



TOWN OF SURF CITY

Vehicle Maintenance and Repair Services

Business Name	
Primary Contact Name	
Contact Phone Number	
Job Description	Cost
LOF (Lube/Oil/Filter)*	
Tire Rotation	
Mount & Balance	
State Inspection	
Transmission Flush/Filter	
Belt Changes	
AC Service	
Hourly Mechanics Rate	
Shop Supply Fee	

*Based on 5 quart oil change

1. What is the standard part price markup to town, what percentage rate? Original invoice to be supplied upon request.
2. All Mechanical hours charged must be in compliance with Automotive All Data Recommendations.
3. All work require prior approval before work shall begin, with an issued PO #. All unauthorized work will result in non-payment and disqualification as authorized vehicle maintenance vendor.
4. Successful bidder to the primary vendor for one year with option at the Town's discretion for a one year extension.

Owner/Authorized Agent

Date

Please submit estimates to Stephanie Edwards Hobbs at shobbs@townofsurfcity.com or PO Box 2475 Surf City NC 28445, by May 17, 2015