

MUNICIPALITY OF PENN HILLS

SPECIFICATIONS AND PROPOSAL

FOR

MAINTENANCE/REPAIR

OF

MUNICIPAL VEHICLES

**PROPOSALS TO BE RECEIVED ON OR BEFORE 10:00 AM, PREVAILING
TIME, ON MONDAY, APRIL 8, 2019**

DATE: March 12, 2019

SCOPE OF WORK
AND
SERVICE SHOP REQUIREMENTS

The intent of this proposal is to secure one or more repair garages for the maintenance and repair of municipal vehicles used by the Police, administration, Code Enforcement, Parks and Recreation, Senior Services, and Water Pollution Control departments. A complete vehicle list is available upon request.

1. Vendor is to furnish all labor needed to perform the maintenance and repairs covered by this proposal. Vendor is to supply all warranty information on parts with his invoice.
2. Parts will be supplied through separate municipal contracts with local parts vendors. Parts dealers will be supplied with the vehicle number and department when ordering parts for a vehicle. The delivery slip from the parts dealer **shall be** attached to the invoice from the garage for each repair.
3. Successful bidder is required to obtain all parts from the Municipality's Contracted Parts Vendor(s). The only exception to this requirement is the necessity to use Dealer Only Parts. There is to be **NO** invoicing of parts on the vehicle repair invoices with the exception of invoicing for required dealer parts.
4. Repairs not specified on the proposal form are to be charged at the labor rate quoted, and the time for repair as calculated by the current Mitchell, Data Repair Software or Motor software.
5. Repairs not listed on the schedule are to be performed only when authorized by a Department Head or departmental designee. The Department Head or departmental designee is to be provided an estimate of the repairs to be performed.
6. The service repair shop is to employ a State Certified Inspection and Emission Mechanic during the term of this contract.
7. The service repair shop is to be located within the geographic boundaries of the Municipality of Penn Hills. The service repair shop shall have a minimum of three (3) service bays. All bays are to be under roof and heated. From time to time the service repair shop may be requested to secure a vehicle indoors overnight.
8. Vehicles will be taken to the service repair shop for work by municipal employees and will be picked up by municipal employees when the work is completed. In some instances the service repair shop may be required to return a vehicle to a municipal department when manpower is not available to pick up the vehicle.

The service repair shop may also be required to return a vehicle and retrieve another vehicle when several vehicles are scheduled for service. The vendor must maintain and provide garage keepers insurance.

9. Preventive Maintenance work on all vehicles, light trucks, and ambulances shall include, but not limited to, preventive maintenance services at designated intervals by the municipality and include the following:
 - Lubricate chassis
 - Change engine oil
 - Change engine oil filter
 - Check air filter -- replace if needed
 - Check and refill if needed fluids in:
 - ✓ Cooling system
 - ✓ Brake fluid
 - ✓ Windshield washer fluid
 - ✓ Automatic transmission fluid
 - ✓ Hydraulic fluid
 - Check tires for proper tire pressure
 - Change fuel filter if needed, based on MFG suggested intervals
 - Visual inspection of the following:
 - ✓ Front and rear brakes
 - ✓ Exhaust system for leaks
 - ✓ Tire and steering components for excessive wear
 - ✓ General condition of chassis and body
 - ✓ All lights
 - ✓ Windshield wipers and washers
10. No vehicle is to be returned to service following Preventive Maintenance, if in the opinion of the mechanic, an 'unsafe" condition exists on the vehicle. If a condition is deemed to be unsafe, the vendor shall contact the appropriate Department Director.
11. The service repair shop shall ensure that a completed work order/invoice is available when work on the vehicle is complete and said work order/invoice will be provided to the Municipality when the vehicle is returned.

12. There is no guarantee of the total volume of work that will be given to any one service repair shop under this proposal
13. All invoices submitted to the municipality for work completed shall be generated by a computer program which incorporates Mitchells, Data Software or Motor.
14. The following qualifications will be considered in the award of this contract:
 - Prices quoted
 - Location of shop
 - Size and condition of shop
 - Past performance on prior contracts or reputation (References suggested to accompany bid documents)

End of Scope of Work and Service Shop Requirements

SPECIAL CONDITIONS

1. **Contract Work Sites:**
All work is to be performed at a service repair shop within the geographic boundaries of the Municipality of Penn Hills, Pennsylvania.
2. **Time for Completion:**
All preventive maintenance work shall be fully completed in a timely manner. Any additional repairs shall take no longer than the time prescribed in the Mitchell Software Program, Data Repair Software or Motor software.
3. **Communications:**
All notices, demands, requests, instructions, approvals, proposals, and claims must be in writing and addressed to the Municipal Manager, Municipality of Penn Hills, 102 Duff Road, Penn Hills PA 15235 or at sandrejchak@pennhills.org.
4. **The General Conditions shall be modified as follows:**
 - a. **Taxes**
 - i. The contractor shall comply with all ordinances of the Municipality. Contractor shall provide proof of registration with the Municipal Tax Collector. Not contract shall be awarded to a contractor/vendor who is delinquent in Municipal charges, fees or taxes. Contractor/vendor shall file proof of same upon acceptance of contract.

Municipal Tax Collector:
Keystone Collections Group
260 Aster Street
Pittsburgh, PA 15235
5. **Proposal to be marked on the outside of the envelope:**
Bid Proposal for "Vehicle Maintenance and Repair"
6. **The Municipality of Penn Hills reserves the right to withhold the awarding of this contract for a period of sixty (60) days.**
7. **The Municipality reserves the right to terminate any contract resulting from this solicitation with a thirty (30) day written notice.**
8. **Vendor is not required to submit a Bid Bond or a Performance Bond for this project.**
9. **Service repair shop must be located within the boundaries of the Municipality of Penn Hills and meet the requirements stated in the Scope of Work, paragraphs 7 & 8.**
10. **The term of the proposed contract will be for a two-year period.**

11. It should be understood that, in the event of a change in ownership of the service repair shop, the vehicle repair contract with the Municipality should be a condition of the sale or transfer of ownership, to the extent that any new owner will, and is capable of, honoring the terms of the contract. The consent of the Municipality of Penn Hills, is required prior to such an assignment of contract.
12. All bidders guarantee the possession of the requisite skill to perform the subject works as well as the soundness of any materials used. All bidders impliedly warrant that the subject work will be performed in a reasonable and workman like manner and in accordance with good usage and accepted practices in the community. All bidders impliedly promise to pay for all damages resulting from the failure of a workman to use ordinary care and skill in the performance of the subject work entrusted to them. All bidders agree to guarantee their work for a period of no less than ninety (90) days, which shall include parts and labor. Vendors shall provide proof of insurance.
13. All bidders shall be required to have three (3) bays in the garage as required by the State for inspection stations.
14. The successful bidder shall order parts from the contracted auto parts vendor for the Municipality. When ordering parts, the successful bidder will reference the vehicle number for which the part(s) will be used. The successful bidder shall pay for any parts ordered and be reimbursed by the Municipality of Penn Hills. All invoices for repairs which are submitted to the Municipality shall contain the delivery ticket(s) from the parts vendor for all parts used in the repair of a particular vehicle. The Municipality reserves the right to request the return of replaced parts.
15. Extraordinary repairs or repairs over \$500 will require prior authorization from the municipal manager.
16. Individual vehicle charges shall be submitted on separate repair orders for each service visit. The repair order must include:
 - Date work performed
 - Vehicle # and make/model
 - Vehicle mileage at time of service/repair
 - Detail type of service, hours, material used, and cost associated with each.
 - Warranty information on all parts used
17. Individual vehicle charges and invoices shall be typewritten and clear.
18. Labor time must be based on Mitchell, Data Repair or Motor software or an equivalent service.

PROPOSAL FORM

Proposal For: **MAINTENANCE/REPAIR OF MUNICIPAL VEHICLES**

To: Municipality of Penn Hills
 102 Duff Road
 Penn Hills, Pennsylvania 15235

I/We have examined the location of or the kind of work to be done, or the material/equipment to be furnished, have examined the plans and or the specifications, scope of work, and related documents with this proposal and have satisfied myself/ourselves on all matters which relate to the work/service aforementioned, and hereby make the following proposal:

To furnish all labor to perform the work as specified.

ITEM #	QUANTITY	DESCRIPTION	TOTAL		
			SEDANS	SUVS, VANS, TRUCKS	AMBULANCES
1.	each	PM as per Scope of Work	\$ _____	\$ _____	\$ _____
2.	each	State Inspection	\$ _____	\$ _____	\$ _____
3.	each	State Emission Inspection	\$ _____	\$ _____	\$ _____
4.	each	Front Brakes R&R without Rotors	\$ _____	\$ _____	\$ _____
5.	each	Front Brakes R&R with Rotors	\$ _____	\$ _____	\$ _____
6.	each	Rear Disc Brakes without Rotors	\$ _____	\$ _____	\$ _____
7.	each	Rear Disc Brakes with Rotors	\$ _____	\$ _____	\$ _____
8.	each	Rear Drum Brakes	\$ _____	\$ _____	\$ _____
9.	each	Turn Brake Drums (per pair)	\$ _____	\$ _____	\$ _____
10.	each	Two Wheel Alignment	\$ _____	\$ _____	\$ _____
11.	each	Four Wheel Alignment	\$ _____	\$ _____	\$ _____
12.	each	Coolant System -- Flush and Fill	\$ _____	\$ _____	\$ _____
13.	each	AC Service (Refrigerant extra as used)	\$ _____	\$ _____	\$ _____
14.	each	Tire Rotation and Balance	\$ _____	\$ _____	\$ _____

<u>ITEM #</u>	<u>QUANTITY</u>	<u>DESCRIPTION</u>	<u>TOTAL SEDANS</u>	<u>TOTAL SUVS, VANS, TRUCKS</u>	<u>TOTAL AMBULANCES</u>
15.	each	Tire Change (Mount, Balance, Valve)	\$_____	\$_____	\$_____
			\$_____	\$_____	\$_____
16.	each	Tire Repair at Shop	\$_____	\$_____	\$_____
			\$_____	\$_____	\$_____
17.	each	Tire Disposal Fee	\$_____	\$_____	\$_____
			\$_____	\$_____	\$_____
18.	each	Check Vehicle Diagnostics and Trouble Codes with Scanner	\$_____	\$_____	\$_____
			\$_____	\$_____	\$_____
			\$_____	\$_____	\$_____
19.	each	Labor Rate/Hour for Repairs not Listed	\$_____	\$_____	\$_____
			\$_____	\$_____	\$_____

Prospective bidders shall note all items listed under Special Conditions. Compliance is mandatory.

The Municipality reserves the right to accept or reject any or all proposals.

The Municipality reserves the right to terminate any contract resulting from this solicitation within thirty (30) days after written notice.

References are recommended with bid submittal.

DATE _____, 2019 _____
Name of Bidder

BY: _____

OFFICIAL ADDRESS:

TITLE: _____

PHONE NO.: _____

FAX NO.: _____

E-MAIL _____