

ANSONIA POLICE DEPARTMENT

BID SPECIFICATIONS FOR MAINTENANCE AND REPAIR OF VEHICLES ASSIGNED TO THE POLICE DEPARTMENT.

In order to be considered for maintenance and repair of all police vehicles utilized by the Ansonia Police Department, the following minimum requirements must be met and agreed to by the maintenance and repair company. These requirements shall be maintained throughout the life of the contract:

1. Must have a proper Dealers and Repairers Licenses in good standing with the State of Connecticut, registered in Ansonia, and a copy of which must be on file with the Police Department. A copy of all licenses shall be submitted with proposal. The successful bidder must also be in compliance with all Department of Motor Vehicle rules and regulations regarding their facility, as well as the requirements of the zoning and blight requirements within Ansonia.
2. The successful bidder must have proper tow vehicles or have a contract with a facility other than their own who has proper tow vehicles, which must be registered in, and pay taxes and fees to the City of Ansonia. All arrangements for vehicle towing shall be conducted through the successful bidder. This shall include if the successful bidder has contracted with a secondary facility for towing services. The wrecker shall be required to respond to the department vehicle within thirty (30) minutes after a request has been placed. Each wrecker used for towing or transporting motor vehicles shall be operated, equipped, and registered as a wrecker as outlined by the commissioner for the Department of Motor Vehicles under CGS 14-66. The company and its owner(s), stockholder(s), and officer(s), must remain current with local, state, and federal taxes and fees, or show proof that the owner(s), stockholders(s), and officer(s) are current on any and all repayment plans with a particular agency and/or authority. If the successful bidder does have a contract with another facility for the purposes of vehicle towing a copy of that contract shall be submitted with their proposal as well as stipulated in paragraph 1 above.
3. Police vehicles, which under this agreement will include all vehicles used by the Ansonia Police Department, shall be secured and stored inside, or within a secured area such as a secured pen or fenced in location for example, at the Chief's or his designee's request when it is not being worked on, at no cost to the Police Department. Under no circumstances will any Ansonia Police vehicle(s) be stored or parked on a city street while awaiting repairs. This is in part due to the sensitive and secure nature of police related equipment which includes, but is not limited to, computers, electronics, radios, and other law enforcement related devices.

4. Bid proposal shall set forth maintenance and repair costs/fees based upon an hourly rate and in accordance with Mitchell 's Auto Manual, ALLDATA, or similar directory recognized in the automotive repair industry. The Department of Motor Vehicles (DMV) licenses two types of repairers, those who offer a full set of repair services (“repairers”) and those who make only minor repairs (“limited repairers,”) as defined in CGS 14-51. The repair facility shall employ mechanics and/or technicians as defined by the DMV as follows:

A “repairer” includes any qualified person, with a suitable place of business and adequate equipment, engaged in repairing, overhauling, adjusting, assembling, or disassembling a motor vehicle. The law exempts people engaged in repairing tires, upholstering, glazing, general blacksmithing, welding, and machine work on parts. A “limited repairer” includes any qualified person, with a suitable place of business and adequate equipment, engaged in the business of making minor repairs, including repair and replacement of cooling, electrical, fuel and exhaust systems; brake adjustments, relining and repair; wheel alignment and balancing; and shock absorber repair and replacement. A limited repairer's place of business is suitable if it has enough space for (1) receiving at least one car at a time, exclusive of a grease pit or rack, and (2) an office and storage of parts and accessories. By law, a limited repairer is capable of performing his or her duties if: he or she(1) is, in the opinion of the DMV commissioner, a qualified mechanic with thorough knowledge of the services to be provided; (2) has a certificate of completion from a specialized course taught by a school the commissioner has approved; (3) has satisfactory proof of employment by a licensed repairer for at least three years; or (4) has successfully passed a DMV exam. The petitioning garage shall provide proof of one of the four listed provisions for all people whom the garage expects will be providing services for the maintenance and repair of all police vehicles. Under no circumstances will an individual who does not meet the aforementioned stipulations be allowed to perform services to a department owned vehicle.

5. The Ansonia Police Department may conduct a background investigation into the owners, employees, associates, and/or agents of any repair garage or facility and act accordingly on any problems or concerns.
6. Have proper equipment, parts and space to repair and maintain police vehicles on premises, excluding repairs that must be performed by a dealer. Any repair that requires a sub-contractor must be pre-authorized by the Chief of Police or his designee.
7. Service vehicle air conditioners, meeting all legal requirements,

8. Police vehicle repairs shall take priority over any and all other work.
9. Must be available on Saturdays and Sundays, when necessary, to perform emergency repairs on police vehicles.
10. Extra tires and wheels, owned by the Ansonia Police Department will be stored at the Police Department storage facility.
11. The Police Department will maintain open accounts with several parts stores doing business locally. All required parts will be purchased at these vendors unless specialized parts are required, which must be purchased through a dealer. Nothing will preclude the bidder from attempting to locate a lower price for the same part(s). Prior to performing any repairs on police vehicles, where the parts will exceed \$400.00, authorization must be obtained from the Chief of Police or his designee. Generic parts may be substituted for manufacturer's parts only with prior approval of the Chief of Police.
12. Bidder shall provide towing, regardless of the location or destination within the State of Connecticut, for all vehicles used by the Police Department at no charge to the Police Department.
13. The successful bidder shall, after being awarded the contract and before doing any work, furnish a current Certificate of Insurance, naming the City of Ansonia as an additional insured, including general liability, and auto liability, in the following amounts:
 - A) Liability limits for bodily injury and personal injury, \$1,000,000.00 per occurrence.
 - B) Liability limits for property damage other than that caused by operation of motor vehicles, \$1,000,000.00 per occurrence.
 - C) Liability limits covering the operation of motor vehicles, not less than \$1,000,000.00 per accident.
 - D) For Contractual Liability, the amounts required under A and B above.
 - E) For Workers' Compensation, as required by the laws of the State of Connecticut.
 - F) For Owner's Protective Liability & Property Damage, the amounts required under A and B above.
 - G) The City of Ansonia shall appear as an "Additional Named Insured" on all Certificates of Insurance.

14. Shall provide general maintenance and repair of all police vehicles. Repairs covered under warranty will be provided by a dealership. Daily, weekly, monthly, and annual maintenance will be performed on the vehicles in a schedule to be approved by the Chief of Police. This includes but is not limited to:

A) Oil changes every 2,500 miles which includes oil, filter and grease job.

See Addendum A for allowable charges. See Addendum B for Ansonia Police Department Vehicle Safety Check Form

B) Safety checks-check hoses, belts, filters, tire wear and pressures, brake pads, rotors, calipers, all fluid levels topped off, ball joints, tie rods, stabilizer and/or sway bars, windshield wipers, alternators, batteries, thermostats, and exhaust system. See Addendum A for allowable charges. See Addendum B for the Ansonia Police Department Vehicle Safe Check Form. Such form shall be maintained at the place of business for any future referral.

C) Fluid levels and tire pressure and wear of all mounted tires shall be checked on a weekly basis at a time agreed upon by the Chief of Police and the successful bidder. See addendum A for allowable charges. See Addendum C for the Ansonia Police Department Weekly Vehicle Check Form. Such form shall be maintained at the place of business for any future referral.

D) Tires mounted, balanced and rotated. Flat tires repaired. Winter and summer tire change over. See Addendum A for allowable charges.

E) Wheel alignments when needed.

F) All fuses, lamps, bulbs, and switches.

G) Police vehicles will be washed daily/weekly when needed. Other vehicles will be washed when needed. All vehicle interiors will be cleaned and maintained when necessary including floor mats, seats, upholstery and windows. Trunk areas are to be neat, orderly and clean containing a fully inflated spare tire, and tire jack. The successful bidder shall ensure that each vehicle is detailed at least once annually. See Addendum A for allowable charges.

H) Bidder is not responsible for the functioning and maintenance of police frequency radios.

- I) Pricing for maintenance and repairs shall be based on an hourly rate, other than those listed on Addendum A.
15. The original maintenance and repair records shall be maintained by the successful bidder and made available to the police department at any time. Further, a copy of all repair and maintenance records shall be forwarded to the Police Department when invoices are submitted.
16. The successful bidder shall have the responsibility of inspecting those Ansonia Police vehicles that are damaged, in order to determine whether the damage should be repaired at a designated auto body repair shop, or whether the damage is minor enough to be repaired at the bidder's shop, following all appropriate statutes and/or guidelines related to body repairs and/or body shops. When a damaged vehicle is to be repaired by an authorized body shop, the successful bidder shall notify the designated body shop as to the date and time that they can inspect the damage. The designated body shop shall then submit a quote for the repair work. The successful bidder shall then arrange for the bodywork to be completed by the designated body shop, and when completed, shall inspect the work to their satisfaction.
17. The successful bidder shall submit invoices to the City of Ansonia no later than thirty (30) days upon completion of all maintenance and repairs done under this contract.
18. The City of Ansonia agrees to pay the bidder on a monthly payment schedule beginning on the first full month following the month that said contract is entered into between the City of Ansonia and the successful bidder.
19. The contract will be awarded to the lowest responsible bidder in the best interest of the City of Ansonia based on financial or other considerations. The City reserves the right to reject any and all bids or any part thereof, if it be deemed in the best interest of the City of Ansonia.
20. All bids shall be accompanied by a \$1,000.00 Bid Bond.
21. All bids shall be accompanied by proof of pre-approval of a \$15,000.00 Performance Bond, or a certified check payable to the City of Ansonia for the same amount if self-bonding. The successful bidder, upon execution of the contract, shall provide the Performance Bond to the City of Ansonia.
22. The operations commander shall review all complaints and/or violations against a police maintenance contractor. If a maintenance contractor is found to have violated state statutes, ordinances, policies stated therein, it shall be subject to the following penalties approved and issued by the Chief of Police and the Ansonia

Board of Police Commissioners, as deemed appropriate, in a given incident or because of the accumulation of incidents:

A) Letter of reprimand

B) Suspension

C) Termination

D) Any violation of Connecticut General Statutes shall also result in written notification to Dealers/Repairers Division of the Connecticut Department of Motor Vehicles.

Maintenance contractors may be disciplined by the Ansonia Police Department upon written notice from the Chief of Police. Causes for discipline include, but are not limited to:

A) Violation of any statute, DMV ruling, local ordinance, zoning violation or any incident which endangers public safety.

B) Failure to respond promptly or failure to answer a call.

C) Responding with inadequate, improper or unsafe equipment.

D) Failure to provide competent, trained mechanics and/or technicians as outlined by the CGS.

E) Failure to cooperate with police.

F) Any action by the firm's owners, employees, associates of said maintenance contractor that would preclude the firm's consideration of acceptance as a maintenance contractor as stipulated under the Background Investigation paragraph can be cause for removal.

A maintenance contractor may request a hearing to appeal discipline with the Ansonia Board of Police Commissioners. The decision of the Board of Police Commissioners is final.

23. Abandonment, Suspension and Termination. If any work required under this contract shall be abandoned by the contractor, the contract shall be re-advertised and re-let in the manner provided for by this contract or alternatively, with the written approval of the Board of Police Commissioners, the work may be finished without making any new contract, and the original contractor shall be liable to the city for any excess in the cost of said work over the amount of the original contract. The Board of Police Commissioners reserves the right to place

the contractor on suspension for any suspected violation of the terms of this contract. If the contractor is placed on suspension during the term of the contract, the Board of Police Commissioners shall assign the work required under the contract to another contractor for the term of the suspension, and the original contractor shall be liable to the city for any excess in the cost of said work over the amount of the original contract. If the contractor is terminated for failure to perform its duties and obligations under the terms of this contract, the contract shall be re-advertised and re-let in the manner provided for by this contract or alternatively, with the written approval of the Board of Police Commissioners, the work may be finished without making any new contract, and the original contractor shall be liable to the city for any excess in the cost of said work over the amount of the original contract.

24. This agreement shall be effective on _____ through June, 30 2022 subject to termination in accordance with the provisions set forth herein unless this contract is extended by mutual agreement of both parties.
25. This contract may be terminated, with or without cause, by either party at any time upon sixty (60) days written notice. A lesser time period to terminate the contract can only be done upon written agreement of the parties.

REV 02/20

Addendum A

Flat charges

Weekly Vehicle Inspection -- \$14.00 w/fluids, \$12.00 w/o fluids

- Completed as per worksheet supplied by police department
- ' Fluids filled as needed
- Vehicle will not have weekly inspection during the week that a safety check is completed

Safety Check -- \$130.00

- Patrol vehicles every 3000 miles or three months for all vehicles under the control of the Ansonia Police Department, except evidentiary vehicles.
- Completed as per worksheet supplied by police department
- Including oil & filter change, interior/exterior cleaning, tire rotation

Vehicle cleaning -- \$15.00 interior/exterior	10.00 exterior wash only
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- Interior/exterior includes wash, vacuum, clean windows
- Vehicles to be cleaned & washed as needed

Vehicle Detailing – total cost not to exceed \$200

- Vehicle detailing to include exterior wash and wax, interior cleaning and vacuuming of floors, floor mats and carpeting (if so equipped), clean windows both inside and out, and wipe down of interior surfaces.

Tire Changeover -- \$15.00 per tire

- Does not include cost of tire (supplied by police department)
- Includes mounting and balancing
- Includes weights/tire valve

Service Calls Flat rate of one (1) hour (contract labor rate)

- Covers calls for service for department vehicles including but not limited to tire changes, jumpstarts, lock outs, etc.
- There will be no mileage charge for service calls within 25 miles of the garage.

Vehicle Safety Check

I - Inspected A — Attention Needed R- Repaired

Ansonia Police Department- Addendum B

Car _____ Miles _____

Maintenance

IOW30 / 5W20	Qts.	Oil Filter	Lube
_____	_____	_____	_____
P/S Fluid	Trans. Fluid	Washer Fluid & Operation	
_____	_____	_____	_____
Brake Fluid	Rear End	Transfer Case Fluid	
_____	_____	_____	_____
Air Filter	Anti Freeze		
_____	_____		
Hoses	Belts	Cooling System	
_____	_____	_____	_____

Front End

Upper Ball Joints L _____ R _____ Lower Ball
 Joints L _____ R _____ Outer Tie Rod Ends
 L _____ R _____
 Inner Tie Rod Ends L _____ R _____
 Steering Linkage/Box _____

Shocks/Struts	Front	Rear
	_____	_____
Coil Springs/Leaf Springs	Front	Rear
	_____	_____
Alternator Voltage		Battery Voltage
_____		_____

Battery Ends _____

Cables _____

Tires

Tire Depth LF _____ RF _____ LR _____ RR _____

Spare _____

Handle & Jack _____

Brake Specifications

Pads/Shoes LF ____% RF ____% LR ____% RR ____%

Drums/Rotors LF ____% RF ____% LR ____% RR ____%

Brake Hoses _____

E - Brake _____

Exhaust /Heating/Cooling _____

Check Exhaust System _____

Check Frame/ Floorboard Condition _____

A/C System _____

Antifreeze Protection Level _____

Heater System _____

Defrost System _____

Rear Window Defogger _____

Lights/Electrical

Front _____ Rear _____ Emergency _____

_____ Marker Light _____ 4 Way Flashers _____

_____ Signals _____

Light Bar - Wig wag _____

Take Down _____

Power Windows _____

Power Doors _____

Front Wipers _____

Rear Wiper _____

Radio _____

Speakers _____

Horn _____

Mirrors _____

Other

Seat Operations _____ Seat Belts _____ Door Hinges/Locks

_____ Paint/Body/Glass _____

Registration _____ Expires _____

Road Test Comments

REV 5/18

Check for Alignment _____

Brake Pulsation _____ Brake Pull _____

Over All Running

Mechanic's Signature

Date:

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