

REQUEST FOR PROPOSAL (RFP)

Routine On-Site Fleet Vehicle Service



Title:	OPS – Routine On-Site Vehicle Service
Open Date:	October 29, 2025
Close Date:	November 12, 2025
Close Time:	5:00 p.m. (CST)
Contact:	Fleet Manager Philip Boshers e: philipboshers@mte.com cc: briannaking@mte.com

INTRODUCTION

Middle Tennessee Electric Membership Corporation (“MTE”) is an electric distribution company providing electric service to residential and commercial/industrial members primarily in the service territory of Rutherford, Williamson, Wilson, and Cannon counties. MTE serves 347,000+ member accounts in our four-district service area in the heart of Middle Tennessee with 15,025 miles of distribution lines and 54 distribution substations. MTE is a 501(C)(12) non-profit, member-owned cooperative whose mission is to provide affordable, reliable, safe electricity and outstanding member service.

A. SCOPE OF SERVICES REQUIRED

MTE is soliciting bids for on-site fleet vehicle maintenance services, which include routine preventative inspections and additional services as needed. All work will be conducted at MTE’s local offices within the designated service territory, as detailed in the scope of work.

C. RESERVATIONS

MTE reserves the right to:

1. Reject any proposal that is not received by the response deadline or is otherwise nonresponsive to the RFP.
2. Reject any or all proposals submitted in response to the RFP.
3. Withdraw the RFP at any time and for any reason.
4. Make multiple or partial bid awards.
5. Use the contractor on an as-needed, where-needed basis.

D. INSURANCE REQUIREMENTS

Vendor shall be responsible for workers’ compensation, property damage, and public liability insurance to ensure its activities for the entire period when any work is being performed under this agreement pursuant to the terms and minimum limits as set forth below. MTE shall be named as an additional insured on all appropriate policies, and Vendor shall provide a waiver of subrogation on appropriate policies. Certificate of said insurance showing Vendor has retained coverage shall be provided to MTE in writing.

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| ▪ General Public Liability – Bodily Injury and Property Damage | \$5,000,000 |
| ▪ Automobile – Bodily Injury and Property Damage | \$5,000,000 |
| ▪ Workers’ Compensation – | statutory limits |
| ▪ Employer’s Liability – \$1,000,000 | |

E. INQUIRIES, SUBMISSION INSTRUCTIONS, AND DEADLINE

1. All inquiries regarding the meaning or the intent of the RFP are to be submitted in writing via email to: Fleet Manager Phillip Boshers @ philipboshers@mte.com with a copy to Operations Administrative Assistant Brianna King @ briannaking@mte.com.
2. To submit a proposal, complete the information requested in Schedules 2 and 3 attached hereto via the link and submit by the deadline.

[LINK – Schedules 2 & 3](#)

3. **The deadline to submit a proposal is November 12, 2025. Please email your proposal to:**

TO: Phillip Boshers @ philipboshers@mte.com

CC: Brianna King @ briannaking@mte.com

Schedule 1**SCOPE OF WORK****Project Overview and Scope of Work**

Vendor will perform on-site maintenance and preventative maintenance checks on MTE fleet vehicles, including light trucks and specialized utility vehicles, as well as other services in MTE's service territory of Rutherford, Williamson, Wilson, and Cannon Counties. Work in Cannon County will be infrequent but may occur occasionally. Vendors must be available to provide services Monday – Saturday.

MTE will coordinate the scheduling of all vehicle services with the vendor. The vendor will be responsible for providing Original Equipment Manufacturer ("OEM") or equivalent parts, except for tires. MTE will coordinate the purchase of tires once notified of the need for replacement.

Preventative Maintenance ("PM")

Preventative maintenance checks include ALL of the following:

- Inspect belts & hoses, replace as needed.
- Inspect fluids as needed.
- Inspect all lights, repair, and replace as needed.
- Inspect antifreeze, add as needed.
- Inspect air filter, replace as needed.
- Replace fuel filter.
- Change oil and oil filter.
- Conduct battery load test.
- Raise and inspect front end.
- Grease all grease points.
- Inspect transmission fluid, add as needed.
- Inspect driveline.
- Inspect differential, add fluid as needed.
- Inspect brakes, repair, and replace as needed.
- Rotate tires and check air pressure.
- Inspect tire condition and notify MTE if replacement is needed (MTE will order tires)
- Run and check the oil plug and secure all filters to ensure no leaks.
- Add new/replacement PM stickers for records
- Record hours, mileage, and MTE vehicle ID number.
- Completed PM sheet for each MTE vehicle inspected.

Cleanup and Reporting

- Restore the site to its original condition.
- Submit a completed PM sheet for each vehicle serviced.
- MTE will inspect all work. Occasionally, the vendor may be asked to perform corrective work if identified during the inspection process.

Safety and Compliance

All work shall be performed in accordance with:

- OSHA regulations.
- MTE safety protocols.
- Manufacturer guidelines.