

TOWN OF GLASTONBURY

INVITATION TO BID

<u>BID #</u>	<u>ITEM</u>	<u>DATE & TIME REQUIRED</u>
GL-2025-03	Maintenance and Repair of Fleet Vehicles and School Buses	July 11, 2024 11 A.M.

The Town of Glastonbury is currently seeking bids for the maintenance and repair of town fleet vehicles and school buses.

Bidders wishing to submit a bid proposal for this solicitation are directed to respond online through a secure e-Procurement portal. Responses can be submitted at the following link: <https://glastonburyct.bonfirehub.com/>, under the bid title “*GL-2025-03 Maintenance and Repair of Fleet Vehicles and School Buses*”. All bids will be publicly opened and read aloud. **No late bids will be accepted.**

This Invitation to Bid, Instructions to Bidders, Specifications and other Bidding Documents (as defined in the Instruction to Bidders) are available for viewing and downloading on the Town of Glastonbury website www.glastonburyct.gov at no cost.

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

The Town reserves the right to amend or withdraw this Invitation to Bid for any reason, to accept or reject any or all Bids, to waive any informalities or non-material deficiencies in any Bid, and to make such award (or make no award) of a contract in connection with this Invitation to Bid all as determined by the Town, in its discretion, to be in the best interest of the Town. A Bid may be rejected for irregularities of any kind, including without limitation, alteration of form, additions not called for, conditional proposals, and incomplete Bids. A Bid may also be rejected if, in the opinion of the Town, the Bid does not meet the standard of quality established by the Bidding Documents. Any or all Bids may be rejected if there is any reason to believe that collusion exists among two or more Bidders. The foregoing provisions are for illustrative purposes and shall in no way limit the right of the Town to reject any and all Bids, in whole or in part.

Gina J. Consiglio
Purchasing Agent

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Information for Bidders

1. Bidders submitting a response for this solicitation are directed to respond online through a secure e-Procurement portal. Bids can be submitted at the following link: <https://glastonburyct.bonfirehub.com/> under the bid title “*GL-2025-03 Maintenance and Repair of Fleet Vehicles and School Buses*”. Bidders will be required to create a profile before submitting their bid. Step-by-step instructions on how to register as a vendor are available at this website:

<https://vendorsupport.gobonfire.com/hc/en-us/articles/15646869029783-Vendor-Registration>

Bidders will be required to upload their bid response in **one consolidated pdf document** in the following file located in the bid portal:

- Bid Response & Related Documents

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. 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.
6. 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.
7. 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.
8. 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.
9. 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

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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.

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11. All correspondence regarding any purchase made by the Town of Glastonbury shall reference the Town's purchase order number. Each shipping container shall clearly indicate both Town purchase order number and item number.
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13. 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.
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15. 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.
16. **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.
17. **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.

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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).

19. **It is the responsibility of the Bidder to check the Town's website before submitting bid for any addendums posted prior to bid opening.**

20. For technical questions regarding this Bid, please contact Charles Mahan, email charles.mahan@glastonbury-ct.gov . For administrative questions regarding this Bid, please contact Gina J. Consiglio, 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 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.

Detailed Specifications

- 01.00 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.
- 01.01 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.
- 01.02 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. On any/all given contract extensions price will be adjusted based off of the CPI Index.
- 01.03 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.
- 01.04 Invoice or itemized repair description is due at the time of delivery with all necessary information on repairs completed. Vendors will be required to provide monthly statements in addition to the above.

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 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.
- 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 hold a valid State of Connecticut Vehicle Repair License.

Detailed Specifications

- 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 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.
- 05.04 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 INSPECTION OF WORK

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

10.00 PARTS AND MATERIALS

10.01 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.

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

10.03 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.

10.04 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 vehicles being worked on in all work orders/invoices. Work order shall be ready at the time of pickup or delivery, this includes all contractual obligations.

10.05 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.

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 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 Bidder's Certificate of Insurance.** Insurance shall be written with insurance 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 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
- Evidence a Combined Single Limit of Liability for Bodily Injury and Property Damage: Per Accident \$1,000,000
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents

4) Follow-form **umbrella (excess) liability** insurance with a limit of \$2,000,000 each occurrence in excess of the general liability, employer's liability and business automobile liability coverages required of Contractor under this Schedule. Such insurance shall contain a provision that it will not be more restrictive than the primary insurance. Aggregate limits of liability shall apply separately with respect to the Work. Waiver of Subrogation endorsement in favor of the Town and, if the Project is to take place on school grounds, the Glastonbury Board of Education.

The Bidder shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Contractor shall be responsible to notify the Town 30 days in advance with written notice of 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.

INDEMNIFICATION

To the fullest extent permitted by law, the Bidder shall indemnify and hold harmless the Town of Glastonbury 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.

BID RESPONSE PAGE

BID NO:	<u>GL-2025-03</u>	DATE & TIME DUE:	July 11, 2024 11 A.M.
DATE ADVERTISED:	<u>June 28, 2024</u>	NAME OF PROJECT:	<u>Maintenance and Repair of Fleet Vehicles and School Buses</u>

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.

The Bidder acknowledges receipt of the following Addenda if issued:

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

It is the responsibility of the bidder to check with the Town’s Website for any Addenda before submitting the proposal.

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. 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.
- _____ 2. Included Copy of State of Connecticut license.
- _____ 3. Checked Town website for Addenda and acknowledged Addenda on page BP-1.
- _____ 4. Acknowledgement of Code of Ethics and Non-Collusion Affidavit on page BP-4.

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)		Estimate d Jobs		Total Cost
PM - A	\$ _____	+	\$ _____	=	\$ _____	x	134	=	\$ _____
PM - B	\$ _____	+	\$ _____	=	\$ _____	x	67	=	\$ _____
PM - C	\$ _____	+	\$ _____	=	\$ _____	x	67	=	\$ _____
P-M - D	\$ _____	+	\$ _____	=	\$ _____	x	35	=	\$ _____

Total for Preventive Maintenance Service: \$ _____

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

**\$ _____
Numeric Total Cost**

Written Total Cost

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- 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.

Detailed Specifications

- 01.00 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.
- 01.01 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.
- 01.02 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. On any/all given contract extensions price will be adjusted based off of the CPI Index.
- 01.03 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.
- 01.04 Invoice or itemized repair description is due at the time of delivery with all necessary information on repairs completed. Vendors will be required to provide monthly statements in addition to the above.

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 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.
- 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 hold a valid State of Connecticut Vehicle Repair License.

Detailed Specifications

- 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 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.
- 05.04 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 INSPECTION OF WORK

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

10.00 PARTS AND MATERIALS

10.01 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.

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

10.03 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.

10.04 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 vehicles being worked on in all work orders/invoices. Work order shall be ready at the time of pickup or delivery, this includes all contractual obligations.

10.05 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.

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 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 Bidder's Certificate of Insurance.** Insurance shall be written with insurance 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 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
- Evidence a Combined Single Limit of Liability for Bodily Injury and Property Damage: Per Accident \$1,000,000
- A Waiver of Subrogation shall be provided in favor of the Town of Glastonbury and its employees and agents

4) Follow-form **umbrella (excess) liability** insurance with a limit of \$2,000,000 each occurrence in excess of the general liability, employer's liability and business automobile liability coverages required of Contractor under this Schedule. Such insurance shall contain a provision that it will not be more restrictive than the primary insurance. Aggregate limits of liability shall apply separately with respect to the Work. Waiver of Subrogation endorsement in favor of the Town and, if the Project is to take place on school grounds, the Glastonbury Board of Education.

The Bidder shall direct its Insurer to provide a Certificate of Insurance to the Town before any work is performed. The Contractor shall be responsible to notify the Town 30 days in advance with written notice of 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.

INDEMNIFICATION

To the fullest extent permitted by law, the Bidder shall indemnify and hold harmless the Town of Glastonbury 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.

BID RESPONSE PAGE

BID NO:	<u>GL-2025-03</u>	DATE & TIME DUE:	July 11, 2024 11 A.M.
DATE ADVERTISED:	<u>June 28, 2024</u>	NAME OF PROJECT:	<u>Maintenance and Repair of Fleet Vehicles and School Buses</u>

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.

The Bidder acknowledges receipt of the following Addenda if issued:

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

It is the responsibility of the bidder to check with the Town’s Website for any Addenda before submitting the proposal.

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. 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.
- _____ 2. Included Copy of State of Connecticut license.
- _____ 3. Checked Town website for Addenda and acknowledged Addenda on page BP-1.
- _____ 4. Acknowledgement of Code of Ethics and Non-Collusion Affidavit on page BP-4.

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)		Estimate d Jobs		Total Cost
PM - A	\$ _____	+	\$ _____	=	\$ _____	x	134	=	\$ _____
PM - B	\$ _____	+	\$ _____	=	\$ _____	x	67	=	\$ _____
PM - C	\$ _____	+	\$ _____	=	\$ _____	x	67	=	\$ _____
P-M - D	\$ _____	+	\$ _____	=	\$ _____	x	35	=	\$ _____

Total for Preventive Maintenance Service: \$ _____

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

**\$ _____
Numeric Total Cost**

Written Total Cost

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

		Estimated Hours		Unit Cost		Total Cost
5.	Service/Repair Hourly Labor Rate	500	X	\$ _____ /HR	=	\$ _____

6.	Transportation Hourly Rate	10	X	\$ _____ /HR	=	\$ _____
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		Annual Estimated Parts Cost				Total Parts Cost with Mark Up
7.	Parts Mark-Up Over Cost (excluding PM's)	\$20,000	X	_____ %	=	\$ _____

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

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.

Respectfully submitted:

Type or 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#

(Seal – If bid is by a Corporation) Attest

Attachment A
List of Buses

BUS VEHICLE IDENTIFICATION AS OF AUG 23, 2023

Bus #	Year	Asset	Marker	Diesel	Cap.	Identification No.
1	2017	3525	AJ40906	Diesel	71	4DRBUC8N7HB479205
2	2016	3493	55B51	Diesel	71	4DRBUC8N5GB210649
3	2018	3559	AJ76506	Diesel	71	4DRBUC8N4JB713452
4	2019	3583	AU35591	Diesel	71	4DRBUC8N3KB115094
5	2011	3375	19B59	Diesel	71	4DRBUSKN8CB401950
6	2018	3560	AJ76507	Diesel	71	4DRBUC8N6JB713453
7	2020	3610	AU35797	Diesel	71	4DRBUC8N7LB043785
8	2020	3611	AU35789	Diesel	71	4DRBUC8N9LB043786
9	2011	3376	19B60	Diesel	71	4DRBUSKNXCB401951
10	2023	3665	AY92480	Diesel	71	4DRBUC8N2PB450337
11	2011	3377	19B61	Diesel	71	4DRBUSKN1CB401952
12	2023	3666	AW88698	Diesel	71	4DRBUC8N2PB450340
13	2019	3584	AU35592	Diesel	71	4DRBUC8N5KB115095
14	2023	3667	AW88697	Diesel	71	4DRBUC8N4PB450338
15	2020	3612	AU35788	Diesel	71	4DRBUC8N0LB043787
16	2016	3494	55B52	Diesel	71	4DRBUC8NXGB210646
17	2021	3637	BA50541	Diesel	71	4DRBUC8N2MB183454
18	2024	3708	BM72463	Diesel	71	4DRBUC8N9RB756034
19	2021	3638	BA50545	Diesel	71	4DRBUC8N4MB183455
20	2023	3668	AW88699	Diesel	71	4DRBUC8N6PB450339
21	2024	3709	BM72462	Diesel	71	4DRBUC8N0RB756035
22	2015	3472	44B31	Diesel	71	4DRBUSKN2FB668232
23	2015	3468	49B85	Diesel	71	4DRBUSKN4FB668233
24	2013	3423	29B06	Diesel	71	4DRB45KN0DB298833
25	2012	3389	24B93	Diesel	71	4DRBUSKN5CB613904
26	2014	3440	37B91	Diesel	71	4DRBUSKN3EB792041
27	2016	3495	55B53	Diesel	71	4DRBUC8N1GB210647
28	2020	3613	AU35790	Diesel	71	4DRBUC8N2LB043788
29	2015	3469	49B86	Diesel	71	4DRBUSKN6FB668234

BUS VEHICLE IDENTIFICATION AS OF AUG 23, 2023

Bus #	Year	Asset	Marker	Diesel	Cap.	Identification No.
30	2009	3325	99A69	Diesel	71	4DRBUSKN49A109047
31	2021	3639	BA50543	Diesel	71	4DRBUC8N6MB183456
32	2012	3402	24B92	Diesel	71	4DRBUSKN5CB613903
33	2020	3614	AW88657	Diesel	71	4DRBUC8N4LB043789
34	2024	3696	AY92484	Diesel	71	4DRBUC8N3RB350699
35	2024	3697	BL77579	Diesel	71	4DRBUC8N6RB350700
37	2021	3640	BA50542	Diesel	71	4DRBUC8N8MB183457
39	2024	3710	BM72461	Diesel	71	4DRBUC8N2RB756036
40	2009	3322	99A68	Diesel	71	4DRBUSKN69A109048
41	2024	3698	AY92486	Diesel	71	4DRBUC8N8RB350701
42	2024	3699	AY92485	Diesel	71	4DRBUC8NXRB350702
43	2012	3403	24B94	Diesel	71	4DRBUSKN5CB613905
44	2013	3424	29B05	Diesel	71	4DRBUSKN2DB298834
45	2014	3441	37B92	Diesel	71	4DRBUSKN3EB792042
46	2014	3442	AU35730	Diesel	71	4DRBUSKN3EB792043
47	2016	3496	55B54	Diesel	71	4DRBUC8N3GB210648
48	2016	3497	55B55	Diesel	71	4DRBUC8N1GB210650
49	2015	3470	49B87	Diesel	71	4DRBUSKN8FB668235
52	2000	3117	37108	Diesel	20	1GBHG31F4Y1128772
68	2008	3352	97A97	Diesel	10	1GBJG316481163331
70	2022	3700	AU35816	Gas	10	1HA6GUB76NN005538
81	2021	3636	BA50521	Gas	12	1GB3GSBG5L1218579
82	2017	3562	AJ76505	Diesel	10	1GB3GRBG7H1230362
84	2019	3585	AU35593	Diesel	71	4DRBUC8N7KB115096
85	2017	3530	AJ40951	Diesel	71	4DRBUC8N4HB479212
86	2015	3471	49B84	Diesel	71	4DRBUSKN0FB668231
87	2014	3443	37B90	Diesel	71	4DRBUSKN3EB792044
88	2019	3586	AU35578	Diesel	71	4DRBUC8N9KB115097
89	2018	3561	AJ76509	Diesel	71	4DRBUC8N8JB713454
90	2016	3498	55B56	Diesel	71	4DRBUC8N3GB210651

BUS VEHICLE IDENTIFICATION AS OF AUG 23, 2023

Bus #	Year	Asset	Marker	Diesel	Cap.	Identification No.
91	2024	3711	BM72460	Diesel	71	4DRBUC8N4RB756037
92	2018	3573	AN57510	Diesel	71	4DRBUC8N6KB445263
93	2017	3527	AJ40950	Diesel	71	4DRBUC8N0HB479207
94	2017	3528	AJ40904	Diesel	71	4DRBUC8N0HB479210
95	2019	3574	AN57511	Diesel	71	4DRBUC8N8KB445264
96	2017	3529	AJ40903	Diesel	71	4DRBUC8N2HB479211
97	2019	3587	AU35577	Diesel	71	4DRBUC8N0KB115098
98	2019	3588	AU35579	Diesel	71	4DRBUC8N2KB115099
99	2017	3526	AJ40905	Diesel	71	4DRBUC8N9HB479206
820	2013		S3260S			1FT7W2869DEB43872

C-exp Chevy-Express
 C-mid Chevy-Midway
 INT International

Attachment B

PM-A

PM-B

PM-C

PM-D

State of Connecticut Brake Inspection

GLASTONBURY PUBLIC SCHOOLS

Preventative Maintenance Checklist

VIN _____ HOURS _____
 UNIT # _____ MILEAGE _____ RO# _____ TYPE _____
 MECHANIC _____ DATE _____ REPAIR SITE _____

✓ = OK ○ = REPAIR MADE X = FOLLOW UP NEEDED

INTERIOR				TIRES & WHEEL INSPECTION			
1	STEP CONDITION						
2	LOOSE WIRES UNDER DASH, FIREWALL GROMMET & BOOTS						
3	REGISTRATION AND INSURANCE PAPERS						
4	FIRST AID KIT AND SPILL KIT						
5	CHECK DVIR BOOK FOR DEFECTS AND SIGN REPAIRS						
6	SHIFTER AND CABLE MOVEMENT NEUTRAL SAFETY SWITCH						
7	PEDAL PADS						
8	KEY OFF BRAKE BACKUP MOTOR TEST (HYD. BRAKES)						
9	GAUGES AND WARNING LIGHTS OPERATION						
10	HIGH BEAM INDICATOR OR DASH (BULB CHECK ALL)			53	TORQUE ALL WHEELS		
11	FLOW AIR, HYD OR VACUUM BRAKES WARNING DEVICES			54	NOTE CORRECT TIRE PSI		
12	AIR DRYER OPERATION			55	REPLACE MISSING VALVE CAPS AND LUG NUT INDICATORS		
13	BRAKE KNOB (INSTRUCTIONS LEGIBLE)			56	CHECK IRREGULAR TIRE WEAR, SIZE, TREAD AND LOAD RATING		
14	HEATER FANS • HI AND LOW			57	CHECK WHEELS FOR CRACKS, LOOSE AND CORRECT LUGS		
15	DEFROSTER FANS • HI AND LOW			UNDER VEHICLE INSPECTION (ENGINE)			
16	WIPERS AND WASHERS						
17	HORN (DUAL NOTE)			58	ENGINE OIL LEAKS		
18	DASH LIGHTS (BACK LIGHTING)			59	FRONT AND REAR ENGINE MOUNT CONDITION		
19	REARVIEW MIRROR/MOLDING AND SUN VISOR			60	TAKE OIL SAMPLE AND LABEL (B SERVICE)		
20	2-WAY RADIO			61	CHECK DRAIN PLUG FOR TIGHTNESS (B SERVICE)		
21	ENTRANCE DOOR OPERATION AND SEALS			TRANSMISSION			
22	STEP LIGHT						
23	SEAT BELTS DRIVER, PASS AND W/C			62	TRANSMISSION OIL LEAKS		
24	DOME LIGHTS			63	TRANSMISSION TO ENGINE BOLTS		
25	HEATER CORE AND INTERIOR HOSES			64	TRANSMISSION LINES AND HOSES		
26	FLOOR MOLDING AND COVERING			65	SHIFT LINKAGE		
27	SEAT COVERS, FOAMS AND ANCHORS TRANSMISSION			66	CHECK HARNESS CONDITION		
28	EMERGENCY DOOR AND BUZZER AND 90 DEG LOCK			DRIVE SHAFT & DIFFERENTIAL			
29	EMERGENCY WINDOWS, HATCHES, STICKERS AND BUZZER						
30	FIRE EXTINGUISHER AND MOUNTING			67	UNIVERSAL JOINTS/ CV-JOINTS		
31	SAFETY TRIANGLES, STORAGE AND SECUREMENT			68	CENTER BEARINGS AND SLIP JOINTS		
32	STANCHION RAIL, PADDING AND KICK PLATE			69	SAFETY U-BOLTS		
33	HEAD BUMPERS			70	DIFFERENTIAL FLUID LEVEL		
34	VANDAL LOCK / POST TRIP INSPECTION			71	DIFFERENTIAL VENT		
35	INSTACHAIN OPERATION			72	DIFFERENTIAL LEAKS		
36	RUN HEALTH REPORT/ RECORD CODES			73	DRIVESHAFT IN PHASE		
EXTERIOR CIRCLE INSPECTION				74	CHECK FLANGE FOR LOOSENESS/PLAY AND SEAL CONDITION		
37	HOOD LATCHES / PROP RODS /HINGES			CAMERA SYSTEM			
38	MIRRORS AND BRACKETS				CAMERA SYSTEM IS RECORDING & OPERATING PROPERLY		
39	FRONT AND REAR BUMPER				STOP ARM CAMERAS; RECORDING & OPERATING PROPERLY		
40	(HI & LOW) HEAD LIGHTS						
41	PARKING, CLEARANCE, AND TAIL LIGHTS						
42	TURN SIGNALS AND 4 WAY FLASHERS			SUSPENSION & CHASSIS			
43	SCHOOL LIGHTS • AMBER, RED AND HOODS						
44	BRAKE LIGHTS			75	CHECK SPRINGS FOR BROKEN OR SHIFTING LEAVES AIR BAGS		
45	BACK UP LIGHTS AND ALARM			76	CHECK U BOLTS AND SPRING HANGERS		
46	FUEL CAP DEF FLUID CAP			77	CHECK BUSHINGS AND SHACKLES		
47	LEGAL LETTERING SCHOOL BUS DECALS			78	CHECK SHOCK ABSORBERS AND MOUNTINGS		
48	WINDSHIELD, WINDOWS AND WINDOW STOPS			79	CHECK BODY MOUNTS, HARDWARE AND J HOOKS		
49	INNER AND OUTER HUBS FOR LUBE LEAKS			80	FUEL TANK MOUNTING, LEAKS, SHIELDS AND SAFETY CAGES		
50	REFLECTORS AND SAFETY TAPE						
51	STOP ARM AND CROSSING GATE OPERATION						

**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	• Tire Pressure
• Chassis Lubrication	• Drain Air Tanks
• Check Battery Condition	• Pressure Wash Engine and Wheels
• Change Fuel Filters	

PM – C In addition to PM-A and 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
• Replace DEF Filter
• Adjust brakes as necessary.
• Replace Crankcase Breather
• Clock Rear Wheels

PM- D In addition to PM-A, PM-B and PM –C do the following – every 24 months

• Change transmission oil and filters
• Coolant Change
• Change Differential Fluid with manufacturer’s recommended fluid
• Replace Power Steering Filter

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 GLASTONBURY PUBLIC SCHOOLS			
CARRIER ADDRESS 311 OAKWOOD DRIVE, GLASTONBURY CT 06033			
VEHICLE MAKE INTERNATIONAL	MODEL CE	UNIT NUMBER	YEAR
PLATE NUMBER	VIN	MILEAGE	

FRONT BRAKE MEASUREMENTS

CIRCLE ONE	AIR BRAKES	YES / NO	LEFT		RIGHT	
			15.120			15.120
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)	16.620			16.620
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:

MENU PRICING LBR HRS BILLED

Diagnostic Charge	LBR_____
Front Shock Replacement	LBR_____
Rear Shock Replacement	LBR_____
High Pressure Pump Replacement (MaxxForce 7)	LBR_____
Fuel Injectors (MaxxForce 7 Engine)	Bank 1____ Bank 2____ All_____
Fuel Injectors (Cummins 6.7 W/Air Brakes)	LBR_____
Front Brake Shoe Replacement	LBR_____
Rear Brake Shoe Replacement	LBR_____
Slack Adjusters Rear (Both)	LBR_____
Slack Adjusters Front (Both)	LBR_____
Brake Canisters Rear (Both)	LBR_____
Air Bag Rear Suspension (Both)	LBR_____
Driveshaft Center Bearing	LBR_____

**** Menu Labor pricing is by the Job & does not include Broken bolts, Stripped bolts, Heating of items for removal or Electrical Diagnosis. All Additional Charges are to be Communicated with Glastonbury BOE prior to any repairs or further Diagnosis is made. ****