

**TOWN OF GLASTONBURY  
INVITATION TO BID**

<u>BID #</u>	<u>ITEM</u>	<u>DATE &amp; TIME REQUIRED</u>
GL-2019-32	Maintenance and Repair of Fleet Vehicles & School Buses	February 26, 2019 @ 11:00 AM

The Town of Glastonbury will receive Sealed Bids, in duplicate, for service and repair of the Town's fleet vehicles and the Glastonbury Board of Education school buses. Bids will be received only at the Office of the Purchasing Agent, Town Hall (second level), 2155 Main Street, Glastonbury, CT 06033, Attention: Mary F. Visone, Purchasing Agent, no later than the time and date indicated above (local time), at which time they will be publicly opened and read aloud. No late bids will be accepted.

Bid Forms may be obtained from the Town's website at [www.glastonbury-ct.gov](http://www.glastonbury-ct.gov) .

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 interest of the Town.

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 Town of Glastonbury intends to award this contract to multiple qualified bidders, as deemed in the Town's best interest. The Town reserves the right to split the award and make separate awards for the Town's Fleet Vehicles and the Glastonbury Board of Education Buses, reference Bid Proposal Page BP-2. The basis of the award will be to the lowest qualified, responsible and responsive bidder(s) for the total bid 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 and title, due date and time of opening, Bidder's company name and address.**
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 Bond and 100% Payment bond are required of the successful bidder. These bonds 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 and revised October 29, 2013 and effective November 8, 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 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 & Proposals Icon**, which will bring you to the links for the **Code of Ethics** and the **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. Any bidder, in order to be considered, shall be engaged primarily in the business of vehicle and bus repair with a minimum of five (5) years of experience as related to the specifications.
17. **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).

18. 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.
19. 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.
20. 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 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](http://www.glastonbury-ct.gov) (Upon entering the website click on Bids & Proposals Icon). 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 FLEET VEHICLES & SCHOOL BUSES  
DETAILED SPECIFICATIONS**

**GL-2019-32**

**01.00 INTENT**

- 01.01 The purpose and intent of this specification is to obtain service and repair of the Glastonbury Board of Education (BOE) school bus fleet, including parts and labor, excluding tires. The Town shall also utilize this contract on an as-needed basis only for other Town-owned fleet vehicles that are currently maintained in house. A current list of BOE -owned school buses is enclosed as **Attachment A**. Bidders may bid on servicing both the Town and BOE vehicles or only bid on the Town, or only bid on the BOE.
- 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 a 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 including State of Connecticut Department of Motor Vehicles Brake Inspection Report, included in Attachment B.
- 02.04 Attached is a detailed preventative maintenance (PM) schedule for all buses, Attachment B. Bidders submitting a proposal for bus repair 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.

**MAINTENANCE AND REPAIR OF FLEET VEHICLES & SCHOOL BUSES  
DETAILED SPECIFICATIONS**

**GL-2019-32**

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(s) 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 Town driver to pick up the vehicle and 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 50-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 50-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 bidders, 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  
\$1,000,000 each accident/\$1,000,000 disease-policy limit/\$1,000,000 disease each employee
- A Waiver of Subrogation shall be provided in favor of the Town, Glastonbury Board of Education and their 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, Glastonbury Board of Education and their 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, Glastonbury Board of Education and their employees and agents.

4) Garage Liability

- \$1,000,000 per occurrence
- \$3,000,000 Aggregate
- Including Garage keepers 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 their 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.



TOWN OF GLASTONBURY \* 2155 MAIN STREET \* GLASTONURY \* CT

BID / PROPOSAL NO: GL-2019-28 DATE DUE: 02-26-19

DATE ADVERTISED: 02-11-19 TIME DUE: 11:00 AM

NAME OF PROJECT: Maintenance and Repair of Fleet Vehicles & School Buses

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. Clearly marked envelope with Bid Number, Date, Time of opening, Bidder's Company Name and address.
- \_\_\_\_\_ 2. Disclosure of Past and Pending Mediation, Arbitration, and Litigation cases against the Bidder or its Principals as per Section 18 of the Information for Bidders.
- \_\_\_\_\_ 3. Included Copy of State of Connecticut license.
- \_\_\_\_\_ 4. Checked Town web site for Addenda and acknowledged Addenda on page BP-1.
- \_\_\_\_\_ 5. Acknowledgement of Code of Ethics and Non-Collusion Affidavit on page BP-3.

Bidder's Name: \_\_\_\_\_

**Complete the following for the BOE SCHOOL BUSES ONLY:**

		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 **INCLUDES ALL PARTS AND LABOR AS PER SECTION 02.04**

	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	=	\$ _____
<b>Total for Preventive Maintenance Service:</b>									<b>\$ _____</b>

**Total Bid for the BOE SCHOOL BUSES ONLY (Items 1-4 above)**

**\$ \_\_\_\_\_  
 Numeric Total Cost**

---

**Written Total Cost**

Bidder's Name: \_\_\_\_\_

Complete the following for the **TOWN FLEET VEHICLES ONLY**:

		Estimated Hours		Unit Cost		Total Cost
5.	Service/Repair Hourly Labor Rate	1000	X	\$ _____ /HR	=	\$ _____
6.	Transportation Hourly Rate	100	X	\$ _____ /HR	=	\$ _____
		Annual Estimated Parts Cost				Total Parts Cost with Mark Up
7.	Parts Mark-Up Over Cost (excluding PM's)	\$35,000	X	_____ %	=	\$ _____

**Total Bid for the TOWN FLEET VEHICLES ONLY (Items 5-7 above)** \$ \_\_\_\_\_  
**Numeric Total Cost**

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Written Total Cost

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

**NON-COLLUSION AFFIDAVIT:**

**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.**

\_\_\_\_\_  
 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#

Bidder's Name: \_\_\_\_\_

ATTACHMENT A  
LIST OF BUSES

**BUS VEHICLE IDENTIFICATION AS OF SEP 5, 2018**

<b>Bus #</b>	<b>Year</b>	<b>Asset</b>	<b>Marker</b>	<b>Diesel</b>	<b>Cap.</b>	<b>Identification No.</b>	<b>Make</b>
1	2017	3525	AJ40906	Diesel	71	4DRBUC8N7HB479205	INT
2	2016	3493	55B51	Diesel	71	4DRBUC8N5GB210649	INT
3	2018	3559	AJ76506	Diesel	71	4DRBUC8N4JB713452	INT
4	2019	3583	AU35591	Diesel	71	4DRBUC8N3KB115094	INT
5	2011	3375	19B59	Diesel	71	4DRBUSKN8CB401950	INT
6	2018	3560	AJ76507	Diesel	71	4DRBUC8N4JB713453	INT
7	2004	3212	48A82	Diesel	71	4UZAAXCSX4CL87194	T-FL
8	2006	3270	70A95	Diesel	71	4UZAAXCS07CW22125	T-FL
9	2011	3376	19B60	Diesel	71	4DRBUSKN8CB401951	INT
10	2008	3300	92A56	Diesel	71	4DRBUSKN88B654404	INT
11	2011	3377	19B61	Diesel	71	4DRBUSKN1CB401952	INT
12	2012	3388	24B91	Diesel	71	4DRBUSKN5CB613902	INT
13	2019	3584	AU35592	Diesel	71	4DRBUC8N5KB115095	INT
14	2009	3326	99A70	Diesel	71	4DRBUSKN29A109046	INT
15	2004	3221	52A87	Diesel	71	4UZAAXCS04CM70259	T-FL
16	2016	3494	55B52	Diesel	71	4DRBUC8NXGB210646	INT
17	2006	3268	70A96	Diesel	71	4UZAAXCS77CW22123	T-FL
18	2008	3301	92A58	Diesel	71	4DRBUSKNX8B654405	INT
19	2008	3302	92A57	Diesel	71	4DRBUSKN18B654406	INT
20	2007	3284	78A09	Diesel	71	4DRBUAFN37B457451	INT
21	2010	3362	08B65	Diesel	71	4DRBUSKN4AB239618	INT
22	2015	3472	44B31	Diesel	71	4DRBUSKN2FB668232	INT
23	2015	3468	49B85	Diesel	71	4DRBUSKN4FB668233	INT
24	2013	3423	29B06	Diesel	71	4DRB45KN0DB298833	INT
25	2012	3389	24B93	Diesel	71	4DRBUSKN5CB613904	INT
26	2014	3440	37B91	Diesel	71	4DRBUSKN3EB792041	INT
27	2016	3495	55B53	Diesel	71	4DRBUC8N1GB210647	INT
28	2005	3244	62A11	Diesel	71	4UZAAXCS15CU27311	T-FL
29	2015	3469	49B86	Diesel	71	4DRBUSKN6FB668234	INT
30	2009	3325	99A69	Diesel	71	4DRBUSKN49A109047	INT
31	2007	3283	78A11	Diesel	71	4DRBUAFN17B457450	INT
32	2012	3402	24B92	Diesel	71	4DRBUSKN5CB613903	INT
33	2005	3243	62A10	Diesel	71	4UZAAXCSX5CU27310	T-FL
34	2007	3285	20B10	Diesel	71	4DRBUAFN57B457452	INT
35	2013	3425	29B07	Diesel	71	4DRBUSKN4DB298835	INT
37	2006	3269	70A97	Diesel	71	4UZAAXCS97CW22124	T-FL
39	2010	3363	08B64	Diesel	71	4DRBUSKN6AB239619	INT
40	2009	3322	99A68	Diesel	71	4DRBUSKN69A109048	INT
41	2010	3364	08B63	Diesel	71	4DRBUSKN2AB239620	INT
42	2013	3426	29B08	Diesel	71	4DRBUSKN6DB298836	INT
43	2012	3403	24B94	Diesel	71	4DRBUSKN5CB613905	INT
44	2013	3424	29B05	Diesel	71	4DRBUSKN2DB298834	INT
45	2014	3441	37B92	Diesel	71	4DRBUSKN3EB792042	INT
46	2014	3442	37B89	Diesel	71	4DRBUSKN3EB792043	INT
47	2016	3496	55B54	Diesel	71	4DRBUC8N3GB210648	INT
48	2016	3497	55B55	Diesel	71	4DRBUC8N1GB210650	INT
49	2015	3470	49B87	Diesel	71	4DRBUSKN8FB668235	INT

68	2008	3352	97A97	Diesel	10	1GBJG316481163331	C-mid
70	2008	3360	05B57	Diesel	10	1GBJG316781209962	C-mid
81	2006	3267	70A84	Diesel	8	1FDWE35P26HA1105	Ford-mid
82	2017	3562	AJ76505	Diesel	10	1GB3GRBG7H1230362	GMC-Col
84	2019	3585	AU35593	Diesel	71	4DRBUC8N7KB115096	INT
85	2017	3530	AJ40951	Diesel	71	4DRBUC8N4HB479212	INT
86	2015	3471	49B84	Diesel	71	4DRBUSKN0FB668231	INT
87	2014	3443	37B90	Diesel	71	4DRBUSKN3EB792044	INT
88	2019	3586	AU35578	Diesel	71	4DRBUC8N9KB115097	INT
89	2018	3561	AJ76509	Diesel	71	4DRBUC8N8JB713454	INT
90	2016	3498	55B56	Diesel	71	4DRBUC8N3GB210651	INT
91	2015	3473	44B55	Diesel	71	4DRBUSKNXFB668236	INT
92	2018	3573	AN57510	Diesel	71	4DRBUC8N6KB445263	INT
93	2017	3527	AJ40950	Diesel	71	4DRBUC8N0HB479207	INT
94	2017	3528	AJ40904	Diesel	71	4DRBUC8N0HB479210	INT
95	2019	3574	AN57511	Diesel	71	4DRBUC8N8KB445264	INT
96	2017	3529	AJ40903	Diesel	71	4DRBUC8N2HB479211	INT
97	2019	3587	AU35577	Diesel	71	4DRBUC8N0KB115098	INT
98	2019	3588	AU35579	Diesel	71	4DRBUC8N2KB115099	INT
99	2017	3526	AJ40905	Diesel	71	4DRBUC8N9HB479206	INT

					Am-F	Amtran-Ford	
					B-FL	Blue Bird-Freightliner	
					C-mid	Chevy-Midway	
					I-B	International -Blue Bird	
					INT	International	
					T-FL	Thomas-Freightliner	

**VAN VEHICLE IDENTIFICATION****September 5, 2018**

	<b><u>Asset</u></b>	<b><u>Desc.</u></b>	<b><u>Year</u></b>	<b><u>Marker</u></b>	<b><u>Cap.</u></b>	<b><u>Identification No.</u></b>	<b><u>Model</u></b>	<b><u>Type</u></b>	<b><u>Mileage</u></b>
949	2001	Van	2018	AG56410	7	2C4RDGBG5JR330027	Dodge	Caravan	
950	2001	Van	2018	AG56411	7	2C4RDGBG6JR330036	Dodge	Caravan	
951	2001	Van	2018	AG56416	7	2C4RDGBG7JR330045	Dodge	Caravan	
952	2001	Van	2018	AG56413	7	2C4RDGBG2JR330034	Dodge	Caravan	
953	2001	Van	2018	AG56414	7	2C4RDGBG7JR330031	Dodge	Caravan	
954	2001	Van	2018	AG56415	7	2C4RDGBG7JR330028	Dodge	Caravan	
955	2001	Van	2018	AG56409	7	2C4RDGBG1JR330042	Dodge	Caravan	
956	2001	Van	2018	AG56412	7	2C4RDGBG3JR330043	Dodge	Caravan	
957	2001	Van	2018	AG56465	7	2C4RDGBG0JR330047	Dodge	Caravan	
958	2001	Van	2018	AG56417	7	2C4RDGBG2JR330051	Dodge	Caravan	
959	2001	Van	2018	AG56419	7	2C4RDGBGXJR330038	Dodge	Caravan	
961	2001	Van	2018	AG56418	7	2C4RDGBG4JR330035	Dodge	Caravan	
963	2001	Van	2018	AG56429	7	2C4RDGBG9JR330046	Dodge	Caravan	
964	2001	Van	2018	AG56426	7	2C4RDGBG9JR330032	Dodge	Caravan	
965	2001	Van	2018	AG56466	7	2C4RDGBG0JR330050	Dodge	Caravan	
966	2001	Van	2018	AG56422	7	2C4RDGBG5JR330030	Dodge	Caravan	
967	2001	Van	2018	AG56424	7	2C4RDGBG0JR330033	Dodge	Caravan	
969	2001	Van	2018	AG56467	7	2C4RDGBG2JR330048	Dodge	Caravan	
971	2001	Van	2018	AG56423	7	2C4RDGBG9JR330029	Dodge	Caravan	
974	2001	Van	2018	AG56428	7	2C4RDGBG5JR330044	Dodge	Caravan	
976	2001	Van	2018	AG56468	7	2C4RDGBG1JR330039	Dodge	Caravan	
980	2001	Van	2018	AG56470	7	2C4RDGBG8JR330037	Dodge	Caravan	
983	2001	Van	2018	AG56514	7	2C4RDGBG8JR330040	Dodge	Caravan	
984	2001	Van	2018	AG56513	7	2C4RDGBG4JR330049	Dodge	Caravan	
985	2001	Van	2018	AG56489	7	2C4RDGBGXJR330041	Dodge	Caravan	





## 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>		<small>Miles</small> 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.									
<b>EMERGENCY EQUIPMENT</b>		<small>PASS</small>	<small>FAIL</small>	<b>BRAKE SYSTEMS</b>		<small>PASS</small>	<small>FAIL</small>	<b>WHEELS / RIMS</b>		<small>PASS</small>	<small>FAIL</small>
Fire Extinguisher / Triangles				Service Brake Pedal Pressure				Wheel Fasteners			
First Aid / Other				Hydraulic Leaks / Master Cyl				Wheel Condition (cracks)			
<b>IN-CAB</b>				Air Leak Test (one minute)				Bearings/Hub Seals			
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>						<small>RF</small>	<small>LF</small>	<small>LOD</small>	<small>LID</small>	<small>ROD</small>	<small>RID</small>
						<b>Brake Adjustment Reading</b>					
						<small>RF</small>	<small>LF</small>	<small>LR</small>	<small>RR</small>		
<b>Mechanic's Name/Signature:</b>		<small>Print</small>				<small>Sign</small>				<small>Date</small>	

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:

• Change Oil/Filter CJ4 Spec Only	• Tire Pressure
• Chassis Lubrication	• Drain Air Tanks
• Check Battery Condition	• Pressure Wash Engine and Wheels

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

• Remove all wheels, check brake linings and drums, Record lining thickness, drum diameter in thousandths
• Reinstall wheels
• Replace air dryer cartridge
• Torque lug nuts to manufacturer’s specifications
• Repack wheel bearings
• Change fuel filter

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

• Change transmission oil and filters
• Coolant Change
• Change Differential Fluid with manufacturer’s recommended fluid

\_\_\_\_\_  
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

COMMENTS:

