

**TOWN OF GLASTONBURY  
INVITATION TO BID**

<u>BID #</u>	<u>ITEM</u>	<u>DATE &amp; TIME REQUIRED</u>
GL-2015-13	Maintenance and Repair of Fleet Vehicles & School Buses	December 10, 2014 11:00 AM

The Town of Glastonbury and Glastonbury Board of Education are currently seeking bids for service and repair of the Town's school buses and other fleet vehicles on an as needed basis.

Bid Forms may be obtained on the Town's website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov) or at the Office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, Connecticut 06033, (second level).

The Town reserves the right to waive informalities or reject any part of, or the entire bid, when said action is deemed to be in the best interests of the Town. All Sealed Bids must be submitted to the Office of the Purchasing Agent no later than the time and date indicated. All bids will be publicly opened and read.

The Town of Glastonbury is an Affirmative Action/Equal Opportunity Employer. Minority/Women/Disadvantaged Business Enterprises are encouraged to bid.

Mary F. Visone  
Purchasing Agent

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1. Sealed bids (**one original and one copy**) on the attached Bid Forms will be received at the Office of the Purchasing Agent, Town Hall, 2155 Main Street, Glastonbury, Connecticut 06033 (second level). At the designated time of opening, they will be publicly opened, read, recorded and placed on file.
2. Whenever it is deemed to be in the best interest of the Town, the Town Manager, Purchasing Agent or designated representative shall waive informalities in any and all bids. The right is reserved to reject any bid, or any part of any bid, when such action is deemed to be in the best interest of the Town of Glastonbury.
3. The award will be on the basis of bid total cost unless otherwise specified.
4. Bids will be carefully evaluated as to conformance with stated specifications.
5. **The envelope enclosing your bid should be clearly marked by bid number, time of bid, opening and date.**
6. Specifications must be submitted complete in every detail, and when requested, samples shall be provided. If a bid involves any exception from stated specifications, they must be clearly noted as exceptions, underlined, and attached to the bid.
7. The Bid Documents contain the provisions required for the requested item. Information obtained from an officer, agent, or employee of the Town or any other person shall not affect the risks or obligations assumed by the Bidder or relieve him/her from fulfilling any of the conditions of the Bid.
8. Each bidder is held responsible for the examination and/or to have acquainted themselves with any conditions at the job site which would affect their work before submitting a bid. Failure to meet this criteria shall not relieve the Bidder of the responsibility of completing the Bid without extra cost to the Town of Glastonbury.
9. Any bid may be withdrawn prior to the above scheduled time for the opening of bids or authorized postponement thereof. Any bid received after the time and date specified shall not be considered. No bidder may withdraw a bid within sixty (60) days after the actual date of the opening thereof. Should there be reasons why a Bid cannot be awarded within the specified period, the time may be extended by mutual agreement between the Town and the bidder.
10. **THIS ITEM WAIVED:** Each bid must be accompanied by a bid bond payable to the Town for ten percent (10%) of the total amount of the bid. The bid bond of the successful bidder will be retained until the payment bond and performance bond have been executed and approved, after which it will be returned. A certified check may be used in lieu of a bid bond. The Town of Glastonbury will not be liable for the accrual of any interest on any certified check submitted. Cashier's checks will not be accepted.
11. **THIS ITEM WAIVED:** A 100% Performance and Payment bonds are required of the successful bidder. This bond shall cover all aspects of the specification and shall be delivered to the Purchasing Agent prior to the issuance of a purchase order. The Performance and Payment Bonds will be returned upon the delivery and acceptance of the bid items.

12. The bidder agrees and warrants that in the submission of this sealed bid, they will not discriminate or permit discrimination against any person or group of persons on the grounds of race, color, religion, national origin, sex, or physical disability including, but not limited to blindness, unless it is shown by such bidder that such disability prevents performance of that which must be done to successfully fulfill the terms of this sealed bid or in any manner which is prohibited by the laws of the United States or the State of Connecticut: and further agrees to provide the Human Relations Commission with such information requested by the Commission concerning the employment practices and procedures of the bidder. An Affirmative Action Statement will be required by the successful bidder.
13. Bidder agrees to comply with all of the latest Federal and State Safety Standards and Regulations and certifies that all work required in this bid will conform to and comply with said standards and regulations. Bidder further agrees to indemnify and hold harmless the Town for all damages assessed against the Town as a result of Bidder's failure to comply with said standards and/or regulations.
14. All correspondence regarding any purchase made by the Town of Glastonbury shall reference the Town's purchase order number.
15. Bidder is required to review the Town of Glastonbury Code of Ethics adopted July 8<sup>th</sup>, 2003 and effective August 1, 2003. Bidder shall acknowledge that they have reviewed the document in the area provided on the bid / proposal response page (BP). The selected Bidder will also be required to complete and sign an Acknowledgement Form prior to award. The Code of Ethics and the Consultant Acknowledgement Form can be accessed at the Town of Glastonbury website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov). Upon entering the website click on **Bids & RFPs**, which will bring you to the links for the **Code of Ethics** and the **Consultant Acknowledgement Form**. If the Bidder does not have access to the internet a copy of these documents can be obtained through the Purchasing Department at the address listed within this bid / proposal.
16. **Non Resident Contractors (IF APPLICABLE)**  
  
Upon award the Town is required to report names of nonresidents (out of state) Contractors to the State of Connecticut, Department of Revenue Services (DRS) to ensure that Employment Taxes and other applicable taxes are being paid by Contractors. A single surety bond for 5% of the entire contract price is required to be filed with DRS by any unverified nonresident prime or general contractor (if awarded) where the contract price for the project is \$250,000 or more. The contractor will be required to promptly furnish to the Town a copy of the Form AU-968 – Certificate of Compliance issued by the State of Connecticut, DRS. See State of Connecticut Notice SN 2012 (2).
17. Bidder shall include on a sheet(s) attached to its proposal a complete disclosure of all past and pending mediation, arbitration and litigation cases that the bidder or its principals (regardless of their place of employment) have been involved in for the most recent five years. Please include a statement of the issues in dispute and their resolution. Acceptability of Bidder based upon this disclosure shall lie solely with the Town.

18. Bidder or its principals, regardless of their place of employment, shall not have been convicted of, nor entered any plea of guilty, or nolo contendere, or otherwise have been found civilly liable or criminally responsible for any criminal offense or civil action. Bidder shall not be in violation of any State or local ethics standards or other offenses arising out of the submission of bids or proposals, or performance of work on public works projects or contracts.
19. For technical questions regarding this Bid, please contact Charles Mahan, email [charles.mahan@glastonbury-ct.gov](mailto:charles.mahan@glastonbury-ct.gov) . For administrative questions regarding this Bid, please contact Mary F. Visone, Purchasing Agent at (860) 652-7588, email [purchasing@glastonbury-ct.gov](mailto:purchasing@glastonbury-ct.gov) . **The request must be received at least three (3) business days prior to the advertised response deadline. All questions, answers, and/or addenda, as applicable, will be posted on the Town's website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov) (Upon entering the website click on Bids & RFPs). It is the respondent's responsibility to check the website for addenda prior to submission of any proposal.**

**IMPORTANT:**

- Failure to comply with general rules may result in disqualification of the Bidder.
- Municipal projects are exempt from Federal Excise Taxes, as well as, State of Connecticut Sales, Use and Service Taxes and should not be include in the Bidder's proposal.

**01.00 INTENT**

- 01.01 The purpose and intent of this specification is to obtain service and repair of the Town's fleet school buses, including parts and labor, excluding tires. A current list of Town-owned school buses is enclosed as **Attachment A**. The Town reserves the right to utilize this contract on an as needed basis for other fleet vehicles that are currently maintained in house.
- 01.02 All service and repairs shall be performed at the Vendor's place of business, excluding (if necessary), emergency repairs that shall be performed at the Town of Glastonbury bus yard at 311 Oakwood Drive, Glastonbury, CT or roadside, or designated location.
- 01.03 The term of the contract will be for a period of three (3) years from its effective date, and may be extended thereafter on a year to year basis for a total of two (2) additional years at the Town's option and if mutually agreed upon.
- 01.04 The Town requires that the vehicles be serviced quickly and efficiently so as to minimize down time. The Town needs providers that are easily accessible and can guarantee that the Town's School Bus Fleet will be serviced as soon as possible upon arrival. It shall be mandatory to complete all routine repairs within three (3) working days. If more than three days are required to complete the necessary repairs, a request for an extension shall be obtained from the Town's representative.

**02.00 GENERAL**

- 02.01 The Vendor is required to provide all necessary tools, labor, equipment, and materials to complete the assigned work.
- 02.02 Priced invoice shall be completed at the time of repair, signed by Town personnel, showing date of repair, parts used, cost, labor hours for each repair, labor rate, work performed, and vehicle number and mileage. A copy of the actual repair work order will be provided.
- 2.03 The Vendor will be required to monitor bus usage to ensure compliance with the State of Connecticut bus inspection requirements. This will include, but not be limited to, brake readings. The Vendor must complete and sign all paperwork necessary for inspection.
- 02.04 Attached is a detailed preventative maintenance (PM) schedule for all buses, **Attachment B. Bidder must include the total cost of both parts and labor necessary to complete the 4 levels of PM (A, B, C, D) on the bid proposal page (BP-2) in item number 4.**
- 02.05 The Vendor is to provide a minimum warranty of 90 days/3,000 miles for all repair and service work performed. Any repair work deemed unsatisfactory by the Town's representative shall be corrected by the vendor at no cost to the Town.
- 2.06 Any additional repairs discovered by the vendor shall be authorized by the Town's representative before the repairs are performed.

**03.00 EXPERIENCE & QUALIFICATIONS**

- 03.01 The Vendor is required to hold a valid State of Connecticut Vehicle Repair License.
- 03.02 The Vendor must be an established fully operational repair facility regularly engaged in the business of providing vehicle maintenance and repair services for a minimum of five

consecutive years. The preferred vendor shall have experience in all phases of school bus service and repair as well as heavy truck repairs.

03.03 Vendor shall include a minimum of three references with the bid proposal. Vendor shall include the name, address, and telephone number of the responsible person of the organization. The Town reserves the right to contact these organizations regarding the services performed.

03.04 Vendor shall have a repair facility equipped with all tools, diagnostic equipment, parts and supplies necessary for servicing and repairing the fleet referenced in **Attachment A**. The Town reserves the right to inspect such facility prior to any award.

**04.00 TRANSPORTING**

04.01 In most cases, the Town will provide transportation of the vehicles to and from the repair facility. The Vendor must have a secure parking area for the vehicles. When possible, a completed vehicle will be parked at the repair facility to allow the driver to return it to the Town Department the vehicle belongs to.

04.02 In the event that the Vendor must pick up or deliver a vehicle, the Vendor is required to note the transportation labor rate on the Bid Proposal.

04.03 Due to the need to transport vehicles to and from the Vendor's place of business, the preferred repair location(s) shall be within a 25-mile radius of the Glastonbury Bus Yard located at 311 Oakwood Drive, Glastonbury, CT. The Town will consider a repair site in excess of the 25-mile radius when the Vendor provides all Transportation and assumes all costs for transporting to and from the repair facility.

**05.00 REPAIR REQUIREMENTS**

05.01 All work is to be done during regular working hours. No overtime will be paid by the Town unless such work is authorized by the Town's representative. Overtime must be authorized on a case-by-case basis.

05.02 If the Vendor prefers to work after regular working hours, the regular hourly labor rate will apply.

05.03 Barring unforeseen circumstances, the Vendor is required to complete repairs within three (3) working days.

05.04 When possible, and barring any unforeseen problems, all labor hours charged for repairs will be per a flat rate manual, i.e. vehicle manufacturer, Motor Truck & Van Labor Time Guide. Work requiring additional labor time shall be authorized by the Town.

05.05 There shall not be any duplicating of labor hours. For example: The full flat rate labor hours for brake replacement shall not be charged when performing a PM-C.

**06.00 TERMINATION**

06.01 All work performed as a result of this Bid shall be completed to the satisfaction of the Town's representative. The Town of Glastonbury reserves the right to terminate this agreement upon a ten (10) calendar day written notice of failure by the Vendor to provide service to the satisfaction of the Town's representative or when the vendor's services are no longer required.

**07.00 REGULATIONS/CODES**

07.01 All work shall be performed in accordance with all applicable Federal, State, and local safety codes and transportation regulations.

**08.00 MULTIPLE AWARDS**

08.01 The Town of Glastonbury intends to award this contract to multiple vendors, as deemed in the Town's best interest. Awarded vendors during the contract period will be assigned work based upon cost, projected vehicle down time, vendor experience with certain repairs and estimated repair turnaround time. At the discretion of the Town's Representative the Town reserves the right to contract certain specialty work to any vendor as deemed necessary. In selected circumstances based on the projected cost of certain repairs the Town reserves the right to obtain multiple quotes during the contract period and to award the specific repair as deemed in the Town's best interest.

**09.00 INSURANCE**

The Bidder shall, at its own expense and cost, obtain and keep in force during the entire duration of the Project or Work the following insurance coverage covering the Bidder and all of its agents, employees and sub-contractors and other providers of services and shall name the **Town of Glastonbury and the Glastonbury Board of Education, its employees and agents as an Additional Insured** on a primary and non-contributory basis to the Bidders Commercial General Liability and Automobile Liability policies. All policies shall contain a waiver of subrogation. **These requirements shall be clearly stated in the remarks section on the Bidders Certificate of Insurance.** Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum Best's Rating of A-VIII. In addition, all Carriers are subject to approval by the Town. Minimum Limits and requirements are stated below:

1) Worker's Compensation Insurance:

- Statutory Coverage
- Employer's Liability  
\$500,000 each accident/\$500,000 disease-policy limit/\$500,000 disease each employee
- A Waiver of Subrogation shall be provided

2) Commercial General Liability:

- Including Premises & Operations, Products and Completed Operations, Personal and Advertising Injury, Contractual Liability and Independent Contractors.
- Limits of Liability for Bodily Injury and Property Damage  
Each Occurrence \$1,000,000  
Aggregate \$2,000,000 (The Aggregate Limit shall apply separately to each job.)
- A Waiver of Subrogation shall be provided

3) Automobile Insurance:

- Including all owned, hired, borrowed and non-owned vehicles
- Limit of Liability for Bodily Injury and Property Damage:  
\$1,000,000 Combined Single Limit

4) Garage Liability

- \$1,000,000 per occurrence



- \$3,000,000 Aggregate
- Including Garagekeepers Legal Liability limit of \$200,000

5) Umbrella Liability

Limit \$1,000,000 Occurrence / \$1,000,000 Aggregate

The Bidder shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Bidder shall be responsible to notify the Town 30 days in advance with written notice of any policy cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured on the General Liability and Auto Liability policies. The Bidder shall provide the Town copies of any such insurance policies upon request.

**10.00 INDEMNIFICATION**

To the fullest extent permitted by law, the Bidder shall indemnify and hold harmless the Town and the Board of Education and its consultants, agents, and employees from and against all claims, damages, losses and expenses, direct, indirect or consequential (including but not limited to fees and charges of engineers, attorneys and other professionals and court and arbitration costs) to the extent arising out of or resulting from the performance of the Bidder's work, provided that such claim, damage, loss or expense is caused in whole or in part by any negligent act or omission by the Bidder, or breach of its obligations herein or by any person or organization directly or indirectly employed or engaged by the Bidder to perform or furnish either of the services, or anyone for whose acts the Bidder may be liable.

**11.00 INSPECTION OF WORK**

11.01 The Town representative shall have the right to inspect buses being repaired at the Vendor's place of business.

**12.00 PARTS AND MATERIALS**

12.01 All repair parts shall be new or rebuilt and meet or exceed OEM quality. No used parts will be allowed unless authorized by the Town's representative.

12.02 All oils and lubricants must meet or exceed vehicle manufacturer specifications.

12.03 Disposal of all fluids and used parts must be disposed of in a safe and legal manner. No additional costs shall be charged to the Town for disposal.

12.04 The Vendor shall list all parts and materials used on each work order. It shall include part number, description, and cost. Vendor shall list Town asset number of vehicle being worked on in all work orders/invoices.

12.05 The Vendor shall provide on the Bid Proposal page the percentage mark-up over cost for all parts and materials. The vendor shall quote the total cost of the parts including the percentage markup. The Town reserves the right to obtain copies of invoices showing the cost (to the Vendor) of parts used.

Proposal of \_\_\_\_\_  
(hereinafter called "Bidder"), organized and existing under the laws of the State of \_\_\_\_\_  
\_\_\_\_\_, doing business as \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_.

To the Town of Glastonbury (hereinafter called "Town").

In compliance with your Invitation to Bid, the Bidder hereby proposes to furnish material and/or services as per Bid Number GL-2015-13 in strict accordance with the Bid Documents, within the time set forth therein, and at the prices stated below.

By submission of this bid, the Bidder certifies, and in the case of a joint bid, each party thereto certifies as to their own organization, that this bid has been arrived at independently without consultation, communication, or agreement as to any matter relating to this bid with any other bidder or with any competitor.

The Bidder acknowledges receipt of the following Addenda:

Addendum #1 \_\_\_\_\_(Date & Initial)

Addendum #2 \_\_\_\_\_(Date & Initial)

Addendum #3 \_\_\_\_\_(Date & Initial)

**MAINTENANCE AND REPAIR OF FLEET VEHICLES & SCHOOL BUSES  
 BID PROPOSALS - BID DUE DATE: 12-10-14 @ 11:00am**

**GL-2015-13**

		Estimated Hours		Unit Cost		Total Cost
1	Service/Repair Hourly Labor Rate	2000	X	\$ _____ /HR	=	\$ _____
2	Transportation Hourly Rate	100	X	\$ _____ /HR	=	\$ _____
		Annual Estimated Parts Cost				Total Parts Cost with Mark Up
3	Parts Mark-Up Over Cost (excluding PM's)	\$70,000	X	_____ %	=	\$ _____
4	Preventive Maintenance Service <b><u>INCLUDES ALL PARTS AND LABOR AS PER SECTION 02.04</u></b>					
	Parts	Labor		Total Unit Cost (Parts & Labor)	Estimated Jobs	Total Cost
PM - A	\$ _____	+ \$ _____	=	\$ _____	x 134	= \$ _____
PM - B	\$ _____	+ \$ _____	=	\$ _____	x 67	= \$ _____
PM - C	\$ _____	+ \$ _____	=	\$ _____	x 67	= \$ _____
P-M - D	\$ _____	+ \$ _____	=	\$ _____	x 35	= \$ _____
5	Bid Total (Total of Items 1 through 4 above)					\$ _____ <b>Numeric Bid Total</b>

**Written Bid Total \$ \_\_\_\_\_**

**\*Bidder is advised that the above quantities are estimates and not a guarantee of work.**

**CODE OF ETHICS:**

**I/We have reviewed a copy of the Town of Glastonbury's Code of Ethics and agree to submit a Consultant Acknowledgement Form if I/we are selected. Yes \_\_\_\_\_ No \_\_\_\_\_\***

**\*Bidder is advised that effective August 1, 2003, the Town of Glastonbury cannot consider any bid or proposal where the Bidder has not agreed to the above statement.**

\_\_\_\_\_  
Type of Print Name of Individual

\_\_\_\_\_  
Doing Business As (Trade Name)

\_\_\_\_\_  
Signature of Individual

\_\_\_\_\_  
Street Address

\_\_\_\_\_  
Title

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Date

\_\_\_\_\_  
Telephone Number/Fax Number

\_\_\_\_\_  
E-Mail Address

\_\_\_\_\_  
SS# or TIN#

ATTACHMENT A  
LIST OF BUSES

**BUS VEHICLE IDENTIFICATION AS OF OCT. 15, 2014**

<b>Asset</b>	<b>Year</b>	<b>Marker</b>	<b>Diesel or Gas</b>	<b>Cap.</b>	<b>Identification No.</b>	<b>Make</b>	<b>Bus #</b>
3043	1996	24S49	Diesel	64	1FDXB80C0TVA31513	A-F	1
3108	2000	17A47	Diesel	65	1HVBBABN5XH252964	INT	2
3109	2000	17A46	Diesel	65	1HVBBABN7XH252965	INT	3
3220	2004	52A86	Diesel	71	4UZAAXCS94CM70258	T-FL	4
3375	2011	19B59	Diesel	71	4DRBUSKN8CB401950	INT	5
3127	2001	29A78	Diesel	65	1HVBBABN21H348963	I-B	6
3212	2004	48A82	Diesel	71	4UZAAXCSX4CL87194	T-FL	7
3270	2006	70A95	Diesel	71	4UZAAXCS07CW22125	T-FL	8
3376	2011	19B60	Diesel	71	4DRBUSKN8CB401951	INT	9
3300	2008	92A56	Diesel	71	4DRBUSKN88B654404	INT	10
3377	2011	19B61	Diesel	71	4DRBUSKN8CB401952	INT	11
3388	2012	24B91	Diesel	71	4DRBUSKN5CB613902	INT	12
3222	2004	52A85	Diesel	71	4UZAAXCS74CM70260	T-FL	13
3326	2009	99A70	Diesel	71	4DRBUSKN29A109046	INT	14
3221	2004	52A87	Diesel	71	4UZAAXCS04CM70259	T-FL	15
3090	1998	96S92	Diesel	65	4UZ6CFAA1WCA30657	B-FL	16
3268	2006	70A96	Diesel	71	4UZAAXCS77CW22123	T-FL	17
3301	2008	92A58	Diesel	71	4DRBUSKNX8B654405	INT	18
3302	2008	92A57	Diesel	71	4DRBUSKN18B654406	INT	19
3284	2007	78A09	Diesel	71	4DRBUAFN37B457451	INT	20
3362	2010	08B65	Diesel	71	4DRBUSKN4AB239618	INT	21
3472	2015	44B31	Diesel	71	4DRBUSKN2FB668232	INT	22
3468	2015	49B85	Diesel	71	4DRBUSKN4FB668233	INT	23
3423	2013	29B06	Diesel	71	4DRB45KN0DB298833	INT	24
3389	2012	24B93	Diesel	71	4DRBUSKN5CB613904	INT	25
3440	2014	37B91	Diesel	71	4DRBUSKN3EB792041	A-F	26
3091	1998	96S93	Diesel	65	4UZ6CFAA3WCA30658	B-FL	27
3244	2005	62A11	Diesel	71	4UZAAXCS15CU27311	T-FL	28
3469	2015	49B86	Diesel	71	4DRBUSKN6FB668234	INT	29
3325	2009	99A69	Diesel	71	4DRBUSKN49A109047	INT	30
3283	2007	78A11	Diesel	71	4DRBUAFN17B457450	INT	31
3402	2012	24B92	Diesel	71	4DRBUSKN5CB613903	INT	32
3243	2005	62A10	Diesel	71	4UZAAXCSX5CU27310	T-FL	33
3285	2007	20B10	Diesel	71	4DRBUAFN57B457452	INT	34
3425	2013	29B07	Diesel	71	4DRBUSKN4DB298835	INT	35
3269	2006	70A97	Diesel	71	4UZAAXCS97CW22124	T-FL	37
3363	2010	08B64	Diesel	71	4DRBUSKN6AB239619	INT	39
3322	2009	99A68	Diesel	71	4DRBUSKN69A109048	INT	40

**BUS VEHICLE IDENTIFICATION AS OF OCT. 15, 2014**

<b>Asset</b>	<b>Year</b>	<b>Marker</b>	<b>Diesel</b>	<b>Cap.</b>	<b>Identification No.</b>	<b>Make</b>	<b>Bus #</b>
3364	2010	08B63	Diesel	71	4DRBUSKN2AB239620	INT	41
3426	2013	29B08	Diesel	71	4DRB45KN6DB298836	INT	42
3403	2012	24B94	Diesel	71	4DRBUSKN5CB613905	INT	43
3424	2013	29B05	Diesel	71	4DRB45KN2DB298834	INT	44
3441	2014	37B92	Diesel	71	4DRBUSKN3EB792042	INT	45
3442	2014	37B89	Diesel	71	4DRBUSKN3EB792043	INT	46
3042	1996	79S70	Diesel	64	1FDXB80C9TVA31512	A-F	47
3057	1997	92S98	Diesel	65	1FDXB80C6VVA42163	A-F	48
3470	2015	49B87	Diesel	71	4DRBUSKN8FB668235	INT	49
3352	2008	97A97	Diesel	10	1GBJG316481163331	C-mid	68
3360	2008	05B57	Diesel	10	1GBJG316781209962	C-mid	70
3267	2006	70A84	Diesel	8H/C	1FDWE35P26HA1105	F-mid	81
8130	2001	30A51	Diesel	8H/C	IGDHG31F3Y1139205	G-B	82
3203	2003	44A91	Diesel	71	4UZAAXBV93CK86660	T-FL	84
3201	2003	44A62	Diesel	71	4UZAAXBV03CK86658	T-FL	85
3471	2015	49B84	Diesel	71	4DRBUSKN0FB668231	INT	86
3443	2014	37B90	Diesel	71	4DRBUSKN3EB792044	INT	87
3202	2003	44A61	Diesel	71	4UZAAXBV23CK86659	T-FL	88
3173	2002	35A22	Diesel	71	4UZAAXBV42CJ59023	T-FL	89
3054	1997	92S97	Diesel	65	1FDXB80C0VVA42160	A-F	90
3473	2015	44B55	Diesel	71	4DRBUSKNXFB668236	INT	91
3128	2001	29A75	Diesel	65	1HVBBABN41H348964	I-B	92
3126	2001	29A76	Diesel	65	1HVBBABN01H348962	I-B	93
3129	2001	29A77	Diesel	65	1HVBBABN61H348965	I-B	94
3161	2002	30A88	Diesel	71	4UZAAXBVX2CK04434	T-FL	95
3164	2002	30A89	Diesel	71	4UZAAXBV12CK04435	T-FL	96
3162	2002	30A86	Diesel	71	4UZAAXBV82CK04433	T-FL	97
3163	2002	30A87	Diesel	71	4UZAAXBV62CK04432	T-FL	98
3174	2002	35A21	Diesel	71	4UZAAXBV62CJ59024	T-FL	99

## ATTACHMENT B

PM – A

PM – B

PM – C

PM – D

State of CT Brake Inspection Report

# Glastonbury Public Schools

<b>VEHICLE NUMBER</b>		<b>DATE OF INSPECTION</b>				<b>RO #</b>	
<b>MILEAGE</b>		Each item must be inspected. Mechanic must place a "check mark" for each passing item, and an "X" for failed items. Items not applicable should be designated by a "N/A" in the Pass column.					
Miles							
<b>EMERGENCY EQUIPMENT</b>		<b>PASS</b>	<b>FAIL</b>	<b>BRAKE SYSTEMS</b>		<b>PASS</b>	<b>FAIL</b>
Fire Extinguisher / Triangles				Service Brake Pedal Pressure			
First Aid / Other				Hydraulic Leaks / Master Cyl			
<b>IN-CAB</b>				Air Leak Test (one minute)			
Gauges / Warning Lamps				Park Brake/Tractor Protection		<b>FUEL/EXHAUST SYSTEM</b>	
Buzzers / Horn / Back up alarm				Brake Lines / Air Tanks (Drain)		Fuel Cap / Fuel Leaks	
Heaters / Defrosters				Compressor/Gov Cut-Out		Fuel Tank / Lines	
Windshield /Wipers/Washer				Brake Adjustments		Exhaust Pipes / Hangers / Manifolds	
Driver Seat / Belt / Passenger Seats / Aisle / Floor				Brake Lining Visual Inspection		Muffler / Heat Shield	
All Other Glass				<b>BODY</b>		<b>SUSPENSION / LUBE</b>	
Entrance Steps				Doors/Hinges/Latch		Leaf / Coil Springs	
Window Stops				Hood/Body Panels		Air Bags	
Rear Heater / AC				Service Door		Axle Positioning Parts	
Transmission Shifter Operation				Bumpers/Rub Rails		U-Bolts	
Headlights (high/low beam)				Body Condition/Report Damage		Spring Hangers / Pins / Bushings	
SOS / Amber lights				Exterior Lettering		Drive Shaft / Loops / U-Joints	
Stop sign (lights/operation)				<b>FRAME</b>		Shock Absorbers	
Crossing gate				Cracks/Rust		Axles /Differential Fluid/Vent	
Brake lights / Signal lights				Body Mounts/J-Bolts		<b>OTHER</b>	
Interior lights				Attachments		Check Air Filter	
All other lights				<b>STEERING / LUBE</b>		Transmission Fluid & Vent	
Reflectors / Reflective Strips				Power Steering/Leaks/Check Fluid/Belts/Hoses/Mounting		Battery / Mounting / Terminals / Voltage Charge	
E-Door operation / buzzer				Steering Comp/Rod Ends		Radiator/Coolant(-20), Hoses	
Emergency Exits operation				Pitman Arm/Steering Box		Alternator, Mounting	
Interior lettering				Ball Joints/King Pins		Check Fan Bearing Play	
Safety Blanket				Steering Free Play		Test Drive	
Wheelchair Lift							
<b>VENDOR</b>						Tire Tread Depth Readings/Pressure	
						Front (4/32 min) Drive/Other (2/32 min)	
<b>Mechanic's Comments:</b>						<b>RF</b>	<b>LF</b>
						<b>LOD</b>	<b>LID</b>
						<b>ROD</b>	<b>RID</b>
						<b>Brake Adjustment Reading</b>	
						<b>RF</b>	<b>LF</b>
						<b>LR</b>	<b>RR</b>
Mechanic's Name/Signature:		Print		Sign		Date	





GLASTONBURY PUBLIC SCHOOLS – TRANSPORTATION DEPARTMENT  
SCHOOL BUS/STV SERVICE RECORD

VEHICLE #	MILEAGE	DATE
PLATE #	FACILITY	MECHANIC

**PM – B** In addition to PM-A do the following:

<ul style="list-style-type: none"> <li>• Change Oil/Filter CJ4 Spec Only</li> </ul>	<ul style="list-style-type: none"> <li>• Tire Pressure</li> </ul>
<ul style="list-style-type: none"> <li>• Chassis Lubrication</li> </ul>	<ul style="list-style-type: none"> <li>• Drain Air Tanks</li> </ul>
<ul style="list-style-type: none"> <li>• Check Battery Condition</li> </ul>	<ul style="list-style-type: none"> <li>• Pressure Wash Engine and Wheels</li> </ul>

**PM – C** In addition to PM-B do the following – every 12,000 miles or 12 months

<ul style="list-style-type: none"> <li>• Remove all wheels, check brake linings and drums, Record lining thickness, drum diameter in thousandths</li> </ul>	
<ul style="list-style-type: none"> <li>• Reinstall wheels</li> </ul>	
<ul style="list-style-type: none"> <li>• Replace air dryer cartridge</li> </ul>	
<ul style="list-style-type: none"> <li>• Torque lug nuts to manufacturer’s specifications</li> </ul>	
<ul style="list-style-type: none"> <li>• Repack wheel bearings</li> </ul>	
<ul style="list-style-type: none"> <li>• Change fuel filter</li> </ul>	

**PM- D** In addition to PM –C do the following – every 24 months

<ul style="list-style-type: none"> <li>• Change transmission oil and filters</li> </ul>	
<ul style="list-style-type: none"> <li>• Coolant Change</li> </ul>	
<ul style="list-style-type: none"> <li>• Change Differential Fluid with manufacturer’s recommended fluid</li> </ul>	

\_\_\_\_\_  
WORK PERFORMED BY

\_\_\_\_\_  
DATE

\_\_\_\_\_  
EMPLOYEE #

\_\_\_\_\_  
REPAIR ORDER

**STV /SCHOOL BUS/ PUBLIC SERVICE VEHICLE  
BRAKE INSPECTION REPORT**  
R-380 Rev. 11-2010

STATE OF CONNECTICUT  
**DEPARTMENT OF MOTOR VEHICLES**  
COMMERCIAL VEHICLE SAFETY DIVISION

CARRIER NAME

CARRIER ADDRESS

VEHICLE MAKE	MODEL	UNIT NUMBER	YEAR
PLATE NUMBER	VIN	MILEAGE	

**FRONT BRAKE MEASUREMENTS**

CIRCLE ONE AIR BRAKES YES / NO	LEFT		RIGHT	
DRUM MAX DIAMETER OR ROTOR THICKNESS (OEM DISCARD VALUE)				
DRUM ACTUAL DIAMETER OR ROTOR THICKNESS (MEASURED VALUE)				
FRONT BRAKE LINING THICKNESS (RECORD IN 32NDS OF AN INCH)	INNER/UPPER	OUTER/LOWER	INNER/UPPER	OUTER/LOWER

**REAR BRAKES MEASUREMENTS**

	LEFT		RIGHT	
DRUM MAX DIAMETER OR ROTOR THICKNESS (OEM DISCARD VALUE)				
DRUM ACTUAL DIAMETER OR ROTOR THICKNESS (MEASURED VALUE)				
REAR BRAKE LINING THICKNESS (RECORD IN 32NDS OF AN INCH)	INNER/UPPER/PRIM.	OUTER/LOWER/SEC.	INNER/UPPER/PRIM.	OUTER/LOWER/SEC.

NAME OF REPAIR FACILITY	PHONE NUMBER
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ADDRESS

MECHANIC'S NAME	MECHANIC'S SIGNATURE
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I Certify under penalty of false statement that the information recorded on this report was true and accurate at the time of inspection. (CGS14-110 ref.53a157)	DATE
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COMMENTS: