



PURCHASING AUTHORITY
Town of New Milford, Connecticut
Vehicle Maintenance Bid

Sealed bids will be received at the Office of the Director of Finance, Town Hall, New Milford, CT, 06776 until the hour of 3 p.m., on Thursday, August 3, 2017. Bids must be enclosed in a sealed envelope, addressed to the Purchasing Authority, Town of New Milford, 10 Main Street, New Milford, CT 06776, and **clearly marked: 2017-2019 Vehicle Maintenance.**

INTENT: The Town of New Milford is soliciting bids to provide preventative maintenance and scheduled service to the New Milford Police Department vehicle fleet.

The Purchasing Authority reserves the right to reject any and all bids. In addition to the bid specifications, all bids are subject to the terms, provisions and conditions of the New Milford "Municipal Purchases" Ordinance, set forth in Article III, Section 2-92 (a) through (o) inclusive, of the Code of New Milford. By bidding on the proposed purchase, the bidder agrees to such terms, provisions and conditions. Any bidder found by the Purchasing Authority to be delinquent in the payment of taxes and/or sewer use charges due to the Town of New Milford shall be subject to the provisions of Section 2-92 (e) of the Code of New Milford. Copies of the Bid Ordinance may be obtained at the Office of the Town Clerk, Town Hall.

Bids will be opened publicly in the E. Paul Martin Room by the Purchasing Authority, Thursday, August 3, 2017, at 3 p.m. Bids received after that time will be considered informal and rejected. Forms on which bids must be submitted may be obtained at the Office of the Director of Finance or online at www.newmilford.org.

When applicable, state bids will be considered for this product/service.


David Gronbach, Mayor

An Equal Opportunity/Affirmative Action Employer



NEW MILFORD POLICE DEPARTMENT

49 POPLAR STREET • NEW MILFORD, CONNECTICUT 06776

IN SERVICE TO OUR COMMUNITY

Shawn M. Boyne
CHIEF OF POLICE

Mark A. Buckley
DEPUTY CHIEF OF POLICE

REQUEST FOR BID

Vehicle Maintenance Bid

2017-2019

1. INTENT

It is the intent of these specifications to solicit bids to provide preventative maintenance and scheduled service to the New Milford Police Departments vehicle fleet. The specifications will differentiate two levels of preventative maintenance, routine vehicle repairs and the towing of department vehicles. Vendors are requested to bid on a twenty four (24) month program commencing upon award of the bid contract.

Bids are to be returned upon completion of the attached forms by the date indicated on the bid announcement.

2. PRESENT DEPARTMENT FLEET

The vehicular fleet of the New Milford Police Department consists of thirty three (33) vehicles. The marked portion of the fleet is composed of sixteen (18) vehicles which are operated 24/7 and typically achieve 2800 miles per month. The unmarked portion of the fleet consists of ten (11) vehicles which are operated similar to typical civilian vehicle usage and achieve approximately 1000 miles per month. The remainder of the fleet consists of four (4) specialty vehicles whose usage is sporadic based on needs in the field. Attachment "A" of this Request for Bid lists the vehicle type and current mileage.

The services being bid upon are based on a mileage based service schedule. The services are to be bid separately and the price given in the bid shall include any and all lubricants and filters needed to perform the service properly. Attached to this Request for Bid is a list delineating the repairs and services for which the vendors shall provide individual pricing for in their bid submission.



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3. BIDDERS QUALIFICATIONS AND RESPONSIBILITIES

- I. The vendor must be licensed by the State of Connecticut to perform the work called for and bid upon. A copy of this license shall be submitted with the bid submission.
- II. The vendor's place of business must be located in the Town of New Milford.
- III. Vendors shall verify possession and proficiency with the necessary modern equipment to complete repairs on all fleet vehicles.
- IV. Vendor must certify that they employ A.S.E Certified mechanics and that these individuals will be the sole service providers to the fleet vehicles. A copy of A.S.E. certifications shall be submitted with the bid submission.
- V. The vendor shall certify that they are capable of servicing multiple vehicles at the same time and in a timely manner.
- VI. Vendor must provide ample space to stockpile department supplied parts to include: tires (up to thirty sets=120 tires), brakes and other miscellaneous parts.
- VII. Vendors must provide a registered wrecker that is available 24/7 for road service or have a contract with such a vendor. A copy of the wrecker registration and the contract if applicable shall be submitted with the bid submission.
- VIII. The vendor shall provide copies of all outside work performed on fleet vehicles with monthly invoices.
- IX. Copies of all parts supplier invoices shall be provided with the vendor's monthly invoices. No parts supplied by the vendor will exceed 15% over verified cost.
- X. All work orders must be signed, and shall record the vehicles mileage and fleet numeric designation.
- XI. All service to be performed at no more than the recognized flat rate and time usage shall be in accordance with the Chilton Labor Guide.
- XII. The vendor shall submit monthly invoices to the Department by the tenth (10) of the month covering the work performed the preceding month.
- XIII. The service shall be provided for a twenty four (24) month period. If the vendor normally closes for vacation, it shall be the vendor's responsibility to subcontract the work for that period of time, with no additional cost to the Department. The authorized representative of the Police Department must be notified of the subcontractor and approve of same.



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4. DEPARTMENT RESPONSIBILITY

- I. The Department shall deliver to the vendor's place of business by 8:00 am and the vehicle shall be ready for pick up by 2:00 pm.
- II. The Department will attempt to schedule routine maintenance at least 48 hours in advance.
- III. The Department will process invoices promptly for payment by the Town of New Milford Finance Office. The vendor will promptly notify the Agency Contact of any disputed invoice.
- IV. The Department reserves the right to award different levels of service to different vendors.

5. TERMS OF AWARD

The contract shall be to provide service for twenty four (24) months, commencing upon award of the bid.

The Police Department reserves the right to terminate the contract with thirty (30) days written notice.

The Police Department reserves the right to reject any and all bids in the best interest of the Town of New Milford and/or of the New Milford Police Department.

6. AGENCY CONTACT

Lieutenant Charles Cochran #213
Commander of Administrative Services
49 Poplar Street
New Milford Connecticut, 06776
860-355-2103



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SCHEDULE 'A' SERVICE

To be performed every 5,000 miles:

1. Check and top off all fluid levels
2. Rotate tires. Check tire pressure and wear.
3. Inspect brake pads/shoes/rotors/drums, brake lines and hoses, and parking brake system
4. Check all belts for tension and wear.
5. Check all replaceable filters including: cabin air filter, gas and air filters.
6. Check electrical system including battery. Clean battery terminals.
7. Check all hoses.
8. Check exhaust system and heat shields.
9. Grease and lubricate to specifications to include doors, hood, and hood latch.
10. Check front end alignment to include shocks, and tie rods. Align front end every 10,000 miles.
11. Perform multi point inspection per manufacturer's recommendations.
12. Change oil and filter. Refill oil to full. Oil and filter shall meet manufacturer's specifications.

BID PRICE FOR SCHEDULE 'A' SERVICE

6 Cylinder Engine \$ _____

8 Cylinder Engine \$ _____

TEL: 860 355-3133

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NewMilfordpolice.org

FAX: (860) 355-6012



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SCHEDULE 'B' SERVICE

To be performed every 30,000 miles:

1. All work performed in Schedule "A" service plan
2. Change Transmission fluid, gasket and filter using parts and fluids conforming to manufacturers specifications.
3. Complete tune-up.
4. Check differential fluid. Fill using fluid conforming to manufacturer's specifications.
5. Front end alignment.
6. Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints

BID PRICE FOR SCHEDULE 'B' SERVICE:

6 Cylinder Engine \$ _____

8 Cylinder Engine \$ _____



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VEHICLE REPAIRS

The following repairs /services are performed exclusive of those in Schedule 'A' or 'B':

1. Front end alignment \$ _____
2. Balancing pre wheel \$ _____
3. Tire mounting per wheel \$ _____
4. Tire repair per tire \$ _____
5. Differential lubricant \$ _____
6. Change transfer case fluid \$ _____
7. Labor to change air filter \$ _____
8. Labor to change gas filter \$ _____
9. Labor to change headlight \$ _____
10. Hourly rate for mechanical repairs \$ _____



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11. Towing service (8:00-5:00) \$ _____

12. Towing Service (5:00-8:00) \$ _____

13. Towing Service (Sat, Sun, Holiday) \$ _____

14. Towing Service Out of Town \$ _____

15. Discount from Chilton Labor Guide \$ _____

Business Name _____

Business Address _____

Business Phone _____

Authorized Signature & Title _____

Date of Submission _____



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Attachment 'A'

	Make	Model	Year	Mileage		Make	Model	Year	Mileage
1	Ford	Taurus	2012	50000	29	Ford	Interceptor	2016	6215
2	Ford	Explorer	2015	35645	30	Ford	Interceptor	2014	86890
3	Ford	Taurus	2012	48782	31	Ford	E250	2011	11548
4	Dodge	Charger	2013	36337	32	Ford	E450-SUP	2003	59000
5	Ford	Interceptor	2014	36795	33	Ford	F-150	2015	11575
6	Ford	Taurus	2014	34637					
7	Pontiac	Grand Prix	2008	89942					
8	Ford	Crown Vic	2011	71058					
9	Pontiac	Grand Prix	2008	84180					
10	Ford	Taurus	2012	43948					
11	Ford	Taurus	2011	76595					
12	Ford	Crown Vic	2011	53421					
13	Ford	Crown Vic	2011	66343					
14	Ford	Interceptor	2015	55350					
15	Ford	Interceptor	2014	89502					
16	Ford	Crown Vic	2011	71779					
17	Ford	Crown Vic	2011	59506					
18	Ford	Interceptor	2015	45298					
19	Ford	Interceptor	2015	46137					
20	Ford	Interceptor	2015	72091					
21	Ford	Interceptor	2016	6135					
22	Ford	Interceptor	2015	51572					
23	Ford	Interceptor	2014	78286					
24	Ford	Interceptor	2014	82087					
25	Ford	Crown Vic	2011	79731					
26	Ford	Explorer	2011	99434					
27	Ford	Explorer	2012	97966					
28	Ford	Interceptor	2016	5237					

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NON-COLLUSION AFFIDAVIT OF PRIME BIDDER- (To Accompany Bid)

State of _____

Ss. _____

_____ being first duly sworn, deposes and says that:

(1) He is _____ of _____,

the Bidder that has submitted the attached Bid:

(2) He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent circumstances respecting such bid:

(3) Such Price is genuine and is not a collusive or sham Bid;

(4) Neither the said Bidder nor any of its officers, partners, Owners, agents, representatives, employees or parties in interest, including this affidavit, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Bidder, firm or person to submit a collusive or sham Bid in connection with the Contract for which the attached Bid has been submitted or to refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought by Agreement or collusion or communication or conference with any other Bidder, firm or person to fix the price or prices in the attached Bid or of any other Bidder, or to fix any overhead, profit or cost element of the Bid price or the Bid price of any Bidder, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the Town of New Milford, or any person interested in the proposed Contract; and

(5) The price or prices quoted in the Subcontractor's Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Bidder or any of its agents, representatives, Owners, employees or parties in interest, including this affiant.

Signed _____ Title _____

Subscribed and sworn to before me this _____ day of _____ 20____.

Signed _____ Title _____

My Commission Expires _____ 20____.



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INSURANCE REQUIREMENTS:

A certificate of Insurance will be required to be submitted upon execution of the agreement.

The Contractor must carry the following minimum insurance coverages:

- A. Commercial General Liability (Form 1988 ISO Occurrence Form or equivalent)

Limits of Liability shall be combined bodily injury and property damage.

General Liability Aggregate	\$2,000,000*
Products and Completed Operations Aggregate	\$2,000,000
Personal Injury	\$2,000,000
Each Occurrence for Bodily Injury and Property Damage	\$2,000,000
Fire Damage (Any One Fire)	\$ 50,000
Medical Expense (Any One Person)	\$ 5,000

The insurer shall waive all rights of subrogation against the Town of New Milford, its officers, employees and volunteers arising from work performed by the Contractor for the Town of New Milford.

Umbrella limits over General Liability limits may be used to make up the required limits. The additional insured coverage MUST be provided by the Umbrella to mirror the General Liability coverage.

- B. Automotive Liability, including owned vehicles, hired vehicles and non-owned vehicles. Limits of insurance shall be combined single limit bodily injury and property damage \$2,000,000

Umbrella limits over Automotive Liability limits may be used to make up the the required limits.

- C. Statutory Workers Compensation and Employers Liability

Each Accident	\$ 100,000
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Disease – each employee	\$ 100,000
Disease policy limit	\$ 500,000

Or in accordance with the requirements of the laws of the State, whichever is greater.

- D. If Umbrella Liability is used to make up required limits, the policy shall not reduce or restrict coverage provided by the underlying Commercial General Liability or Automotive Liability insurance policies.

INSURANCE REQUIREMENTS – Continued

- E. Insurance carriers providing the required insurance coverages must have an A.M. Best's financial rating of "A-VII" or better.
- F. The Town of New Milford, its officials, employees, and volunteers, **MUST** be Named as additional insured with reference to this project on a primary basis. The policy endorsement evidencing this coverage must be provided with the Certificate of Liability Insurance.
- G. Any changes in insurance coverage will require thirty (30) days notice to the Town of New Milford by certified mail with return receipt requested.



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PURCHASING AUTHORITY
Town of New Milford, Connecticut
INDEMNIFICATION, ACKNOWLEDGEMENT & AGREEMENT

BID: _____

BID OPENING: _____

To the fullest extent permitted by law, the contractor shall indemnify and hold harmless the Town of New Milford, and agents and employees of said Town from and against claims, damages, losses and expenses, including but not limited to attorneys' fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss or use resulting therefrom, but only to the extent caused in whole or in part by acts or omissions of the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, regardless of whether or not such claim, damage, loss or expense is caused in part by a party indemnified hereunder. Such obligation shall not be construed to negate, abridge, or reduce other rights or obligations of indemnity which would otherwise exist as to the Town of New Milford. In claims against any person or entity indemnified under this paragraph by an employee of the contractor, a subcontractor, anyone directly or indirectly employed by them or anyone for whose acts they may be liable, the indemnification obligation under this paragraph shall not be limited by a limitation on amount or type of damages, compensation or benefits payable by or for the contractor or a subcontractor under workers' or workmen's compensation acts, disability benefit acts or other employee benefit acts.

Contractor acknowledge and understands that the Town of New Milford has adopted as its policy, the nondiscrimination agreements and warranties required under Connecticut General Statutes § 4a-60(a)(1) and § 4a-60a(a)(1), as amended in State of Connecticut Public Act 07-245 and sections 9(a)(1) and 10(a)(1) of Public Act 07-142, as those statutes may be amended from time to time. Contractor further agrees to comply with such mandates.

Signature

Title

Company

Date

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