

## SPECIFICATIONS

### INTENT

The purpose and intent of this public bid is to obtain for the County of Union, Human Services Paratransit System a vendor to provide **Collision Repairs, Body Work & Paint Services for Heavy-Duty Buses and Shuttle Vans** per the following conditions and specifications. Although the preceding mandatory boilerplate mentions the use of subcontractors, the successful bidders will be wholly responsible to complete any assigned work under the awarded contract and the use of subcontractors shall not be permitted.

### SCOPE OF WORK

The County of Union Department of Human Services/Paratransit System operates a fleet of 51 vehicles.

The type of work to be performed will cover all types of collision repair work/body repairs normally performed on Buses & Shuttle Vans. This repair service will include all categories of repairs listed below, replacements, adjustments and/refinishing of minor and major components.

The successful bidder will supply all supervision, tools, parts, and labor for a full and complete job as required. Pricing for repair work/body repairs listed in each category below will be based on an hourly labor rate and a mark up 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 listed repairs will be as per the manufacturers' specifications for the particular vehicle requiring the repair.**

- All collision repairs, body and fender repairs, body and frame alignment, wheel alignment, replacement of parts, painting, and refinishing vehicle with bodies constructed of aluminum, fiberglass or steel for **Buses & Shuttle Vans over 8,600lbs.**

The contractor will have in their facility a minimum of two (2) bays for work areas and a proper Spray Booth.

The contractor's facility will be in compliance with all Federal, State & Local Requirements and Licensed to operate and perform the services specified. It will also possess the requisite equipment and tools along with qualified personnel to provide the necessary repair services.

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

Any extended time needed to complete the repairs must have prior approval of the Union County Paratransit System.

If more than one bus is being repaired at the same time, then the turnaround time will mean seven to ten (7-10) days per each Buses & Shuttle Vans being repaired.

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

Rebuilt, remanufactured or aftermarket (LKQ) parts may be used, subject to prior approval of the Union County Paratransit System.

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

After the repair service is completed, the vehicles will be subject to inspection by the County. If the repair services are not properly performed, the Buses & Shuttle Vans will be returned to the contractor for corrective repair service. All corrective collision repair service/body work & refinishing will be performed at no additional cost to the County.

Any repair services and/or parts that the contractor deems necessary, beyond the original repair quote/estimate, will first be approved by the Union County Paratransit System.

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 other repair materials.

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.

Hourly Rates for Labor. The prospective bidder(s) will utilize the labor units as published in Motor Crash Estimating Guide or Motor Freight Crash Estimating Guide, Published by the Hearst Corporation, 1790 Broadway, New York, NY, in determining his quoted hourly rate.

The **Motor Crash Estimating Guide** or **Motor Freight Crash Estimating Guide** used will be the current edition covering the specific Van, Truck, or Bus to be repaired.

Cost of Replacement Parts. The quoted cost of replacement parts will 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 Crash Estimating Guide or Motor Freight Crash Estimating Guide, covering the specific Van, Truck, or Bus 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 will in no way, shape or form to be construed as a guarantee. The County will maintain the right to purchase parts under other contracts and supply those parts to the vendor.

All replacement parts, unless specifically authorized by the Division of Motor Vehicles, will 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.

The vendor will not change to another discount percentage on parts at any time during the term of the contract, or any extension(s) thereto.

## TOWING AND STORAGE

The successful bidder will 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 disable vehicles awaiting repairs will be the responsibility of the successful bidder.

EXPERIENCE

The successful bidder shall have a minimum of five (5) years experience in the business of performing collision and body repairs/refinishing services on a fleet of vehicles similar to the types of vehicles described in ATTACHMENT 1.

Bidders will provide a minimum of three (3) references from other entities that have similar contracts for providing the services described in these specifications 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.

SPECIAL NOTE

The successful bidder will be licensed as required, by the State of NJ to operate a body shop. Legislation has been passed mandating that all body shops, operating as such, must be licensed by the State of New Jersey effective October 1, 1984.

The successful bidder's body shop will be fully equipped with all tools, gauges, and equipment needed to perform body, fender, and related repairs including the painting of motor vehicles.

The successful bidder's body shop will be located within a 25 miles radius of the County's Motor Vehicle garage located at 79 West Grand Street in Elizabeth, NJ.

The County prior to awarding the bids will have the right to inspect the vendor's shop to determine if the successful bidder has met all requirements as outlined in the bid.

OPEN END CONTRACT

Please note that the ensuing contract is intended to be an Open End Contract as allowed under N.J.A.C. 5:30 et seq. and, in accordance with the rules, the minimum number set on the bid shall be zero (0) hours and the maximum shall be 800 hours.

ESTIMATE OF WORK HOURS

TO ASSIST BIDDERS IN PREPARING PROPOSALS, THE FOLLOWING HISTORICAL DATA IS PROVIDED AS TO THE AMOUNT OF WORK HOURS SUPPLIED BY / REQUIRED OF PREVIOUS VENDORS:

2015---400 HOURS

2016---400 HOURS

2017---300 HOURS

First 24 months of Contract: 800 HOURS (ESTIMATED)

The County does not and will not warrant or guarantee the amount of work hours to be supplied/required in any given day, week, month or year or the in the aggregate pursuant to any contractual agreement awarded under these bid specifications. Nothing contained in any of the bid documents shall be construed to guarantee or warrant any amount of work hours. The work hours set forth herein constitute either historic information or estimates of future needs and may not be indicative of the actual work hours to be experienced in the future.

Nothing herein shall entitle the successful bidder to any claim to an hourly price increase for lost profits or for any other compensation whatsoever in the event that the actual work hours supplied/ required under this agreement are more or less than historical work hours or any projection of future work hours that may be contained herein.

The basis of award: Total bid price shall be determined by use of the following formula:

$$\begin{array}{rcccl} (\$ \underline{\hspace{2cm}} & \times & \underline{800}) & + & \underline{\$75,000} & = & \$ \underline{\hspace{2cm}} \\ \text{Rate per Hour -Regular Time} & & \text{Estimate} & & \text{Provision for} & & \text{Total Bid Price} \\ \text{Monday to Friday} & & \text{of Hours} & & \text{Parts Purchase} & & \text{(Not to Exceed)} \\ \text{BUS} & & \text{(24 mos.)} & & & & \end{array}$$

PAYMENT TO VENDOR

**Payment to Vendor** is to be made within forty-five (45) days after the receipt of Vendor's invoice and a signed County voucher attesting to the delivery of the goods and services by some officer or duly designated employee of the using County entity and after approval of the appropriate Department head. The Vendor shall prepare invoices and shall submit them to the office/designated employee of the using County entity.

The vendor will not provide any goods and/or services without a valid and current purchase order from the County unit indicating account number and encumbrance

## ATTACHMENT 1

### UNION COUNTY'S BUS FLEET VEHICLES

#### Bus Fleet

<b>Mfg Year</b>	<b>Department</b>	<b>Vehicle Make</b>	<b>Vehicle Model</b>	<b>Registered Weight</b>
2000	Human Services	DODGE	CARAVAN	
2000	Human Services	FORD	E350 10 PASS. VAN	9600
2001	Human Services	FORD	E350 BUS 15 PASS	10700
2001	Human Services	FORD	E350 BUS 15 PASS	10700
2002	Human Services	FORD	E350 10 PASS. VAN	10700
2002	Human Services	FORD	E350 10 PASS. VAN	10700
2003	Human Services	FORD	E350 10 PASS. VAN	10700
2003	Human Services	FORD	E350 10 PASS. VAN	10700
2003	Human Services	FORD	E350 10 PASS. VAN	10700
2003	Human Services	FORD	E350 10 PASS. VAN	10700
2003	Human Services	FORD	E450 BUS 15 PASS	14500
2003	Human Services	FORD	E450 BUS 15 PASS	14500
2004	Human Services	FORD	E350 10 PASS VAN	10700
2004	Human Services	FORD	E350 10 PASS VAN	10700
2004	Human Services	FORD	E350 10 PASS VAN	10700
2005	Human Services	FORD	E350 10 PASS. VAN	10700
2005	Human Services	FORD	E350 10 PASS VAN	10700
2005	Human Services	FORD	E350 10 PASS VAN	10700
2005	Human Services	FORD	E350 10 PASS VAN	10700
2006	Human Services	FORD	E350 BUS 11 PASS	11500
2006	Human Services	FORD	E450 BUS 14 PASS	14050
2007	Human Services	FORD	E450 BUS 14 PASS	14500
2007	Human Services	FORD	E450 BUS 14 PASS	14500
2007	Human Services	FORD	E450 BUS 14 PASS	14500
2007	Human Services	FORD	E450 BUS 20 PASS	14500
2008	Human Services	FORD	E450 BUS 20 PASS	14500
2008	Human Services	FORD	E450 BUS 14 PASS	14500
2008	Human Services	FORD	E450 BUS 14 PASS	14500
2008	Human Services	FORD	E450 BUS 14 PASS	14500
2008	Human Services	FORD	E450 BUS 18 PASS	14500
2008	Human Services	CHEVROLET	3500 EXP 13 PASS VAN	12350
2009	Human Services	FORD	E450 BUS 20 PASS	14500
2009	Human Services	FORD	E450 BUS 14 PASS	14500
2010	Human Services	CHEVROLET	3500 EXP 12 PASS VAN	12300
2010	Human Services	CHEVROLET	3500 EXP 12 PASS VAN	12300
2011	Human Services	FORD	E450 BUS 20 PASS	14500

## ATTACHMENT 1

### UNION COUNTY'S BUS FLEET VEHICLES

#### Bus Fleet

Mfg Year	Department	Vehicle Make	Vehicle Model	Registered Weight
2011	Human Services	FORD	E350 BUS 12 PASS.	11500
2011	Human Services	FORD	E450 BUS 18 PASS	14500
2012	Human Services	FORD	E350 10 PASS. VAN	11500
2012	Human Services	FORD	E350 10 PASS. VAN	11500
2012	Human Services	FORD	E350 10 PASS. VAN	11500
2012	Human Services	FORD	E350 10 PASS. VAN	11500
2013	Human Services	FORD	E450 BUS 16 PASS	14500
2013	Human Services	FORD	E450 BUS 12 PASS	14500
2013	Human Services	FORD	E450 BUS 12 PASS	14500
2013	Human Services	FORD	E450 BUS 18 PASS	14500
2013	Human Services	FORD	E350 BUS 10 PASS.	11500
2013	Human Services	FORD	E350 BUS 10 PASS.	11500
2013	Human Services	FORD	E350 BUS 10 PASS.	11500
2013	Human Services	FORD	E450 BUS 18 PASS	14500
2013	Human Services	FORD	E450 BUS 10 PASS	14500
2014	Human Services	FORD	E450 BUS 18 PASS	14500

BID SHEET PAGE 1 OF 1

HAVING CAREFULLY READ THE NOTICE TO BIDDERS, SPECIFICATIONS AND INSTRUCTIONS TO BIDDERS, THE UNDERSIGNED HEREBY AGREES TO PROVIDE **COLLISION REPAIR/REFINISHING SERVICES** ALL VANS AND BUSES COVERED BY NEW JERSEY MOTOR VEHICLE WEIGHTS INCLUDING AND ABOVE 8,600 POUNDS G.V.W. FOR THE COUNTY OF UNION, HS/PARATRANSIT SYSTEM IN ACCORDANCE TO THE SPECIFICATIONS. DO NOT ALTER THE FORMAT OF THE BID FORM PAGE IN ANY MANNER UNDER THE PENALTY OF DISQUALIFICATION.

(\$ _____	X 800)	+	\$75,000	=	\$ _____
Rate per Hour -Regular Time Monday to Friday	Estimate of Hours (24 mos.)		Provision for Parts Purchase		Total Bid Price (Not to Exceed)

LOCATION OF BODY SHOP \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

The period of the contract shall be for twenty-four (24) consecutive months with the provision for one (1) twenty-four (24) month extension subject to the following limitations: the extension contract shall be awarded by resolution of the governing body (within 60 days prior to the expiration date) upon a finding by the governing body that the services are being performed in an effective and efficient manner.

N.J.S.A. 40A:11-15 provides that any price changes pursuant to extensions of the original term of this agreement shall be based upon the price of the original agreement as cumulatively adjusted pursuant to any previous adjustment or extension and shall not exceed the change in the index rate for the twelve (12) months preceding the most recent quarterly calculation available at the time this agreement is renewed. The index rate is promulgated bi-annually by the State of New Jersey, Division of Local Government Services, computed quarterly by the U.S. Department of Commerce, Bureau of Economic Analysis.

Any extension of the original term of this agreement shall be subject to the availability and appropriation annually of sufficient funds by the County of Union pursuant to N.J.S.A. 40A:11-15.

The County reserves the right to terminate this agreement with written notice to the contractor thirty (30) days prior to such action.

NAME OF BIDDER: \_\_\_\_\_  
EXPERIENCE STATEMENT

Provide minimum of three (3) references with similar contracts. Provide name and address, contact person and a phone number for each.



NAME OF BIDDER: \_\_\_\_\_  
EXPERTISE STATEMENT

The bidder shall be licensed by the State of New Jersey to operate a body shop. Attach copies of all applicable licenses to this form.

NAME OF BIDDER: \_\_\_\_\_