



HOUSTON COUNTY BOARD OF COMMISSIONERS
PURCHASING DEPARTMENT

Vanessa Zimmerman
Director of Purchasing

200 Carl Vinson Pkwy • Warner Robins, GA 31088
(478) 236-1700 • vzimmerman@houstoncountyga.gov

March 23, 2026

Dear Vendor:

The Houston County Board of Commissioners is soliciting sealed bids for the provision of a Vehicle Maintenance Bid for approximately 200+ Public Safety vehicles for both Houston County and Emory Healthcare. Repairs and maintenance must be accomplished on a priority basis for these vehicles ranging in year models from 1999 to 2026. Our basic requirements/specifications for bidders are enclosed. All bidders shall provide a bid price expressed in two decimal places (\$00.00) and a two-place percentage (00%) markup of the bidder's lowest (parts) cost. The initial term of the base contract will begin on July 1, 2026, and continue through June 30, 2027. This contract will also include a yearly renewal option as follows:

Option 1 = Period beginning July 1, 2027, and ending June 30, 2028.

You must respond to the Vehicle Maintenance Bid and Option 1 in order for your bid to be considered.

"Option" means a unilateral right in the contract by which, for a specified time, Houston County may elect to extend the term of the contract. Evaluation of the option will not oblige Houston County to exercise the option.

To receive consideration, your sealed bid will ONLY be accepted at:

Houston County Purchasing Department
200 Carl Vinson Pkwy
Warner Robins, Georgia 31088

Bids will be accepted UNTIL the deadline of:

Friday, April 10, 2026 - 2 p.m.

Your bid package MUST be marked:

"SEALED BID #26-10: Vehicle Maintenance Bid"

Bids will be opened, evaluated, recapped, and presented to the Board of Commissioners at their meeting on Tuesday, April 21, 2026, at 5:00 p.m. at the Houston County Annex in Warner Robins, Georgia. The award will be based on the best value for Houston County. This bid is subject to be awarded to multiple vendors.

HOUSTON COUNTY RESERVES THE RIGHT TO ACCEPT NONE, ALL OR ANY PART OF YOUR BID AND WAIVE ALL INFORMALITIES.

If you should have any questions regarding this bid request, please contact my office.

Thank you.

Handwritten signature of Vanessa Zimmerman

VANESSA ZIMMERMAN
DIRECTOR OF PURCHASING
HOUSTON COUNTY BOARD OF COMMISSIONERS



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### INSTRUCTIONS TO BIDDERS

**These instructions will bind bidders to terms and conditions herein set forth, except as specifically qualified in special bid and contract terms issued with any individual bid.**

1. The following criteria are used in determining low responsible bidders:
  - (a) Ability, capacity, and skill of bidder to perform required service.
  - (b) Whether bidder can perform service promptly or within specified time.
  - (c) The character, integrity, reputation, judgment, experience, and efficiency of bidder.
  - (d) The performance of previous contracts.
  - (e) The suitability of equipment or material for County use.
  - (f) The ability of bidder to provide future maintenance and parts service; and
  - (g) Awards will be based on the best value to Houston County.
2. Houston County Board of Commissioners is exempt from all State Sales Tax and Federal Excise Tax.
3. The bids should be tabulated, totaled, and checked for accuracy. The unit price will prevail in case of errors.
4. All required information should be included in bid for your proposal to receive full consideration.
5. Any questions or clarifications may be directed to Vanessa Zimmerman, Director of Purchasing, at any of the above listed numbers, e-mail or address.
6. Quote all prices FOB Destination. Destination to be specified at time of order.
7. **SEALED BIDS** shall be addressed to the **Houston County Purchasing Department, 200 Carl Vinson Pkwy, Warner Robins, Georgia 31088**. NO OTHER county offices will accept bids unless specified on the bid. Also, **ABSOLUTELY NO FAXED OR PHONED IN BIDS WILL BE ACCEPTED OR CONSIDERED FOR AWARD**.
8. All bidders must be recognized dealers in the materials, services or equipment specified and be qualified to advise on their application or use. A bidder at any time requested must satisfy the Purchasing Department that they have the requisite organization, capital, plant, stock, ability and experience to satisfactorily execute the contract in accordance with the provisions of the contract in which they are interested.



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9. **Local Preference: Bids** awarded to local vendors contribute to the local tax base and will, therefore, be given special consideration when bidding against outside vendors. Bids received from vendors within the confines of the county will be given preference if their bid is within three percent (3%) of the low bid submitted by any out-of-county bidder. This policy does not apply to any purchases of materials, equipment or services of more than \$150,000.00. On those cases, the Board of Commissioners will make their decision based on the lowest and best bid as submitted.
  
10. **Price Matching and Multiple Vendor Use:** Houston County reserves the right to procure services covered under this solicitation from additional vendors not awarded the primary bid if such vendors agree to provide the same goods or services at pricing equal to or lower than the pricing submitted by the awarded bidder(s). Nothing in this solicitation shall be construed as granting exclusive rights to any awarded vendor, and Houston County retains the right to utilize other qualified vendors when deemed to be in the best interest of the County.

**FY26 Vehicle Maintenance Bracket Definitions**

Bracket A – Sedan / Compact:

Includes Dodge Charger and Ford Escape class vehicles.

Bracket B – Small / 1/2 Ton Truck:

Includes Ford Ranger, Ram 1500, and Ford F-150 class vehicles.

Bracket C – Full SUV:

Includes Ford Explorer, Ford Expedition, and Chevrolet Tahoe class vehicles.

Bracket D – Transit / Specialty:

Includes Ford Transit vans and similar specialty fleet & EMS vehicles.

FY26-10 Vehicle Maintenance Bid  
Due - Friday April 10,2026 at 2 p.m.

<b>Service</b>	<b>Bracket A - Sedan / Compact</b>	<b>Bracket B - Small &amp; 1/2 Ton Truck</b>	<b>Bracket C - Full SUV</b>	<b>Bracket D - Transit / Specialty/ EMS</b>
Air Filter - Cabin				
Air Filter - Engine				
Battery - Charging System Test				
Battery - Replacement (New battery Includes cable terminals & Labor)				
Battery - Replacement (New battery Includes cable terminals & Labor) AGM				
Engine Diagnostic				
Labor Rate (Per Hour)				
Maintenance - Air Conditioning (Includes Diagnostic, tighten belt, leak check)				
Maintenance - Cooling System				
Maintenance - Fuel Filter Service				
Maintenance - Fuel Injection & Induction Cleaning				
Maintenance - Oil Change – Conventional				
Maintenance - Oil Change – Synthetic				
Maintenance - Power Steering Flush				
Maintenance - Rear End Service				
Maintenance - Serpentine Belt Replacement				
Maintenance - Transmission				
Maintenance - Tune-Up (Parts & Labor)				
Parts Markup (Cost + %)				
Service - Roadside Call				

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Service - Towing				
Wheel - Balance Only (Per Tire)				
Wheel - Mount & Balance (Per Tire)				
Wheel - Rotate & Balance (Per Tire)				
Wheel - Rotate Only (Per Tire)				
Wheel - Tire Repair (Per Tire)				
Wheel - Valve Stem (Each)				
Wheel - Weights (Per Tire)				
Wheel Axel - [Front/Rear] Tire Alignment (Includes Diagnostic)				
Wheel Axel - Brake Inspection				
Wheel Axel Alignment				
Wheel Axel- Brakes [ Front ] – Turn Rotors & Replace Pads (OEM)				
Wheel Axel- Brakes [ Front ] – Replace Rotors & Pads (OEM)				
Wheel Axel- Brakes [ Rear ] – Replace Rotors & Pads (OEM)				
Wheel Axel- Brakes [ Rear ] - Turn Rotors & Replace Pads (OEM)				
Wiper Blade (Pair)				
Wiper Blade (Single/Rear)				