township reserves the right to reject any or all bids, including without limitation the rights to reject any or all nonconforming, non-responsive, unbalanced or conditional bids and to reject the bid of any bidder if The Woodlands Township believes that it would not be in the best interest of the project to make an award to that bidder, whether because the bid is not responsive or the bidder is unqualified or of doubtful financial ability or fails to meet any other pertinent standard or criteria established by The Woodlands Township.	
1.4	The Woodlands Township also reserves the right to waive all informalities and defects in the bids and the bidding process not involving price, time of submittal or changes in the work and to negotiate contract terms with the successful bidder. Discrepancies between the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum. Discrepancies between words and figures will be resolved in favor of the words. In case of ambiguity or lack of clarity in stating the prices in the bid, The Woodlands Township reserves the right to consider the most advantageous bid thereof or to reject the bid.	
1.5	Prospective Bidders may obtain a bid package including specifications and bidding documents from The Woodlands Township website, online at <a href="https://www.thewoodlandstownship-tx.gov/Departments/Finance/Purchasing-Procurement/Bids">https://www.thewoodlandstownship-tx.gov/Departments/Finance/Purchasing-Procurement/Bids</a> .	
1.6	Bidders should carefully examine the bid documents, specifications, and other documents, visit the sites of the work, verify quantities, and fully inform themselves as to all conditions and matters which can in any way affect the work or the cost thereof. Should a bidder find discrepancies in, or omissions from specifications, or other documents, or be in doubt as to their meaning, he should at once notify The Township and obtain clarification prior to submitting a bid.  Addenda to the specifications shall be considered part of the contract documents. Bidder shall	
	acknowledge receipt of the addenda on the Bid Proposal Form. Oral and other interpretations or clarifications will be without legal effect.	
1.8	Any qualification or exception submitted by the contractor pertaining to the specifications and bid items may be cause for rejection of bid. (A conditional bid may be cause for rejection.)	
1.9	The Contractor's bid shall include unit prices as outlined in the Bid Tabulation Form.  Quantities required and listed are substantially correct, but The Woodlands Township reserves the right to increase and/or decrease the amount of work to be done by any amount at the same unit cost bid.	
1.10	There will be no public bid opening; however, bid tabulations and related bid documents will be released once the Board of Directors has reviewed and approved them.	

1.11	ANY ALTERATIONS, ADDITIONS OR DELETIONS, TO EITHER THE INSTRUCTIONS TO BIDDERS, OR THE PROPOSAL FORM SHALL CONSTITUTE THE BID(S) AS UNACCEPTABLE.	
1.12	It is understood that in addition to the items outlined in this bid package, The Woodlands Township's	
	fleet and equipment inventory are continually growing and the successful contractor must be capable	
	of handling contract additions or inventory increases throughout the term of the contract to the same	
	standards, frequencies and expectations outlined herein.	
1.13	Contractor shall be capable of receiving communication by email, or via phone call/message/app.	
1.14	Contractor shall provide all equipment, labor, trucks, and material necessary to perform the required	
	services. No equipment, material or personnel shall be provided by The Township to Contractor unless	
	agreed upon in advance in writing by the Township.	
1.15	Contractor shall remove all rubbish, waste and discarded material that is a result of their services	
	provided to the Township. If Contractor fails to comply with this obligation, and the Township is	
	required to remediate, the Contractor agrees to reimburse the Township for all expenses incurred for	
	the remedy.	
1.16	Any employee operating a Township vehicle will be identified by a company uniform (shirt, pants, or	
	cap). No Township vehicle or equipment shall be operated for any other sole reason than to perform	
	an inspection, or repair on that vehicle. Township vehicles shall remain on the contractor's work site	
	and be stowed away in a locked and secure state.	
1.17	Contractor shall behave and operate in an environmentally sound and professional way, as to not	
	create damage or cause exposure by virtue of negligence or omission.	
1.18	The contractor's workshop, property, equipment, and tools must be well maintained and in good	
1.10	condition.	
1.19	Contractor is responsible for responding to emergencies as deemed by The Township. Any emergency	
	repair or service deemed by the Township shall be completed within 24 – 48 hours unless extenuating circumstances arise in which the contractor notifies the Township.	
1.20	The safety of residents and visitors is of the utmost importance. It will be the contractor's	
1.20	responsibility to secure areas in and around where the work is taking place.	
1.21	Service can only be requested by authorized personnel who include Township staff having a title of	
1.21	Supervisor, Superintendent/Manager, Asst. Director, Director, Chief Operations Officer, or	
	President/Chief Executive Officer.	
1.22	All potential bidders should examine areas and assets included in this bid to ensure accurate	
	measurements and price quotes.	
1.23	Contractor is responsible for obtaining such supplies, materials, and parts if not provided directly by	
1.23	the Township. Such supplies, materials and parts shall be of good quality and the cost of such shall be	
	billed as reflected in the proposal from the Contractor. Installed materials that fail before end of	
	warranty shall be replaced by the contractor with new material at no cost to the Township other than	
	labor to reinstall.	
1.24	The Township Parks and Office facilities are highly used by the public. Contractors must ensure that the	
	general public and users are safe when performing services in and around all locations.	
1.25	Contractor shall not employ any subcontractor to fulfill any of the Contractor's obligations, in whole or	
	in part, without the prior express written approval of The Woodlands Township and shall fully	
	indemnify and defend the Township for any acts or omissions of any such sub-contractor.	
1.26	All maintenance operations shall be performed by the approved contractor or sub-contractor. A list of	
	subcontractors shall be submitted with the bid.	
1.27	Contractors must include a detailed <b>EQUIPMENT LIST</b> necessary to complete the work outlined in	
	these specifications and submit with the bid. Equipment list could include the details of the workshop,	
	number of vehicle lifts, specialty tools, etc	
1.28	Contractor is responsible for damage to people and/or property caused during the performance of	
	contracted work.	

1.29	The Contractor will be held responsible for any damages while fleet vehicles are in the contractor's possession and shall be remedied by the contractor at no cost to the Township. Values will be based on The Township's assessment and/or appraisal in accordance with O.E.M. parts and materials pricing.	
1.30	In the Township's opinion, through inspection and verification of work as defined by the specifications has been carried out to an insufficient standard, the work shall be performed again by the Contractor without creating a backlog to other scheduled repairs or maintenance services at the expense of the Contractor.	
1.31	To reduce travel and excess vehicle wear and tear the contractor shall be located within a <b>10-mile radius</b> of The Woodlands Township Park Operations facility, which is located at 8203 Millennium Forest Drive, The Woodlands, Tx 77381. Any Contractor bidding on this contract that is outside these parameters will need signed approval from Township to allow a variance or offer porter services to compensate for further distances.	

2	LAWS, REGULATIONS, AND INSURANCE	Bidders Initials
2.1	Please be advised that in accordance with State of Texas Local Government Code Chapter 176, Bidder must submit Form CIQ	
2.2	In compliance with State of Texas Government Code, Section 2252.908, the successful business entity awarded a contract by the Board of Directors of The Woodlands Township must complete Form 1295 – "Certificate of Interested Parties" – and must provide a signed and notarized printed copy of the form and a separate certification of filing. The form can be found at www.ethics.state.tx.us	
2.3	At Contractor's own cost and expense, Contractor shall comply with all laws, ordinances, rules, and regulations of the federal, state and local and OSHA authorities and departments relating to or affecting the work hereunder, and shall secure and obtain any and all permits, licenses and consents as may be necessary in connection therewith.	
2.4	Contractor shall furnish to The Township copies of said licenses and permits prior to the commencement of any work hereunder.	
2.5	All work, repairs, preventative maintenance, and installations shall be made in compliance with the appropriate Certifications, Laws, and Codes as adopted by the State of Texas.  Contractor shall provide The Woodlands Township with acceptable proof of insurance and endorsement forms which meet the requirements as identified herein. Proof of Insurance must	
2	be provided before any work is to begin.	D'Ale
3	INSTRUCTIONS	Bidders Initials
3.1	INTERPRETATIONS AND ADDENDA- All questions about the meaning or intent of the Bidding Documents and the Contract Documents shall be submitted in writing to Jared, Parks Superintendent at <a href="mailto:idavis@thewoodlandstownship-tx.gov">idavis@thewoodlandstownship-tx.gov</a> . Interpretations, questions, or clarifications will be considered by the Township and if necessary be responded to by issuance of an Addendum. All questions are to be received no later than Wednesday, October 1, 2025, at 5:00 p.m. CST. Only answers issued by Addenda will be binding. All addendums will be posted on The Woodlands Township website <a href="https://www.thewoodlandstownship-tx.gov/Departments/Finance/Purchasing-Procurement/Bids">https://www.thewoodlandstownship-tx.gov/Departments/Finance/Purchasing-Procurement/Bids</a> .	
3.2	Sealed bids, addressed to The Woodlands Township, 8203 Millennium Forest Drive, The Woodlands, Texas 77381, Attention: Jared Davis, Park Superintendent, must be received at the above address no later than Wednesday, October 8, 2025 at 1:00 p.m. CST for furnishing all labor, materials, supplies, equipment, licensing, supervision and performing all work necessary to provide The Woodlands Township based on the bid documents in The Woodlands Township, Montgomery and Harris Counties, Texas. Bids shall be submitted in sealed envelopes using the blank proposal forms furnished with this bid package.	
3.3	Each sealed envelope containing the bid(s) must be clearly marked on the outside BID for Park Fleet Maintenance Services Contract Contract Number: C-2025-0437 and the envelope should bear on the outside the name of the bidder and company their address.	
3.4	All companies bidding on this project must include the information outlined in the ITEMS TO BE INCLUDED IN BID SUBMITTAL such as bid checklist, bid bond, statement of qualifications, list of subcontractors, list of staff for the contract work, list of equipment, references, list of proposed equipment, licenses, insurance requirements, and other items requested in this bid document.	
3.5	All Bids must be made on the required BID TABULATION FORM. All blanks' spaces for BID prices must be filled in, in ink or typewritten, and the BID form must be fully completed and executed when submitted.	
3.6	Bidder is required to submit three (3) references of previous projects of similar or like nature size/value.	

3.7	<b>Bid Bond</b> -All bids shall be accompanied by a cashier's check, or certified check drawn upon a National or State bank, in the amount of \$2,500.00, payable to The Woodlands Township, or a Bid Bond in the same amount, from a Surety Company licensed in the State of Texas, as a guarantee that the bidder will enter into a contract.			
4	INVOICING AND PAYMENT			
4.1	Unit prices shall remain in effect for the length of this agreement (January 1, 2026 – December 31, 2028)			
4.2	Evaluation of bid considers the following considerations: prices, references, familiarization with The Woodlands, proximity to the Woodlands, etc			
4.3	THIS IS A TAX-EXEMPT CONTRACT. A TAX EXEMPTION CERTIFICATE WILL BE SUPPLIED TO THE CONTRACTOR WHO MAY THEN ISSUE A RESALE CERTIFICATE TO SUPPLIERS AND SUBCONTRACTORS.			
4.4	Unit prices shall be inclusive of all charges (equipment, disposal, environmental charges, etc.).  Labor Rates are called out as a separate price line item in the bid tabulation. All parts, materials, supplies, and additional services are called out as a cost-plus line item. Contractors will provide a mark-up percentage based off of their wholesale (at cost) pricing from their vendors.			
4.5	Fleet Vehicle invoices from the selected vendor must be submitted containing at least the following information (Also see section 5.24):  Date of Service  Description of Service containing the service performed, or services performed  The Township fleet number, license plate, and VIN number  Name of Township staff that dropped off the vehicle (First & Last name)  Description of Unit Price  All parts & materials containing mark-up shall have wholesale cost plus mark-up percentage identified on the line item. This should be based on the percentage identified in section 5.22  All labor rates should be clearly understood and based upon the pricing in section 5.21  Total Cost  No payment will be made without backup documentation			
4.6	The Township will remit payment for each invoice to Contractor within 30 days of receipt of an approved Invoice, unless the Township disputes any portion of the Invoice, and the Contractor is not in default under the provisions of this contract.			
4.7	Payments will be based on a per vehicle basis, based on a detailed invoice provided to The Township from the selected Contractor. The billing of services is on a per unit per vehicle price which are submitted as a total price.			
4.8	Monthly Statements – Contractor should provide a Monthly Statement of outstanding/pending invoices. Monthly Statement shall be sent on the 1 <sup>st</sup> day of each Month to the email <a href="mailto:parksinvoice@thewoodlandstownship-tx.gov">parksinvoice@thewoodlandstownship-tx.gov</a> .			

5				Bidders Initials	
5.1	.1 General Fleet Information:				
		Fleet Data	Total		
		Vehicle Count	74+		
		Average of Odometer Reading	37,275		
		Average of Miles Driven Per Year	9,521		
		Average of Years Old	4.53		
		Average Repair Costs per vehicle (2024			
		& 2025)	\$2,000		
5.2		lubrications, filter changes and other servi	ces will be performed	according to vehicle	
		urer's standards (OEM products).			
5.3	More com	nplex repairs should not exceed 48 hours.	Time frames will exclu	ide weekends and holidays.	
5.4	Bidders sh	nall furnish the following with the proposal:			
	• A	list of personnel who will perform contract	work.		
	• TI	he list shall identify principal service technic	cians and alternate se	rvice technicians.	
	• TI	he principal service technical length of serv	ice with the contracto	or.	
	• Ty	ype of experience/certifications of such per	sonnel.		
		ce manager shall be identified by name.			
5.5	All vehicles will be dropped off at the successful contractor's location or location of choice if more than				
	one location is an option. Contractors may be asked to provide towing services if the vehicle is				
	inoperable. An additional service price for towing services will be called out in the additional services				
	price form (section 5.19)  Vehicles requiring everyight service shall be stored in a secure area at the contractor's site with				
5.6	Vehicles requiring overnight service shall be stored in a secure area at the contractor's site with precautions taken to protect the vehicle and equipment. The Township will expect any damages				
		while a vehicle is in the contractor's posses	•		
		ship requires that the selected vendor have			
		roperties to monitor Township vehicles that			
		e after hours. This stipulation is to assist in	~		
		property were to occur. The Township wo			
	-	ion involving the local authorities for insura	·		
5.7	The large	majority of the Township fleet are unleade	d gas engines. Only a	few vehicles are diesel	
	engines.				
5.8	Routine P	reventive Maintenance services including,	out not limited to, oil	changes, tire replacements,	
	rotations, air filters, and batteries shall be performed within 120 minutes of delivery of vehicle. The				
	Woodlands Township may direct priorities for vehicle work based on the necessity or use of the				
	equipment by the Township. More complex repairs should not exceed 48 hours. Time frames will				
		veekends and holidays. The contractor shall			
E 0		rative, if they think maintenance or repairs	wiii take longer than t	the allotted time frame.	
5.9	Oil Chang	e service to include but not limited to:			

The engine oil to be drained from the crankcase and replaced with quality energy conserving motor oil or approved OEM lubricant based on manufacturers' recommendations. The oil filter is to be replaced with a new one that meets or exceeds the manufacturer's recommendations. **Chassis Lubrication** The tires are to be checked for proper air pressure. A visual inspection for leakage, deterioration, or abnormal wear is to be made on the following components: drive belt(s), radiator and heater hoses, shock absorbers and/or struts, exhaust system, windshield washer. Levels are to be topped off where necessary. All running and turning lights will be checked and any problems reported to the driver. Tires are to be rotated according to the pattern set forth in the vehicle owner's manual Inspection of all four brakes and components This service shall be performed within 120 minutes of delivery of vehicle. 5.10 Radiator Flush service to include but not limited to: Antifreeze/coolant that is manufactured to meet or exceed all vehicle manufacturer specifications. Antifreeze/Coolant is recycled Pressure tests the vehicles cooling system. • Evacuate 100% of the old antifreeze/coolant. Refill the cooling system with fresh antifreeze/coolant • Dispose of the old antifreeze/coolant in an environmentally responsible manner. This service shall be performed within 120 minutes of delivery of vehicle. 5.11 Automatic Transmission Service to include but not limited to: • Attach service equipment to the automatic transmission fluid cooling lines. Remove the old automatic transmission fluid from the entire transmission system. Replace 100% of the automatic transmission fluid with top quality fluid which meets or exceeds manufacturer's recommendation. Dispose of the old fluid in an environmentally responsible manner. This service shall be performed within 120 minutes of delivery of vehicle. 5.12 Fuel Filter Replacement to include but not limited to: Removing the old fuel filter. • Installing a new fuel filter that meets or exceeds the manufacturer's recommendation. Starting the vehicle to check for leaks. This service shall be performed within 120 minutes of delivery of vehicle. Brake Service to include but not limited to: 5.13 • Inspection of the entire brake system • Replace pads or shoes that meet or exceed manufacturer's recommendations. • Lube calipers and hardware Check master cylinder fluid level. • Check parking brake operation. Machine rotors or drums 5.14 Tire Install service to include but not limited to: • Tires are to be Original Equipment Manufacturer (OEM) or better. No blemished, seconds, or retreads shall be used for replacement. • Un-mounting/remounting the tire from/to the wheel, • Computer Balancing, • Installation of air and new valve stem, • Inspection of the tire for leaks after new tire is mounted. • Tire Install price is for the labor, materials, and disposal This service shall be performed within 120 minutes of delivery of vehicle.

5.15	Battery Replacements:	
	Batteries are to be Original Equipment Manufacturer (OEM) or better	
	Includes installation and at least a 3-year manufacturer warranty/guarantee	
	Clean and grease terminals	
	Includes recycle and disposal fees	
5.16	Engine Air Filters:	
	Engine air filters are to be Original Equipment Manufacturer (OEM) or better	
	High capacity, high flow, equipped with tight seals to keep unfiltered air out	
	Includes installation and disposal of the old unit	
5.17	Cabin Air Filters:	
0.27	Cabin air filters are to be Original Equipment Manufacturer (OEM) or better	
	High capacity, high flow, equipped with tight seals to keep unfiltered air out	
	Includes installation and disposal of the old unit	
5.18	State Inspections inclusive of emissions testing to include but not limited to:	
	An inspection that meets the Texas Department of Public Safety's criteria for Annual Safety	
	Inspections per vehicle type.	
	• An inspection that meets the Texas Department of Public Safety's criteria for an Emission Test	
	per vehicle type	
	This service shall be performed within 30 minutes of delivery of vehicle.	
5.19	Towing Services:	
	<ul> <li>Provide a per vehicle cost for provide towing services from the Township facility, or Park back to</li> </ul>	
	the contractor's maintenance shop	
5.20	Diagnostic Testing (only when necessary):	
	Complete a digital analysis of on-board computer systems and components analyzing	
	components such as the engine, transmission, brake controls, exhaust, fuel systems, ignition,	
	throttle, and more.	
5.21	Labor Rate:	
	<ul> <li>Based upon actual labor performed and not by automotive industry labor guidebook</li> </ul>	
	Labor rate is based upon a per hour rate defined as one properly credentialed mechanic working	
	one hour (60 minutes). Labor rates shall include shop costs, service, fuel surcharges, disposal,	
	etc	
	<ul> <li>Labor rates do not apply to standard services in sections 5.9 – 5.20, but only towards any</li> </ul>	
	additional services outside the base bid scope of work like, air conditioning, brake pad or rotor	
	replacement, transmission repairs, exhaust repairs, sensor repair or replacement, etc	
5.22	Mark up Percentage:	
	<ul> <li>A cost-plus percentage based off of wholesale pricing for materials, parts, and supplies not</li> </ul>	
	included in the base bid services in sections 5.9 – 5.20.	
	Contractor shall include wholesale cost on invoicing and show the mark up percentage in a	
	different column of the line item.	
5.23	Contractor may provide The Woodlands Township with a list of additional services with specifications,	
	prices, and service time. If approved, these services would become a part of the overall contract	
F 24	between the selected vendor and The Township.	
5.24	Invoices from must contain the following information:	
	Name of Township staff that dropped off the vehicle     Samiles Data/Times	
	Service Date/Time     Description of Unit Dries	
	Description of Unit Price	
	<ul> <li>All parts &amp; materials containing mark-up shall have wholesale cost plus mark-up</li> </ul>	
	percentage identified on the invoice line item. This should be based on the percentage	
	identified in section 5.22	
	<ul> <li>All labor rates should be clearly understood and based upon the pricing in section 5.21</li> </ul>	
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	Township Vehicle Number, license plate, and VIN number	
	Mileage	
	Description of Services, labor rate, and mark-up if applicable	
	Total Cost Amount	
5.25	Service can only be requested by authorized Township personnel having the title of Supervisor,	
	Superintendents/Manager, Assistant Director, Director, and General Manager.	
5.26	Contractor warranties that for one (1) year from The Township's acceptance, the work will be free	
	from defects in material and workmanship and that all services and material furnished shall be in	
	accordance with the requirements of this Agreement.	
5.27	Contractor warrants that all material (including repair and	
	Replacement parts) will function properly for a period of one (1) year from The Township's acceptance	
	(or the manufacturer's warranty) and that such material will be new and original manufacture If the	
	manufacturer warranty is greater than the contractor warranty, The Township will default to the	
	manufacturer warranty and fully expects the contractor to pursue replacements of faulty parts on	
	behalf of The Township	
5.31	Bidder has reviewed the vehicle information provided as part of this bid packet.	
5.32	The Township reserves the right to add or remove vehicles from this list at the same unit prices bid.	
	The Township fleet is constantly changing and most likely could increase from year to year depending on budget approvals.	

>>> Continue to Bid Tabulation

Bid Tabulation				
Services Unit Unit Price				
5.9a	Oil Change – Conventional (Petroleum)  1. Midsize truck (Colorado or Ranger)  2. ½ ton (1500 or F-150)  3. ¾ ton (2500 or F-250)  4. 1 ton (3500 or F-350)  5. 2 ton (4500 or F-450)	Per Quart	1. \$	
5.9b	Oil Change – Synthetic Blend  1. Midsize truck (Colorado or Ranger)  2. ½ ton (1500 or F-150)  3. ¾ ton (2500 or F-250)  4. 1 ton (3500 or F-350)  5. 2 ton (4500 or F-450)	Per Quart	1. \$ 2. \$ 3. \$ 4. \$ 5. \$	
5.9c	Oil Change - Full Synthetic  1. Midsize truck (Colorado or Ranger)  2. ½ ton (1500 or F-150)  3. ¾ ton (2500 or F-250)  4. 1 ton (3500 or F-350)  5. 2 ton (4500 or F-450)	Per Quart	1. \$ 2. \$ 3. \$ 4. \$ 5. \$	
5.10	Radiator Flush  1. Midsize truck (Colorado or Ranger)  2. ½ ton (1500 or F-150)  3. ¾ ton (2500 or F-250)  4. 1 ton (3500 or F-350)  5. 2 ton (4500 or F-450)	Per Service	1. \$ 2. \$ 3. \$ 4. \$ 5. \$	
5.11	Automatic Transmission Service  1. Midsize truck (Colorado or Ranger)  2. ½ ton (1500 or F-150)  3. ¾ ton (2500 or F-250)  4. 1 ton (3500 or F-350)  5. 2 ton (4500 or F-450)	Per Service	1. \$ 2. \$ 3. \$ 4. \$ 5. \$	
5.12	Fuel Filter Replacement Service  1. Midsize truck (Colorado or Ranger)  2. ½ ton (1500 or F-150)  3. ¾ ton (2500 or F-250)  4. 1 ton (3500 or F-350)  5. 2 ton (4500 or F-450)	Per Service	1. \$ 2. \$ 3. \$ 4. \$ 5. \$	

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5.13	Brake Fluid Service (Flush and Replenish)  1. Midsize truck (Colorado or Ranger)  2. ½ ton (1500 or F-150)  3. ¾ ton (2500 or F-250)  4. 1 ton (3500 or F-350)  5. 2 ton (4500 or F-450)	Per Service	1. \$ 2. \$ 3. \$ 4. \$ 5. \$
5.14	Tire Replacements (includes disposal)  1. Midsize truck (Colorado or Ranger)  2. ½ ton (1500 or F-150)  3. ¾ ton (2500 or F-250)  4. 1 ton (3500 or F-350)  5. 2 ton (4500 or F-450)	Per Tire	1. \$ 2. \$ 3. \$ 4. \$ 5. \$
5.15	Battery Replacements and Installation w/ minimum 3-year manufacturer warranty (includes recycle and disposal fees)  1. Midsize truck (Colorado or Ranger)  2. ½ ton (1500 or F-150)  3. ¾ ton (2500 or F-250)  4. 1 ton (3500 or F-350)  5. 2 ton (4500 or F-450)	Per vehicle	1. \$ 2. \$ 3. \$ 4. \$ 5. \$
5.16	Engine Air Filters  1. Midsize truck (Colorado or Ranger)  2. ½ ton (1500 or F-150)  3. ¾ ton (2500 or F-250)  4. 1 ton (3500 or F-350)  5. 2 ton (4500 or F-450)	Per Vehicle	1. \$ 2. \$ 3. \$ 4. \$ 5. \$
5.17	Cabin Air Filters  1. Midsize truck (Colorado or Ranger)  2. ½ ton (1500 or F-150)  3. ¾ ton (2500 or F-250)  4. 1 ton (3500 or F-350)  5. 2 ton (4500 or F-450)	Per Vehicle	1. \$ 2. \$ 3. \$ 4. \$ 5. \$
5.18	Texas State Inspection	Per Vehicle	\$
5.19	Towing Service (Township vehicle towed to shop)	Per vehicle	\$
5.20	Diagnostic testing (No charge for check engine lights)	Per vehicle	\$
5.21	Labor Rate (Actual Labor, not book time)	Per Hour	\$
5.22	Mark Up for Materials, Parts, & Supplies (Cost- Plus for anything not listed in sections 6.1 – 6.17)	Percentage	%

#### **Exhibit A - Bid Certification**

corporation, firm, or person submitting a bid for the respects fair and without collusion of fraud. I agree	, certify that this bid, including the listed unit price derstanding, agreement or connection with any e same materials, supplies or equipment and is in all to honor the unit prices as submitted throughout the Fleet Maintenance Bid
Contract Numb	ers: C-2025-0437
and abide by all conditions of this bid and certify tha	at I am authorized to sign this bid for the bidder.
Date	
Signature	Name (please print)
Title	Company Name
Address	Phone Number
E-mail address	Cell Phone Number

#### **Exhibit B - Addendum Acknowledgement**

Please acknowledge by signing and dating that you have seen the addenda posted with the bid on <a href="https://www.thewoodlandstownship-tx.gov/Departments/Finance/Purchasing-Procurement/Bids">https://www.thewoodlandstownship-tx.gov/Departments/Finance/Purchasing-Procurement/Bids</a>.

Addenda #1	Date Received	/ MM	/ 2025 DD
Addenda #2	Date Received	/	/ 2025 DD
Addenda #3	Date Received	/_ MM	/ 2025 DD

CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity	FORM CIQ
This questionnaire reflects changes made to the law by H.B. 23, 84th Leg., Regular Session.	OFFICE USE ONLY
This questionnaire is being filed in accordance with Chapter 176, Local Government Code, by a vendor who has a business relationship as defined by Section 176.001(1-a) with a local governmental entity and the vendor meets requirements under Section 176.006(a).	Date Received
By law this questionnaire must be filed with the records administrator of the local governmental entity not later than the 7th business day after the date the vendor becomes aware of facts that require the statement to be filed. See Section 176.006(a-1), Local Government Code.	
A vendor commits an offense if the vendor knowingly violates Section 176.006, Local Government Code. An offense under this section is a misdemeanor.	
Name of vendor who has a business relationship with local governmental entity.	
Check this box if you are filing an update to a previously filed questionnaire. (The law re completed questionnaire with the appropriate filing authority not later than the 7th business you became aware that the originally filed questionnaire was incomplete or inaccurate.)	
Name of local government officer about whom the information is being disclosed.	
Name of Officer	
Describe each employment or other business relationship with the local government officer, as described by Section 176.003(a)(2)(A). Also describe any family relationship with Complete subparts A and B for each employment or business relationship described. Attact CIQ as necessary.  A. Is the local government officer or a family member of the officer receiving or life other than investment income, from the vendor?  Yes No  B. Is the vendor receiving or likely to receive taxable income, other than investment of the local government officer or a family member of the officer AND the taxable is local governmental entity?  Yes No  Poscribes ach employment or business mistionship that the vendor pamed in Section 1 members of the officer and the section 1 members of the officer pamed in Section 1 members of the officer pame	h the local government officer. h additional pages to this Form  kely to receive taxable income,  income, from or at the direction ncome is not received from the
other business entity with respect to which the local government officer serves as an or ownership interest of one percent or more.	- · · · · · · · · · · · · · · · · · · ·
Check this box if the vendor has given the local government officer or a family member of as described in Section 176.003(a)(2)(B), excluding gifts described in Section 176.003(a) (2)(B), excluding	_
7	
Signature of vendor doing business with the governmental entity	ate

Form provided by Texas Ethics Commission

www.ethics.state.tx.us

Revised 11/30/2015

### CONFLICT OF INTEREST QUESTIONNAIRE For vendor doing business with local governmental entity

A complete copy of Chapter 176 of the Local Government Code may be found at http://www.statutes.legis.state.tx.us/ Docs/LG/htm/LG.176.htm. For easy reference, below are some of the sections cited on this form.

<u>Local Government Code § 176.001(1-a)</u>: "Business relationship" means a connection between two or more parties based on commercial activity of one of the parties. The term does not include a connection based on:

- (A) a transaction that is subject to rate or fee regulation by a federal, state, or local governmental entity or an agency of a federal, state, or local governmental entity;
- (B) a transaction conducted at a price and subject to terms available to the public; or
- (C) a purchase or lease of goods or services from a person that is chartered by a state or federal agency and that is subject to regular examination by, and reporting to, that agency.

#### Local Government Code § 176.003(a)(2)(A) and (B):

- (a) A local government officer shall file a conflicts disclosure statement with respect to a vendor if:
  - (2) the vendor:
    - (A) has an employment or other business relationship with the local government officer or a family member of the officer that results in the officer or family member receiving taxable income, other than investment income, that exceeds \$2,500 during the 12-month period preceding the date that the officer becomes aware that
      - a contract between the local governmental entity and vendor has been executed;

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- (ii) the local governmental entity is considering entering into a contract with the vendor:
- (B) has given to the local government officer or a family member of the officer one or more gifts that have an aggregate value of more than \$100 in the 12-month period preceding the date the officer becomes aware that:
  - (i) a contract between the local governmental entity and vendor has been executed; or
  - (ii) the local governmental entity is considering entering into a contract with the vendor.

#### Local Government Code § 176.006(a) and (a-1)

- (a) A vendor shall file a completed conflict of interest questionnaire if the vendor has a business relationship with a local governmental entity and:
  - (1) has an employment or other business relationship with a local government officer of that local governmental entity, or a family member of the officer, described by Section 176.003(a)(2)(A);
  - (2) has given a local government officer of that local governmental entity, or a family member of the officer, one or more gifts with the aggregate value specified by Section 176.003(a)(2)(B), excluding any gift described by Section 176.003(a-1); or
  - (3) has a family relationship with a local government officer of that local governmental entity.
- (a-1) The completed conflict of interest questionnaire must be filed with the appropriate records administrator not later than the seventh business day after the later of:
  - (1) the date that the vendor:
    - (A) begins discussions or negotiations to enter into a contract with the local governmental entity; or
    - (B) submits to the local governmental entity an application, response to a request for proposals
      or bids, correspondence, or another writing related to a potential contract with the local
      governmental entity; or
  - (2) the date the vendor becomes aware:
    - (A) of an employment or other business relationship with a local government officer, or a family member of the officer, described by Subsection (a);
    - (B) that the vendor has given one or more gifts described by Subsection (a); or
    - (C) of a family relationship with a local government officer.

#### **Exhibit D -References**

Please provide information from three (3) references of similar work scope, representing experienc	9
within the past five (5) years:	

1.	Agency/Company:
	Contact Name:
	Contact Phone:
	Products delivered:
2.	Agency/Company:
	Contact Name:
	Contact Phone:
	Products delivered:
3.	Agency/Company:
	Contact Name:
	Contact Phone:
	Products delivered:

#### Exhibit E –Statement of Qualifications

(	any additional information that is pertinent.
1.	Name of Firm
2.	Permanent main office address
3.	If a corporation, where incorporated
4.	How many years have you been engaged in the fleet service business? Under what firm or trainames and how long under each?
5.	Contracts on hand (show gross dollar amount of each contract and the anticipated date completion):
b.	Are you licensed as Contractor in the State of Texas?  Yes No If "Yes", please provide Contractor numbers?
7.	General character of work performed by your firm -
8.	Has your firm ever failed to complete any work awarded to you?  Yes No If "Yes", where and why?
9.	Has your firm ever defaulted on a contract?  Yes No If "Yes", where and why?

	Firm	Name	Contract	Value	Contact Information	
	1					-
	2					_
						-
	4					-
	5					-
11.	Are any lawsuits	pending again	st you or you	r firm at thi	s time?	
	Yes No_	If "Yes", P	ROVIDE DETA	AILS.		
						_
						_
12.	of Contract Cor Commission, or	npliance, the any other simi	Equal Opport larly constitu	tunity Com ted entity o	r the bidding entity with the mission, the State of Texas harges by any state or local	Civil Right
12.	of Contract Cor Commission, or with the enforce	npliance, the any other simi	Equal Opport larly constitudiscrimination	tunity Com ted entity of legislation	mission, the State of Texas charges by any state or local	Civil Right
	of Contract Cor Commission, or with the enforce Yes No	npliance, the any other simiement of anti-degree of	Equal Opport larly constitution PROVIDE DETA	tunity Com ted entity of legislation AILS.	mission, the State of Texas charges by any state or local for regulations?	Civil Right governmer – – – furnish ar
	of Contract Cor Commission, or with the enforce Yes No	npliance, the any other simiement of anti-degree of the second of the se	Equal Opport larly constitutiscrimination PROVIDE DETA crizes and reque e Associations	tunity Com ted entity of legislation AILS.	mission, the State of Texas charges by any state or local sor regulations?	Civil Right governmer – – – furnish an
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13.	of Contract Cor Commission, or with the enforce Yes No	npliance, the any other simiement of anti-degree and the second s	Equal Opport larly constitut liscrimination PROVIDE DETA  rizes and reque Associations ations.  da	tunity Com ted entity of legislation AILS. uests any p s in verifica	mission, the State of Texas charges by any state or local for regulations?  erson, firm, or corporation to ation of the recitals compro	Civil Right governmer – – – furnish ar
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13. TED	of Contract Cor Commission, or with the enforce Yes No	npliance, the any other simiement of anti-degree and the second s	Equal Opport larly constitut liscrimination PROVIDE DETA  rizes and reque Associations ations.  da  (Na  By _	tunity Com ted entity of legislation ALLS.  uests any positive in verification	erson, firm, or corporation to ation of the recitals compro	Civil Right governmer - - furnish an omising th

#### Exhibit F – Subcontractors

#### **LIST OF SUBCONTRACTORS (Required with Bid Submittal)**

Please list all subcontractors to be used and work that they will perform as part of this bid. Bidder certifies that all Subcontractors listed are eligible and legally able to perform the Work.		
Subcontractor's Name	Subcontractor's Type of Work	

## If no Subcontractors are to be used, please make this page with the word NO SUBCONTRACTORS WILL BE USED

The Contractor whose Bid is accepted shall not substitute for a Subcontractor who is named herein, without written approval from The Woodlands Township.

#### **Exhibit G - Insurance Requirements**

Contractor agrees to procure and maintain at all times, at Contractor's sole cost and expense, during the performance of the Work and for so long as this Contract remains in effect, policies of insurance with carriers reasonably acceptable to the Township in the minimum amounts outlined below:

- a. Worker's compensation and employer's liability coverage complying with the applicable laws of the State of Texas, covering all employees, agents and representatives of Contractor and all Subcontractors engaged in any manner in performance of the Work. Employer's liability coverage shall have a minimum limit of \$1,000,000 for liability arising out of any accident related to the Work.
- b. Comprehensive general liability insurance, including Contractor's protective liability, in Contractor's name, with combined bodily injury and property damage of not less than \$1,000,000 per occurrence, and will include, without limitation, the following coverages:
  - (1) XCU Coverage,
  - (2) Contractual Liability Coverage,
  - (3) Completed Operations and/or Products Liability Coverage, commencing with issuance of Final Certificate for Payment, and extending for at least two (2) years from that date, and
  - (4) (X), (C) and (U) exclusions shall be removed.
- c. Comprehensive Automobile Liability Insurance, with combined single limit bodily injury and property damage of not less than \$1,000,000 per occurrence. Such coverage shall include owned, hired and non-owned vehicles of Contractor or Contractor's employees, agents, representatives or Subcontractors.
- d. Cyber Risk Insurance (including professional oversight liability) covering acts, errors, and omissions arising out of operations or services with minimum limits of \$1,000,000 per occurrence, \$2,000,000 annual aggregate.
- e. All insurance policies required by this Paragraph 7 shall contain a clause waiving any right of subrogation against The Woodlands Township. Insurance policies under (b), and (c), shall include The Woodlands Township as an additional insured.
- f. With reference to the foregoing insurance requirement, Contractor shall specifically endorse applicable insurance policies as follows:
  - (1). The Woodlands Township shall be named as an additional insured with respect to General Liability and Automobile Liability.
  - (2). Additional insured for The Woodlands Township should be on a primary and non-contributory basis.
  - (3). All liability policies shall contain no cross-liability exclusions or insured versus insured restrictions.
  - (4). A waiver of subrogation in favor of The Woodlands Township shall be contained in the Workers Compensation and all liability policies.
  - (5). All insurance policies shall be endorsed to require the insurer to immediately notify The Woodlands Township of any material change in the insurance coverage.
  - (6). All insurance policies shall be endorsed to the effect that The Woodlands Township will receive at least thirty- (30) days' notice prior to cancellation or non-renewal of the insurance.

- (7). All insurance policies, which name The Woodlands Township as an additional insured, must be endorsed to read as primary coverage regardless of the application of other insurance.
- (8). Required limits may be satisfied by any combination of primary and umbrella liability insurances.
- (9). Contractor may maintain reasonable and customary deductibles, subject to approval by The Woodlands Township.
- (10). Insurance must be purchased from insurers that are financially acceptable to The Woodlands Township.
- (11). Transmittal of proof of insurance should reference the Woodlands Township contract number (as listed in the footer below).

All insurance must be written on forms filed with and approved by the Texas Department of Insurance. Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent and shall contain provisions representing and warranting the following:

- a. Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.
- b. Shall specifically set forth the notice-of-cancellation or termination provisions to The Woodlands Township.
- c. All contractors and Subcontractors must be meeting minimum OSHA safety requirements as applicable to their operations.

Contractor shall, before the Contract is signed, and at any time following execution thereof at the request of the Township, furnish the Township with a certificate and proof of such additional endorsements or other documentary evidence that the aforementioned insurance policies have been procured with such additional endorsements, that premiums have been paid and that such policies remain in place. Such certificate or other evidence shall bear an agreement that the Township will be given thirty (30) days prior written notice by the Insurance Company furnishing the certificate before the insurance is cancelled or changed in any manner or for any reason during the period of coverage as stated on the certificate.

The Township reserves the right to change the type of insurance required, limits required, and/or endorsements required as the Township sees fit.

#### **Exhibit H -Bid Bond SAMPLE**

#### BID BOND - SAMPLE - (Bid Bond Required with Bid Submittal)

	HESE PRESENTS: That we, the undersigned,	
	, a	
as Oblige of \$2,500.0	as Surety, are hereby held and firmly bo 0 Amount for the payment of which sum will and s, our heirs, executors, administrators, successonts.	d truly to be made, the Principal and
WHEREAS, the above	-named Principal submitted a bid for	
execute The Township shall provide all Bon respects, perform and shall reject the Princ	L) if the Oblige shall accept the Bid of the Princip p-Contractor Agreement which is part of these Conds, as required by the Contract Documents, any obligations due the Oblige as a result of the suit ipal's Bid, or fail to execute The Township-Construction, then this obligation shall be null and the construction.	ontract Documents and the Principal and the Principal shall, in all other bmission of its Bid, or (2) the Oblige tractor Agreement within 7 days of
ATTEST:  PRINCIPAL		
Ву:		
(Principal) Secret	(SEAL)	
(Address)		
(Witness as to Princi	pal)	

(Address)

#### **Exhibit I -Bid Submission Checklist**

## Only items marked with YES are applicable to this bid If additional information is needed, please contact the project coordinator identified in this document Vendor must initial each required task as it is completed.

Vendor must include this form as the cover page to the bid submittal.

Vendor Nam	e:				
Individual su	hmitting:				
Contract Nu	mber	T	_		_
Required	Item	Bidder has	Required	Item	Bidder has
		included in			included in
		Submitted			Submitted
		Packet (Initial)			Packet (Initial)
YES	General Specifications and		YES	References	
	Acknowledgement				
YES	Bid Tabulation Form		YES	Notarized Statement of	
				Bidders Qualifications	
YES	Bid Certification		YES	Bid Bond-\$2,500.00	
YES	Addendum Acknowledgment		YES	Sub-Contractor List	
NO	State Texas Licensed Pesticide		YES	Signed Conflict of Interest	
	Applicator			Questionnaire (CIQ)	
NO	State Texas Licensed Irrigator		YES	Equipment List	
NO	Staffing and Operations Plan		YES	Supporting Documents	
		ed the following do			
	Initial if you are pr	· -	1	warded, as required	
Required	- 422- "0 .::5	Acknowledged	Required		Acknowledged
YES	Form 1295 – "Certificate of		NO	Payment Bond	
	Interested Parties"			This applies to bids that	
				exceed \$25,000	
NO	Performance Bond		YES	Worker's Compensation	
	Requirements.			Check if you are prepared to	
	This applies to bids that exceed			provide this after award,	
	\$25,000			inclusive of endorsement	
				forms, as required, if	
				applicable	
YES	General Liability and Auto				
	Check if you are prepared to				
	provide this after award,				
	inclusive of endorsement forms,				
	as required, if applicable				

<u>It is the vendors responsibility to be thoroughly familiar with all bid requirements and specifications</u>

Staff Initial	Staff Initial
Date & Time	Date & Time

#### Exhibit J – Township Fleet Inventory

Parks and Recreation Fleet				
Vehicle Vin Number	Year	Make/Model		
1GCNCPEA9BZ322481	2011	Chevy C 1500		
1GCNCPEA8BZ322620	2011	Chevy C 1500		
1FTNF1CF1DKE83731	2013	Ford F-150		
1FTFX1CF7DKE83735	2013	Ford F-150		
1FTBF2A68DEB25049	2013	Ford F-250		
AFTBF2A60FEC64305	2015	Ford F-250		
1GCHSBE34G1206115	2016	Chevrolet Colorado		
1FT7X2A62FEC64308	2015	Ford F250		
1FTBF2B64FEC64306	2015	Ford F250		
1FTBF2A69GEA59616	2016	Ford F250		
1FTBF2A60GEA59617	2016	Ford F250		
1FTMF1CF0FKF08925	2015	Ford F150		
1FTMF1CF6GKD59115	2016	Ford F150		
1FTBF3A60GEB86938	2016	Ford F350		
1FTBF3A69GEB86937	2016	Ford F350		
1FDRF3G6XGEA59647	2016	Ford F350		
1FTEX1CF6GKD66731	2016	Ford F150		
1FTEX1CF4GKD66744	2016	Ford F150		
1FTBF2A63GED00506	2016	Ford F250		
1FTBF2A65GED00507	2016	Ford F250		
1FDUF4GT9GEC44861	2016	Ford F450		
1FTMF1CF8HKD76757	2017	Ford F150		
1FTEX1CFXHKD76759	2017	Ford F150		
1FTEX1CF6HKD76760	2017	Ford F150		
1GCRWAEH3LZ253095	2020	Chevrolet Silverado		
2GC2CREG3K1239379	2019	Chevrolet Silverado		
3GCPWAEFXMG183330	2021	Chevy 1500		
3GCPWAEF1MG157280	2021	Chevy 1500		
1GB4WRE74MF164871	2021	Chevy 3500		
3GCUYAED0NG170499	2022	Chevrolet 1500		
3GCUYAED7NG170497	2022	Chevrolet 1500		
3GCUYAED5NG170501	2022	Chevrolet 1500		
3GCUYAED7NG170502	2022	Chevrolet 1500		
3GCUYAED9NG170503	2022	Chevrolet 1500		
1GC1YLE75PF119464	2023	Chevy 2500		
1GC1YLE72PF123505	2023	Chevy 2500		

1GC1YLE72PF119180	2023	Chevy 2500
1GC1YLE7XPF118567	2023	Chevy 2500
1GC1YLE71PF123446	2023	Chevy 2500
1GC1YLE71PF119140	2023	Chevy 2500
1GC1YLE73PF124212	2023	Chevy 2500
1GC1YLE79PF123193	2023	Chevy 2500
2GC1YLE76P1708868	2023	Chevy 2500
1GCUDAED8PZ248462	2023	Chevy 1500
1GCUDAED9PZ248292	2023	Chevy 1500
1GCUDAED5PZ248192	2023	Chevy 1500
1GCUDAED9PZ249877	2023	Chevy 1500
1GCUDAED3PZ249082	2023	Chevy 1500
1GCUDAED7PZ250168	2023	Chevy 1500
1GCUDAED7PZ249036	2023	Chevy 1500
1GCUDAED6PZ249903	2023	Chevy 1500
1GCUDAED4PZ249835	2023	Chevy 1500
3GCPAAED3RG182184	2023	Chevy 1500
2GC1YNE79P1728091	2023	Chevy 2500
3GCPAAED3RG182119	2023	Chevy 1500
3GCPAAED0RG182272	2023	Chevy 1500
2GC1YNE77P1728400	2023	Chevy 2500
2GC1YNE79P1728673	2023	Chevy 2500
3GCPAAED9RG182268	2023	Chevy 1500
1GCPAAED1RZ280906	2024	Chevy Silverado
1GCPAAED3RZ280552	2024	Chevy Silverado
1GCPAAED9RZ280667	2024	Chevy Silverado
1GCPAAED7RZ280585	2024	Chevy Silverado
1GCPSBEKXR1299969	2024	Chevy Colorado
1GCPSBEK4R1300002	2024	Chevy Colorado
3C7WRKAJ1RG271261	2024	RAM 4500
1GB1WLE77RF364926	2024	Chevy Silverado 2500
1GCPAAED6RZ281162	2024	Chevy Silverado 1500
1GCPAAED9RZ280684	2024	Chevy Silverado 1500
1GCPAAEDXRZ279284	2024	Chevy Silverado 1500
2GC1ALE79S1175184	2025	Chevy Silverado 2500
2GC1ALE75S1186229	2025	Chevy Silverado 2500
2GC1ALE70S1186588	2025	Chevy Silverado 2500
2GC1ALE73S1187511	2025	Chevy Silverado 2500
		ogy Fleet Inventory
1GNSCMKD5PR401502	2023	Chevy Tahoe
1GNLCDEC0GR380159	2016	Chevy Tahoe

3GCPABEK5RG400095	2024	Chevy Silverado
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>>> Last page of the bid documents