

DECEMBER 27, 2022

TO: SMITHFIELD TOWN COUNCIL – FINANCE COMMITTEE

SUBJECT: VEHICLE MAINTENANCE SERVICES CONTRACT

The Town issued a Request for Proposals (RFP) for the Town's Vehicle Maintenance Services Contract as the current contract held by Smithfield Auto and Truck Center is void due to their sale. Proposals were received from the following in response to the advertised RFP:

Dave's Service Center
Jones Auto and Repair
Barton Ford

The evaluation committee, which consisted of staff from the Police Department, Manager's Office, and the Public Works Department, thoroughly evaluated the proposals received based on the criteria in the RFP. The highest-ranking offeror was Dave's Service Center.

Mr. Brown assured town staff they would provide excellent customer service to the Town of Smithfield, and they understand the importance of ensuring that first responder vehicles for both the Police Department and Public Works are a top priority when repairs are needed to help ensure the safety of our citizens. Dave's Service Center has also requested an optional not to exceed 7% increase to the mechanics hourly rate each year depending on the state of the economy; however, any percentage increase would require Town Council's approval. The evaluation committee recommends award of the Vehicle Maintenance Service Contract to Dave's Service Center.