

**SUMTER COUNTY BOARD OF COMMISSIONERS  
EXECUTIVE SUMMARY**

**SUBJECT:** Award and enter into contract with Wildwood Auto Repair & Wrecker Service, Inc for RFP 011-0-2012/AT Sumter County Preventative Maintenance, Vehicle Service, and Repair (EVT) on Medium, Commercial Duty Trucks and Heavy Equipment on Fire Services Vehicles (Staff recommends approval).

**REQUESTED ACTION:** Award and enter into contract with Wildwood Auto Repair & Wrecker Service, Inc.

Work Session (Report Only)    **DATE OF MEETING:** 5/22/2012  
 Regular Meeting                       Special Meeting

**CONTRACT:**     N/A    Vendor/Entity: Wildwood Auto Repair & Wrecker Service, Inc.  
Effective Date: 5/22/2012    Termination Date: 5/22/2013  
Managing Division / Dept: Financial Services/Fire & EMS Services

**BUDGET IMPACT:**                      Pricing included in proposal  
 Annual                      **FUNDING SOURCE:** 182 – Sumter County Fire Services  
 Capital                      **EXPENDITURE ACCOUNT:** Various  
 N/A

**HISTORY/FACTS/ISSUES:**

RFP 011-0-2012/AT Sumter County Preventative Maintenance, Vehicle Service, and Repair (EVT) on Medium, Commercial Duty Trucks and Heavy Equipment on Fire Services Vehicles was broadcast on 4-9-2012. A mandatory pre-bid meeting was held on 4-19-2012. Proposals were due on 5-9-2012 at 10:00 a.m. and opened at 10:05 a.m. in Room 110 of The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Three proposals were received as follows:  
75 Truck Service Center  
Wildwood Auto Repair & Wrecker Service, Inc.  
Emergency Vehicle technical Support, Inc.

75 Truck Service Center did not attend the mandatory pre-bid meeting held on 4-19-2012; therefore, their proposal was not scored by the Selection Committee.

The Selection Committee met on 5-14-2012 at 11:00 a.m. in Room 110 to discuss the proposals. Scoring was completed according to the RFP as follows:

1. Wildwood Auto Repair & Wrecker Service, Inc. - 11.80
2. Emergency Vehicle Technical Support, Inc. - 10.50

The Selection Committee agreed to recommend to the Sumter County Board of County Commissioners to award and enter into contract with Wildwood Auto Repair & Wrecker Service, Inc.

The following items are attached: legal ad, selection committee meeting minutes and score sheets from 5-14-2012, pre-bid meeting minutes and sign-in sheet, Wildwood Auto's proposal, contract, and RFP 011-0-2012/AT bid document.

## REQUEST FOR PROPOSALS

Notice is hereby given that the County Commissioners of Sumter County, Florida, will be receiving proposals for the following: "Request for Proposals for Preventative Maintenance and Repair (EVT) on Medium, Commercial Duty Trucks and Heavy Equipment for Fire Services Vehicles".

Proposal information is available upon request by calling (352) 689-4435, by coming to the Financial Services Department, Suite 206, The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785, or by contacting Demand Star at 1-800-711-1712 or [www.DemandStar.com](http://www.DemandStar.com).

All inquiries and questions regarding this proposal must be made only to the contact identified below and shall be made in writing by fax, e-mail, or mail:

Mrs. Amanda Taylor, Procurement Coordinator  
Mailing Address: 7375 Powell Road, Suite 206  
Wildwood, FL 34785  
E-mail: [Amanda.taylor@sumtercountyfl.gov](mailto:Amanda.taylor@sumtercountyfl.gov)  
Fax: (352) 689-4436

The Mandatory Pre-Bid Meeting shall be April 19, 2012 at 1:00 p.m. in Room 117 of The Villages Sumter County Service Center, Wildwood, FL 34785.

The deadline for submission of questions relating to the RFP shall be, April 23, 2012 by 5:00pm. A copy of the proposal must be obtained in order to view the items being requested by Sumter County.

All proposals are due by 10:00 a.m. on May 9, 2012 to the address listed above. Late submittals will be rejected and returned unopened to the Proposer. Proposals must be firmly sealed in packaging that is clearly marked on the outside: "RFP 011-0-2012/AT for Sumter County Medium, Commercial Duty Trucks and Heavy Equipment for Fire Services Vehicles". Sealed proposals must be mailed or delivered to Mrs. Amanda Taylor, at the above address.

Upon submission, all proposals become the property of the County, who has the right to use any or all ideas presented in any Proposal submitted in response to this RFP, whether or not the proposal is accepted. Proposals will be opened at 10:05 a.m. on May 9, 2012 in Room 110 of The Villages Sumter County Service Center, Wildwood, FL 34785.

The Selection Committee shall meet on May 14, 2012 at 11:00 a.m. in Room 110 of The Villages Sumter County Service Center to review and discuss the proposals. The Selection Committee's recommendation will be presented to the Sumter County Board of County Commissioners on May 22, 2012.

BOARD OF SUMTER COUNTY COMMISSIONERS  
SUMTER COUNTY, FLORIDA  
PUBLISH 4/9/2012

RFP 011-0-2012/AT Sumter County Preventative Maintenance/Repair (EVT) on Fire Services Vehicles – Selection Committee Meeting minutes.

The Selection Committee met on 5-14-2012 at 11:00 a.m. in Room 110 of The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Leland Greek, Stephen Kennedy, and Jerry Rhoden were present to represent the Selection Committee. Chris Morrison was present to represent the Financial Services Department.

Chris reviewed the dates outlined in the RFP and stated that 75 Truck Service Center did not attend the mandatory pre-bid meeting held on April 19, 2012; therefore, their proposal was not scored by the Selection Committee. Chris turned the meeting over to the Selection Committee.

The Committee discussed the proposals and submitted their scores as follows:

	Wildwood Auto	EVTS
Leland Greek	4.10	4.10
Stephen Kennedy	4.05	3.60
Jerry Rhoden	3.65	2.80
TOTALS	11.80	10.50

\*Score sheets are attached.

The Committee agreed to recommend to the Sumter County Board of County Commissioners to award and enter into contract with Wildwood Auto Repair & Wrecker Service, Inc.

The meeting adjourned at 11:17 a.m.

**PART 2  
EVALUATION AND AWARD**

**PROPOSALS EVALUATION**

This Request for Proposals includes following all the procedures in this document and sending the sealed Proposals information to the Sumter County BOCC by the due date and time. Once Proposals are received, the Selection Committee members will independently review each submittal and score each Proposal based on the evaluation criteria. All Proposals received in accordance with this Request for Proposals will be evaluated using the following criteria.

	Score	X	Weight	=	Rating
1. Contractor's Experience and References	<u>5</u>		<u>0.10</u>		<u>.5</u>
2. Warranty / Guarantee	<u>3</u>		<u>0.15</u>		<u>.45</u>
3. Completeness of Proposal	<u>3</u>		<u>0.20</u>		<u>.6</u>
4. Possess Emergency Vehicle Technician Certification	<u>5</u>		<u>0.05</u>		<u>.25</u>
5. Price					
(a) Contracted Services	<u>4</u>		<u>0.40</u>		<u>1.6</u>
(b) Travel for Emergency or Non-Contracted Services	<u>2</u>		<u>0.10</u>		<u>.2</u>

SCORE:  
 0 = Non-Responsive (Does not comply)  
 1 = Poor  
 2 = Fair  
 3 = Average (Included only minimum of what was asked for on subject criteria)  
 4 = Good  
 5 = Excellent (Fully Complies)

3.6 / cm

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Recommendation of award will be provided on Demand Star once award is made at [www.demandstar.com](http://www.demandstar.com). The award will be based on the Proposal that is most advantageous to Sumter County. All Selection Committee recommendations are subject to BOCC approval.

The Selection Committee will meet to discuss Proposals on May 14, 2012 at 11:00 a.m. in Room 110 located within The Villages Sumter County Service Center.

The Selection Committee's recommendation will be taken to the Sumter County Board of County Commissioners on May 22, 2012.

**PROPOSALS AWARD**

Submitters and vendors registered through [www.demandstar.com](http://www.demandstar.com) will have access to award documents via the website. All others wishing to receive an official tabulation of the results of the opening of this Proposal are to submit a self-addressed, stamped business size (No. 10) envelope. Proposal results may also be requested by telephone, fax or electronic media.

**PART 2  
EVALUATION AND AWARD**

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1. Contractor's Experience and References	<u>5</u>		<u>0.10</u>		<u>.5</u>
2. Warranty / Guarantee	<u>3</u>		<u>0.15</u>		<u>.45</u>
3. Completeness of Proposal	<u>3</u>		<u>0.20</u>		<u>.60</u>
4. Possess Emergency Vehicle Technician Certification	<u>0</u>		<u>0.05</u>		<u>.0</u>
5. Price					
(a) Contracted Services	<u>5</u>		<u>0.40</u>		<u>2</u>
(b) Travel for Emergency or Non-Contracted Services	<u>5</u>		<u>0.10</u>		<u>.5</u>

4.05 / cr

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GREEK

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EVALUATION AND AWARD**

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	Score	X	Weight	=	Rating
1. Contractor's Experience and References	<u>5</u>		<u>0.10</u>		<u>.5</u>
2. Warranty / Guarantee	<u>5</u>		<u>0.15</u>		<u>.75</u>
3. Completeness of Proposal	<u>5</u>		<u>0.20</u>		<u>1</u>
4. Possess Emergency Vehicle Technician Certification	<u>5</u>		<u>0.05</u>		<u>.25</u>
5. Price					
(a) Contracted Services	<u>3</u>		<u>0.40</u>		<u>1.2</u>
(b) Travel for Emergency or Non-Contracted Services	<u>4</u>		<u>0.10</u>		<u>.4</u>

4.1 /cm

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Creek (AR)

PART 2  
EVALUATION AND AWARD

PROPOSALS EVALUATION

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	Score	X	Weight	=	Rating
1. Contractor's Experience and References	4		0.10		0.4
2. Warranty / Guarantee	4	(AR)	0.15		0.60
3. Completeness of Proposal	5		0.20		1.0
4. Possess Emergency Vehicle Technician Certification	0		0.05		0
5. Price					
(a) Contracted Services	4		0.40		1.6
(b) Travel for Emergency or Non-Contracted Services	5	(AR)	0.10		0.5
					4.20 / cm

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EVS

**PART 2  
EVALUATION AND AWARD**

*J. Phelan*  
5-14-12

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	Score	X	Weight	=	Rating
1. Contractor's Experience and References	<u>4</u>		<u>0.10</u>		<u>.4</u>
2. Warranty / Guarantee	<u>3</u>		<u>0.15</u>		<u>.45</u>
3. Completeness of Proposal	<u>3</u>		<u>0.20</u>		<u>.6</u>
4. Possess Emergency Vehicle Technician Certification	<u>5</u>		<u>0.05</u>		<u>.25</u>
5. Price					
(a) Contracted Services	<u>2</u>		<u>0.40</u>		<u>.8</u>
(b) Travel for Emergency or Non-Contracted Services	<u>3</u>		<u>0.10</u>		<u>.3</u>

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2.8/cm

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**PART 2  
EVALUATION AND AWARD**

*J. Ashford*  
W. Woods Auto

**PROPOSALS EVALUATION**

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1. Contractor's Experience and References	<u>4</u>		<u>0.10</u>		<u>.4</u>
2. Warranty / Guarantee	<u>3</u>		<u>0.15</u>		<u>.45</u>
3. Completeness of Proposal	<u>4</u>		<u>0.20</u>		<u>.8</u>
4. Possess Emergency Vehicle Technician Certification	<u>0</u>		<u>0.05</u>		<u>0</u>
5. Price					
(a) Contracted Services	<u>4</u>		<u>0.40</u>		<u>1.6</u>
(b) Travel for Emergency or Non-Contracted Services	<u>4</u>		<u>0.10</u>		<u>.4</u>

*3.65 / cm*

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RFP 011-0-2012/AT Sumter County Preventative Maintenance/Repair (EVT) on Fire Services Vehicles-  
Mandatory Pre-Bid Meeting minutes

The meeting was held on 4-19-2012 at 1:00 p.m. in room 110 at The Villages Sumter County Service Center, 7375 Powell Road, Wildwood, FL 34785.

Leland Greek, Stephen Kennedy, and Jerry Rhoden were present to represent the Selection Committee. Chris Morrison was present to represent the Financial Services Department.

Chris reviewed the dates as stated within the RFP document on page 2. Chris stated everyone must sign in and list their representing firm. By not listing their representing firm, if a proposal comes in, it would not be accepted. Chris introduced the Selection Committee members and turned the meeting over to the Selection Committee.

Stephen gave brief facts pertaining to the RFP and clarified that maintenance will not be performed on County owned property.

Questions from attendees are listed in black and answers are in red below:

1. Can you clarify the emergency call out fee and additional or special fees on the Pricing Detail Sheet? The emergency call out fee is separate from the additional or special fees. See addendum for clarification on the Pricing Detail Sheet.
2. Was the Preventative Maintenance Incremental Inspection Report uploaded to Demandstar? Yes, the Preventative Maintenance Incremental Inspection Report was uploaded as and attachment to the RFP on 4/9/12 (the RFP broadcast date).
3. Should a parts discounts list be included with the proposal? Yes, the contractor should include a parts discount list with their proposal.

The meeting adjourned at 1:42 p.m.



## PART 5 REVISED SCOPE OF SERVICES

### SPECIFICATIONS

#### PREVENTATIVE MAINTENANCE, VEHICLE SERVICE, REPAIR (EVT)

(In Service Fire Department Apparatus Preventative Maintenance - Medium, Commercial Duty Trucks and Heavy Equipment)

#### BACKGROUND:

The objective of this process is to identify the most appropriate vendor to provide Emergency Vehicle Technician vehicle service, repair, and preventative maintenance on Fire Service vehicles classified into two general categories: (1) Medium Duty and (2) Commercial Duty Trucks and Heavy Equipment. This bid categorizes medium duty vehicles as the following: utility trucks, 1.5 ton or "550 class" wild-land fire apparatus. This bid categorizes commercial duty trucks and heavy equipment as: fire engines, tankers (tenders), heavy rescue and aerial apparatus, with gasoline and diesel engines. The actual number of each service or repair may vary by type of vehicle based on need.

Bid for Preventive Maintenance Service will be based upon flat rate for services identified based on type of vehicle to include required oil and fluids. Costs for any additional or ancillary parts (i.e. oil filters, air filters, belts, wiper blades, etc.) that may be required in addition to oil change/service shall also be identified. However, any items beyond the flat fee must still comply with the remainder of this document and require approval of the Fleet Manager prior to any additional work.

Preventive maintenance services shall not occur on Sumter BOCC property. With the exception of occasional emergency repairs, which shall require prior approval by the fleet manager, all services shall be performed at the contractors site.

#### SCOPE OF WORK:

Repairs and service included under the scope of this bid may include, but not be limited to the following repairs and service: Repairs to drive-train and chassis systems such as: brake and braking systems, starting, charging and electrical systems, tire, wheel repair and alignment services, fuel delivery system and injector service and repairs, transmission, driveshaft and differential service and repairs, motor, engine, exhaust and turbocharger system, air conditioning, apparatus body, and service repairs.

All work shall be completed following generally accepted practices for the industry using mechanics trained specifically for the work being conducted, on the type of vehicle/equipment being repaired. Maintenance and repairs will be performed in accordance with the National Fire Protection Association (NFPA) 1911 Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus and will be completed by qualified technicians who meet the requirements

of the National Fire Protection Association (NFPA) 1071 Standard for Emergency Vehicle Technician Profession Qualifications.

Recognizing that this is an additional certification requirement that a successful bidder may not possess at the time of being awarded the contract, the County agrees to a grace period and to waive the additional certification requirements outlined in NFPA 1911 and NFPA 1071 for a period not to exceed October 31, 2012. In the event the contract is awarded to a party that does not fulfill the standards by October 31, 2012 the County reserves the authority to cancel the contract with the vendor and to secure the services of another vendor. Bids will be received for general vehicle repair and maintenance based on the bidders hourly rate and parts pricing.

#### PREVENTATIVE MAINTENANCE SERVICE

At minimum, the Incremental Preventive Maintenance Service will consist of the following components:

1. Change Motor Oil (using manufacturer recommended or OEM oil)
2. Change Oil Filter(s) (using manufacturer recommended or OEM oil filter)
3. Change Air Filer (using manufacturer recommended or OEM oil filter)
4. Lube Chassis
5. Inspect and top-off all fluids (using manufacturer recommended or OEM fluids)
6. Inspect belts and pulleys (make recommendations as to service/replacement)
7. Inspect tires for tread wear (advising of excessive wear) and ensure proper inflation
8. Inspection of braking system
9. Inspection as outlined in the "Mobile Fire Apparatus Incremental Inspection Report"

#### CONTRACT PRICING (REPAIRS AND SERVICE):

The prices quoted by the successful bidder for repairs and service shall remain firm during the initial contract period. The hourly rate quoted shall be deemed to provide full compensation to the vendor for labor, equipment use, travel time, and any other element of cost or price. This rate is assumed to be at straight-time for all labor, except as otherwise noted. The vendor shall comply with minimum wage standards, and/or any other wage standards specifically set forth in this solicitation and resultant contract, and any other applicable laws of the State of Florida. Prices for contract renewal periods may be adjusted based on then current documented market conditions.

The work schedule and completion dates shall be adhered to by the vendor(s); except in such cases where the completion date will be delayed due to acts of God, strikes, or other causes beyond the control of the vendor. In these cases the vendor shall notify the County of the delays in advance of the original completion so that a revised delivery schedule can be appropriately considered by the County. Any service that cannot be completed upon date of delivery shall require the contractor to provide an estimated completion date to the fleet manager by close of business on the delivery date.

Should the vendor(s) to whom the contract(s) is awarded fail to complete the work within the number of days stated in the offer, it is hereby agreed and understood that the County reserves the authority to cancel the contract with the vendor and to secure the services of another vendor to complete the work. If the County exercises this authority, the County shall be responsible for reimbursing the vendor for work which has been completed and found acceptable to the County in accordance with the contract specifications. The County, at its option, may demand payment from the vendor, through an invoice or credit memo, for any additional costs over and beyond the original contract price which were incurred by the County as a result of having to secure the services of another vendor. If the incumbent vendor fails to honor this invoice or credit memo, the County may terminate the contract for default.

At no time will Sumter BOCC pay more than one (1) hour of total travel per emergency call out.

#### CONTRACT PRICING (PARTS):

All parts shall be billed at the Contractor's printed price sheet less the discounted percentage specified on the bid sheet. Prices shall be auditable for not less than three years from end of contract. The County reserves the right to audit the Contractor's invoices from the manufacturer for materials used. Parts will be ordered by one of the following: vehicle make, model, description, vehicle identification number (VIN); manufacturer part number or the approved equivalent number. All parts shall be new, of most recent design, and contain current modifications. Any parts for brakes or steering must be OEM (original equipment manufacturer), or better, only. Parts shall meet or exceed the quality of the part furnished on the original piece including factory remanufactured parts. Used parts are unacceptable (without prior consent). The only exception is those items that are rebuilt (to make repairs on) or re-manufactured (product reproduced to original form). Failure to provide items of such quality shall be cause for rejection and/or return of said part(s) and/or termination of contract. Any substitution of brand names other than those listed shall be indicated on the bid sheet. The County reserves the right to request samples for comparison. Final acceptance of any substitute shall be at the discretion of the County.

#### TOWING/ROAD SERVICE:

Towing service will be awarded via a separate contract. The recipient of this contract must address how they will arrange for delivery of a disabled apparatus to their repair facility or an alternative location. Any additional fees associated with after hours delivery of apparatus must be included with this proposal.

#### PRICING:

The contractor guarantees that the prices covered by this contract shall be the lowest prices offered to any customer for similar goods/services during the period of this contract. If the Contractor offers lower prices or new rate plans for similar goods/services to any other customer during the contract period, then these lower prices shall be offered to the County and the contract shall be modified accordingly.

#### COST ESTIMATES:

Prior to commencing work, a work order cost estimate will be prepared and submitted to the department ordering work under the contract. The estimate must be reviewed and approved by the Fleet Manager. The estimate may become a part of a purchase order issued for a single repair work order or be approved as part of a series of work orders issued against a blanket purchase order. Estimates will be as firm and accurate as possible without equipment disassembly (unless approved by County personnel) and without delay to secure the parts price from manufacturers. All estimates will contain a ceiling cost. The ceiling cost may not be exceeded without the authorization of the Fleet Manager. During the course of a repair job, it becomes apparent that the ceiling cost will be exceeded, the Contractor will immediately inform the Fleet Manager, who approved the estimate, and prepare a new estimate with a revised target cost and a new ceiling cost. The revised estimate must be approved prior to incurring costs beyond the previously agreed ceiling cost.

Each submitted invoice will include an itemized description of work performed and will contain a completed Preventive Maintenance Incremental Inspection Report. The bidder is to provide sample detailed invoice documents with their proposal.

Under no circumstances will work be performed that is not authorized in advance by the Fleet Manager. Any such work performed will be at the Contractor's risk and expense.

These costs will be referred to as the target cost. Note: The County has the right to reject the quoted estimate if it is deemed unreasonable. The County also reserves the right to obtain quotes from other contractors if it is deemed to be in the County's best interest to do so.

**PRICING DETAIL SHEET - Commercial Duty Trucks and Heavy Equipment**

**INCREMENTAL MAINTENANCE SERVICE, VEHICLE PARTS, REPAIR**

Flat Rate Preventative Maintenance Service

*(Commercial duty trucks and heavy equipment - Gasoline)* \$ \_\_\_\_\_

*(Commercial duty trucks and heavy equipment – Diesel)* \$ \_\_\_\_\_

Hourly rate for repair and service (For any items not included in the incremental maintenance services above) \$ \_\_\_\_\_ (per hour)

Parts discount from List Price \_\_\_\_\_ %

(Note: Parts discount will not be considered during selection scoring)

Additional or Special Fees (explain below) \$ \_\_\_\_\_

**PRICING DETAIL SHEET - Medium Duty Vehicles**

**INCREMENTAL MAINTENANCE SERVICE, VEHICLE PARTS, REPAIR**

Flat Rate Preventative Maintenance Service

*(Commercial duty trucks and heavy equipment - Gasoline)* \$ \_\_\_\_\_

*(Commercial duty trucks and heavy equipment – Diesel)* \$ \_\_\_\_\_

Hourly rate for repair and service (For any items not included in the incremental maintenance services above) \$ \_\_\_\_\_ (per hour)

Parts discount from List Price \_\_\_\_\_ %

(Note: Parts discount will not be considered during selection scoring)

Emergency call out fee if applicable \$ \_\_\_\_\_

**Additional or Special Fees (explain below)     \$\_\_\_\_\_**

Identify any service/maintenance included in price that is not identified as being a required service of this bid.

Name/Telephone/Cell of emergency contact

Any additional comments or pricing you would like to indicate:

**Additional Information Required:**

(1) Is your organization currently certified to provide Emergency Vehicle Technician service?

Yes                      No

(2) I understand that if awarded this contract I must meet EVT requirements by October 31, 2012

Yes                      No

(3) Describe your plan to receive vehicles delivered by the recipient of the Towing/Road Service contract:

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(4) Describe your warranty / guaranty policy:

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(5) Provide a sample invoice to include an itemized description of work performed and a completed Preventative Maintenance Incremental Inspection report.