

The purpose and intent of this public bid is to obtain for the County of Union, Division of Motor Vehicles a vendor to provide **Collision Repairs for Trucks, Buses and Specialty Equipment** as per the following conditions and specifications. Although the preceding mandatory boilerplate mentions the use of subcontractors, the successful bidders shall be wholly responsible to complete any assigned work under the awarded contract and the use of subcontractors shall not be permitted.

## GENERAL CONDITIONS & SPECIFICATIONS

### I. CONTRACT PERIOD

Pursuant to N.J.S.A 40A:11-15(7) Leasing or servicing of automobiles, motor vehicles, machinery and equipment of every nature and kind, for a period not to exceed five years, the Contract shall be in effect for thirty-six (36) consecutive months commencing on the date of the signing of the Contract with a provision for a twenty-four (24) month extension.

### II. METHOD OF AWARD

Each contract shall be awarded on the basis of the lowest estimated Grand Total derived by the formula outlined in section VIII.

### III. SCOPE OF WORK

The County of Union has a Division of Motor Vehicles that maintains and repairs the work fleet of the various County departments/divisions. When and if additional collision repair work/body repairs are required the successful vendor will perform the service. Bid price shall cover all collision repair work/body repairs and paint services for Medium and Heavy Duty Trucks, Buses and Specialty Equipment which shall be referred to for the balance of the specifications as “equipment”.

The type of work to be performed will cover all types of collision repair work/body repairs and fabrication normally performed on the above mentioned equipment. This repair service will include all categories of repairs listed in the Public Bid, replacement, adjustments and/refinishing of minor and major components.

The successful bidder shall supply all supervision, tools, parts, and labor for a full and complete job as required. Categories of collision repair services permitted under this Public Bid are as listed below. Pricing for repair work/body repairs listed in each category below will be based on an hourly labor rate and discount for parts. Types of collision repair work/body repairs required under each category include but are not limited to those examples listed under each category. All collision repairs, body repairs & refinishing provided will be priced according to the hourly labor rate and price for parts.

**Note: All repairs shall be as per the manufacturers' specifications in both procedure and materials for the particular vehicle or equipment requiring the repairs.**

The Contractor Must be a Licensed State of New Jersey **HEAVY DUTY VEHICLE AUTO REPAIR FACILITY {N.J.A.C. 13; 21-21.2(d)}**

**The following is a listing of working shop tools that should be available, in the contractors establishment:**

- Heavy Duty Truck Frame Straightening Machine.
- 12 Ft. Metal Shear
- 12 Ft. Metal Break
- 46, 000 Lb Truck Lift
- Air Conditioning Recycling Machine
- Antifreeze Coolant Recycling System
- Aluminum and Steel MIG Welder
- Aluminum TIG Welder
- Heavy Duty Plasma Cutter
- Fuel Transfer and Storage Station
- Urethane Paint Refinishing System
- Heavy Duty Fork Lift capable of moving vehicles within the shop safely.
- Spray Booth Capable of holding and refinishing Tractors and Trailer with an overall length of 56 foot. Complete with computerized color match guarantee system, and the ability to custom blend and spray non factory colors.

Vendor must be willing and able to communicate with insurance companies, adjusters & risk management in the event of requests for additional information arising from estimates and/or work required as needed by the County.

Any additions over or above the original approved estimate must be approved by the Division of Motor Vehicles.

#### IV. REQUEST FOR SERVICE

All work is to be completed within seven to ten (7-10) working days from delivery of the vehicle to the contractor's facility.

Any extended time needed to complete the repairs must have the prior, approval of the County Division of Motor Vehicles.

If more than one piece of equipment is being repaired at the same time, then the turnaround time shall mean seven to ten (7-10) days per each piece of equipment being repaired.

All repair cost estimates or quotations must be furnished to the County at no charge.

Rebuilt, remanufactured or aftermarket (LKQ) parts may be used, subject to prior approval of the County Division of Motor Vehicles. Vendor must be willing and open to The County supplying additional mechanical parts, not covered in the original estimate to reduce overall cost.

Unless otherwise instructed by the County, all parts that are removed in the repair of a piece of equipment must be returned to the County on completion of repair. Failure to comply may delay payment of your invoice.

After the collision repairs, body repair service are completed, the equipment will be subject to inspection by the County. If the repair services are not properly performed, the piece of equipment will be returned to the contractor for corrective repair service. All corrective collision repair service/body work & refinishing shall

be performed at no additional cost to the County. All Repairs and Refinishing Must carry a one (1) year guarantee, with no deductible or pro-rate charges

Any repair services and/or parts that the contractor deems necessary, beyond the original repair quote/estimate, must first be approved by the County Division of Motor Vehicles.

Compliance with all Federal, State, Local and D.E.P. standards or regulations will be the responsibility of each contractor. No additional charges will be accepted for the proper disposal of any used fluids such as motor oil, antifreeze or "hazardous waste" All shop supplies are to be included in the hourly rate quoted, no additional line items will be allowed or considered.

The following is a list of the most common types of work solicited in this bid. This is to be interpreted as a General Guide only:

- Medium and Heavy Duty traditional crash repair, bumpers, fenders, hood, doors etc.
- Dump Body repair, including fabrication of worn panels and lift mechanism and controls, both hydraulic and electric.
- Service Body repair, including replacement of doors, compartments, seals and rust repair.
- Utility Body Repair, including replacing damaged panels, step bumpers, service doors and compartments, rust repair, miscellaneous replacement of flat panel glass windows.
- Bus and Shuttle Bus repair, fiberglass and aluminum structural repairs and seems sealed and weatherproofed. Panel fabrication, steel, aluminum and fiberglass. Various flat glass replaced, door and specialty latches replaced or repaired.
- Specialty Vehicles, Hydraulic body lift repair, systems control repair or replacement, roll tarp cover arms, repaired, replaced or fabricated. Panel sectioning or replacement including fabrication of any and all braces, sub frames or brackets required.
- Snow Plow sub frames, repair or replacement, including wiring
- Trailer towing plates and assemblies, tool boxes and safety products installed.
- External Lighting, must match existing lighting and be fully tested at time of repair.
- Factory Grade Refinishing and Color Matching, chip resistant finish installed where called for.
- Installation of County Supplied Decals and striping in a profession manner matching existing template.
- Front End Alignment, steering wheel centering.
- All repairs shall be "Road Ready" Guaranteed. This includes a complete testing and inspection of all components installed, as well as their interface with the vehicle. All computers (ECM & BCM) will be reprogrammed (FLASHED) and communicating with the vehicle when returned to the County. Any problems detected, but not due to the collision / repair shall be brought to the attention of the County before repairs can proceed.
- Unfinished Vehicles & Equipment must be stored inside vendors shop until repairs are 100 percent complete.

**CONTRACTS AWARDED PERMIT THE PURCHASE OF PARTS BUT ONLY IF THOSE PARTS ARE REQUIRED FOR A SPECIFIC HOURLY REPAIR SERVICE BEING PERFORMED BY A CONTRACTOR AWARDED A CONTRACT HEREUNDER.**

A. Hourly Rates for Labor. The prospective bidder(s) shall utilize the labor units as provided by either Motor Heavy Duty Crash Estimating or Mitchell Medium and Heavy Duty Estimating Guide.

The **Motor or Mitchell Guide** to be used must be of the current calendar year, and this information shared freely with The County. For Equipment or Operations NOT Specified, the Quote will be based on time and materials.

B. Cost of Replacement Parts. The quoted cost of replacement parts shall be a discount of 25 % from the unit prices of the manufacturer's suggested list price as set forth in the most current edition of the **Motor or Mitchell Crash Estimating Guide** or **Motor Freight Crash Estimating Guide**, covering the specific Truck, Bus or Equipment to be repaired. A provision for parts to cover the first 24 months of the contract has been estimated to cover the cost of the parts. This provision for parts figure shall in no way, shape or form to be construed as a guarantee. The County shall maintain the right to purchase parts under other contracts and supply those parts to the vendor.

C. All replacement parts, unless specifically authorized by the Division of Motor Vehicles, shall be New. The County may request a quotation using after-market or used parts if found to be in the best interest of the County.

D. The vendor shall not change to another discount percentage on parts at any time during the term of the contract, or any extension(s) thereto. The County will allow any increase in the guide pricing as the guide is updated.

#### V. TOWING AND STORAGE

The successful bidder shall not necessarily be responsible for the removal of the disabled vehicle from the scene of the accident; however, the pick-up, towing and storage of the disabled vehicles awaiting repairs shall be the responsibility of the successful bidder. A list of the vendors towing rates will be submitted with the bid; there shall NEVER be a charge for storage of a County Vehicle.

#### VI. CONTRACTOR'S QUALIFICATIONS

The successful bidder shall have a minimum of 5 (five) year experience in the business of performing collision and body repairs/refinishing services on a fleet of vehicles similar to the types and numbers of vehicles described in the attachments to this Public Bid. The bidder's experience must include vehicles with bodies constructed of aluminum, fiberglass, steel and all other aspects of the work covered in Section III of this Public Bid.

Bidder's staff must be Factory Trained with certifications available for inspection. This includes mechanical, electrical and cosmetic repair.

Bidders must provide a minimum of 5 (Five) references from other entities that have similar contracts for providing the services described in this Public Bid with their business establishment. Include the names of a contact person and a phone number for each of the given references so that County can contact these references. At least two (2) of these references must be on a Government level with similar vehicles.