

**CITY OF FEDERAL WAY  
REQUEST FOR PROPOSAL  
FOR 2018 FLEET EQUIPMENT MAINTENANCE**

**PURPOSE OF REQUEST.**

The City of Federal Way (“City”) is requesting proposals for the purpose of contracting for 2018 Fleet Equipment Maintenance. The City’s needs are outlined in the following Request for Proposal (“RFP”).

**TIME SCHEDULE.**

The City will follow the following timetable, which should result in a selection of a firm by approximately June 15, 2018. Proposals will be accepted from May 4, 2018 to May 25, 2018.

Issue RFP	May 4, 2018
Deadline for Submittal of Proposals	May 25, 2018
Preliminary Selection of Firm	June 8, 2018
Notify Firm Chosen	June 15, 2018

**INSTRUCTIONS TO PROPOSERS.**

All proposals should be sent to:

Fleet Maintenance Coordinator  
City of Federal Way  
33325 8<sup>th</sup> Ave S  
Federal Way, WA 98003-6325  
(253) 835-2527

All proposals must be in a sealed envelope and clearly marked in the lower left-hand corner: “RFP- 2018 Fleet Equipment Maintenance”.

All proposals must be received by 3:00 p.m., at which time they will be opened. Three (3) copies of the proposal must be presented. No faxed, e-mailed or telephone proposals will be accepted.

**For a complete RFP packet, please visit our City of Federal Way Website [www.cityoffederalway.com/bids](http://www.cityoffederalway.com/bids)**