

**INVITATION TO BID
FIRE VEHICLE AND EQUIPMENT MECHANIC
DUNCAN VALLEY RURAL FIRE DISTRICT**

NOTICE IS HEREBY GIVEN that the Duncan Valley Rural Fire District will open sealed proposals and publicly read them aloud on or after 7:00 P.M. on July 13, 2021, at the Duncan Valley Rural Fire District Office, Duncan, Arizona, for the Boyd Fire Station Expansion Project.

SEALED BIDS MUST BE RECEIVED BEFORE 5:00 P.M.

All bids must be received in a sealed envelope marked on the outside “**Fire Vehicle & Equipment Mechanic**” and addressed to the Duncan Valley Rural Fire District, P.O. Box 39, Duncan, AZ 85534, or hand delivered to the Fire Chief, no later than 5:00 P.M. on July 13, 2021 (Fire Chief must be contacted by phone to arrange delivery). If hand delivered, the bidder’s name and address shall appear in the upper left-hand corner of the envelope.

SCOPE OF WORK

The Duncan Valley Rural Fire District is currently seeking a Fire Vehicle and Equipment Mechanic. This is a 24-month contracted, 1099 position. The contracted employee is expected to perform monthly maintenance and repairs on all apparatus, vehicles and small engine equipment operated by the District. The District currently maintains a fleet of eight pieces of diesel and gasoline fueled firefighting apparatus and vehicles, one support trailer, one large diesel generator, and an assortment of small gasoline powered equipment such as portable generators, hydraulic pumps, exhaust fans and chainsaws.

On a monthly basis, the Fire Vehicle and Equipment Mechanic will perform vehicle inspections, road tests of ALL vehicles in the fleet and will start and run all small engine equipment.

The Fire Vehicle and Equipment Mechanic must keep and maintain records of maintenance for all apparatus and small equipment. He or she must submit documentation of all inspections, maintenance and repairs to the Fire Chief on a monthly basis.

The Fire Vehicle and Equipment Mechanic must have their own tools and equipment needed to perform the work.

BID INFORMATION

The bid packet must be addressed to the Duncan Valley Rural Fire District, PO Box 39, Duncan, AZ 85534. Inside must be a proposal to include a monthly rate to inspect and maintain the apparatus, vehicles and small engine equipment as outlined above. Preventative maintenance items such as oil changes and air filter changes are included in the monthly rate. Proposal must also include an hourly rate for repair work such as battery replacement, pump repacking, valve changes, etc.

The Duncan Valley Rural Fire District Board of Directors reserves the right to reject any or all bids and to waive all informalities in the bidding.

Dated this 9th day of June 2021.

/s/ Charles O. Billingsley, Board Chairman
Duncan Valley Rural Fire District