

METHOD OF OPERATION **FOR USING AGENCIES**

1) AWARDS WILL BE MADE TO THE FOUR (4) LOW COST BIDDERS PER COUNTY FOR PRICE LINES 00001 – 00010 FOR FLAT RATE REPAIRS.

AWARDS WILL BE MADE TO THE EIGHT (8) LOW COST BIDDERS PER COUNTY FOR PRICE LINES 00011 – 00052 FOR HOURLY REPAIRS. THE NOTICE OF AWARD WILL RANK THE CONTRACTORS BY LOW COST IN EACH COUNTY PER LINE ITEM. THE USING AGENCY MUST CONSULT THE NOTICE OF AWARD TO FIND THE LOW COST CONTRACTOR IN THEIR RESPECTIVE COUNTY OR ADJACENT COUNTY.

2) FOR ALL REPAIRS FOR PRICE LINES 00001 – 00010 ARE PER TASK. NO ADDITIONAL COSTS FOR EITHER PARTS OR LABOR ARE ALLOWABLE FOR THESE PRICE LINES.

3) FOR ALL HOURLY REPAIRS (PRICE LINES 00011 – 00052), THE USING AGENCY SHOULD RECEIVE AN ESTIMATE AND ISSUE AN APPROVAL TO THE LOW COST CONTRACTOR IN THEIR COUNTY OR ADJACENT COUNTY, AS LISTED BY THE DEPARTMENT OF TREASURY NOTICE OF AWARD, TO PROCEED WITH THE ESTIMATED REPAIR ORDER, IF ACCEPTED BY THE USING AGENCY.

4) FOR ALL HOURLY REPAIRS, WHERE PARTS HAVE BEEN PURCHASED, THE CONTRACTORS PARTS INVOICE MUST BE SUBMITTED WITH THE SERVICE REPAIR ORDER FOR THE INVOICING OF ANY PARTS AND PERCENTAGE MARK-UP TO BE APPROVED BY THE USING AGENCY. THE CONTRACTOR'S FAILURE TO SUPPLY A DETAILED PARTS INVOICE WILL CAUSE ANY HOURLY SERVICE REPAIR ORDER INVOICES NOT TO BE PROCESSED FOR PAYMENT.