



TREASURE VALLEY TRANSIT INC.
MCCALL FLEET MAINTENANCE
AND REPAIR SERVICES
REQUEST FOR PROPOSALS

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REQUEST FOR PROPOSALS

Legal Notice

Treasure Valley Transit, Inc. (TVT) is seeking a Request for Proposal (RFP) for Maintenance and Repair Services. Sealed proposals are due at the office of Treasure Valley Transit, 3101 South Powerline Rd., Nampa, Idaho 83686, by 5:00 PM (MST), Tuesday, November 17, 2026, at which time proposals will be publicly opened.

The RFP seeks competitive proposals from qualified firms to provide maintenance and repair services for our McCall fleet vehicles, which contain light and medium duty cutaway buses, vans, and cars. The contract under this project will commence November 23, 2026, and end November 22, 2028, with an option to renew annually for up to two years.

All prospective respondents are invited to attend a Pre-Submission Meeting at 10:00 AM on Tuesday, November 10, 2026. Prospective respondents will meet via conference call (Conference number 1-202-926-1127 Access Code 222831#). All questions or clarifications concerning the content and requirements of the RFP Documents must be received in writing prior to or during the Pre-Submission Meeting. Address all written questions or clarification requests to Jonathan Rutherford, Treasure Valley Transit, 3101 South Powerline Rd., Nampa, Idaho 83686 or email jonathan@treasurevalleytransit.com.

Treasure Valley Transit is an Equal Opportunity Employer and encourages women, minorities, disadvantaged business enterprises and small businesses in the competitive bidding process.

THIS IS A FEDERALLY FUNDED PROJECT.

ALL APPLICABLE FEDERAL RULES AND REGULATIONS APPLY.

INTRODUCTION

Mountain Community Transit is operated by Treasure Valley Transit, Inc:

The City Route serves the City of McCall, Idaho.

The Commuter Express Routes connect the communities of New Meadows, McCall, Lake Fork, Donnelly, Cascade, and Brundage.

Treasure Valley Transit currently seeks competitive proposals from qualified firms to provide maintenance and repair services for our fleet vehicles located within the Valley County area. The fleet contains 8 light and medium duty cutaway buses and 1 staff car.

RESPONSE AND SELECTION INFORMATION

All firms shall prepare and submit a response to this RFP providing the cost and qualifications of light vehicle maintenance and repair services. All responses to this RFP shall be prepared in accordance with the requirements listed below.

To facilitate review and evaluation, the proposals submitted shall provide the following information in the order shown.

- 1) Checklist Form: Respondents shall fully complete and submit the Checklist Form.
- 2) Submittal Form: Respondents shall fully complete and submit the Submittal and Addendum Acknowledgement Form including Bid Security.
- 3) Cost Schedule: Respondents shall fully complete and submit the Cost Schedule as provided.
- 4) Firm History: Respondents shall provide a narrative, not to exceed one-page of the Firm's History.
- 5) Firm Experience:
 - a. Respondents shall provide a description, not to exceed one page of the Firm's Experience in providing Light Vehicle Maintenance and Repair Services in all Scope of Work areas. Also, this narrative shall include the Firm's quality of work, satisfactory completion, and positive customer service.
 - b. In addition, Respondents should provide three (3) client references that the Firms have provided Light and Medium Vehicle Maintenance

and Repair Services within the past five (5) years. The client references shall include the names, addresses, telephone numbers, and email addresses for the clients that are willing to provide references. Submit required information on the References Form provided.

6) Firm Qualifications:

- a. Respondents shall provide a description, not to exceed one page of the Firm's Qualifications. The Qualifications narrative shall, at a minimum, address the number of years servicing fleets larger than 8 light or medium duty units.
- b. In addition, Respondents shall provide the Names of Key Personnel. For each of the Firm's Key Personnel, Respondents shall provide a Summary Resume and contact information. Each Summary Resume shall not exceed one-half page for each Key Person.

7) Narratives: Respondents shall provide a narrative, not to exceed five (5) pages, addressing the following:

- a. Management Summary: Respondents shall include narratives describing the proposed offer and list of services that will be rendered.
- b. Project Approach: Respondents shall include the proposed level of inventory, parts source(s), response time, implementation plan, and any other information that impacts the firm's ability to provide the services outlined in the Scope of Work.

8) Non-Discrimination Statement: Respondents shall provide narratives, not to exceed one-half page, stating that the Firm will not discriminate.

- a. One statement should include content that the Firm does not and will not discriminate against any person, employee, or applicant for employment because of race, color, religion, gender, national origin, age or disability in accordance with Title 49 CFR Part 21.
- b. Another statement should include content that the Firm does not and will not discriminate against any person, employee, or applicant for employment because of these protected classes on the basis of race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, military status genetic information, or any other status protected by federal, state, or local law.

- 9) Disadvantage Business Enterprise (DBE) Status: Each Respondent Firm shall declare its DBE Status and whether it is registered with the Idaho Transportation Department as a DBE or state other basis for DBE Determination.
- 10) Other Information: On no more than one page, Respondents may provide other information pertinent to the evaluation of the Respondents' Experience and Qualification, i.e., awards, certifications.

FORMAT DIRECTION:

- 1.) All Firms responding to the RFP Documents shall prepare and submit one (1) Original and one (1) paper copy of their Response. In addition, all Firms shall submit a PDF version of their Proposal through e-mail.
- 2.) All RFP responses should be clearly labeled with the firm name on the cover.
- 3.) Clearly label and separate each Section as instructed under Response Preparation Requirements. In addition, all pages provided shall be one-sided 8.5" x 11" sheets with single-line spacing and text in an 11-point or larger type.
- 4.) Respondents are permitted to utilize cover pages, tables of contents, and separation sheets; however, these will not be counted toward the stated page limits.
- 5.) A transmittal or cover letter may be provided; however, such letters will not be counted toward the stated page limits, *nor* will their content be considered in the evaluation of the RFP response.
- 6.) Treasure Valley Transit is not responsible for any cost incurred by any respondent in the preparation of the Proposal Documents. All information and material submitted in response to this RFP shall become the property of Treasure Valley Transit and will not be returned. At its sole discretion, Treasure Valley Transit reserves the right to use any and all information submitted.

PRE-SUBMISSION MEETING

All prospective respondents are invited to attend a Pre-Submission Meeting at 10:00 AM on Tuesday, November 10, 2026. Prospective respondents will meet via conference call (Conference number 1-202-926-1127 Access Code 222831#). All questions or clarifications concerning the content and requirements of the RFP Documents must be received in writing prior to or during the Pre-Submission Meeting. Address all written questions or clarification requests to Jonathan Rutherford, Treasure Valley Transit, 3101 South Powerline Rd., Nampa, Idaho 83686 or email jonathan@treasurevalleytransit.com.

RESPONSE SUBMISSION REQUIREMENTS

- 1.) All Proposal Documents must be submitted and received by Treasure Valley Transit no later than 5:00PM (MST) on Tuesday November 17, 2026. Treasure Valley Transit is located at 3101 South Powerline Rd., Nampa, Idaho 83686.
- 2.) Please be advised that this is a receipt date and time, **not** a postmark date and time.
- 3.) Treasure Valley Transit will **not** accept late Proposal Documents.
- 4.) Treasure Valley Transit will **not** accept Proposal Documents submitted by facsimile or e-mail.
- 5.) All Proposals shall be submitted in a sealed Envelope and addressed to:

Treasure Valley Transit, Inc.
Attn: Jonathan Rutherford
3101 South Powerline Rd.
Nampa, Idaho 83686

- 6.) All Proposals must be clearly marked with Respondent Name, Request for Proposal, McCall Fleet Maintenance and Repair Services.
- 7.) When a Proposal is forwarded by the U.S. Mail or other delivery service, the sealed Proposal Envelope shall be enclosed in Shipping Envelope and addressed as specified for the sealed Proposal envelope. Treasure Valley Transit is not responsible for any cost incurred by any respondent in the preparation and/or submission of their Proposal.

EVALUATION AND AWARD PROCESS: The selection of Respondent Firms for McCall Fleet Maintenance and Repair Services will be based on the Responsiveness Review completed by the TVT Procurement and Contracting Staff and Committee.

- 1.) The Evaluation of the Proposals submitted shall be on the basis of the content of the Evaluation Criteria Form.
- 2.) The Selection Committee will evaluate the cost, experience, qualifications, and other information presented in each Firm's response to the RFP. To complete these tasks, the Selection Committee will use the Evaluation Criteria Form provided in the RFP.
- 3.) Please note that these Evaluation Criteria include consideration as to whether the Firm is certified by the Idaho Transportation Department and listed in the Idaho Disadvantage Business Enterprise (DBE) Director. Inclusion of the DBE-certified firms ensures maintenance of compliance and meets the goals of Federally assisted projects.
- 4.) The Respondent Firm receiving the highest Evaluation score will be awarded the 2026 Fleet Maintenance and Repair Services Agreement. Treasure Valley Transit reserves the right to reject any or all Proposals not conforming to the intent and purpose of this RFP whenever such action appears to be in the best interest of Treasure Valley Transit.

ADDITIONAL RESPONDENT INFORMATION

DOCUMENT INTERPRETATION:

All Respondents submitting a response shall have thoroughly examined all the content contained in the Request for Proposals (RFP) Documents. Should there be any doubt as to any meaning or intent of any RFP statement or provision, the Respondent should submit their inquiries in writing by mail addressed as prescribed in the Legal Notice, or by email to jonathan@treasurevalleytransit.com no later than 5:00 PM on Tuesday, November 10, 2026. Any interpretation that may alter or change the RFP Documents will be in writing, in the form of an Addendum, which will be furnished to all respondents receiving the RFP Documents. Treasure Valley Transit will not be responsible for any other explanation or interpretation

of the RFP Documents. Respondents shall acknowledge all Addendum on the Submittal and Addendum Acknowledgement Form with their Proposal Documents or be deemed non-responsive.

RESPONDENT UNDERSTANDING:

Each respondent must adequately inspect the RFP Documents and make themselves thoroughly familiar with the content of the RFP Documents. It shall be the Respondents obligation to verify, to their complete satisfaction, all information contained in the RFP Documents.

The submission of a Proposal Document will constitute an incontrovertible representation by the Respondent that they have been given adequate opportunity to be acquainted with the RFP Documents. Further the Respondent has, to their satisfaction, resolved any questions regarding any perceived conflicts, ambiguities, errors, and discrepancies contained within the RFP Documents.

PREPARATION OF RESPONSE:

Respondents must provide all information in the form and in the format required in the RFP Documents and submit their Proposal Documents by the date and time specified. If samples or supporting documentation are required, such documentation must be submitted with the Proposal Document. If Addendum has been issued concerning the solicitation, Respondents must acknowledge all Addendum as instructed. Failure to acknowledge all Addendum as instructed will be a basis for rejecting the submission as non-responsive.

Respondents shall sign their Proposal Document in the space(s) provided, therefore. If the Respondent is a corporation, the legal name of the corporation shall be entered together with the original signature of an agent authorized to sign contracts on behalf of the corporation. If the Respondent is a partnership, the true name of the firm shall be entered

together with the original signature of the partner(s) authorized to sign contracts on behalf of the partnership.

All blank spaces in the Proposal Document must be filled in, preferably in black ink or typewritten. If there is a discrepancy between unit and total prices, unit prices shall govern.

BASIS OF SELECTION:

Respondents selected are those who, in the sole opinion of Treasure Valley Transit, offer the lowest cost and best qualified to perform the work. The selection will be made on basis of lowest costs, qualifications, ability to meet time requirements, and prior history of service and capability, among other factors contained in the Evaluation Form.

Treasure Valley Transit reserves the right to accept or reject any or all Proposal Documents, and to waive any informalities and irregularities in said Documents.

EXECUTION OF AGREEMENT:

The selected respondent must execute an Agreement with Treasure Valley Transit within 10 days after award by Treasure Valley Transit.

PROTESTS FROM RESPONDENTS:

Any protests concerning the method of evaluation or selection must be made in writing and received by Treasure Valley Transit within five business days after award. Failure to raise such protest in writing shall be deemed to operate as a waiver as to any objections that may be raised on the part of the respondents.

NON-RESPONSIVE CRITERIA:

All bid proposals submitted that fail to meet the following criteria (if applicable) shall be deemed void and non-responsive:

- a) Provide proof of licensure
- b) Submit their bid or proposal to the person and/or location by the date and time stated in the Request for Proposal

INFORMAL TIES AND IRREGULARITIES:

Informalities and irregularities may be waived by the Treasure Valley Transit Executive Director if 1. The subject bid amount is lower than the Treasure Valley Transit estimate; 2. The informality and irregularity have no substantive impact on any substantial or material requirements of the project 3. Waiver of the informalities and irregularity will not create an advantage for the subject bidder; and 4. The informalities and irregularity can be corrected by the subject bidder within 48 hours of the waiver being granted by the Director. If not waived, these informalities and irregularities shall result in a bid proposal being deemed void and non-responsive.

Based upon the foregoing, the informalities and irregularities that may be waived include, but are not limited to, the following:

- a) Failure to list all deviations from the specifications.
- b) Failure by the Bidder to meet the specifications contained in the Request for Proposal.
- c) Failure to provide the timely required original Bid Security.
- d) Failure to comply with any other bidding procedures.
- e) Failure to provide all other required Bid Security documentation.
- f) Failure by the Bidder to sign their bid or proposal.
- g) Minor mathematical errors
- h) Omissions, erasures, or alterations, not initialized by an authorized representative of the Bidder.
- i) Additions of any kind or prices which are uncalled for in the Request for Proposal.

REQUEST FOR PROPOSALS

TREASURE VALLEY TRANSIT 2026 FLEET MAINTENANCE AND REPAIR SERVICES

SUBMITTAL AND ADDENDUM ACKNOWLEDGEMENT FORM

The undersigned declares that the Proposal Documents submitted for the 2026 Fleet Maintenance and Repair Services Request for Proposal (RFP) is, in all respects, an accurate and true representation of the Firm's Cost, Experience, and Qualifications. The undersigned further acknowledges that the Response Documents submitted is absent any collusion with an employee/official of Treasure Valley Transit.

If any omissions, erasures, and or alterations (collectively "modifications") are required to be made to the Proposal Documents, the undersigned acknowledges that they have carefully examined the modifications to the Proposal Documents submitted by the firm and have approved all such modifications. If said modifications are handwritten, the modifications must be initialed. The undersigned further acknowledges that the individual initializing any such modifications has authorization to do so on behalf of the Firm.

In addition, the Firm shall list all Addendum issued for the RFP. The Firm acknowledges by signature to this Submittal Form below that the Addendum listed has been received by the Firm and that the Firm has incorporated their content into the Proposal attached hereto.

ADDENDUM ACKNOWLEDGEMENT	
Addendum Number	Addendum Date

Firm Name: _____

Address: _____

City: _____ State: _____ ZIP: _____

Firm Representative Name (Please Print): _____

Authorized Signature: _____ Date: _____

Title: _____ Email: _____

2026 FLEET MAINTENANCE AND REPAIR SERVICES COST SCHEDULE

Schedule A: Standard Service Package – Lube, Oil, Filter, and Fluids						
Please provide an overall price for a standard service package for the different types below						
Item	Lube, Oil, and Filter Description	Brand	Unit Cost	Unit	Quantity	Total Cost
1	Gas Engines - Oil and Filters*					
1a	Oil – Conventional (unit quantity – per quart)		\$	Quart	200	\$
1b	Oil – Synthetic (unit quantity – per quart)		\$	Quart	3,000	\$
1c	Premium Oil Filter (unit quantity – per filter)		\$	Filter	300	\$
1d	Premium Fuel Filter (quantity – per filter)		\$	Filter	50	\$
2	Diesel Engines – Oil and Filters*					
2a	Oil** - Low Sulfur Low Ash (quantity – per quart)		\$	Quart	1,000	\$
2b	Premium Oil Filter (unit quantity – per filter)		\$	Filter	75	\$
2c	Premium Fuel Filter (quantity – per filter)		\$	Filter	25	\$
	* All filters must be a premium oil filter ** All diesel oil shall be low sulfur low ash					

Item	Fluids Description	4 Cylinder	6 Cylinder	8 Cylinder	10 Cylinder
3	Lubricate Chassis	\$	\$	\$	\$
4	Check and Fill Transmission Fluid	\$	\$	\$	\$
5	Check and Fill Differential Fluid	\$	\$	\$	\$
6	Check and Fill Brake Fluid	\$	\$	\$	\$
7	Check and Fill Power Steering Fluid	\$	\$	\$	\$
8	Check and Fill Engine Coolant	\$	\$	\$	\$
9	Check and Fill Washer Fluid	\$	\$	\$	\$
10	Check Air Filter	\$	\$	\$	\$
11	Check and Correct Tire Pressures	\$	\$	\$	\$
12	General Safety Inspection	\$	\$	\$	\$
A. Total Price - Standard Service Package (all items)		\$	\$	\$	\$
13	Number of Services	X 5	X 40	X 200	X 30
A. Total: Standard Service Cost per Number of Services		\$	\$	\$	\$

COMPANY NAME: _____

2026 FLEET MAINTENANCE AND REPAIR SERVICES COST SCHEDULE

Schedule B: Comprehensive Vehicle Safety Inspection Package

Item	Description	Each
1	Brakes: Specify Lining Measurement and Operation, Including the Emergency Brake	\$
2	Tires: Check Pressure, Adjust to Manufacturer's Standards and Reset TPMS if applicable	\$
3	Electrical System: Starting Battery Condition (Clean and Service) Check Charging System Output	\$
4	Filters, Belts, Hoses, Exhaust System: Inspect and Recommend Service	\$
5	Steering System, Suspension System, Shocks: Inspect for Wear and Recommend Service.	\$
6	Interior: Seat Belt Operation, Seat Adjustments, Mirrors, Visors, Heater/Defroster, Air Conditioning, Gauge Performance	\$
B. Total Cost - Vehicle Safety Inspection Package		\$
Total Cost (Schedule A and Schedule B)		\$

Schedule C: Additional Services (As requested by TVT)

Item	Description	4 Cylinder	6 Cylinder	8 Cylinder	10 Cylinder
1	Transmission Fluid Blush and Filter Replacement	\$	\$	\$	\$
2	Replace (if needed) Air Filter	\$	\$	\$	\$
3	Clean Battery Terminals	\$	\$	\$	\$
4	Brake Inspection of all (4) wheels. The brake lining Measurement shall be specified on the service ticket.	\$	\$	\$	\$
5	Replace Fuel Filter (If applicable)	\$	\$	\$	\$
6	Replace Serpentine Belt	\$	\$	\$	\$
7	Replace Spark Plugs, Spark Plug Wires, And Perform Computerized Engine Analysis	\$	\$	\$	\$
8	Replace PCV	\$	\$	\$	\$
9	Pressure Test Cooling System, Flush, and Install New Coolant	\$	\$	\$	\$
10	Braun Wheelchair Lift Inspections	\$	\$	\$	\$
11	Check Alignment and Realign if Needed	\$	\$	\$	\$

COMPANY NAME: _____

MCCALL FLEET MAINTENANCE AND REPAIR SERVICES COST SCHEDULE

Schedule D: Repairs For Items Other Than Those Listed In The Standard Service Package	
Hourly Labor Rate:	\$
Parts Mark up:	%

The quantities listed on the Form are for evaluation purposes only and are set to establish a basis for price structure evaluation.

Any Proposal that contains omissions, erasures or alterations not initialed may be considered unresponsive. The Bidder acknowledges, declares, and represents that they have carefully examined all omissions, erasures, and/or alterations (collectively “modifications”) to the Proposal made by the Contractor, and approves of all such modifications and that the individual(s) initialing any such modifications has authorization to do so on behalf of the Contractor.

Company Name: _____

Representative Signature: _____

2026 FLEET MAINTENANCE AND REPAIR SERVICES

SCOPE OF WORK

Background: Treasure Valley Transit seeks proposals from firms to provide Preventive maintenance, safety inspections and repair services on Treasure Valley Transit owned vehicles and wheelchair lifts in accordance with all manufacturers' requirements and warranties.

The Contract will encompass repair and service for all Treasure Valley Transit fleet vehicles and wheelchair lifts located at our McCall, Idaho location, 214 Helmich Street. The fleet has approximately 8 light and medium duty Cutaway Buses and 1 staff car. See attached TVT vehicle inventory list. Treasure Valley Transit will provide a weekly report for the vehicles that are due for maintenance and any necessary repairs.

Minimum Qualifications: All firms must be primarily engaged in the business of providing vehicle preventive maintenance, safety inspections and repair services.

Firms shall have service facilities capable of providing all aspects of vehicle services specified in this document, except specialized factory and warranty repair work.

All work will be performed by qualified service personnel trained and authorized to do the work. Mechanics at work shall maintain industry certifications and be qualified to perform maintenance and repairs to vehicle components/systems. Present evidence of mechanic/shop certifications with bid proposal. All mechanics who drive Mountain Community Transit vehicles shall possess a valid Commercial Driver's License.

Firm shall have a Drug & Alcohol Policy that includes pre-employment and random drug testing for all personnel that conduct any maintenance and/or repair services on the fleet.

Scope of Services: The successful Firm must be able to perform general and preventive maintenance on vehicles and cutaway buses that include but are not limited to; brakes, suspension, climate control systems, electrical systems, Braun wheelchair lifts, pulling fault codes from ECU etc... Vendor must have adequate software to identify fault codes and provide an adequate diagnostic of vehicles.

Vendor must be able to determine if they are able to complete repairs or if repairs are beyond their capabilities. Firms must be able to identify when they are not capable of performing the services/repairs requested. This must be communicated to Treasure Valley Transit fleet staff no later than 24 hours after arrival to vendor's location.

If possible, Treasure Valley Transit preference is to have a primary firm that has the ability to perform all required services. However, work may be sub-contracted out. When sub-contractors are used, the firm is primarily responsible for performance including, but not limited to; billing, reporting, scheduling, delivery, work quality, and warranty. The Contractor must have the ability to provide required preventive maintenance and repair service listed below.

The Firm shall follow all manufacturer specifications and standards including service intervals unless otherwise stated by Treasure Valley Transit fleet staff.

Treasure Valley Transit fleet staff shall provide in writing (either email) and verbal notification to the Firm's identified primary point of contact of any modifications to preventive maintenance services 48 hours prior to implementation of change.

An annual DOT certified inspection on all fleet vehicles must be performed.

Preventive Maintenance: All Preventive Maintenance (PM) and repairs shall meet manufacturer specifications and recommendations. This includes service intervals unless otherwise specified by Treasure Valley Transit fleet staff. All Treasure Valley Transit vehicles are routinely driven long distances, frequently start and stop, drive over rough terrain, and idle for long periods. All PM and minor repairs are scheduled ***Monday through Friday service and require CDL drivers*** to pick up vehicles and deliver back to the yard as part of the contract.

Repairs and Maintenance: Provide service/repairs to all common mechanical and electrical systems as needed. 1.) The Firm shall provide all materials and labor to satisfy TVT's need for light duty vehicle maintenance and repair as described herein. TVT will require repairs in addition to those listed in the Agreement. The Firm is responsible for proper disposal of all old fluids, filters, and parts or materials. When a vehicle is in the Firm's possession, then the vehicle(s) shall be stored in secure area at the Firm's site with precautions taken to protect the vehicle(s).

Parts: All parts and product supplied shall meet all safety standards included but not limited to; Joint Industrial Council (JIC), Safety Administration Engineers (SAE), Department of Transportation (DOT), Fasteners shall be grade 5. All filters shall be a premium filter. All parts shall be a premium non-OEM (Original Equipment Manufacturer) whenever possible rather than OEM parts.

Transport of Vehicles: The Firm is responsible for transport (pickup and delivery) of vehicles for all preventative, scheduled, and non-scheduled services from our location at 214 Helmich St., McCall, ID 83638. All drivers must hold a valid Idaho CDL license. For vehicles not drivable, Treasure Valley Transit will be responsible to arrange towing of the vehicle to the Firm's location.

Conditions on Required Services: A twenty-four (24) hour service turn-around is required on common repairs including brakes, and routine maintenance. More complex repairs shall not exceed forty-eight (48) hours without Treasure Valley Transit approval. If additional time is required, it must be approved by fleet staff. Ensure a dependable parts supply chain to ensure minimum turn-around on uncommon repairs.

Repair Order Content and Procedure: The Firm shall provide repair orders for all services provided containing the following information: 1.) An invoice with final cost shall be e-mailed to Treasure Valley Transit upon completion. 2.) Treasure Valley Transit fleet services allow the vendor a \$500 pre-authorized allowance for repairs outside of standard preventative maintenance. Authorization of work by Treasure Valley Transit fleet coordinator or designee is required for all repair orders over \$500. 3.) Individual charges shall be submitted on separate repair orders for each service visit. The repair order must include, date work performed, make/model, VIN number, license number and TVT unit number, vehicle mileage at time of service/repair, date in/date out, time completed, identify any fault codes by including the fault code number, a brief description of the fault code and if they were cleared.

Detail type of service hours, material used, and cost associated with each. The Firm guarantees and warrants that all material furnished, and services performed under said contract will be free from defects in material and workmanship and will conform to the requirements of the Contract for 3,000 miles or a period of ninety (90) days, whichever occurs first. The Firm shall remedy all such defects at

his/her own expense within two (2) working days after notification by the TVT Fleet Coordinator.

Hours of Operation: Please identify normal business hours and emergency business hours, if available.

Vehicle Inspections: Treasure Valley Transit requires a comprehensive, documented full vehicle inspection at every service. All items found to be defective should be repaired or replaced unless such repair requires a long waiting period for parts, in which case, the vehicle should be returned to Treasure Valley Transit for use until the part is received. This process will be overruled should the vendor deem the repair worthy of taking the vehicle out of service.

Services Required:

1.) PM Oil Change including all disposal, shop supplies, and environmental fees, to include:

- Change the vehicle oil with quality and API rated oil required by manufacture.
- Replace the oil filter with premium oil filter.
- Inspect the wiper blades and replace if needed.
- Lubricate all grease fittings, if applicable.
- Check and fill brake fluid, if needed.
- Check and fill transmission/transaxle fluid, if needed.
- Check and fill coolant if needed.
- Check and fill power steering fluid, if needed.
- Check and fill windshield washer fluid, if needed.
- Check and fill battery water, if needed.
- Check and inflate the tires to proper pressure if needed.
- Check all exterior lights and replace as needed.
- Reset oil life indicator.
- Check brake pads and report pad thickness on work order.
- Check overall safety and drivability of vehicle.
- Report any damage to Treasure Valley Transit fleet staff.

- 2.) Fixing the Wheelchair lift
- 3.) Replacement of Fuel Filter
- 4.) Replacement of Brakes/Brake Parts
- 5.) Replacement of Air Filter
- 6.) Radiator Flush (Include Fluid)
- 7.) Air Conditioning Service
- 8.) Serpentine Belt Replacement
- 9.) Transmission (Drain/Replace Fluid/Replace Filter).
- 10.) Battery Replacement-Must meet manufacturer amp specification for vehicle
- 11.) Alternator Replacement
- 12.) Chassis components including alignments
- 13.) Engine and transmission repair
- 14.) Computer Diagnostic Assessment

Service Level: The selected Firm shall agree to provide services according to the vehicle manufacturer recommended service levels as well as services required by Treasure Valley Transit Fleet services.

Special Service: Specify any special service provided to expedite the maintenance of repairs vehicles such as priority service, mobile service, etc.

Payment: All invoices will be sent to TVT Finance Manager upon completion of repair or service and billed by a statement on a monthly basis. TVT will process the payment within net 30 days from receipt of statement.

2026 FLEET MAINTENANCE AND REPAIR SERVICES

VEHICLE INVENTORY LIST

Veh.	Year	Make	Model	Mileage
#70	2018	Ford	E-450 El Dorado	265,368
#71	2018	Ford	E-450 El Dorado	470,333
#72	2018	Ford	E-450 El Dorado	250,242
#73	2020	Ford	F-550 El Dorado	140,681
#74	2020	Ford	F-550 El Dorado	182,238
#75	2020	Ford	F-550 El Dorado	128,911
#81	2024	Ford	F-550 El Dorado	119,995
#83	2024	Ford	F-550 El Dorado	60,211
#007	2010	Ford	Escape	141,179

McCALL MAINTENANCE AND REPAIR SERVICES

PROPOSAL CHECKLIST

All Proposals must be submitted and receive a date and time stamp on or before 5:00 PM (MST), Tuesday, November 17, 2026. To ensure each respondent includes documents required for a responsive Proposal, the following Checklist is provided:

- Proposal Checklist Form
- Submittal and Addendum Acknowledgement Form
- Cost Schedule
- Firm History
- Firm's Experience
- Reference Form
- Firm Qualifications
- Narratives
- Copy of company drug and alcohol policy
- Title 49 CFR Part 21 Non-Discrimination Statement
- Disadvantaged Business Enterprise (DBE) and Other Information
- One (1) Original and one (1) Paper Copy, and one (1) CD of the Proposal
- Sealed Envelope with the "Respondent Firm Name", Request for Proposals: 2026 Fleet Maintenance and Repair Services, and the "Date and Time of Submission Deadline" legibly printed on outside of Proposal and Shipping Envelopes per instructions.

The Proposal Checklist is designed to assist respondents in submitting responsive Proposals and is not intended to relieve respondents of the requirements, terms, and conditions contained in the Request for Proposal.

MCCALL FLEET MAINTENANCE AND REPAIR SERVICES

Reference Form

Company Name:	
Contact Person:	
Address:	
Phone:	
E-Mail Address:	

Company Name:	
Contact Person:	
Address:	
Phone:	
E-Mail Address:	

Company Name:	
Contact Person:	
Address:	
Phone:	
E-Mail Address:	

MCCALL FLEET MAINTENANCE AND REPAIR SERVICES

EVALUATION CRITERIA

Name of Firm: _____ Date: _____

CRITERIA	SCORE
COST OF STANDARD SERVICE PACKAGE-Lube, Oil, and Filter: Maximum Score-200	
Low Cost Proposal=200 Second Low Cost=180 Third Low Cost= 160	
COST OF FLUIDS AND LUBRICANTS: Maximum Score-50	
Low Cost Proposal=50, Second Low Cost= 45, Third Low Cost= 40	
COST OF VEHICLE SAFETY INSPECTION SERVICES: Maximum Score-50	
Low Cost Proposal=50, Second Low Cost=45, Third Low Cost=40	
COST OF ADDITIONAL SERVICES: Maximum Score-100	
Low Cost Proposal=100, Second Low Cost=90, Third Low Cost=80	
PARTS MARK-UP PERCENTAGE: Maximum Score-100	
Low Cost Proposal=100, Second Low Cost=90, Third Low Cost=80	
HOURLY SERVICE RATE: Maximum Score-100	
Low Cost Proposal=100, Second Low Cost=90, Third Low Cost=80	
QUALITATIVE CRITERIA	RATING X WEIGHT = SCORE
FIRM HISTORY AND EXPERIENCE: Maximum Score-35	
Quality Work and Satisfactory Project Completion	X 4 =
Reputation for Positive Customer Service	X 2 =
Experience with Large/Government Entities	X 1 =
PROJECT APPROACH: Maximum Score-40	
Management Summary	X 3 =
Project Approach	X 5 =
FIRM PAST EXPERIENCE: Maximum Score-50	
Past Positive Work History with TVT and References	X 10 =
-OR-	
References with No Past Work History with TVT	X 2 =
DISADVANTAGE BUSINESS ENTERPRISE: Maximum Score-1	
Disadvantage Business Enterprise: Yes-1 No-0	X =
TOTAL POINTS (Maximum Score 726 points)	
Rating Points for Qualitative Categories	
Outstanding=5, Good = 4, Satisfactory = 3, Marginal =2, No Response =1, Unsatisfactory =0	

Selection committee members will assign up to the maximum number of points listed for each of the Categories listed above. Items with qualitative answers will receive the average of points assigned by Selection Committee members.

Independent Contractor Agreement

2026 Maintenance and Service Agreement

This Agreement is made between Treasure Valley Transit Inc., ("Client") with a principal place of business at 3101 South Powerline Rd., Nampa, Idaho 83686 and ***** ("Contractor"), with a principal place of business at *****.

1. Services to Be Performed

Contractor agrees to perform the services described in Exhibit A, which is attached to this Agreement.

2. Payment

In consideration for the services to be performed by Contractor, Client agrees to pay Contractor at the following rate: Total estimated cost \$000,000.00.

Contractor shall be paid within a reasonable time after Contractor submits an invoice to Client. The invoice should include the following: an invoice number, the dates covered by the invoice, and a summary of the work performed.

3. Expenses

Contractor shall be responsible for all expenses incurred while performing services under this Agreement. This includes automobile, truck, and other travel expenses; vehicle maintenance and repair costs; vehicle and other license fees and permits; insurance premiums; road, fuel, and other taxes; fines; radio, pager, or cell phone expenses; meals; and all salary, expenses, and other compensation paid to employees or contract personnel the Contractor hires to complete the work under this Agreement.

4. Vehicles and Equipment

Contractor will furnish all vehicles, equipment, tools, and materials used to provide the services required by this Agreement. Client will not require Contractor to rent or purchase any equipment, product, or service as a condition of entering into this Agreement.

5. Independent Contractor Status

Contractor is an independent contractor, and neither Contractor nor Contractor's employees or contract personnel are, or shall be deemed, Client's employees. In its capacity as an independent contractor, Contractor agrees and represents, and Client agrees, as follows

[Check all that apply]

[] Contractor has the right to perform services for others during the term of this Agreement.

[] Contractor has the sole right to control and direct the means, manner, and method by which the services required by this Agreement will be performed. Contractor shall select the routes taken, starting and quitting times, days of work, and order the work is performed.

[] Contractor has the right to hire assistants as subcontractors or to use employees to provide the services required by this Agreement.

[] Neither Contractor nor Contractor's employees or contract personnel shall be required to wear any uniforms provided by Client.

[] The services required by this Agreement shall be performed by Contractor, Contractor's employees, or contract personnel, and Client shall not hire, supervise, or pay any assistants to help Contractor.

[] Neither Contractor nor Contractor's employees or contract personnel shall receive any training from Client in the professional skills necessary to perform the services required by this Agreement.

[] Neither Contractor nor Contractor's employees or contract personnel shall be required by Client to devote full time to the performance of the services required by this Agreement.

6. Business Licenses, Permits, and Certificates

Contractor represents and warrants that Contractor and Contractor's employees and contract personnel will comply with all federal, state, and local laws requiring drivers and other licenses, business permits, and certificates required to carry out the services to be performed under this Agreement.

7. State and Federal Taxes

Client will not:

- withhold FICA (Social Security and Medicare taxes) from Contractor's payments or make FICA payments on Contractor's behalf
- make state or federal unemployment compensation contributions on Contractor's behalf, or
- withhold state or federal income tax from Contractor's payments.

Contractor shall pay all taxes incurred while performing services under this Agreement—including all applicable income taxes and, if Contractor is not a corporation, self-employment (Social Security) taxes.

8. Fringe Benefits

Contractor understands that neither Contractor nor Contractor's employees or contract personnel are eligible to participate in any employee pension, health, vacation pay, sick pay, or other fringe benefit plan of Client.

9. Unemployment Compensation

Client shall make no state or federal unemployment compensation payments on behalf of Contractor or Contractor's employees or contract personnel. Contractor will not be entitled to these benefits in connection with work performed under this Agreement.

10. Workers' Compensation

Client shall not obtain workers' compensation insurance on behalf of Contractor or Contractor's employees. If Contractor hires employees to perform any work under this Agreement, Contractor will cover them with workers' compensation insurance to the extent required by law and provide Client with a certificate of workers' compensation insurance before the employees begin the work.

11. Insurance

Client shall not provide insurance coverage of any kind for Contractor or Contractor's employees or contract personnel. Contractor shall obtain the following insurance coverage and maintain it during the entire term of this Agreement:

- [] Automobile liability insurance for each vehicle used in the performance of this Agreement -- including owned, non-owned (for example, owned by Contractor's employees), leased, or hired vehicles
- [] Comprehensive or commercial general liability insurance coverage

Before commencing any work, Contractor shall provide Client with proof of this insurance and with proof that Client has been made an additional insured under the policies.

12. Indemnification

Contractor shall indemnify and hold Client harmless from any loss or liability arising from performing services under this Agreement.

13. Term of Agreement

This agreement will become effective as of October 1, 2022 when signed by both parties and will terminate on the earlier of:

- the date Contractor completes the services required by this Agreement
- September 30, 2027, or
- the date a party terminates the Agreement as provided below.
- there are two one year extensions to this Agreement available

14. Terminating the Agreement

With reasonable cause, either Client or Contractor may terminate this Agreement, effective immediately upon giving written notice.

Reasonable cause includes:

- a material violation of this Agreement, or
- any act exposing the other party to liability to others for personal injury or property damage.

15. Exclusive Agreement

This is the entire Agreement between Contractor and Client.

16. Modifying the Agreement

This Agreement may be modified only in writing signed, by both parties.

17. Resolving Disputes

If a dispute arises under this Agreement, the parties agree to first try to resolve the dispute with the help of a mutually agreed-upon mediator. The parties shall share any costs and fees other than attorney fees associated with the mediation equally. If it proves impossible to arrive at a mutually satisfactory solution through mediation, the parties agree to submit the dispute to a mutually agreed-upon arbitrator in Canyon County, ID. Judgment upon the award rendered by the arbitrator may be entered in any court having jurisdiction to do so. Costs of arbitration, including attorney fees, will be allocated by the arbitrator.

20. No Partnership

This Agreement does not create a partnership relationship. Contractor does not have authority to enter into contracts on Client's behalf.

21. Assignment and Delegation

Contractor may not assign or subcontract any rights or delegate any of its duties under this Agreement without Client's prior written approval.

22. Applicable Law

Idaho law will govern this Agreement, without giving effect to conflict of laws principles.

Signatures

Client/Owner: _____

Printed Name

Signature

Date

Contractor: _____

Printed Name

Signature

Date

Taxpayer ID Number

Attachments: X

Exhibit A: Proposal Scope of Work

Exhibit B: Cost of Schedule

Exhibit C: Compliance with Laws and Regulations

Exhibit B

COMPLIANCE WITH LAWS AND REGULATIONS:

The Contractor agrees to comply with all applicable laws, regulations, and codes of the State of Idaho, the United States Government, and local governments.

Nondiscrimination requirements: The Contractor assures that no person in the United States will, on the basis of race, color, national origin, creed, sex, or age be excluded from participating in denied the benefits of, or otherwise be subject to discrimination in regards to this project. The firm must agree to comply with all requirements of US DOT Civil Rights Act implementing regulations (49CFR 21), and the Title VI Program Guidelines for Federal Transit Administration Recipients (FTA Circular 4702.1) and other applicable nondiscrimination directives.

Nondiscrimination on the basis of Disability: The Contractor assures that no person with a disability shall be, be reason of that disability, excluded from participation in, denied the benefits of, or otherwise subjected to discrimination in regards to this project. The firm must agree the renovated facility will be fully ADA accessible.

Equal Employment Opportunities (EEO): The Contractor will treat employees or job applicants fairly, without regard to race, color, creed, national origin, sex, age, or disability. The firm assures that it will promptly notify TVT immediately of any complaints of discrimination received during the time of service for this project.

Discrimination Complaints: The Contractor assures that it will notify and report to TVT any complaints of discrimination in the provision of transportation or transportation-related services or benefits that may be filed with the State, FTA, or USDOT. The Contractor assures it will promptly report to the TVT any civil rights complaints it receives.

Access to Records and Reports:

Where the purchaser is an FTA recipient or a sub grantee of FTA recipient in accordance with 49 CFR 18.36(i), contractor shall provide the purchaser, the FTA, the US Comptroller General or their authorized representatives access to any books, documents, papers and contractor records which are pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. Contractor shall also, pursuant to 49 CFR 633.17, provide authorized FTA representatives, including any PMO contractor, access to contractor's records and construction sites pertaining to a capital project, defined at 49 USC 5302(a)1, which is receiving FTA assistance through the programs described at 49 USC 5307, 5309 or 5311.

Where the purchaser is an FTA recipient or a sub grantee of FTA recipient in accordance with 49CFR 633.17, contractor shall provide the purchaser, authorized FTA representatives, including any PMO

Contractor, access to contractor's records and construction sites pertaining to a capital project, defined at 49 USC 5302(a) 1, which receives FTA assistance through the programs described at 49 USC 5307, 5309 or 5311. By definition, a capital project excludes contracts of less than the simplified acquisition threshold currently set at \$100,000.

Where the purchaser enters into a negotiated contract for other than a small purchase or under the simplified acquisition threshold and is an institution of higher education, a hospital or other non-profit organization and is an FTA recipient or a sub grantee of FTA recipient in accordance with 49 CFR 19.48, contractor shall provide the purchaser, the FTA, the US Comptroller General or their authorized representatives, access to any books, documents, papers and record of the contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions.

Where a purchaser which is an FTA recipient or a sub grantee of FTA recipient in accordance with 49 USC 5325(a) enters into a contract for a capital project or improvement (defined at 49 USC 5302(a) 1) through other than competitive bidding, contractor shall make available records related to the contract to the purchaser, the Secretary of USDOT and the US Comptroller General or any authorized officer or employee of any of them for the purposes of conducting an audit and inspection.

Contractor shall permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed. Contractor shall maintain all books, records, accounts and reports required under this contract for a period of not less than three (3) years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case contractor agrees to maintain same until the recipient, FTA Administrator, US Comptroller General, or any of their authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Re: 49 CFR 18.39(i)

No Obligation by the Federal Government:

The Recipient and the Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying Contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this Contract and shall not be subject to any obligations or liabilities to the Procuring Agency, Contractor, or any other party (whether or not a party to that

Contractor agrees to include the above clause in each subcontract financed in whole or in part with FTA assistance. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

Program Fraud and False or Fraudulent Statements or Related Actions:

Applicability – All contracts except micro-purchases (\$3,000 or less, except for construction contracts over \$2,000)

Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 USC 3801 et seq. and USDOT regulations, "Program Fraud Civil Remedies," 49 CFR 31, apply to its actions pertaining to this project. Upon execution of the underlying contract, contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or FTA assisted project for which this contract

work is being performed. In addition to other penalties that may be applicable, contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submittal, or certification, the US Government reserves the right to impose the penalties of the Program Fraud Civil Remedies Act (1986) on contractor to the extent the US Government deems appropriate.

If contractor makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submittal, or certification to the US Government under a contract connected with a project that is financed in whole or in part with FTA assistance under the authority of 49 USC 5307, the Government reserves the right to impose the penalties of 18 USC 1001 and 49 USC 5307(n)(1) on contractor, to the extent the US Government deems appropriate.(3) Contractor shall include the above two clauses in each subcontract financed in whole or in part with FTA assistance. The clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

Changes in Federal Laws and Regulations:

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those Listed directly or by reference in the agreement between Procuring Agency and FTA that funds any part of this Contract, as they may be amended or promulgated from time to time during the term of this Contract. Contractor's failure to so comply shall constitute a material breach of this Contract.

DBE Obligation:

Contractor agrees to ensure that Disadvantaged Business Enterprises as defined in 49 C.F.R. Part 23 have the maximum opportunity to participate in the performance of Contracts and subcontracts financed in whole or in part with Federal funds provided under this agreement. In this regard, all recipients or contractors shall take all necessary and reasonable steps in accordance with 49 C.F.R. Part 23 to ensure that Disadvantaged Business Enterprises have the maximum opportunity to compete for and perform contracts. Recipients and their contractors shall not discriminate on the basis of race, color, national origin, or sex in the award and performance of DOT assisted contracts.

Incorporation of FTA Terms:

"General Contract Provisions," (this Section 2), includes, in part, certain standard terms and conditions required by DOT, whether or not expressly set forth in the Contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1F, as amended, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any Procuring Agency requests which would cause Procuring Agency to be in violation of the FTA terms and conditions.

Debarment and Suspensions Certification Requirements:

By signing and submitting this agreement, the prospective lower tier participant is providing the signed certification set out in "Debarment and Suspension Certification" (Section 1.1 of the Procuring Agency's solicitation).

The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant

knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, Procuring Agency may pursue available remedies, including suspension and/or debarment.

The prospective lower tier participant shall provide immediate written notice to Procuring Agency if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous because of changed circumstances. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "persons," "primary covered transaction," "principal," "proposal" and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549 [49 C.F.R. Part 29]. You may contact Procuring Agency for assistance in obtaining a copy of those regulations.

The prospective lower tier participant agrees by signing this agreement that, it shall not knowingly enter into any lower covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized in writing by Procuring Agency.

A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not proposed for debarment under 48 C.F.R. part 9, subpart 9.4, debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Non-Procurement List issued by U.S. General Service Administration.

Nothing contained in the foregoing shall be construed to require establishment of system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is proposed for debarment under 48 C.F.R. part 9, subpart 9.4, suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to all remedies available to the Federal Government, Procuring Agency may pursue available remedies including suspension and/or debarment.

Payrolls and basic record:

Payrolls and basic records relating thereto shall be maintained by the contractor during the course of the work and preserved for a period of three years thereafter for all laborers and mechanics working at the site of the work (or under the United States Housing Act of 1937, or under the Housing Act of 1949, in the construction or development of the project). Such records shall contain the name, address, and social security number of each such worker, his or her correct classification, hourly rates of wages paid (including rates of contributions or costs anticipated for bona fide fringe benefits or cash equivalents thereof of the types described in section I (b) (2) (B) of the Davis-Bacon Act), daily and weekly number of hours worked, deductions made and actual wages paid. Whenever the Secretary of Labor has found under 29 C.F.R. 5.5 (a)(1)(iv) that the wages of any laborer or mechanic include the amount of any costs

reasonably anticipated in providing benefits under a plan or program described in section I (b)(2)(B) of the Davis-Bacon Act, the contractor shall maintain records which show that the commitment to provide such benefits is enforceable, that the plan or program is financially responsible, and that the plan or program has been communicated in writing to the laborers or mechanics affected, and records which show the costs anticipated or the actual cost incurred in providing such benefits. Contractors employing apprentices or trainees under approved programs shall maintain written evidence of the registration of apprenticeship programs and certification of trainee programs, the registration of the apprentices and trainees, and the ratios and wage rates prescribed in the applicable programs.

Contractor: _____
Printed Name

Signature

Date