

REQUEST FOR QUOTATION FOR VEHICLE SERVICING
SCOPE OF WORK
DAGS – KAUAI DISTRICT
RFQ-27-001K
July 15, 2026 through June 30, 2027

SCOPE OF WORK:

PART 1: VEHICLE SERVICING

Vehicle servicing shall include the following work, including providing the materials, equipment, tools and labor necessary to accomplish the task:

- a. Replace Engine Oil
- b. Replace Engine Oil Filter
- c. Disposal of Hazardous waste
- d. Rotate Tires
- e. Check Transmission/transaxle fluid - add fluid if necessary.
- f. Check Differential Fluid - add fluid if necessary.
- g. Check Steering Box (if applicable) - add fluid if necessary.
- h. Check Brake Fluid - add fluid if necessary.
- i. Check Power Steering Fluid - add fluid if necessary.
- j. Check Coolant - add fluid if necessary.
- k. Check Air Filter – replace if necessary.
- l. Check Cabin Filter – replace if necessary.

- m. Inspection of the following:
 - Warning Lights
 - Turning Lights
 - Hazard Flasher
 - Headlamp dimmer
 - Wipers/washers
 - Horn
 - Power Brake/Power Steering assist
 - Parking Brake - adjust if necessary
 - Clutch - adjust if necessary
 - Steering gear - adjust if necessary
 - Seat Belts
 - Coolant Hose/Clamps
 - Drive Belts
 - Oil Leaks
 - Mirrors
 - Brakes
 - Brake Hoses/Lines

- Fuel Filter
- Battery/terminals
- Front Wheel Bearings
- CV Joints/Boots
- Ball Joints
- Steering/Front Suspension Condition
- Shock Absorbers
- U-Joints
- Exhaust System
- Lube and Grease as needed
- Alignment Evaluation Based on Tire Wear
- Tires - adjust pressure
- Exterior Light System

SPECIAL CONDITIONS:

1. To provide materials and services for the periodic vehicle servicing for the Department of Accounting and General Services (D.A.G.S.), Kauai District Office.
2. Services are for the period July 15, 2026 through June 30, 2027.
3. Unit Price quoted by bidder shall include all applicable taxes/fees.
4. Award will be made to the bidder submitting the lowest bid quotation.
5. If while performing vehicle servicing additional work is discovered to be needed and is not covered under vehicle servicing, the vendor shall submit a quotation to the D.A.G.S., Kauai District Office for consideration. Quote can be faxed to (808) 274-3035.
Additional work shall not be done without the approval of the D.A.G.S. District Engineer or his authorized representative.
6. All questions concerning this request for quotation shall be addressed through HiePRO, by specified due date for bidder questions.