



MONTGOMERY COUNTY FIRE AND RESCUE SERVICE
MONTGOMERY COUNTY, MD.

FLEET MANAGEMENT BULLETIN

NUMBER: 25-03

December 22, 2025

LFRD owned light duty vehicle inspection, maintenance, and repair (IMR) process

Background: Prior to 2022, MCFRS reimbursed the LFRDs for vehicle IMR tasks done by outside vendors. In 2022, MCFRS discontinued the practice of reimbursement, and began direct payment of county contracted vendors for IMR tasks. Until recently, there were only two vendors contracted for this purpose, both of which were located in Gaithersburg. In FY25, MCFRS went through an Request for Proposals (RFP) process to add vendors for light duty IMR purposes. This was done primarily to add capacity to the system, but also to add more convenient locations for those LFRDs located outside of the Gaithersburg area. During the RFP process, CMF staff asked LFRD representatives to provide contact information for potential vendors, and CMF staff and Montgomery County Office of Procurement (MCPRO) reached out to those vendors to ensure that they were aware of the RFP.

Current State: The RFP has been completed, and Montgomery County government has added contracts for more than 10 vendors for this purpose. The list of vendors can be found on the [LFRD light duty vehicle repair request form](#) (linked here and QR code below). Please note that not all vendors do both "normal" IMR tasks and body work.

Action Needed:

1. When IMR services are needed for LFRD owned light duty vehicles, LFRD personnel should enter the required information into the repair request form.
2. For non-body shop repair work only, LFRD personnel may make appointments directly with a vendor; however to ensure that MCFRS will pay for the work, a quote and estimate must be uploaded into the repair request form. CMF will not pay for work that is not approved in advance.
3. For body repairs, LFRD personnel may request that CMF consider using a particular vendor, however the decision on where to send the vehicle is ultimately up to CMF staff. CMF staff will balance the request for a particular vendor against the known workload and capabilities required for a particular repair. No vehicle should be dropped off for body repairs until that action is approved by CMF.
4. MCPRO has asked county departments to increase contract monitoring efforts and quality control is an important part of this process. Please let Mr. Ernest Krouse and Ms. Michele Davis know about both negative and positive experiences with the vendors.

End State: If you have any questions, please contact Mrs. Michele Davis or the Fleet Assistant Chief.

