

TOWN OF GLASTONBURY

INVITATION TO BID

<u>BID #</u>	<u>ITEM</u>	<u>DATE & TIME REQUIRED</u>
GL-2009-30 REBID	School Bus Maintenance and Repairs	April 2, 2009 @ 10:00 A.M.

Bid Forms may be obtained 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 for each category. All bids will be publicly opened and read.

Mary F. Visone
Purchasing Agent

Legal Ad – Invitation to Bid
Published:

**SCHOOL BUS MAINTENANCE AND REPAIRS
INFORMATION FOR BIDDERS**

BID #GL-2009-30 REBID

TABLE OF CONTENTS

SECTION

Invitation to Bid	IB
Table of Contents	IB
Information for Bidders	IB
Detailed Specifications	DS
Bid Proposal	BP
Attachment A (List of school buses)	
Attachment B (Preventative Maintenance Schedule)	

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 8th, 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. 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)**

The Town is required to report names of nonresident (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. **Upon award, all nonresident contractors must furnish a five percent (5%) sales tax guarantee bond (state form AU-766), or a cash bond for 5% of the total contract price (state form (AU-72) to DRS even though this project is exempt from most sales and use taxes.**

IMPORTANT: Failure to comply with general rules may result in disqualification of the Bidder.

**SCHOOL BUS MAINTENANCE AND REPAIR
BID PROPOSAL**

BID #GL-2009-30 REBID

01.00 INTENT

- 01.01 The purpose and intent of this specification is to obtain service and repair of the Town's school bus fleet, including parts and labor, excluding tires. A current list of Town-owned school buses is enclosed as **Attachment A**.
- 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.
- 01.03 The term of the contract will be for a period of one year from its effective date, and may be extended thereafter on a year to year basis for a total of 2 additional years at the Town's option and if mutually agreed upon. Prices shall remain firm for the first twelve month period of the contract.
- 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.
- 02.03 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 Town will provide the Vendor with monthly mileages. The Vendor will provide to the Town, on a monthly basis, a list of buses needing service.
- 02.07 The Vendor is to warranty for 90 days/3,000 mile minimum 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.
- 02.08 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.
- 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 buses to and from the repair facility. The Vendor must have a secure parking area for the buses. When possible, a completed bus will be parked at the repair facility to allow the driver to return to the Town's bus yard when dropping off a bus for repair.
- 04.02 In the event that the Vendor must pick up or deliver a bus, the Vendor is required to note the transportation labor rate on the Bid Proposal.
- 04.03 Due to the need to transport buses to and from the Vendor's place of business, the preferred repair location shall be within a 15-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 15-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.
- 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 one vendor, however, if deemed in the Town's best interest the Town reserves the right to contract with alternate vendors during the contract period based on 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 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 and the 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. **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-. 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
 - \$100,000 each accident/\$500,000 disease-policy limit/\$100,000 disease each employee

- 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:
 - Per Accident \$1,000,000

4) Garage Legal Liability

- \$1,000,000 per occurrence
- \$3,000,000 Aggregate
- Garage keepers insurance limit \$200,000

5) Umbrella Liability

Limit \$5,000,000

The Bidder shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Certificate shall specify that the Town shall receive 30 days advance written notice of cancellation or non-renewal. The Certificate shall evidence all required coverage including the Additional Insured and Waiver of Subrogation. The Bidder shall provide the Town copies of any such 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) 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, regardless of whether or not it is caused in part by a party indemnified hereunder.

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 bus work order. It shall include part number, description, and cost.
- 12.04 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.

**SCHOOL BUS MAINTENANCE AND REPAIR
BID PROPOSAL**

BID #GL-2009-30 REBID

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-2009-30 REBID 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 Addendum:

Addendum #1 _____

Addendum #2 _____

Addendum #3 _____

**SCHOOL BUS MAINTENANCE AND REPAIR
 BID PROPOSAL**

BID #GL-2009-30 REBID

VENDOR'S NAME: _____

ITEM

		Estimated Hours		Unit Cost		Total Cost
1	Service/Repair Hourly Labor Rate	1700	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)	\$35,000.	X	_____ %	=	\$ _____
4	Preventive Maintenance Service <u>INCLUDES ALL PARTS AND LABOR AS PER SECTION 02.04</u>					
		# Estimated Jobs		Unit Cost		Total Cost
	PM - A	134	X	\$ _____	=	\$ _____
	PM - B	67	X	\$ _____	=	\$ _____
	PM - C	67	X	\$ _____	=	\$ _____
	P-M - D	67	X	\$ _____	=	\$ _____
5	Bid Total (Total of Items 1 through 4 above)					\$ _____

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#

CFA, Inc.

02/05/2009

2:23:29 PM

Report #1000

Town of Glastonbury
Equipment Id List

Equipment#	Year / Make / Model / VIN	License	Fleet	Meter Reading (1)
2879	1989 FORD SCHOOL BUS 1FDXJ75A7KVA39160	CT - 26218	BD OF EDUCATION	230,632 Miles
2945	1991 IH SCHOOL BUS 1HVBBNPN3MN384052	CT - 24S71	BD OF EDUCATION	184,291 Miles
2962	1992 FORD SCHOOL BUS 1FDXJ75A7NVA28132	CT - 29936	BD OF EDUCATION	211,079 Miles
2963	1992 FORD SCHOOL BUS 1FDXJ75A9NVA28133	CT - 29933	BD OF EDUCATION	207,723 Miles
2968	1992 FORD SCHOOL BUS 1FDXJ75A0NVA28134	CT - 29935	BD OF EDUCATION	215,498 Miles
2969	1992 FORD SCHOOL BUS 1FDXJ75A2NVA28135	CT - 29934	BD OF EDUCATION	214,298 Miles
2978	1993 FORD SCHOOL BUS 1FDXJ75CXPVA28789	CT - 30646	BD OF EDUCATION	206,292 Miles
2979	1993 FORD SCHOOL BUS 1FDXJ75C8PVA28791	CT - 30649	BD OF EDUCATION	208,012 Miles
2980	1993 FORD SCHOOL BUS 1FDXJ75CXPVA28792	CT - 30648	BD OF EDUCATION	197,678 Miles
2981	1993 FORD SCHOOL BUS 1FDXJ75C6PVA28790	CT - 30647	BD OF EDUCATION	219,322 Miles
2992	1994 FORD SCHOOL BUS 1FDXJ75CORVA45720	CT - 24S55	BD OF EDUCATION	175,074 Miles
2993	1994 FORD SCHOOL BUS 1FDXJ75C2RVA45721	CT - 24S51	BD OF EDUCATION	196,605 Miles
2998	1994 FORD SCHOOL BUS 1FDXJ75C6RVA45723	CT - 24S44	BD OF EDUCATION	163,413 Miles
3018	1995 FORD SCHOOL BUS 1FDXB80CX5VA62587	CT - 73547	BD OF EDUCATION	166,318 Miles
3019	1995 FORD SCHOOL BUS 1FDXB80CX5VA62587	CT - 73551	BD OF EDUCATION	180,760 Miles
3020	1995 FORD SCHOOL BUS 1FDXB80C8SVA62586	CT - 73548	BD OF EDUCATION	158,030 Miles
3021	1995 FORD SCHOOL BUS 1FDXB80C6SVA62585	CT - 73549	BD OF EDUCATION	170,565 Miles
3022	1995 FORD SCHOOL BUS 1FDXB80C7SVA62336	CT - 73550	BD OF EDUCATION	193,135 Miles
3040	1996 FORD SCHOOL BUS 1FDXB80C5TVA31510	CT - 24S57	BD OF EDUCATION	159,741 Miles
3041	1996 FORD SCHOOL BUS 1FDXB80C7TVA31511	CT - 79S69	BD OF EDUCATION	184,058 Miles
3042	1996 FORD SCHOOL BUS 1FDXB80C9TVA31512	CT - 75S70	BD OF EDUCATION	178,037 Miles
3043	1996 FORD SCHOOL BUS 1FDXB80C0TVA31513	CT - 24S49	BD OF EDUCATION	186,856 Miles
3054	1997 FORD SCHOOL BUS 1FDXB80C0VVA42160	CT - 92S97	BD OF EDUCATION	165,713 Miles
3055	1997 FORD SCHOOL BUS 1FDXB80C2VVA42161	CT - 92S99	BD OF EDUCATION	151,372 Miles
3056	1997 FORD SCHOOL BUS 1FDXB80C4VVA42162	CT - 93S00	BD OF EDUCATION	188,879 Miles
3057	1997 FORD SCHOOL BUS 1FDXB80C6VVA42163	CT - 92S98	BD OF EDUCATION	156,251 Miles
3090	1999 FL SCHOOL BUS 4UZ6CFAA1WCA30657	CT - 96S92	BD OF EDUCATION	143,165 Miles
3091	1999 FL SCHOOL BUS 4UZ6CFAA1WCA30658	CT - 96S93	BD OF EDUCATION	137,408 Miles
3092	1999 FL SCHOOL BUS 4UZ6CFAA1WCA30659	CT - 96S91	BD OF EDUCATION	118,908 Miles
3108	2000 IH SCHOOL BUS 1HVBBABN5XH252964	CT - 17A47	BD OF EDUCATION	128,804 Miles
3109	2000 IH SCHOOL BUS 1HVBBABN7XH252965	CT - 17A46	BD OF EDUCATION	108,981 Miles
3117	2000 CHEVROLET MINI BU 1GBHG31F4Y1128772	CT - 37108	BD OF EDUCATION	716 Miles
3126	2001 IH SCHOOL BUS 1HVBBABN01H348962	CT - 29A76	BD OF EDUCATION	124,966 Miles
3127	2001 IH SCHOOL BUS 1HVBBABN21H348963	CT - 29A78	BD OF EDUCATION	120,336 Miles
3128	2001 IH SCHOOL BUS 1HVBBABN41H348964	CT - 29A75	BD OF EDUCATION	113,288 Miles
3129	2001 IH SCHOOL BUS 1HVBBABN61H348965	CT - 29A77	BD OF EDUCATION	111,683 Miles
3130	2000 GMC MINI BUS 1GDHG31F3Y1139205	CT - 30A51	BD OF EDUCATION	100,202 Miles

CFA, Inc.

02/05/2009

2:23:29 PM

Report Closed

Town of Glastonbury
Equipment Id List

Equipment#	Year / Make / Model / VIN	License	Fleet	Meter Reading (1)
3161	2001 FL SCHOOL BUS 4UZAAXBVX2CK04434	CT - 30A88	BD OF EDUCATION	125,808 Miles
3162	2001 FL SCHOOL BUS 4UZAAXBV82CK04433	CT - 30A86	BD OF EDUCATION	134,116 Miles
3163	2001 FL SCHOOL BUS 4UZAAXBV62CK04432	CT - 30A87	BD OF EDUCATION	110,514 Miles
3164	2001 FL SCHOOL BUS 4UZAAXBV12CK04435	CT - 30A89	BD OF EDUCATION	110,730 Miles
3173	2002 FL SCHOOL BUS 4UZAAXBV42CJ59023	CT - 35A22	BD OF EDUCATION	105,884 Miles
3174	2002 FL SCHOOL BUS 4UZAAXBV62CJ59024	CT - 35A21	BD OF EDUCATION	111,394 Miles
3199	2003 FL SCHOOL BUS 4UZAAXBV73CK86656	CT - 44A64	BD OF EDUCATION	94,339 Miles
3200	2003 FL SCHOOL BUS 4UZAAXBV93CK86657	CT - 44A63	BD OF EDUCATION	101,486 Miles
3201	2003 FL SCHOOL BUS 4UZAAXBV03CK86658	CT - 44A62	BD OF EDUCATION	107,594 Miles
3202	2003 FL SCHOOL BUS 4UZAAXBV23CK86659	CT - 44A61	BD OF EDUCATION	88,233 Miles
3203	2003 FL SCHOOL BUS 4UZAAXBV93CK86660	CT - 44A91	BD OF EDUCATION	103,409 Miles
3212	2003 FL SCHOOL BUS 4UZAAXCSX4CL87194	CT - 48A82	BD OF EDUCATION	107,103 Miles
3220	2004 FL SCHOOL BUS 4UZAAXCS94CM70258	CT - 52A86	BD OF EDUCATION	81,687 Miles
3221	2004 FL SCHOOL BUS 4UZAAXCS94CM70260	CT - 52A87	BD OF EDUCATION	62,397 Miles
3222	2004 FL SCHOOL BUS 4UZAAXCS94CM70260	CT - 52A85	BD OF EDUCATION	87,328 Miles
3243	2005 FL SCHOOL BUS 4UZAAXCSX5CU27310	CT - 62A10	BD OF EDUCATION	66,092 Mile
3244	2005 FL SCHOOL BUS 4UZAAXCS15CU27311	CT - 62A11	BD OF EDUCATION	64,671 Mile
3267	2006 FORD MINI BUS 1FDWE35P26HA51105	CT - 70A84	BD OF EDUCATION	44,894 Mile
3288	2007 FL SCHOOL BUS 4UZAAXC577CW22123	CT - 70A96	BD OF EDUCATION	53,471 Mile
3289	2007 FL SCHOOL BUS 4UZAAXCS97CW22124	CT - 70A97	BD OF EDUCATION	52,574 Mile
3270	2007 FL SCHOOL BUS 4UZHAXCS07CW22125	CT - 70A95	BD OF EDUCATION	68,920 Mile
3283	2007 IH SCHOOL BUS 4DRBUAFN17B457450	CT - 78A11	BD OF EDUCATION	39,445 Mile
3284	2007 IH SCHOOL BUS 4DRBUAFN37B457451	CT - 78A09	BD OF EDUCATION	41,654 Mile
3285	2007 IH SCHOOL BUS 4DRBUAFN57B457452	CT - 78A10	BD OF EDUCATION	37,555 Mile
3300	2008 IH SCHOOL BUS 4DRBUSKN88B654404	CT - 92A56	BD OF EDUCATION	19,909 Mile
3301	2008 IH SCHOOL BUS 4DRBUSKNX8B654405	CT - 92A58	BD OF EDUCATION	22,073 Mile
3302	2008 IH SCHOOL BUS 4DRBUSKN18B654406	CT - 92A57	BD OF EDUCATION	19,880 Mile
3322	2009 IH SCHOOL BUS 4DRBUSKN69A109048	CT - 99A68	BD OF EDUCATION	7,066 Mile
3325	2009 IH SCHOOL BUS 4DRBUSKN49A109047	CT - 99A69	BD OF EDUCATION	9,445 Mile
3326	2009 IH SCHOOL BUS 4DRBUSKN29A109046	CT - 99A70	BD OF EDUCATION	7,465 Mile

SCHOOL BUS CLASS 1300 PM SCHEDULE ATTACHMENT B

PLEASE CHECK APPROPRIATE COLUMN

OK	AD J	NR		PM A: CHECK FOR PROPER OPERATION AND ADJUST AS REQUIRED EVERY 3,000 MILES
			1	LUBE CHASSIS, DOORS & HOOD HINGES, PIVOTAL POINTS AND MOVING PARTS
			2	STEP CONDITION
			3	POWER STEERING FLUID, BELTS AND LINES
			4	ADJUST BRAKES AND CHECK PARKING BRAKE OPERATION
			5	EXHAUST MANIFOLD, PIPES AND MUFFLER
			6	SPRINGS, SHOCK ABSORBERS, SPRINGS PINS AND U-BOLTS
			7	TRANSMISSION FLUID AND VENT
			8	DIFFERENTIAL FLUID AND VENT
			9	DRIVE SHAFT AND UNIVERSAL JOINTS
			10	TIRE CONDITIONS, PRESSURE AND TREAD DEPTH LF _____ RF _____ LR _____ LR _____ RR _____ RR _____ 32 32 32 32 32 32
			11	CHECK SEATS FOR LOOSENESS AND FABRIC TEARS, BACK AND BOTTOMS
			12	FUEL TANK, PUMP AND LINES FOR LEAKS
			13	RADIATOR FLUID, BELTS, HOSES AND ANTI-FREEZE TEST -20
			14	HEATER/DEFROSTER CONTROLS, BLOWER AND HOSES
			15	AIR FILTER AND THROTTLE OPERATION, LUBE CABLES
			16	CHECK EMERGENCY WINDOW AND REAR DOOR BUZZERS
			17	BATTERY FLUID, VOLTAGE CHARGE, TERMINALS AND MOUNTING
			18	ALL LIGHTS, INTERNAL AND EXTERNAL
			19	GLASS, WIPERS, WASHER, MIRRORS AND REFLECTORS
			20	FIRE EXTINGUISHER, BACK UP ALARM AND FIRST AID KIT
			21	REPORT VEHICLE DAMAGE
			22	AFFIX LUBE STICKER AND NEXT PM SCHEDULE
			23	CHECK OPERATION OF ALL GAUGES
			24	TEST RIDE
				PM B: IN ADDITION TO PM A DO THE FOLLOWING EVERY 6,000 MILES
			25	CHANGE ENGINE OIL CJ4 SPEC ONLY
			26	REPLACE OIL FILTER
			27	CHECK KING PINS, STEERING LINKAGE FOR WEAR
			28	CHECK FAN BEARING PLAY, ALTERNATOR, POWER STEERING, PUMP MOUNTING
			29	PRESSURE WASH ENGINE AND WHEELS
			30	CHECK KING PINS, STEERING LINKAGE FOR WEAR

WORK PERFORMED BY _____

EMPLOYEE # _____

DATE _____

REPAIR ORDER _____

**SCHOOL BUS CLASS 1300 PM SCHEDULE
ATTACHMENT B**

PLEASE CHECK APPROPRIATE COLUMN

OK	ADJ	NR		PM C: IN ADDITION TO PM B DO THE FOLLOWING EVERY 12,000 MILES OR 12 MONTHS
			31	PRESSURE WASH ENGINE AND WHEELS
			32	REMOVE ALL WHEELS, CHECK BRAKE LININGS AND DRUMS, RECORD LINING THICKNESS, RECORD DRUM DIAMETER IN THOUSANDTHS, REINSTALL WHEELS
			33	CHECK BRAKE LININGS AND DRUMS LININGS: LF _____ 32 RF _____ 32 LR _____ 32 RR _____ 32 DRUMS IN THOUSANDS: LF _____ RF _____ RR _____ LR _____
			34	REPLACE AIR DRYER CARTRIDGE
			35	TORQUE LUG NUTS TO MANUFACTURER'S SPECIFICATIONS
			36	REPACK WHEEL BEARINGS
			37	CHANGE FUEL FILTER
				PM D: IN ADDITION TO PM C DO THE FOLLOWING EVERY 24 MONTHS
			38	CHANGE TRANSMISSION OIL AND FILTERS

WORK PERFORMED BY

EMPLOYEE #

DATE

REPAIR ORDER