



DUMFRIES, VIRGINIA
Virginia's Oldest Continuously Chartered Town
CHARTERED 1749 INCORPORATED 1961

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M E M O R A N D U M

To: Mayor Yohey, Members of Council and Mr. Taber

Through: Gregory M. Tkac, Director of Public Works

From: Richard West, Assistant Director of Public Works

Date: October 24, 2011

Subject: Recommendation for Vehicle Maintenance and Repair Contract

The Public Works Department received two proposals for Vehicle Maintenance and Repair on September 1, 2011. A panel of three staff members evaluated each of the proposals and made recommendations for both firms to be interviewed.

The panel interviewed the firms on September 20. The panel did not numerically rate the firms, but agreed that both firms should be considered for award.

Automotive and Commercial Center at Dumfries Chevron has performed work on the Town's vehicles and is familiar with both the police department's and administration's fleets. They provide routine maintenance and major repair service in a local facility.

R&R Auto Service provides mobile service for routine maintenance as well as major repair work at their Nokesville facility.

The panel feels that the two firms can collectively perform the range of services needed to maintain the Town's fleets over the next few years. Award to both firms is recommended.