

**TOWN OF GLASTONBURY
INVITATION TO BID**

<u>BID #</u>	<u>ITEM</u>	<u>DATE & TIME REQUIRED</u>
GL-2018-07	Maintenance and Repair of Fire Apparatus	September 19, 2017 11:00 AM

The Town of Glastonbury is currently seeking bids for service and repair of the Town's Fire Apparatus vehicles on an as-needed basis.

Bid Forms may be obtained on the Town's website at 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

TABLE OF CONTENTS

SECTION

Invitation to Bid

Table of Contents

Information for Bidders

Detailed Specifications

Bid Proposal

Attachment A (List of Fire Apparatus)

Attachment B (Preventative Maintenance Schedule)

TC 1

IB 1 - 3

DS 1 - 4

BP 1 - 3

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 of the lowest qualified, responsible and responsive bidder 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 and revised October 29, 2013 and effective November 28, 2013. 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 & Proposals**, 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 shall be made in writing (email acceptable) and directed to Charles Mahan, Physical Service Operations Manager, email 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 . **The request must be received at least five (5) 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 (Upon entering the website scroll down to click on Bids & Proposals Icon, then scroll down page to see the active bid table. You must click the Bid Title to view all bid details and document links). 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.

**MAINTENANCE AND REPAIR OF FIRE APPARATUS
DETAILED SPECIFICATIONS**

GL-2018-07

01.00 INTENT

01.01 The purpose and intent of this specification is to obtain service and repair of the Town's Fire Apparatus Fleet, including parts and labor, excluding tires. A current list of Town-owned fire apparatus 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 Garage at 2380 New London Turnpike, 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 Fire Apparatus Fleet will be serviced as soon as possible upon arrival. It shall be mandatory to complete all routine repairs within two (2) working days. If more than two 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 usage to ensure compliance with all NFPA requirements pertaining to fire apparatus. 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 fire apparatus (Attachment B). Bidder must include the total cost of both parts and labor necessary to complete the following on the bid proposal page (BP-2) in item number 4:

- 2 levels of PM (C, D),
- Generator Service (gasoline powered and PTO/Hydraulic driven),
- Pump Service/Inspection, and
- Aerial Service.

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.

02.06 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 be Emergency Vehicle Technician certified as it relates to fire apparatus service and repairs. Documentation of the certification shall be submitted with the bidder's response.

**MAINTENANCE AND REPAIR OF FIRE APPARATUS
DETAILED SPECIFICATIONS**

GL-2018-07

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 service and repair as well as heavy truck and emergency vehicles 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 and periodically throughout the contract if the bidder is selected by the Town.

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 for access of designated Town staff to pick and return the apparatus vehicle to the Town.

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 Town Garage. 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 two (2) 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.

05.06 Vendor shall be required to issue a report for each repair; the report shall be available at the time of pickup of the vehicle.

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 including vendors that are not associated with this contract 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, 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 in favor of the Town of Glastonbury and its employees and agents.

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 in favor of the Town of Glastonbury and its employees and agents.

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
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents.

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 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 the fire apparatus any time during the repair.

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.

**MAINTENANCE AND REPAIR OF FIRE APPARATUS
DETAILED SPECIFICATIONS**

GL-2018-07

- 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.



TOWN OF GLASTONBURY * 2155 MAIN STREET * GLASTONURY * CT

BID / PROPOSAL NO: GL-2018-07 DATE DUE: 09-19-17

DATE ADVERTISED: 09-05-17 TIME DUE: 11:00 AM

NAME OF PROJECT: Maintenance and Repair of Fire Apparatus

In compliance with this Invitation to Bid, the Bidder hereby proposes to provide goods and/or services as per this solicitation in strict accordance with the Bid Documents, within the time set forth therein, and at the prices submitted with their bid response.

It is the responsibility of the Bidder to clearly mark the outside of the bid envelope with the Bid Number, Date and Time of Bid Opening, and it also **THE RESPONSIBILITY OF THE BIDDER TO CHECK THE TOWN'S WEBSITE BEFORE SUBMITTING BID FOR ADDENDA POSTED PRIOR TO BID OPENING.**

THE BIDDER ACKNOWLEDGES RECEIPT OF THE FOLLOWING ADDENDA AS REQUIRED:

Addendum #1 _____(Initial/Date) Addendum #2 _____(Initial/Date) Addendum #3 _____(Initial/Date)

OTHER ITEMS REQUIRED WITH SUBMISSION OF BID PROPOSAL:

The following bid checklist describes items required for inclusion with the above referenced bid proposal package. It is provided for the convenience of the bidders and, therefore, should not be assumed to be a complete list.

- _____ 1. Included Disclosure of Past and Pending Mediation, Arbitration, and Litigation cases against the Bidder or its Principals as per Section 17 of the Information for Bidders.
- _____ 2. Certification documentation as per Section 3.01 of the Detailed Specifications.
- _____ 3. Included three references as per Section 3.03 of the Detailed Specifications.
- _____ 4. Checked Town web site for Addenda and acknowledged Addenda on page BP-1.
- _____ 5. Clearly marked envelope with Bid Number, Date, Time of opening, Bidder's Company Name, address.

NON-COLLUSION STATEMENT:

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.

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.**

Bidder Name: _____

**MAINTENANCE AND REPAIR OF FIRE APPARATUS
 BID PROPOSAL**

**GL-2018-07
 BID DUE DATE: 09-19-17 @ 11:00 AM**

		Estimated Hours		Unit Cost		Total Cost
1	Service/Repair Hourly Labor Rate	200	X	\$ _____ /HR	=	\$ _____
2	Transportation Hourly Rate	20	X	\$ _____ /HR	=	\$ _____
		Annual Estimated Parts Cost				Total Parts Cost with Mark Up
3	Parts Mark-Up Over Cost (excluding PM's)	\$15,000	X	_____ %	=	\$ _____
4	Preventive Maintenance Service <u>INCLUDES ALL PARTS AND LABOR AS PER SECTION 02.04</u>					

	Parts	Labor	Total Unit Cost (Parts & Labor)	Estimated Jobs	Total Cost
PM - C	\$ _____ +	\$ _____ =	\$ _____ x	11	= \$ _____
PM - D	\$ _____ +	\$ _____ =	\$ _____ x	3	= \$ _____

ADDITIONAL SERVICES:

Generators:

Gasoline \$ _____ + \$ _____ = \$ _____ x 3 = \$ _____

PTO/Hydraulic Driven \$ _____ + \$ _____ = \$ _____ x 11 = \$ _____

Pump Svc/Insp \$ _____ + \$ _____ = \$ _____ x 11 = \$ _____

Aerial Svc \$ _____ + \$ _____ = \$ _____ x 2 = \$ _____

Bid Total (Total of Items 1 through 4 above) \$ _____
Numeric Bid Total

Written Bid Total \$ _____

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

 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 FIRE APPARATUS

EQUIPMENT ID LIST

<u>Equipment</u>	<u>Chassis Serial #</u>	<u>License</u>	<u>Fleet</u>	<u>Primary Meter Reading</u>
2803 – 1987 AUTOCAR TANKER	1WBUCCVG4HU304356	CT – GL-78	FIRE CO #3	18,912 Miles
2833 – 1988 IH RESCUE	IHTZTDIR2JH553902	CT – GL-76	FIRE CO #1	31,636 Miles
2971 – 1992 SPARTAN PUMPER	457TBT9L06NC005935	CT – GL-47	FIRE CO #1	36,415 Miles
2972 – 1992 IH PUMPER	1HTSEPCN4NH441748	CT – GL-231	FIRE CO #4	38,317 Miles
3011 – 1995 E-ONE PUMPER	14156	CT – GL-233	FIRE CO #4	5,306 Miles
3119 – 2000 KENWORTH T300	1NKMHZ7X6YS839750	CT – GL-236	FIRE CO #3	19,812 Miles
3124 – 2000 MARION ENGINE/TANKER	4S7AV339XYC032979	CT – GL-237	FIRE CO #4	18,346 Miles
3171 – 1997 CHEVROLET STEP VAN	1GBHP32R2V3303898	CT – GL-238	FIRE CO #3	33,079 Miles
3180 – 2002 SUTPHEN AERIAL	1S9A3KLE121003024	CT – GL-239	FIRE CO #1	12,908 Miles
3279 – 2006 MARION PUMPER	4S7AT2C905C052136	CT – GL-240	FIRE CO #2	14,906 Miles
3280 – 2006 MARION PUMPER	4S7AT2C925C052137	CT – GL-241	FIRE CO #3	21,158 Miles
3303 – 2008 MARION PUMPER	4S7AT2C917C056389	CT – GL-242	FIRE CO #1	15,185 Miles
3358 – 2009 MARION PUMPER	4S7AT2C929C068683	CT – GL-243	FIRE CO #2	7,065 Miles
3419 – 2008 SMEAL AERIAL	1S95275387S936093	CT – GL-244	FIRE CO #3	12,252 Miles

ATTACHMENT B

PM – C

PM – D (includes PM-C service)

Generator Service – Gasoline Powered
– PTO/Hydraulic Driven

Pump Service/Inspection

Aerial Service

GLASTONBURY FIRE APPARATUS PM REQUIREMENTS

PM-C ANNUAL SERVICE AND INSPECTION

1. Inspect vehicle, generate report of all defects
2. Lube chassis, door & hood hinges, all pivotal and moving parts
3. Inspect all belts and hoses
4. Inspect all exhaust components, including DEF system, if equipped
5. Inspect all shock absorbers, springs, pins, and U-bolts, air bags, if equipped
6. Inspect transmission fluid and vent
7. Inspect differential fluid and vent
8. Inspect driveshaft and universal joints
9. Inspect tires, adjust pressure and record tread depth
10. Inspect steering components, king pins, steering box, pitman arm, steering linkage, etc.
11. Inspect fuel tank lines and pump for leaks
12. Inspect and test coolant to -20
13. Inspect heater defroster controls, blower and hoses/ducts
14. Inspect air filter (replace, if necessary, additional charge) PVC valve and breathers
15. Inspect battery mount and hold downs, test charging system, record voltage
16. Inspect all lights, internal and external, including emergency lights
17. Inspect all glass, windshield washer, wipers, mirrors, reflectors
18. Inspect back up alarm
19. Inspect all gauges for proper operation and illumination
20. Remove all wheels, clean and inspect wheel bearing, repack or replace oil, install wheels, torque to manufacturer's specifications
21. Inspect all brake components, record shoe and drum measurements
22. Change oil and filter using manufacturer's recommended oil and filter
23. Change fuel filter
24. Change air dryer cartridge
25. Change hydraulic filter, top off oil level
26. Inspect fan bearing play
27. Pressure wash engine and wheels

PM-D SERVICE (INCLUDES PM-C SERVICE)

1. Change transmission fluid and filter using manufacturer's recommended fluid and filter
2. Replace differential fluid using manufacturer's recommended fluid

ADDITIONAL SERVICES

1. Generator Service: Gasoline Powered
PTO/Hydraulic Driven
2. Pump Inspection and Service
3. Aerial Service