

MIDDLESEX COUNTY COLLEGE  
2600 WOODBRIDGE AVENUE  
P.O. BOX 3050  
EDISON, NEW JERSEY 08818

SQ # 10209 - FLEET VEHICLE MAINTENANCE/SERVICE CONTRACT  
JULY 1, 2015 THROUGH JUNE 30, 2016  
SPECIFICATIONS

1. **PURPOSE**

The purpose of these specifications is the completion of a service type contract for the repair and servicing of the College's vehicle fleet. The contract is for the period from July 1, 2015 through June 30, 2016. After the award of the contract the Contractor shall complete the necessary repairs and service orders as required by the College based on the prices submitted in this bid.

2. **VEHICLE DESCRIPTION**

The actual make-up of the vehicle fleet is subject to change from time to time during the contract period. The following is a list of the current vehicles in the fleet:

<b><u>QTY</u></b>	<b><u>DESCRIPTION</u></b>	<b><u>ENGINE</u></b>
2	1997 Ford Ranger Pick-up	6 cyl.
2	1998 Ford E-150 Van	6 cyl.
1	1999 Dodge15 Pass. Van	8 cyl
2	2015 Dodge Caravan	6 cyl.
1	2000 Dodge Van	6 cyl.
1	2001 Dodge Van	6 cyl.
1	2001 Ford Focus Wagon	4 cyl.
1	2001 Dodge BR3500 Dump Truck	8 cyl.
1	2001 GMC Sonoma	6 cyl.
1	2001 Dodge BR3500 Rack Body	8 cyl.
1	2003 E250 Ford Van	8 cyl
1	2004 Dodge Quad Cab Pickup	8 cyl.
1	2007 Dodge Durango	8 cyl.
1	2007 F-250 4WD Pick-up diesel	8 cyl.
1	2008 Dodge Charger Police Car	6 cyl.
2	2015 Ford Explorer Police Car	8 cyl.
1	2011 Ford Van	8 cyl
1	2011 Ford Transit Connect	4 cyl
1	2012 F450 4WD Rack Body	8 cyl.

3. **WORK LOCATION**

The intended work location is at the Contractor's vehicle repair shop except as required for transportation, road service and any specialty or tire shops used by the Contractor.

#### 4. **SCOPE OF WORK**

##### **A. General**

The Contractor shall provide all of the necessary labor, materials, parts, tools, equipment, and transportation to complete the required vehicle services and repairs in the time specified. All work is to be performed in a workmanlike manner according to the manufacturer's specifications. The service and repair requirements cannot be forecasted however shall include gasoline and diesel engine operated vehicles, fuel injection as well as light trucks and utility vehicles. The work required under this contract will include standard fixed price services, which are described in these specifications; standard repair work as identified in industry manuals and other special repairs as required. The Contractor MUST be able to provide NJ State inspection.

##### **B. Materials**

All parts and materials must be of a type and quality that meet the manufacturer's specifications.

Prices for all parts and materials, not included in the fixed price services, are to be based on the price list referenced and the discount submitted in the bid.

Oil is to be a name brand of premium quality.

Oil filters to be by Purolator or of equivalent grade.

Spark plugs to be a name brand.

Gas shock absorbers to be by Monroe or equivalent.

Struts to be by MacPherson or equivalent.

##### **C. Installation, Service, Labor**

The Contractor shall perform all repairs, replacements, and service according to manufacturer's specifications.

The labor hours for all repair work, not included in the fixed price services, are to be based on the "Chilton's Car Repair Guide" or the "Mitchell's Manual". The reference is to be included in the bid response.

##### **Front End Alignment**

The price bid for each type of vehicle or service is to be the total fixed price for service specified.

### Oil Change

The price bid for an oil change is to be the total fixed price for the complete service. It is to include filter, up to five (5) quarts of oil, chassis lube, all necessary parts and labor and disposal of used oil.

### Tune-up

The price bid for a tune-up is to be the fixed price for the complete service. It is to include spark plugs, engine timing adjustments, emissions compliance adjustments and any other associated parts and labor required for a complete job.

### Front Disc Brake Service

The price bid for brake service is to be the fixed price for the complete service. It is to include new front brake pads, re-packing of the front bearings, truing of the rotors, checking of the calipers and inspection of the brake lines and bleeding the lines if necessary.

### Rear Drum Brake Service

The price bid for brake service is to be the fixed price for the complete service. It is to include replacement of the brake shoes, spring kit, truing the drums, inspecting the system and bleeding the fluid if necessary.

### Shock/Strut Installation

The prices bid for gas shocks, heavy duty gas shocks, and struts are to be the fixed price for the complete installation.

### Tire Service

New tires, for passenger cars and light trucks, are to be invoiced at New Jersey State Contract pricing. If the vehicle service Contractor intends to use a sub-contractor for the tire service portion of the contract, this information is to be included in the bid. In addition to providing new tires, the Contractor shall also provide wheel dismounting, mounting, balancing and tire repair. Tire repair is to be based on tubeless, steel belted tires and to include balancing. The price bid for these services is to be the fixed price for the complete service.

### Air Conditioning Service

The price bid for air conditioning is to be the fixed price for the complete service. It is to include a system inspection, vacuum purge, addition of compressor oil, check for refrigerant leaks and the recovery and addition of up to one pound of refrigerant.

### Radiator/Coolant System Service

The price bid for radiator/coolant system service is to be the fixed price for the complete service. It is to include draining and flushing the system, pressure testing, inspecting hoses and belts and refilling the system with up to two (2) gallons of anti-freeze.

### Towing Service

The price bid for towing service is to be the fixed price for the complete service. The towing service is to be based on the one way distance from the College campus to the Contractor's shop, 24 hours, and 7 days per week. If the Contractor intends to use a

subcontractor for the towing portion of the contract, this information is to be provided in the bid.

## 5. **Qualifications**

### A. **Repair Shop Requirements**

The Contractor shall have access to a minimum of two (2) service bays.

The Contractor shall have the trained personnel, equipment, and supplies necessary to perform the vehicle repairs and services described in these specifications. A listing of professional associations and training programs is to be submitted with the bid.

The Contractor shall have the ability to complete the repairs and service in the time frames stated in the specifications.

In order to avoid theft or vandalism, all College vehicles must be stored in a secure overnight holding location at no additional cost to the College.

The Contractor must provide references in the spaces provided in the bid.

### B. **Sub-Contractor Requirements**

If the Contractor intends to use any sub-contractor for specialty items such as towing or tire service, this information must be submitted in the bid. In addition, further proof of the qualifications of the sub-contractors shall also be included. All sub-contractors are subject to the same conditions of these specifications as the Contractor.

## 6. **TIME CONSTRAINTS**

All work is to be successfully completed within 48 hours, excluding weekends and holidays, from delivery of the vehicle to the Contractor's shop. Any extension of this time period must have prior approval by the College.

The College operating hours are Monday – Friday, 8:00 am through 4:30 pm. All work and pickup or delivery to and from the College must occur between these hours unless the College agrees to another such time.

## 7. **WORKMANSHIP**

After the service or repair is completed, the College will inspect the vehicle. If the work was not properly completed, the College will return the vehicle to the Contractor for corrective action at no additional cost.

The repair shall be successfully completed within (48) hours, unless an agreement is approved by the College.

## 8. PAYMENT

All repair cost estimates shall be provided at no additional cost to the College.

All repair services or parts that the Contractor deems necessary, beyond the original repair request must have prior approval by the College.

All invoices for service and repair work must meet the following conditions:

- \* Be clearly written
- \* List the vehicle make, model and plate number
- \* List the College's purchase order number
- \* List the work performed, labor hours, labor rates, parts, parts prices and total cost
- \* Be provided at the time of vehicle pick up
- \* Be signed by the College representative who picks up the vehicle

Invoices for the fixed price services described in Section 4.C. above shall be based on the price bid for the complete service. Additional costs for parts, materials or labor, beyond the scope described, shall be based on the unit cost submitted in the bid. If a unit cost was not requested, the cost will be based on the parts discount and price list referenced, the labor manual referenced and the hourly labor rates submitted in the bid.

Invoice for standard flat rate mechanical work such as water pump replacement, exhaust system replacement, valve cover gasket installation, etc. are to be based unit costs. The unit costs billed are to be according to the parts discount and price list referenced, the labor manual referenced and the hourly labor rates submitted in the bid.

Invoices for any other work not covered by the labor manuals referenced are to be based on unit costs. The unit costs billed are to be based on the same discount for parts submitted in the bid and the hourly labor rates submitted in the bid. In addition, an estimate of the total cost is to be submitted for prior approval by the College.

NOTE: THIS DOCUMENT IS FOR INFORMATIONAL PURPOSES ONLY. THIS IS NOT AN OFFICIAL BID DOCUMENT.