

**Administration
Operations**



**Request For Bid
Vehicle Maintenance**

November 19, 2018

RFB Timeline

Sunday, November 18, 2018	Publication of RFB announcement printed in The Boston Globe
Monday, November 19, 2018	RFB available online at www.bphc.org/RFB at 10:00 AM
Monday, November 26, 2018	Questions are due in writing by 5:00 PM to Fleetmanagement@bphc.org
Wednesday, November 28, 2018	Responses to questions available on www.bphc.org/RFB by 5:00 PM
Tuesday, December 04, 2018	<p>Bid due by 4:00 PM – Submit (2) originals (do not bind) and PDF file on USB drive to:</p> <p style="text-align: center;">Boston Public Health Commission Attention: Operations 1010 Massachusetts Avenue, Floor 2 Boston MA 02118</p> <p>Clearly mark each envelope or box:</p> <ol style="list-style-type: none"> 1. Company Name, Address, "Vehicle Maintenance 2018" 2. Company Name, Address, "Vehicle Maintenance 2018 Cost" <p style="text-align: center;">No Exceptions to This Deadline</p>
Monday, December 10, 2018	<p>Notification of Decision</p> <p>The desired date for notification of award to the bidder, BPHC has the discretion to extend this date without notice. The contract(s) results from this RFB shall be in effect when all necessary contract documentation is fully executed by BPHC and awarded vendor(s). All bids shall remain valid and open for a period of one hundred and twenty (120) days from the bid submission date, unless bidder notifies BPHC that it is withdrawing its bid.</p>

Instructions

Requirements

- A. Instructions contains important information about the bidding procedures and is intended to provide guidance and assistance to bidders. The "Instruction" does not change or supersede the provisions of any other sections or provisions of document specifications.
- B. Documents Examination: Each bidder shall thoroughly examine and become familiar with the RFB. Failure to make such examinations will not relieve the bidder from any obligation under the bidder's bid as submitted, nor shall it serve as the basis for change orders or equitable adjustments.
- C. Questions: It is the responsibility of the Applicant to promptly notify the Boston Public Health Commission's Operations Department of questions, ambiguities, inconsistencies, errors, or omissions, which they may discover upon examination of the contract documents/specifications, the sites and the local conditions. All requests for clarification and interpretation must be made in writing by email to fleetmanagement@bphc.org (subject: RFB Vehicle Maintenance) and received by 4:00 PM on Tuesday, December 04, 2018.
- D. Addenda: If necessary, interpretations, corrections and changes to this RFB may be made by the BPHC through an addenda which shall be part of the RFB. Clarifications and interpretations offered by BPHC in any form other than formal written addenda shall be invalid. Addenda will be issued online at www.bphc.org/RFB. Applicants shall acknowledge Addenda by signing and including with Bid. Failure of the Applicant to acknowledge addenda by signing and returning with the Bid forms may cause rejection of the Bid by the BPHC. Failure of the Applicant to receive any addenda shall not relieve it from any obligation under its Bid as submitted.

Preparation and Submission

- a. Completion of Forms: Use only the forms furnished with the RFB documents by the Boston Public Health Commission. Do not alter forms. Do not include any recapitulations of the proposed work. Do not provide any information not requested. Do not strike out, line out, write-out or erase any information. Complete all spaces provided. Do not leave any blanks. Include "N/A" in any space not needed or used.
- b. In writing the bid, provide a clear and concise description of how the requirements can be met as set forth in the Scope of Services listed in the RFB including the Cost of Services (page 11) to indicate pricing. The Boston Public Health Commission is exempt from payment for Massachusetts sales tax and tax should not be included.
- c. Do not bind bid. Submit the following: two (2) originals, signed in blue ink, including appendix, numbered and unbound (one-sided for ease of copying), and a PDF file of bid on a labeled USB flash drive.
- d. Review and sign the Submission Checklist (page 4) which contains all information required in the RFB to ensure inclusion of all requested information and forms.
- e. Bid must be received in sealed envelope or box clearly labeled "Company Name, Address, 2019 Boston Behavioral Risk Factor Survey" by 4:00 PM on Tuesday, December 04, 2018 to:

Boston Public Health Commission
Attn: Operations Department
1010 Massachusetts Avenue, Floor 2
Boston MA 02118

The responsibility for submitting a response to a bid to the Boston Public Health Commission on or before the due date and time is solely and strictly the responsibility of the applicant. BPHC is in no way be responsible for delays caused by the United States Mail service or caused by any other occurrence. Fax or email bids will not be accepted.

Bid Withdrawal

Bids May be withdrawn by email to fleetmanagement@bphc.org (subject: RFB Vehicle Maintenance) prior to date and time of Bid opening. Withdrawn bids may be resubmitted until date and time of Bid opening.

Bid Rejection:

The BPHC reserves the right to waive informalities in any or all Bids; to reject any or all Bids; to revise the RFB and re-request for bids, if it is in the public's interest to do so. Bidder must review the specifications of this RFB, prepare and submit all required documents in the order listed within the Submission Checklist. Bid may be rejected if required documentation in specified order as indicated is not submitted.

Bid Cancellation:

The Boston Public Health Commission may during the bid review process, or at any time prior to award, cancel this request for bids or reject all bids, if BPHC determines its best interest or the best interest of the BPHC will be served by such action. Notice of the cancellation will be made to the applicants or potential applicants, as appropriate. BPHC also reserves the right to award the contracts as it deems to be in the public interest. Failure of a selected applicant to satisfactorily negotiate a contract within a reasonable time may result in the applicant forfeiting its award.

Submission Checklist

Submit the following; two (2) originals signed in blue ink including all appendix, numbered and unbound and PDF file of bid on a labeled USB flash drive with all required information, following in the order outlined below. Do **not** bind bids.

Check when Complete	Bid Documents	Page	Signature Required where X
<input type="checkbox"/>	Cover Page	25	X
<input type="checkbox"/>	Submission Checklist	4	X
<input type="checkbox"/>	Business Profile	-	-
<input type="checkbox"/>	Scope of Services	7	-
<input type="checkbox"/>	Vehicle Maintenance Cost	20 - 24	-
<input type="checkbox"/>	Vehicle Maintenance: Additional Questions	24	-
<input type="checkbox"/>	Non-Collusion & Tax Compliance Form	27	X
<input type="checkbox"/>	Certificate of Liability Insurance	-	
<input type="checkbox"/>	Reference Form	26	
<input type="checkbox"/>	W-9 Form	-	X
<input type="checkbox"/>	All addenda <i>(if applicable)</i>	-	X

Failure to submit all of the above information may result in disqualification from the review process.

Bidder Contact

Signature: _____

Printed Name: _____

Title: _____

Date: _____

Terms and Conditions

Contract

- a. The “Lowest Responsible and Responsive Bidder” shall mean the Firm that submits a bid that best meets the requirements referenced in Section III set forth in this solicitation, and offers the lowest price.
- b. The Contract will be awarded within forty-five (45) days after receipt of Bids (Saturdays, Sundays and legal Holidays excluded). No Bid shall be considered selected until BPHC has issued a written Notice of Award sent by email or mail to the contact email address or address provided by the successful Applicant.
- c. Services are expected to be performed by the awarded vendor on or about December 20, 2018 to June 30, 2020 (“Initial Term”) with an annual renewal option for 2 years under the same terms, conditions and price for each option term. The decision to exercise the option terms will be at BPHC’s sole discretion. No services shall commence until all necessary contract documentation is fully executed by BPHC and awarded vendor(s).
- d. The contract resulting from this RFB is formed when BPHC approves and signs the applicable Standard Contract and required forms. Services shall begin on the agreed upon contract start date. No services shall commence until all necessary contract documentation is fully executed by BPHC and awarded vendor. This RFB and proposed period of performance may be subject to change based on availability of funding. BPHC reserves the right to cancel and/or reissue the RFB or reject all responses at any time prior to award, if BPHC determines its best interest will be served by such action.
- e. The contract may be terminated with written notification by either party with or without cause in less than ninety (90) days by mutual agreement or in the event of substantial failure to perform in accordance with the terms set forth in the contract. BPHC has the discretion to select the next lowest responsible and responsive bidder under this RFB. Written notice of termination or cancellation shall be given to the vendor through the contact listed in the contract by BPHC. Awarded vendor shall have no right to recover other amounts, including but not limited to amounts for lost profits, indirect, incidental, or consequential damages.
- f. All vendors who contract with Boston Public Health Commission must comply with the City of Boston Living Wage Ordinance.
- g. All work performed under the contract shall be performed by employees of the Applicant. The Applicant agrees to assume responsibility for the actions and conduct of any of its employees. The Boston Public Health Commission reserves the right to cancel the contract for any violation of BPHC policies.

Invoice Requirements

- a. The vendor must assign an accounting / financial representative for invoicing and all fiscal responsibilities and correspondence. The following is required for invoice and payments:
- b. Vendors must submit a typed or printed invoice; hand written invoices are not acceptable.
- c. Monthly invoices for cleaning must be submitted and identified with program location, date and description of service.
- d. A valid Purchase Order Number must be obtained prior to preparing invoices. Purchase Orders must be typed or printed on each invoice.
- e. All invoices must have a unique invoice number.
- f. Invoices without the required information or documentation, will not be processed. The vendor will be informed in writing to revise and resubmit the invoice.
- g. Invoice payments will be released within 30 days of the invoice date after approval by the authorized BPHC personnel.
- h. Additional or Special service provided shall be billed on a separate invoice in accordance to the quotation.

Tax Exemption

- a. Taxes: The Boston Public Health Commission is exempt from payment for Massachusetts sales tax.
- b. Tax Exemption Number will be provided to successful bidder.

Insurance Requirements

The Awarded vendor shall take out and maintain during the life of the contract such public liability, property damage and Workers' Compensation as shall protect him/her and any sub-contractor or person performing work covered by this contract from claims for personal injury, including wrongful death, as well as from claims for property damage, which may arise from operations under this contract, whether such operations be by himself/herself or by any sub-contractor or by anyone directly or indirectly employed by either of them at and/or away from the Contractor's place of business and the amounts of insurance shall be as follows with the exception of Purchase Orders for furniture and/or equipment.

- A. General Liability Insurance in an amount not less than One Hundred Thousand Dollars (\$100,000.00) for injuries, including wrongful death, to any person and, subject to the same limit for each person, in an amount not less than Three Hundred Thousand Dollars (\$300,000.00) on account of one (1) accident, and;
- B. Property Damage Insurance in an amount not less than Fifty Thousand Dollars (\$50,000.00) for damages on account of any one (1) accident and in an amount not less than One Hundred Thousand Dollars (\$100,000.00) for any damage(s) on account of all accidents.
- C. The Contractor shall, before commencing performance of the work, provide by insurance for the payment of compensation and the furnishing of other benefits under Chapter 152 of the General Laws (The Workers' Compensation Law, so called) to all persons to be employed under this contract and shall continue such insurance in full force and effect during the term of the contract.

Scope of Service

The Boston Public Health Commission (BPHC) is a public agency that provides a variety of public health services to residents of the City of Boston. BPHC is seeking bids from qualified vendors who can provide maintenance and repair services for its Ford, GMC, Toyota Hybrid, Honda Hybrid, Motorcycle, Navistar International Truck, and RV vehicles. Desired services include the following automotive repairs requirements categories:

1. Automotive Body Services
2. Engine and Transmission Repairs
3. Radiator and Air Conditioning Repairs
4. Chassis / Suspension, Steering and Differentials
5. Glass work replacement
6. Automotive Electrical Services
7. Reflective Graphics and Lettering
8. Trailer Repairs
9. Tire Work
10. Garage Equipment Service
11. General Automotive Maintenance & Repairs
12. Towing/Ramping services
13. Annual State inspections
14. Refrigeration Vehicle Services
15. Plowing and Dump Truck Vehicle Services
16. Hydraulics and related Equipment Services
17. Material Spreader [Sanders and Liquefied Applications] Services
18. Front-End Loaders Services
19. Upholstery Repair Services
20. Automotive and Truck parts
21. Emergency Vehicle Up-Fitting
22. Vehicle Parts – General
23. Vehicle Parts – Braun Industries Distributor
24. Hardware/Fasteners
25. Bulk Vehicle Fluids

All bidders must be within one hour's drive time to the City of Boston. BPHC reserves the right to waive this requirement as necessary.

Vehicle Makes

BPHC currently has the following vehicle makes for which vehicle maintenance and repair services are being requested:

- 22 Sedans (Ford, Chevy)
- 10 Hybrids (Toyota, Ford, Honda)
- 10 Light trucks/SUVs (Chevy, Ford)
- 10 Heavy trucks (Chevy, GMC, Isuzu, Ford, International)
- 55 Ambulances (GMC/International)
- 15 Vans (Chevy, Ford, Freightliner)

1A. CATEGORY: AUTOMOTIVE BODY SERVICES

1B. DESCRIPTION:

The work in this category shall include all phases of auto body repair, which are considered minor in nature. The term "minor" is defined as work, which requires mostly labor hours and few parts.

1C. REQUIREMENTS:

All work performed under the terms of this agreement shall conform to the highest industry standards as they may apply in each phase of the work. All painted surfaces shall exhibit a glossy, uniform and contaminate free original equipment finish. Areas requiring body filler shall be refinished to original equipment specifications and shall contain no depressions, sanding marks, waves, flat spots or any other effect not part of the original finish. All parts replaced under this agreement, unless otherwise specified, shall be new and unused original equipment parts. The vendor shall perform in each case, all work required to return the vehicle to factory original condition. All new parts shall be installed in accordance with manufacturers' standards including mounting hardware where necessary. All new or refinished components shall be properly aligned and assembled so as to be correct in performance and appearance. The vendor shall use either DuPont, Ditzler, PPG Industries (EMS Ambulance) or Sherman Williams. The vendor shall be responsible for thoroughly appraising each vehicle prior to bid submission in order to fully ascertain the scope of work. Unless otherwise specified, all damage appraisals shall be prepared and signed by a Massachusetts certified appraiser. The vendor shall be responsible for buffing out any and all adjacent body components to improve color matching and/or to remove paint over spray. Unless otherwise directed, the vendor shall be responsible for transporting the vehicles to and from their facility. Prior to the return of each vehicle and as part of the final acceptance evaluation, the vendor shall thoroughly clean the vehicle of masking remnants, filler residue, road film, and other dirt and debris. The cleaning shall include both the interior and exterior of the vehicle in its entirety, regardless of the condition of the vehicle prior to the start of work.

1D. PROCEDURES:

All work under the terms of this agreement shall proceed in the following manner:

- 1.0 Vendors qualified under the terms of this agreement shall be notified by telephone or other means of an outstanding department work order requiring their response.
- 2.0 Respondents shall acquire from the shop supervisor a copy of the work order and an appraisal form to be completed. The work as described in the work order is meant to establish the minimum requirements of the Commission in any given instance.
- 3.0 Respondents shall return the original and completed appraisal form within three business days of the initial notification.
- 4.0 The completed appraisal form shall determine in part the Commission's subsequent distribution of the work. It is the respondents' responsibility to provide a complete and accurate appraisal of each vehicle to include any and all items required to return the vehicle to the original equipment manufacturer (OEM) specifications. The Appraiser must be licensed by the Commonwealth of Massachusetts and each form shall contain the name, license number, seal, and signature of the estimator.
- 5.0 Unless otherwise specified, all parts installed in Commission vehicles shall be new and unused original equipment parts. The Commission reserves the right to supply all or any portion of the parts for any given repair if it is determined to be in its best interest to do so.
- 6.0 All workmanship shall conform to the highest industry standards as they may apply to each portion of the work.
- 7.0 The vendor shall complete the work within a reasonable period of time for the type and extent of work to be performed.
- 8.0 Each vehicle shall be thoroughly inspected upon its return for compliance to the Commission Specifications. Points of inspection shall include, but not be limited to, the following areas of concern:

- A. The presence of surface irregularities such as: wash boarding, depressions, blemishes, jagged edges and cracks.
- B. Improper or incomplete assembly of components including engine compartment items and wiring harnesses. Any item affected by a repair shall be reattached or reassembled in accordance with manufacturer standards. Under no circumstances shall a police vehicle be returned to the Commission incomplete or in an otherwise unsafe condition.
- C. The quality of the painted surface shall include a uniform gloss and reasonably precise color match to the existing paint. Where exceptional circumstances preclude a paint match, the vendor may recommend and/or negotiate with the Commission, the cost of painting adjacent areas.
- D. The general cleanliness of the vehicle. The vehicle should be thoroughly cleaned inside and out regardless of the condition of the vehicle prior to the work. Each vendor should be conscious of this requirement at the point of appraisal.

Vendors having failed to correctly repair the vehicle shall be notified in writing that the payment for services is being withheld pending corrective action. Repeated offenses will result in termination of the contract agreement.

9.0 Factors governing the distribution of outstanding work to vendors shall in each instance include, but not be limited to, consideration of the following criteria:

- A. The vendor's compliance to contract specifications.
- B. The vendor's thorough and detailed appraisal of the vehicle.
- C. The prior performance of the vendor.
- D. The vendor's outstanding workload.
- E. The comparative cost evaluation of each itemized damage appraisal estimate.

10.0 The vendor shall inform the department of any defects discovered during the course of the work that may not have been apparent during the appraisal. The Commission shall, on a case-by-case basis, authorize the amendment of the estimate to include the original item(s). In no case shall the cost of said adjustment exceed that allowed in the most current edition of Mitchell's or Motor Crash Estimating All-data.

11.0 Vendors shall provide the department with itemized invoices corresponding to each work order.

12.0 Damage Appraisals and Cost Estimates

The Contractor shall be required to provide damage appraisal estimates for each vehicle to be worked on. The appraisal form shall be supplied by the vendor and the Contractor shall perform the evaluation and submit the completed form to the Official within 24 hours of receipt of the vehicle. The appraisal shall be completed by a Massachusetts Licensed Appraiser and shall contain the seal and signature of the appraiser. Photographs documenting all aspects of the damage shall be submitted with each appraisal. The photographs shall be taken with a 35mm camera and shall be of both the quality and quantity sufficient to visually support the written appraisal. The photographs once submitted become the property of the BPHC in perpetuity. The labor hours contained within each appraisal shall conform to the rates established in the most current "Motor Crash Estimate Guide" for each phase of the work. The Contractor shall subscribe to and provide the Department with a duplicate subscription to the Crash Estimating Guides for the full term of the Contract. As a means of verification, the Contractor shall also provide with each appraisal, highlighted copies of the respective pages out of the estimating guide for point of reference. The Department may at its own discretion use the services of an independent appraiser to perform this portion of the Contract or to re-inspect the vehicle upon completion in order to verify Contract compliance. Supplemental damage discovered during the course of a repair shall be brought to the attention of the Official or his designee in order that the claim may be verified prior to the commencement of any work not contained in the initial appraisal. The contractor shall consider and apply credit on the appraisal for those instances where labor hours may be duplicated in the process of replacing adjacent components. Failure to properly credit the appraisal where these circumstances exist may subject the contractor to punitive action up to and including contract termination.

2A. CATEGORY: ENGINE AND TRANSMISSION REPAIRS

2B. DESCRIPTION:

The services performed under this category shall encompass all aspects of automotive repair work relating to engine and drive train components.

2C. REQUIREMENTS:

The service to be furnished under this category shall concern the provision of all parts, labor and equipment necessary for the performance of general repairs, to the engine and drive train components of vehicles. Repair work may include all associated electrical, fluid, mechanical and electronic components. The vendor shall have in his/her employed qualified automotive technicians skilled in the performance of diagnostic testing and remedial repair work. Unless otherwise specified, all parts provided for and installed in department vehicles under the terms of this agreement shall be new and of original equipment manufacturer. The vendor shall have and maintain a sufficient inventory of parts so as to enable the repair process to proceed without delay.

2D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders outlining the nature of the problem and the recommended remedial action. All work performed under the terms of this agreement shall be warranted by the vendor to be free of defect for a period of one (1) full year from the date of purchase. Said warranty shall include all associated parts and labor costs. Vendor shall provide the BPHC with itemized invoices corresponding to each work order. In no case shall the labor hours or parts charged against a Commission Work Order exceed the allowances set forth in the most current editions of the AllData, Chilton, Mitchell or Motor Manuals. The vendor shall submit herewith on company stationery a statement outlining the standard labor rate in terms of dollars per hour along with any discount on automotive parts that may apply. The statement shall be signed by an authorized representative of the company

3A. CATEGORY: RADIATOR AND AIR CONDITIONING REPAIRS

3B. DESCRIPTION:

The service performed under this category shall encompass all aspects of the repair and overhaul of automotive cooling and air conditioning systems.

3C. REQUIREMENTS:

The service to be furnished under this category shall concern the provision of all parts, labor and equipment necessary for the complete repair and overhaul of automotive cooling and air conditioning systems. Repair work may include all associated electrical, fluid, mechanical and electronic components. The vendor shall have in his/her employed qualified automotive technicians skilled in the performance of diagnostic testing and remedial repair work. Unless otherwise specified, all parts provided for and installed in department vehicles under the terms of this agreement shall be new and of original equipment manufacturer. The vendor shall have and maintain a sufficient inventory of parts so as to enable the repair process to proceed without delay.

3D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders outlining the nature of the problem and the recommended remedial action. All work performed under the terms of this agreement shall be warranted by the vendor to be free of defect for a period of one (1) full year from the date of purchase. Said warranty shall include all associated parts and labor costs. Vendor shall provide the BPHC with itemized invoices corresponding to each work order. In no case shall the labor hours or parts charged against a Commission Work Order exceed the allowances set forth in the most current volumes of the AllData, Chilton, Mitchell or Motor Manuals. The vendor shall submit herewith on company stationery a statement outlining the standard labor rate in terms of dollars per hour along with any discount on automotive parts that may apply. The statement shall be signed by an authorized representative of the company.

4A. CATEGORY: CHASSIS, SUSPENSION, STEERING AND DIFFERENTIALS

4B. DESCRIPTION:

The service performed under this category shall encompass all aspects of the repair and overhaul of automotive chassis, suspension, steering and differential components.

4C. REQUIREMENTS:

The service to be furnished under this category shall concern the provision of all parts, labor and equipment necessary for the complete repair and overhaul of automotive chassis, suspension, steering and differential components. Repair work may include all associated electrical, fluid, mechanical and electronic components. The vendor shall have in his/her employed qualified automotive technicians skilled in the performance of diagnostic testing and remedial repair work. Unless otherwise specified, all parts provided for and installed in department vehicles under the terms of this agreement shall be new and of original equipment manufacturer. The vendor shall have and maintain a sufficient inventory of parts so as to enable the repair process to proceed without delay.

4D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders outlining the nature of the problem and the recommended remedial action. All work performed under the terms of this agreement shall be warranted by the vendor to be free of defect for a period of one (1) full year from the date of purchase. Said warranty shall include all associated parts and labor costs. Vendor shall provide the Department with itemized invoices corresponding to each work order. In no case shall the labor hours or parts charged against a Commission Work Order exceed the allowances set forth in the most current editions of the AllData, Chilton, Mitchell or Motor Manuals. The vendor shall submit herewith on company stationery a statement outlining the standard labor rate in terms of dollars per hour along with any discount on automotive parts that may apply. The statement shall be signed by an authorized representative of the company

5A. CATEGORY: GLASS WORK

5B. DESCRIPTION:

The service performed under this category shall encompass the replacement of damaged automotive glass and associated components.

5C. REQUIREMENTS:

The service to be furnished under this category shall concern the provision of all parts, labor and equipment necessary for the replacement of automotive glass as may be required by the Commission. Replacement work will cover the repair of associated mechanical and automotive trim components. The vendor shall have in his/her employed qualified automotive technicians skilled in the performance of glass replacement. All glass components provided for and installed in department vehicles under the terms of this agreement shall meet the minimum applicable standards of the United States Department of Transportation and the Massachusetts Registry of Motor Vehicles. The installation work may be performed on site or at the vendor's facility as may be determined by the official. Unless otherwise specified, all glass shall duplicate original equipment specifications including tinting. The vendor shall have and maintain a sufficient inventory of parts so as to enable the repair process to proceed without delay.

5D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders outlining the nature of the problem and the recommended remedial action. All work performed under the terms of this agreement shall be warranted by the vendor to be free of defect for a period of one (1) full year from the date of purchase. Said warranty shall include all associated parts and labor costs. Vendor shall provide the Department with itemized invoices corresponding to each work order. In no case shall the labor hours or parts charged against a Commission Work Order exceed the allowances set forth in the most current editions of the AllData, Chilton, Mitchell or Motor Manuals. The vendor shall submit herewith on company stationery a statement outlining the standard labor rate in terms of dollars per hour along with any discount on automotive parts that may apply. The statement shall be signed by an authorized representative of the company.

6A. CATEGORY: AUTOMOTIVE ELECTRICAL SERVICES

6B. DESCRIPTION:

The service performed under this category shall encompass all aspects of the repair and overhaul of automotive electrical systems.

6C. REQUIREMENTS:

The service to be furnished under this category shall concern the provision of all parts, labor and equipment necessary for the repair and overhaul of automotive electrical systems. Repair work may include all associated fluid and mechanical components as well as alternator starter motors, regulators and wiring. The vendor shall have in his/her employed qualified automotive technicians skilled in the performance of diagnostic testing and remedial repair work. Unless otherwise specified, all parts provided for and installed in department vehicles under the terms of this agreement shall be new and of original equipment manufacturer. The vendor shall have and maintain a sufficient inventory of parts so as to enable the repair process to proceed without delay.

6D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders outlining the nature of the problem and the recommended remedial action. All work performed under the terms of this agreement shall be warranted by the vendor to be free of defect for a period of one (1) full year from the date of purchase. Said warranty shall include all associated parts and labor costs. Vendor shall provide the Department with itemized invoices corresponding to each work order. In no case shall the labor hours or parts charged against a Commission Work Order exceed the allowances set forth in the most current volumes of the AllData, Chilton, Mitchell or Motor Manuals. The vendor shall submit herewith on company stationery a statement outlining the standard labor rate in terms of dollars per hour along with any discount on automotive parts that may apply. The statement shall be signed by an authorized representative of the company.

7A. CATEGORY: REFLECTIVE GRAPHICS AND LETTERING

7B. DESCRIPTION:

The service performed under this category shall encompass all aspects of automotive reflective marking for the expressed purpose of enhancing the visibility and identification of public safety vehicles.

7C. REQUIREMENTS:

The service to be furnished under this category shall concern the provision of all materials and labor necessary for the marking and lettering of BPHC vehicles. All materials provided under this agreement shall be fabricated from 3M Scotchlite Reflective Sheeting, or Reflexite V97 and V82. All lettering and decals shall be pressure sensitive and designed for a minimum five (5) year automotive application. All lettering shall be cut, colored and formatted in accordance with Commission requirements and shall be provided on application strips where appropriate, each adjacent letter or numeral shall be uniform in style and dimension with all edges clearly severed. Official Commission seals shall be screened onto reflective sheeting and shall exhibit clean crisp detailing throughout the screening lot. Unless otherwise directed, the Vendor shall apply all materials directly to the vehicle at those locations specified by the appropriate official. All applications shall be parallel to vehicle lines and free of all air pockets and creases. The vendor shall have and maintain a sufficient inventory of materials so as to facilitate the prompt completion of service orders. The vendor shall be capable of providing a forty eight (48) hour response.

7D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders specifying the quantity, style, color and format of the items required. All materials shall be guaranteed by the vendor to be free of defect for a period of one (1) full year from the date of purchase. Vendor shall provide the Commission with itemized invoices corresponding to each work order. Vendor shall submit herewith on company stationery a statement outlining labor rates, travel time, discounts or any other charges incidental to the work described herein.

8A. CATEGORY: TRAILER REPAIRS

8B. DESCRIPTION:

The service performed under this category shall encompass all aspects of the repair and overhaul of horse trailers and general purpose tow-behind trailers.

8C. REQUIREMENTS:

The service to be furnished under this category shall concern the provision of all parts, labor and equipment necessary for the repair, overhaul or alteration of light truck trailers of varying configurations. Repair work may include all associated electrical, mechanical and structural components. The vendor shall be capable of providing general welding and fabrication services and shall have demonstrated experience in the maintenance of trailers. The vendor shall have in his/her employed qualified individuals skilled in the performance of structural evaluation and remedial repairs. The vendor shall have and maintain a sufficient inventory of materials so as to enable the repair process to proceed without delay.

8D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders outlining the nature of the problem and the recommended remedial action. All work performed under the terms of this agreement shall be warranted by the vendor to be free of defect for a period of one (1) full year from the date of purchase. Said warranty shall include all associated parts and labor costs. Vendor shall provide the Commission with itemized invoices corresponding to each work order. Vendor shall submit herewith on company stationery, signed by an authorized official, a statement outlining labor rates, travel time, discounts or any other charges incidental to the work described herein.

9A. CATEGORY: TIRE WORK

9B. DESCRIPTION:

The service performed under this category shall encompass all aspects of the repair and mounting of tires on a scheduled and non-scheduled basis. This shall include but is not limited to repair of tires, replacement of tires, wheel balance and alignment services.

9C. REQUIREMENTS:

The service to be furnished under this category shall concern the provision of all labor and equipment necessary for the repair, mounting or assembly of automotive and light duty through heavy duty truck tires and rims. The vendor shall be requested to provide both road and facility services during both regular and non-regular hours. Emergency road calls shall elicit a prompt response from the vendor who shall be required to furnish a twenty four (24) hour, seven (7) day per week emergency service. The vendor shall have in his/her employed skilled individuals capable of performing the service in accordance with established industry standards.

9D. PROCEDURES:

All work in this category, excepting emergency repairs, shall be initiated through the issuance of Department Work Orders outlining the nature of the problem and the recommended remedial action. The vendor shall warranty all repairs to be free from defect. Vendor shall provide the Commission with itemized invoices corresponding to each work order. The cost of the tires provided under the terms of this agreement shall not exceed that allowed under the Manufacturers Municipal Discount Index. Vendor shall submit herewith on company stationery, signed by an authorized official, a statement outlining labor rates, travel time, discounts or any other charges incidental to the work described herein.

10A. CATEGORY: GARAGE EQUIPMENT SERVICE

10B. DESCRIPTION:

The service performed under this category shall encompass all aspects of the repair, reconditioning and overhaul of automotive shop equipment.

10C. REQUIREMENTS:

The service to be furnished under this category shall concern the provision of all parts, labor and equipment necessary for the repair, reconditioning, alterations or modifications of automotive shop equipment or facilities. The vendor shall be required to perform electrical, hydraulic, pneumatic, mechanical and structural work on a full range of office and shop equipment normally associated with the automotive trade. The vendor shall employ competent technicians skilled in the troubleshooting and repair of both stationary and portable shop equipment. The service and installation of equipment may be required to be performed on-site at 61 Shirley Street, Roxbury, MA 02119-3035. The vendor shall have and maintain a sufficient inventory of parts and materials so as to enable the repair process to proceed without delay.

10D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders outlining the nature of the problem and the recommended remedial action. All work performed under the terms of this agreement shall be warranted by the vendor to be free of defect for the period of one (1) full year from the date of purchase. Said warranty shall include all associated parts and labor costs. Vendor shall provide the Commission with itemized invoices corresponding to each work order. Vendor shall submit herewith on company stationery, signed by an authorized official, a statement outlining labor rates, travel time, discounts or any other charges incidental to the work described herein.

11A. CATEGORY: GENERAL AUTOMOTIVE MAINTENANCE AND REPAIRS

11B. DESCRIPTION:

The service performed under this category shall encompass all general forms of service to the automotive trade not previously referenced. Including but not limited to regular preventive maintenance, tune ups, fluid changes, filter changes, lubrications, brake jobs, etc.

11C. REQUIREMENTS:

The service to be furnished under this category shall concern the provision of all parts, labor and equipment necessary for the repair, overhaul, reconditioning and modifications of any items generally classified as automotive in nature. Vendors shall be required to perform all appropriate electrical, mechanical, hydraulic, pneumatic and structural work as may be required. The vendor shall be responsible for employing individuals competent to perform the required tasks in a timely manner.

11D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders outlining the nature of the problem and the recommended remedial action. All work performed under the terms of this agreement shall be warranted by the vendor to be free of defect for the period of one (1) full year from the date of purchase. Said warranty shall include all associated parts and labor costs. Vendor shall provide the Commission with itemized invoices corresponding to each work order. Vendor shall submit herewith on company stationery, signed by an authorized official, a statement outlining labor rates, travel time, discounts or any other charges incidental to the work described herein.

12A. CATEGORY: TOWING / RAMPING SERVICES

12B. DESCRIPTION:

This may include but is not limited to emergency road side assistance and towing of vehicles for repair.

12C. REQUIREMENTS:

All designated emergency service calls must be responded to within 60 minutes. Towing Hybrid vehicles must be completed in a manner that is consistent with Hybrid manufacturers recommended methods. Vendor must have capacity to change tires at EMS garage on Shirley Street, in Mattapan, or tow to off-site body shop at BPHC management's discretion.

12D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders outlining the nature of the problem and the recommended remedial action. All work performed under the terms of this agreement shall be warranted by the vendor to be free of defect for the period of one (1) full year from the date of purchase. Said warranty shall include all associated parts and labor costs. Vendor shall provide the Commission with itemized invoices corresponding to each work order. Vendor shall submit herewith on company stationery, signed by an authorized official, a statement outlining labor rates, travel time, discounts or any other charges incidental to the work described herein.

13A. CATEGORY: ANNUAL STATE INSPECTION

13B. DESCRIPTION:

This shall include but is not limited to yearly inspection services for safety and emission system compliance under Massachusetts law.

13C. REQUIREMENTS:

The requirements will be for gasoline as well as unleaded fuel vehicle; light-duty, medium- duty, and heavy-duty vehicles.

13D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders outlining the nature of the problem and the recommended remedial action. All work performed under the terms of this agreement shall be warranted by the vendor to be free of defect for the period of one (1) full year from the date of purchase. Said warranty shall include all associated parts and labor costs. Vendor shall provide the Commission with itemized invoices corresponding to each work order. Vendor shall submit herewith on company stationery, signed by an authorized official, a statement outlining labor rates, travel time, discounts or any other charges incidental to the work described herein.

14A. CATEGORY: REFRIGERATION VEHICLE SERVICES

14B. DESCRIPTION:

Repair, refurbish or replace mobile refrigeration (reefer) units, including products made by Carrier, Hoseline, Thermo-King or other manufacturers.

14C. REQUIREMENTS:

Work to be completed by factory or ASA certified Refrigeration technicians, following prevailing industry standards.

14D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders outlining the nature of the problem and the recommended remedial action. All work performed under the terms of this agreement shall be warranted by the vendor to be free of defect for the period of one (1) full year from the date of purchase. Said warranty shall include all associated parts and labor costs. Vendor shall provide the Commission with itemized invoices corresponding to each work order. Vendor shall submit herewith on company stationery, signed by an authorized official, a statement outlining labor rates, travel time, discounts or any other charges incidental to the work described herein.

15A. CATEGORY: PLOWING AND DUMP TRUCK VEHICLE SERVICES

15B. DESCRIPTION:

The service performed under this category of work shall encompass all aspects of repair work related to the operation of plow vehicles and dump body vehicles both medium duty and heavy duty trucks.

15C. REQUIREMENTS:

The services to be furnished under this category shall concern the provision of all parts, labor, and equipment necessary for the repair, overhaul, or alteration of medium duty and heavy duty trucks equipped with dump bodies and equipped with plows. The vendor shall be capable of providing all aspects of routine preventive maintenance and emergency repairs to the vehicles. Vendors must be able to respond to BPHC requests for service within four (4) hours notice 24 hours per day, 7 days per week.

15D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders outlining the nature of the problem and the recommended remedial action. All work performed under the terms of this agreement shall be warranted by the vendor to be free of defect for the period of one (1) full year from the date of purchase. Said warranty shall include all associated parts and labor costs. Vendor shall provide the Commission with itemized invoices corresponding to each work order. Vendor shall submit herewith on company stationery, signed by an authorized official, a statement outlining labor rates, travel time, discounts or any other charges incidental to the work described herein.

16A. CATEGORY: HYDRAULICS AND SPECIALITY HEAVY EQUIPMENT SERVICES

16B. DESCRIPTION:

The service performed under this category of work shall include but not be limited to front end loaders, sanders, material spreaders, liquefied road treatment spreaders, tractors of all sizes, backhoes, lift gates, etc.

16C. REQUIREMENTS:

The services to be furnished under this category shall concern the provision of all parts, labor, and equipment necessary for the repair, overhaul, or alteration of the types of equipment generally described above. The vendor shall be capable of providing all aspects of routine preventive maintenance and emergency repairs to this equipment. Factory certified technicians capable of repairing; not to exclude Bobcat, Case, Caterpillar, Hitachi, J&B, Komatsu, John Deere and Volvo Lift gates include Waltco, Tommy, and Maxon.

16D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders outlining the nature of the problem and the recommended remedial action. All work performed under the terms of this agreement shall be warranted by the vendor to be free of defect for the period of one (1) full year from the date of purchase. Said warranty shall include all associated parts and labor costs. Vendor shall provide the Commission with itemized invoices corresponding to each work order. Vendor shall submit herewith on company stationery, signed by an authorized official, a statement outlining labor rates, travel time, discounts or any other charges incidental to the work described herein.

17A. CATEGORY: MATERIAL SPREADER SANDERS AND LIQUIFIED APPLICATION SERVICES

17B. DESCRIPTION:

The service performed under this category of work shall include but not be limited to the repair, refurbishment or replacement of sander and/or liquefied delivery systems equipment.

17C. REQUIREMENTS:

The services to be furnished under this category shall concern the provision of all parts, labor, and equipment necessary for the repair, overhaul, or alteration of the types of equipment generally described above. The vendor shall be capable of providing all aspects of routine preventive maintenance and emergency repairs to this equipment.

17D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders outlining the nature of the problem and the recommended remedial action. All work performed under the terms of this agreement shall be warranted by the vendor to be free of defect for the period of one (1) full year from the date of purchase. Said warranty shall include all associated parts and labor costs. Vendor shall provide the Commission with itemized invoices corresponding to each work order. Vendor shall submit herewith on company stationery, signed by an authorized official, a statement outlining labor rates, travel time, discounts or any other charges incidental to the work described herein.

18A. CATEGORY: FRONT-END LOADERS SERVICES

18B. DESCRIPTION:

Repair, refurbish or replace front end loaders, back hoes, and forklift trucks.

18C. REQUIREMENTS:

Factory certified technicians capable of repairing, not to exclude Bobcat, Case, Caterpillar, Hitachi, J&B, Komatsu, John Deere and Volvo.

18D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders outlining the nature of the problem and the recommended remedial action. All work performed under the terms of this agreement shall be warranted by the vendor to be free of defect for the period of one (1) full year from the date of purchase. Said warranty shall include all associated parts and labor costs. Vendor shall provide the Commission with itemized invoices corresponding to each work order. Vendor shall submit herewith on company stationery, signed by an authorized official, a statement outlining labor rates, travel time, discounts or any other charges incidental to the work described herein.

19A. CATEGORY: UPHOLSTERY REPAIR SERVICES

19B. DESCRIPTION:

Repair, refurbish or replace cloth automotive upholstery, or after-market vinyl upholstery. Design and manufacture custom upholstery or coverings.

19C. REQUIREMENTS:

All work must color match original OEM or agreed colors choices.

19D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders outlining the nature of the problem and the recommended remedial action. All work performed under the terms of this agreement shall be warranted by the vendor to be free of defect for the period of one (1) full year from the date of purchase. Said warranty shall include all associated parts and labor costs. Vendor shall provide the Commission with itemized invoices corresponding to each work order. Vendor shall submit herewith on company stationery, signed by an authorized official, a statement outlining labor rates, travel time, discounts or any other charges incidental to the work described herein.

20A. CATEGORY: AUTOMOTIVE AND TRUCK PARTS

20B. DESCRIPTION:

Original Equipment Manufacturer parts as the standard request or aftermarket parts after consultation with requestor.

20C. REQUIREMENTS:

Delivery within twenty-four hours of the order. Delivery being between the hours of 08:00 AM to 16:00 PM.

20D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders outlining the nature of the problem and the recommended remedial action. All work performed under the terms of this agreement shall be warranted by the vendor to be free of defect for the period of one (1) full year from the date of purchase. Said warranty shall include all associated parts and labor costs. Vendor shall provide the Commission with itemized invoices corresponding to each work order. Vendor shall submit herewith on company stationery, signed by an authorized official, a statement outlining labor rates, travel time, discounts or any other charges incidental to the work described herein.

21A. CATEGORY: EMERGENCY VEHICLE UPFITTING

21B. DESCRIPTION:

The service to be furnished under this category shall concern the provision of all parts, labor and equipment necessary to bring stock or special duty version OEM vehicles to emergency response capability, including but not exclusive to emergency lighting and warning devices, installation of public safety radios and other electronics as required, adapt and redesign storage capacity, and install/replace existing lettering and graphics as necessary.

Note: Standard language on requirements, procedures and price (hourly shop rate and % of discount below list price, if that's what we decided) excepting delete references to All- Data, Chilton, etc. They do not apply to this sort of work.

21C. REQUIREMENTS:

Vendor must employ Emergency Vehicle Technician Commission Certified and technicians who comply with all Federal motor vehicle standards. Must be a volume dealer of Federal, Whelen, SoundOff Signal, Tremco equipment.

21D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders outlining the nature of the problem and the recommended remedial action. All work performed under the terms of this agreement shall be warranted by the vendor to be free of defect for the period of one (1) full year from the date of purchase. Said warranty shall include all associated parts and labor costs. Vendor shall provide the Commission with itemized invoices corresponding to each work order. Vendor shall submit herewith on company stationery, signed by an authorized official, a statement outlining labor rates, travel time, discounts or any other charges incidental to the work described herein.

22A. CATEGORY: VEHICLE PARTS – BRAUN INDUSTRIES SPECIFIC

22B. DESCRIPTION:

The service to be furnished under this category shall concern the supply, delivery and provision of Braun Industries specific and/or specialty, aftermarket parts for patient compartments, either interior or exterior and/or unique OEM parts related to making the OEM chassis compliant with current KKK 1822 or NFPA requirements.

22C. REQUIREMENTS:

Must be a certified Braun and Industries dealer/reseller or remounted.

22D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders outlining the nature of the problem and the recommended remedial action. All work performed under the terms of this agreement shall be warranted by the vendor to be free of defect for the period of one (1) full year from the date of purchase. Said warranty shall include all associated parts and labor costs. Vendor shall provide the Commission with itemized invoices corresponding to each work order. Vendor shall submit herewith on company stationery, signed by an authorized official, a statement outlining labor rates, travel time, discounts or any other charges incidental to the work described herein.

23A. CATEGORY: HARDWARE/FASTENERS

23B. DESCRIPTION:

Supply, deliver and provision, various hardware and fasteners including but not exclusive to, screws, bolts, nuts, crimps, clamps, tape and other fasteners for automotive and electrical repair.

23C. REQUIREMENTS:

Vendor will maintain an inventory of commonly used parts at both facilities, and will conduct scheduled review of stock at both 61 Shirley Street and 85 Bragdon Street. and respond to on-call requests for additional parts.

23D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders outlining the nature of the problem and the recommended remedial action. All work performed under the terms of this agreement shall be warranted by the vendor to be free of defect for the period of one (1) full year from the date of purchase. Said warranty shall include all associated parts and labor costs. Vendor shall provide the Commission with itemized invoices corresponding to each work order. Vendor shall submit herewith on company stationery, signed by an authorized official, a statement outlining labor rates, travel time, discounts or any other charges incidental to the work described herein.

24A. CATEGORY: BULK VEHICLE FLUID DELIVERY

24B. DESCRIPTION:

The service to be furnished under this category shall concern the provision of, but not limited to, engine oil, gear oil, transmission oil, antifreeze, window washer solution, and power steering fluid.

24C. REQUIREMENTS:

Delivery must be based on both scheduled anticipated need delivery, and on-call delivery. On call delivery must be within 24 hours of notice.
Note: procedures can be the same as other topics.

24D. PROCEDURES:

All work in this category shall be initiated through the issuance of Commission Work Orders outlining the nature of the problem and the recommended remedial action. All work performed under the terms of this agreement shall be warranted by the vendor to be free of defect for the period of one (1) full year from the date of purchase. Said warranty shall include all associated parts and labor costs. Vendor shall provide the Commission with itemized invoices corresponding to each work order. Vendor shall submit herewith on company stationery, signed by an authorized official, a statement outlining labor rates, travel time, discounts or any other charges incidental to the work described herein.

24E. PRICE

Pricing will be indexed to a last available rate.

Vehicle Maintenance Cost

Please select the manufacturer (s) of vehicles that the vendor is capable of servicing and provide an hourly rate, cost, or pricing list as requested for each of the below listed services that the vendor is capable of performing. Documentation of vendor's actual costs, including but not limited to contract agreements with suppliers or manufacturers, shall be provided to BPHC if requested.

Please note that each of the Services listed below shall be evaluated independently and selections shall be made based upon pricing provided in each. The BPHC reserves the right to award one or more contracts for any Service (for example: two contracts may be awarded to two different vendors for light vehicle inspections); or to award one or more contracts for more than one Service (for example: one contract to the same vendor for general automotive work for light vehicles and general automotive work for medium vehicles).

For the purposes of this RFB, the following definitions will apply:

- Light Vehicle: 6,000 Pounds or Less
- Medium Vehicle: 6,001-14,000 Pounds
- Heavy Vehicle: 14,001 pounds or more

Please select check the Manufacturer(s) is able to service:

- Ford
- Ford Hybrid
- Honda Hybrid
- Toyota Hybrid
- Toyota
- RV
- GMC
- Chevrolet
- International
- Freightliner

Vehicle Maintenance Cost

1. Auto Body Work	Labor Cost (Hourly Rate)
Description: This shall include but is not limited to aluminum body welding and repair, frame straightening, striping and lettering of vehicles.	
Light Vehicles	\$
Medium Vehicles	\$
Heavy Vehicles	\$

2. Engine and Transmission Repair	Labor Cost (Hourly Rate)
Description: This shall include but is not limited to servicing and repairing engines, brakes, front ends, and repairing and replacing vehicle transmissions.	
Light Vehicles	\$
Medium Vehicles	\$
Heavy Vehicles	\$

3. Radiator and Air Conditioning Repair	Labor Cost (Hourly Rate)
Description: This shall include but is not limited to servicing and repairing radiators and air conditioning servicing.	
Light Vehicles	\$
Medium Vehicles	\$
Heavy Vehicles	\$

4. Chassis, Suspension, Steering And Differentials	Labor Cost (Hourly Rate)
Description: This shall include but is not limited to spring repair and replacement as well as specialty services in the area of spring de-arching and air assisted suspension systems.	
Light Vehicles	\$
Medium Vehicles	\$
Heavy Vehicles	\$

5. Glass Repair	Labor Cost (Hourly Rate)
Description: This shall include but is not limited to the repair and replacement of windows and windshields.	
Light Vehicles	\$
Medium Vehicles	\$
Heavy Vehicles	\$

6. Automotive Electrical Services	Labor Cost (Hourly Rate)
Description: This shall include but is not limited to servicing and repairing electrical system servicing.	
Light Vehicles	\$
Medium Vehicles	\$
Heavy Vehicles	\$

7. Reflective Graphics And Lettering	Labor Cost (Hourly Rate)
Description: This shall include but is not limited to the repair and replacement of windows and windshields.	
	\$

8. Trailer Repairs	Labor Cost (Hourly Rate)
Description: This shall include but is not limited to servicing and repairing engines, brakes, front ends.	
General Trailer	\$

9. Tire Services	Labor Cost (Hourly Rate)
Light Vehicles	\$
Medium Vehicles	\$
Heavy Vehicles	\$

10. Garage Equipment Service	Labor Cost (Hourly Rate)
Description: This shall include but is not limited to servicing and repairing.	
	\$

11. General Automotive Maintenance And Repairs	Labor Cost (Hourly Rate)
Description: This shall include but is not limited to servicing and repairing engines, brakes, front ends, and repairing and replacing vehicle transmissions.	
General Automotive	\$

12. Towing / Ramping Services	Labor Cost (Hourly Rate)
Description: Please indicate the any additional roadside service available.	
Light Vehicles	\$
Medium Vehicles	\$
Heavy Vehicles	\$

13. Annual State Inspection	Labor Cost (Hourly Rate)
Description: Inspection of gasoline vehicles.	
Light Vehicles	\$
Medium Vehicles	\$
Heavy Vehicles	\$

14. Refrigeration Vehicle Services	Labor Cost (Hourly Rate)
Description: This shall include but is not limited to servicing and repairing vehicle refrigeration.	
General refrigeration vehicle work	\$

15. Plowing And Dump Truck Vehicle Services	Labor Cost (Hourly Rate)
Description: General plowing and dump truck vehicle work	
	\$

16. Hydraulics And Specialty Heavy Equipment Services	Labor Cost (Hourly Rate)
Description: General hydraulics and specialty heavy equipment work	
	\$

17. Material Spreader [Sanders And Liquefied Applications Services]	Labor Cost (Hourly Rate)
Description: General repair and maintenance of material spreaders and liquified delivery systems This shall include but is not limited to servicing and repairing sand, salt and solution spreaders.	
	\$

18. Front-End Loaders Services	Labor Cost (Hourly Rate)
Description: General repair and maintenance of front end loaders, back hoes, and forklift trucks. This shall include but is not limited to servicing and repairing engines, brakes, front ends, and repairing and replacing vehicle transmissions.	
	\$

19. Upholstery Repair Services	Labor Cost (Hourly Rate)
Description: General repair or work or replacement of cloth or vinyl.	
	\$

20. Vehicle Automotive And Truck Parts
<i>Provide price list of all parts</i>

21. Emergency Vehicle Upfitting	Labor Cost (Hourly Rate)
Description: General emergency vehicle up fitting work	
	\$

22. Vehicle Parts – Braun Industries Specific
<i>Provide price list of all parts</i>

23. Hardware/Fasteners
<i>Provide price list of all parts</i>

24. Bulk Vehicle Fluid Delivery	Cost (Dollar Amount)
Description: Delivery of engine oil, gear oil, transmission oil, antifreeze, window washer solution, and power steering fluid and additional fluids as needed.	
	\$

Vehicle Maintenance: Additional Questions

1. **Does bidder offer a Prompt Payment Discount?** Yes ___ No___

If Yes, please describe the terms:

2. **Does bidder offer any other price reductions?** Yes ___ No___

If Yes, please describe the terms:

3. **Does bidder offer any other price reductions?** Yes ___ No___

If Yes, please describe the terms:

4. **Does bidder use environmentally friendly products such as water-based parts and brake cleaning, solvent recovery systems, and non-perchloroethylene (perc) cleaners?** Yes ___ No___

If Yes, please describe the terms:

5. **Has bidder participated in the Safe Shops program at BPHC?** Yes ___ No___

List Dates:

6. **Has bidder worked with emergency response vehicles?** Yes ___ No___

If Yes, list types of vehicle:

7. **Has bidder worked with public agencies previously?**

If Yes, list Agencies:



Cover Form

Request for Proposal: Vehicle Maintenance

Date Released: November 19, 2018

Completion and submission of the cover form of the proposal information below indicates the intention of the applicant to comply with specifications, requirements, and terms of the Boston Public Health Commission's request for proposal. This form serves as the cover page for proposals. Proposals will be rejected without Cover Form.

Applicant Information

Company or Entity Name: _____
Address: _____
Telephone: _____
Email: _____
Taxpayer Identification #: _____

Vendor Classification:
If applicable, please check the classifications and submit certification(s) in the proposal

- | | |
|---|--|
| <input type="checkbox"/> Minority Owned Business Enterprise | <input type="checkbox"/> Lesbian, Gay, Bisexual or Transgender Business Enterprise |
| <input type="checkbox"/> Woman Owned Business Enterprise | <input type="checkbox"/> Service-Disabled Owned Business Enterprise |
| <input type="checkbox"/> Minority and Woman Business Enterprise | <input type="checkbox"/> Veteran Owned Business Enterprise |
| <input type="checkbox"/> Minority Women Non-Profit Organization | <input type="checkbox"/> Disability Owned Business Enterprise |
| <input type="checkbox"/> Minority Non-Profit Organization | |

Applicant Contact

Signature: _____
Printed Name: _____
Title: _____
Date: _____



Reference Form

Request for Proposal: 2019 Boston Behavioral Risk Factor Survey

Date Released: November 13, 2018

Applicant Information

Company / Entity Name: _____

Contact: _____

Telephone: _____

Email: _____

List three (3) service contracts related or similar to the scope of service as described within the past ten (10) years.

Business Reference 1

Company or Entity: _____

Contact Name & Telephone: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____

Business Reference 2

Company or Entity: _____

Contact Name & Telephone: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____

Business Reference 3

Company or Entity: _____

Contact Name & Telephone: _____

Brief Description of Work: _____

Amount of Contract: _____

Contract Start / End Date: _____



Non-Collusion & Tax Compliance Form

Certificate of Non-Collusion

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals.

Signature of Individual submitting bid or proposal

Printed Name Individual submitting bid or proposal

Company or Entity Name

Tax Compliance Certification

Pursuant to M.G.L. c. 62C, §49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

Signature of Individual submitting bid or proposal

Printed Name Individual submitting bid or proposal

Company or Entity Name