

City Of Martin Police Department

732 N. Lindell St.
Martin, TN 38237



REQUEST FOR BIDS

Project Name:

Police Department Vehicle Service and Repair

Issue Date: March 10, 2026

Submittals Due Date: April 7, 2026

Phillip W. Fuqua

Chief of Police

City Of Martin

Police Department

City of Martin

Police Department

Project Name:

Police Department Vehicle Service and Repair

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INVITATION TO BID

The City of Martin is requesting sealed bids for Police Department Vehicle Service and Repair. Specifications may be obtained by emailing Trae Vaughn with the Martin Police Department at tvaughn@martindps.org, 731-587-5355 ext. 2234, or by visiting:

Martin Police Department
732 N. Lindell St.
Martin, TN 38237

The Request for Bids can be obtained on the city's website at www.martinpolicedept.org

Bids will be opened at 10:00 AM on April 7, 2026, in the Courtroom.

The issuing authority reserves the right to reject any and all bids, to waive informalities or technicalities, and to accept the bid deemed to be in the best interest of the issuing authority.

BIDDING INSTRUCTIONS

Sealed bids will be received until 10:00 AM on April 7, 2026.

1. Bids must include the following:
 - a. Project Name: Police Department Vehicle Service and Repair
 - b. Bidder's Name, Address, and Telephone Number
 - c. Contractor's License Number, Classification, and Expiration Date
2. Late or improperly submitted bids will be returned unopened.
3. Telegraphic or emailed bids will not be accepted.

BIDDING REQUIREMENTS

1. Bidders must be licensed in Tennessee.
2. Proof of insurance must be submitted prior to work.
3. Bidders must include qualifications and relevant equipment list.
4. If awarded:
 - a. Begin work within ten (10) days of Notice to Proceed.
 - b. Complete within agreed contract days.
 - c. Maintain a consistent workforce for project duration.
5. Contract Oversight:

Chief Phillip Fuqua and/or Administrative Captain Trae Vaughn
732 N. Lindell St.
Martin, TN 38237
6. Other Notes:
 - a. Insurance costs must be included in bid prices.
 - b. Contractor is responsible for any required permits.
 - c. A performance bond equal to the total bid amount is required.
 - d. All addenda issued will become part of the contract.
 - e. Prices must remain valid for sixty (60) days

GENERAL CONDITIONS

A. CONTRACTOR'S DUTIES

All work must meet contract specifications. Deviations must be pre-approved in writing. Any conflicts must be reported in writing for resolution.

B. MATERIALS

Only new, standard, manufacturer-quality materials are acceptable. Non-compliant materials must be replaced at the contractor's cost.

C. CONTRACT DURATION

Initial term is one (1) year with automatic one (1) year renewal unless either party opts out with a ninety (90) day written notice.

D. DISPUTES

Disputes must be submitted in writing to the Police Chief. His decision is final. All contracts are subject to legal review by the City Attorney.

E. UNIT PRICES

Unit prices must include proportional overhead and incidental costs. Final bid = sum of (quantity unit price). If quantities change, no additional compensation will be provided.

F. PAYMENT TO THE CONTRACTOR

Invoices must include:

- Purchase order number (Vehicle Unit Number)
- Date(s) of service
- Description and quantity of items or services
- Unit pricing
- Labor hours and rates
- Total amount due

Invoice Example:

- Idler Arm \$xx.xx
- Labor 1.3 hr @ \$xx.xx per hour = \$xx.xx

- Total invoice: \$xxx.xx

Final invoice must be approved by the Martin Police Department prior to payment.

G. GENERAL PROVISIONS

- a. Contractor must have a valid City of Martin business license.
- b. Contractor must complete each assignment promptly and with consistent staffing.
- c. The City may reject defective work/materials
- d. Contractor is liable for any property damage or personal injury during work

SPECIFICATIONS

GENERAL:

All services must meet Martin Police Department standards.

QUALITY ASSURANCE:

- a. Parts must come with the full manufacturer's warranty.
- b. A minimum ninety (90) day warranty on both parts and labor is required.

SUBMITTALS:

Contractor may be required to submit cut sheets or supporting documentation for materials.

BID PROPOSAL SUBMITTAL FORM

Project Name:	Police Department Vehicle Service and Repair
Bidder's Name:	
Company Name:	
Company Address:	
Phone:	
License Number:	
Classification:	
License Exp. Date:	

By signing, the bidder agrees to complete all services per specifications and bid form.

Print Bidders Name: _____

Bidder's Signature: _____

Bidder's Title: _____
 is by a corporation

Seal - If bid

Date: _____

Attest: _____

Bid Breakdown: See attached itemized cost sheet. Include all hourly labor rates and item/unit prices.

Vehicle Maintenance Bid Sheet

Contract Period: July 1, 2026 – June 30, 2027

Hourly Rate Table

Description	Rate (\$)
Standard Labor Rate	
Diagnostic Labor Rate (if separate)	
Emergency Service Rate	
After-Hours/Weekend Rate	

A/C Compressor

Vehicle	Parts Cost (\$)	Labor Time (hrs)	Labor Cost (\$)
2015-2023 Dodge Durango (Pursuit)			
2015-2023 Dodge Durango (Consumer)			
2014-2017 Dodge Charger			
2017-2023 Dodge Ram			
2015 Dodge Journey			
2015 Ford F150			
2016-2017 Ford Explorer (Pursuit)			
2019 Ford Explorer (Consumer)			
2017 Ford E150 (Transit Van)			

Battery - Must Have 2 Year Free Replacement Warranty

Vehicle	Parts Cost (\$)	Labor Time (hrs)	Labor Cost (\$)
2015-2023 Dodge Durango (Pursuit)			
2015-2023 Dodge Durango (Consumer)			
2014-2017 Dodge Charger			
2017-2023 Dodge Ram			
2015 Dodge Journey			
2015 Ford F150			
2016-2017 Ford Explorer (Pursuit)			
2019 Ford Explorer (Consumer)			
2017 Ford E150 (Transit Van)			

Brake Service - Front & Rear

Vehicle	Parts Cost (\$)	Labor Time (hrs)	Labor Cost (\$)
2015-2023 Dodge Durango (Pursuit)			
2015-2023 Dodge Durango (Consumer)			
2014-2017 Dodge Charger			
2017-2023 Dodge Ram			
2015 Dodge Journey			
2015 Ford F150			
2016-2017 Ford Explorer (Pursuit)			
2019 Ford Explorer (Consumer)			
2017 Ford E150 (Transit Van)			

Coolant Flush

Vehicle	Parts Cost (\$)	Labor Time (hrs)	Labor Cost (\$)
2015-2023 Dodge Durango (Pursuit)			
2015-2023 Dodge Durango (Consumer)			
2014-2017 Dodge Charger			
2017-2023 Dodge Ram			
2015 Dodge Journey			
2015 Ford F150			
2016-2017 Ford Explorer (Pursuit)			
2019 Ford Explorer (Consumer)			
2017 Ford E150 (Transit Van)			

Oil Change / Lube / Filter / Rotation / Safety Check

Vehicle	Parts Cost (\$)	Labor Time (hrs)	Labor Cost (\$)
2015-2023 Dodge Durango (Pursuit)			
2015-2023 Dodge Durango (Consumer)			
2014-2017 Dodge Charger			
2017-2023 Dodge Ram			
2015 Dodge Journey			
2015 Ford F150			
2016-2017 Ford Explorer (Pursuit)			
2019 Ford Explorer (Consumer)			
2017 Ford E150 (Transit Van)			

Spark Plugs (Each)

Vehicle	Parts Cost (\$)	Labor Time (hrs)	Labor Cost (\$)
2015-2023 Dodge Durango (Pursuit)			
2015-2023 Dodge Durango (Consumer)			
2014-2017 Dodge Charger			
2017-2023 Dodge Ram			
2015 Dodge Journey			
2015 Ford F150			
2016-2017 Ford Explorer (Pursuit)			
2019 Ford Explorer (Consumer)			
2017 Ford E150 (Transit Van)			

Alignment

Note: Bidder must have the ability to store the tires the City purchases, and complete the mounting, balancing, and alignment of tires.

Vehicle	Parts Cost (\$)	Labor Time (hrs)	Labor Cost (\$)
2015-2023 Dodge Durango (Pursuit)			
2015-2023 Dodge Durango (Consumer)			
2014-2017 Dodge Charger			
2017-2023 Dodge Ram			
2015 Dodge Journey			
2015 Ford F150			
2016-2017 Ford Explorer (Pursuit)			
2019 Ford Explorer (Consumer)			
2017 Ford E150 (Transit Van)			

Alternator

Vehicle	Parts Cost (\$)	Labor Time (hrs)	Labor Cost (\$)
2015-2023 Dodge Durango (Pursuit)			
2015-2023 Dodge Durango (Consumer)			
2014-2017 Dodge Charger			
2017-2023 Dodge Ram			
2015 Dodge Journey			
2015 Ford F150			
2016-2017 Ford Explorer (Pursuit)			
2019 Ford Explorer (Consumer)			
2017 Ford E150 (Transit Van)			

Tires Used

General Grabber H/T 265/60 R 18 110T
General GMax 245/55 R 18 103V
Bridgestone Alenza 265/60 R 18 110V
General GMax 225/60 ZR 18 100W
Firestone Transforce 235/65 R16C 121/119R
Firestone Destination LE3 245/70 R 17 110T
Coopertire Endeavor 225/55 R 19
Goodyear Wrangler 275/65 R 18 116T
Bridgestone Alenza 245/60 R18 105V

Tires - Mount and Balance Per Tire	
Tires – Flat Tire Repair	

Will You Provide At Or Below Tennessee Government Contract Rate?

Yes No

Are rotations included with the purchase of tires?

Yes No

Approved Tire Specifications and Substitutions

Tires provided under this contract shall meet or exceed the specifications listed herein. For marked patrol vehicles, tires must be pursuit-rated and appropriate for law enforcement use. For unmarked or non-pursuit vehicles, tires shall be mid-range consumer-grade tires suitable for municipal fleet use.

The specific tire brands and models listed in this bid are provided as approved examples; however, they shall not be interpreted as the only acceptable products. In the event of manufacturer changes, product discontinuation, supply shortages, or contract revisions, the vendor may propose an equivalent replacement tire. Any substitute tire must:

1. Meet or exceed the original speed rating, load rating, and performance specifications;
2. Be comparable in quality and intended use; and
3. Be available at pricing equal to or better than applicable State of Tennessee contract pricing or other government cooperative contract pricing.

No substitution shall be made without prior approval from the Chief of Police or the Administrative Captain/Fleet Manager.

The selected bidder shall be responsible for performing **all repairs** to the aforementioned vehicles. This requirement shall apply to each repair with a total cost **not to exceed \$10,000 per individual repair**. Any single repair estimated to cost **\$10,000 or more** shall require separate authorization and may be excluded from this agreement.