



EAST WINDSOR POLICE DEPARTMENT

Edward J. DeMarco, Jr.
Chief of Police

Vehicle
Maintenance

July 1

2012

The following pages contain Standard Instructions to bidders and the bid specifications for contracted vehicle maintenance for the Town of East Windsor.

Bid
Specification

Contract Terms and Conditions

Towing, Maintenance and Repair of Police Vehicle

Scope of Contract: This contract is intended to provide vehicle towing, maintenance and repair for the East Windsor, CT, Police Department. The contract period will be from Date of Award through June 30, 2013. The Police Department reserves the right to extend this contract for a period of up to the full original contract term or parts thereof not to exceed three (3) years.

Price Increases: Prices will remain firm for the first year of the contract. On each anniversary date of the contract, the Contractor will have the opportunity to submit price increases with the proper documentation for the price increase. The increase may be authorized by the East Windsor Police Department.

The East Windsor Police Department reserves the right to reject any requested price increase deemed excessive in the opinion of the East Windsor Police Department. The contractor must submit a formal request for an increase to the East Windsor Police Department, 25 School Street, P.O. Box 477, East Windsor, CT 06088, no later than thirty (30) days prior to the effective price increase date. The request shall contain the date the increase takes effect.

No retroactive price increases will be allowed. In the event a retroactive request for a price increase is received, the East Windsor Police Department will set the effective date on the increase as ten (10) days from the receipt of the request.

Price Decreases: Price decreases will become effective immediately on the date specified in the Contractor's printed notice of change. The Contractor shall bill the East Windsor Police Department at the reduced price on all services made on or after the date of the Contractor's price reduction. The Contractor shall promptly provide the East Windsor Police Department with a letter of notice concerning the change.

Site Inspection: The East Windsor Police Department reserves the right to make an inspection of the repair/maintenance facility during the term of the contract.

Security of Equipment: Contractors must immediately report any theft of, missing or damaged equipment to the East Windsor Police Department.

Certificate of Insurance: Contractor must provide the East Windsor Police Department an up-to-date Certificate of Liability for all the repair/maintenance locations.

Insurance: Contractor shall not commence work under this contract until he has obtained all insurance required under this section. The Contractor shall not allow any sub-contractor to commence work until all insurance required of the sub-contractor has been obtained.

Change of Address: In the event the contractor moves or updates contact information, it is the responsibility of the contractor to advise the East Windsor Police Department of such changes in writing. The East Windsor Police Department will not be held responsible for payments or purchase orders delayed due to the lack of routing caused by the lack of notification on the contractor's part. Change of address or telephone updates must be forwarded to: The East Windsor Police Department,

Attention Maria Diana, 25 School Street, P.O. Box 477, East Windsor, CT 06088.

Licensing and Standing: Contractor must possess the proper dealers and repairers license, be in good standing with the State of Connecticut and the Town of East Windsor.

Wrecker Services: “wrecker service” means twenty four (24) hour a day wrecker service with a wrecker and operator available to the East Windsor Police Department’s vehicles. The provider must have access to a “flat bed” or “dolly” service, and must be able to respond within twenty (20) minutes from the call for service.

Tax Exemptions: The Town of East Windsor is exempt from Federal Excise taxes and Connecticut Sales and Use taxes. Contractors shall avail themselves of these exemptions.

Service to Other Town Departments: Contractors agree to extend the same prices and services to other East Windsor Town Departments for service and repair of passenger cars and light duty utility vehicles. Contractors agree to submit each repair or service bill to the appropriate department. With regards to the application of this requirement, the contractor agrees to substitute the term “Department Head” for “Chief of Police” in the following.

Maintenance and repair service:

1. Contractor must have and maintain the equipment and technical knowledge necessary to inspect and report on vehicles. Contractors may be asked to do mechanical inspections on vehicles involved in fatal motor vehicle accidents.
2. Contractor must have and maintain certified mechanics that have been formally trained in auto mechanics and certified by association such as ASE (Automotive Service Excellence) which has standards that each mechanic must meet by both written and practical exam. This must be an on-going certification, and the certifications must be available for inspection by the Chief of Police or his designee at any given time.
3. Contractor must have the proper equipment to repair and maintain police vehicles on their premises, with the exception of auto body repairs and special authorized dealer repairs. Any repair that requires a subcontractor must be authorized by the Chief of Police or his designee.
4. East Windsor Police Department vehicles must take a priority over all other work.
5. Tires and wheels owned by the East Windsor Police Department may be stored on the Contractor’s premises and if so, the Contractor shall maintain a written inventory. The tire inventory will be subject to inspection by the Chief of Police or his designee. Tires will only be disposed of with the authorization of the Chief of Police or his designee.
6. Any replacement parts must be purchased from a legitimate parts supplier and any other vehicle parts vendors must be authorized by Chief of Police or his designee.
7. The contractor agrees that routine oil services on the police department vehicles will be maintained on a 4,000 mile interval.

8. Contractors will be responsible for identifying and reporting any and all warranty repairs whether they are car manufacture, part manufacture or contractor warranty.
9. Contractors will provide wrecker service (i.e., tire repair or replace, jump start) and/or tow police vehicles from the field on a twenty four (24) hour basis. Contractors must supply or sub-contract a wrecker service to accommodate this standard. Any sub-contractors must adhere to the Standard Instructions to Bidders. Any expense associated with a sub-contracted wrecker service is the responsibility of the contractor. As stated above, the contractor must be able to respond within twenty (20) minute of the call for service.
10. The Chief of Police or his designee will reserve the right to submit repairs to an authorized Ford, Chevy or Chrysler dealer if such repairs are covered under a factory warrantee or are deemed by the Chief of Police or his designee to be best handled by an authorized dealer (eg., manufacturer recall, repeated problems with a known model, make, year).

END OF BID SPECIFICATIONS

STANDARD INSTRUCTIONS TO BIDDERS

1. INTRODUCTION

The Town of East Windsor is soliciting bids for the above-named Project. If there are any conflicts between the instructions in these standards to bidders, and any other bidding document(s), these Standard Instructions to bidders shall prevail.

2. KEY EVENT DATE

Advertisement of invitation to bid: May 15, 2012

Public bid opening: June 13, 2012, 11 Rye Street, Broad Brook, CT @ 7:00 p.m.

Bid awarded: July 1, 2012

3. OBTAINING BID DOCUMENTS

Specifications and bidding documents may be obtained from the Office of the Chief of Police, East Windsor, CT 06088, telephone 860-292-8240 ext. 100.

4. BID SUBMISSION INSTRUCTIONS

1. One (1) original and two (2) copies of all bids must be submitted in a sealed envelope clearly marked fleet maintenance. If forwarded by mail or courier, the sealed envelope must be addressed to Office of the Chief of Police, 25 School St E., Windsor, CT 06088. Bids must be received by the Office of the Chief of Police 4 hours prior to the time of the "Public Bid Opening Day" notice in section 2, titled Key Event Dates. Postmarks are not acceptable waivers of this policy. Corrections and/or modifications received after the first bid is publicly opened will **not** be accepted.
2. Ditto marks or words such as "same" on the bid form are not considered writing and must not be used. All information must be submitted in ink or typewritten. Mistakes may be crossed out and corrections inserted. Corrections must be initialized by the person signing the bid.
3. Bids are considered valid for ninety (90) days after bids are opened. Bidders may not withdraw, cancel and/or modify their bid for a period of ninety (90) days after bids are opened.
4. Bids must be signed by the authorized person representing the legal entity of the bidder.

5. The inability to meet any specified requirements must be stated in writing and attached to the bid form or written on the bid form.

5. INTERPRETATION OF ACCEPTABLE WORK

The specifications, bidding and contract documents are to be interpreted as meaning those acceptable to the Town of East Windsor. Any substantive changes or interpretations will be issued by the town in writing as an addendum.

6. TAX EXEMPTIONS

The Town of East Windsor is exempt from federal excise taxes and Connecticut's sales-tax and use taxes. Bidders shall avail themselves of these exceptions.

7. INSURANCE

The bidder awarded this bid must provide a current certificate of insurance to the Office of the Chief of Police prior to the commencement of work with the following requirements;

- A. liability limits for bodily injury and personal injury \$1,000,000 per occurrence
- B. liability limits for property damage including that caused by motor vehicle \$1,000,000 per occurrence.
- C. contractual liability \$1,000,000 per occurrence
- D. owner's protective liability and property damage
- E. Workers compensation as required by Connecticut state statute
- F. The Town of East Windsor is to appear as an additional insured on all certificate of insurance.
- G. All insurance is to be provided by a company authorized to issue such insurance in the State of Connecticut
- H. Insurance may not be canceled or modified without sixty (60) days written notice by registered US mail to Office of the Chief of Police, Town of East Windsor, 25 School St., East Windsor, Connecticut 06088.
- I. The insurance company rating should be no less than A-VII by A.M. Best.

8. GUARANTEE

The contractor awarded this bid shall guarantee all labor material and workmanship for a period of one (1) year from the date of substantial completion as determined by the town as a condition of the performance. In addition, any product warranties offered by the manufacturer or distributor in excess of one (1) year shall be given to the Town by the contractor at the time of substantial completion.

9. FAIR EMPLOYMENT PRACTICES

The bidder agrees not to discriminate against any employee or applicant for employment in the performance of this bid work with respect to hire, tenure, terms, condition or privileges of employment due to race, sex, age, religion, national origin, or other condition prescribed by state or federal law.

10. AWARDING THE BID

The Town of East Windsor reserves the right to accept or reject any all or any part of bids, to waive formalities or informalities, and to award the bid deemed to be in the best interest of the town.

It is the Town’s policy to not award bids to those who owe Town of East Windsor prior year(s) property taxes.

The “Bid Awarded” Date in section 2, titled Key Event Dates is the date the bid is anticipated to be awarded. It is not a date certain.

The lowest bid price is NOT the sole determining factor when awarding this bid.

11. EXTENSION OF BID

The contract may be renewed annually at the option of the Town of East Windsor upon thirty (30) days notice to the Contractor at an amount increase in accordance with the Consumer Price Index for the preceding contract period. The total period, including all renewals, shall not exceed three (3) years.

END OF STANDARD INSTRUCTIONS TO BIDDERS