

## 1. Introduction

Arrowhead Economic Opportunity Agency is a private non-profit organization that supports programs for low-income families. One of these programs is Arrowhead Transit. Arrowhead Transit operates in 10 Counties in Northeast Minnesota and employs approximately 160 people and provides 650,000 passenger trips per year. We operate a fleet of 125 buses and have garages in Gilbert, Grand Rapids, International Falls, Hermantown, Floodwood, Two Harbors, Sandstone, and Chisago counties, as well as leased space in other locations.

This Scope of Work will be issued under AEOA/Arrowhead Transit, utilizing funds from Arrowhead's CY2023 budget. The procurement is for Tires for Arrowhead Transit.

### 1.1 Background

It is essential for Arrowhead Transit to have access to a Vendor who can fulfill Arrowhead's major purchases of tires.

### 1.2 Scope of Work

To allow Arrowhead Transit to operate efficiently in its day-to-day tire needs. Arrowhead Transit will send out a tires list for quotes to local vendors. All vendors that complete the Request for Quote will be considered.

### 1.3 Requirements

The contractor bid must include:

- Government Pricing on tires and is tax-exempt.
- Delivered to our maintenance facility located at 1001 S Broadway Gilbert, MN.
- Responsible for removing old tire casings and credits associated with sending the old ones back.
- Invoicing to be completed at the time of tire delivery.

## 2. Compliance

AEOA/Arrowhead Transit will follow all FTA, MnDOT and agency procurement requirements.

The contractor will be responsible for providing the parts during normal business hours (7:00 AM to 3:00 PM Monday through Friday)

## 3. Project Deliverables

Contractors will have the opportunity to speak with the maintenance manager to determine the most qualified product that is in need. Once a contractor is selected, a meeting will be held to finalize plans and the contractual agreement.

#### **4. Project Timeline**

October 11, 2022 – Independent Cost Estimate (Historical Data)

October 11, 2022 – Scope of Work

October 27, 2022 – Request for Quotes

November 22, 2022 – Review of Quotes

December 31, 2023 – Project Completed

#### **5. Project Budget**

The estimated cost for this two-year budget will be around \$93,400.