

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Bus Fleet-Inspection, Preventative Maintenance and Repair**

Contract Period: February 12, 2018 through January 11, 2019 w/2-1 year options
Extended through April 30, 2021,
Extended through 8/31/21

Original Date of Issue: February 12, 2018

Date of Revision: **June 17, 2021**

BID No: **RFB-RC-2018-004**

Catalog: **Auto-Vehicles**

Authorized Users: County Agencies, All Political Subdivisions

Address Inquiries to:

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Title: Public Transportation Procurement Coordinator
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Description

This contract is to provide inspection, preventative maintenance and repair of buses.

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 18-004	0000005748	Chestnut Ridge Transportation 56 W. Church Street Spring Valley, NY 10977 Contact: Mr. Ronald Gambini rongambini@thetransgroup.com	845-356-2200/ 631-926-8027 FAX: 845-356-1200

COUNTY OF ROCKLAND
 DGS – PURCHASING DEPARTMENT
 BLDG. A, 2ND FLOOR, 50 SANATORIUM ROAD
 POMONA, NY 10970
 TELEPHONE NO.: 845-364-3820 FAX NO.: 845-364-3809
BID PRICE FORM

VENDOR: CHESTNUT RIDGE

			First Year	Option Year # 1	Option Year # 2
LINE #	DESCRIPTION □	Item #	UNIT COST	UNIT COST	UNIT COST
1	ATTACHMENT "D" 2015 Ford Coach and Equipment Gas Engine Buses Inspection and preventative maintenance : "A" SERVICE LEVEL	92824000063	\$277.00	\$283.37	\$288.47
2	ATTACHMENT "D" 2015 Ford Coach and Equipment Gas Engine Buses Inspection and preventative maintenance : "B" SERVICE LEVEL	92824000064	\$409.00	\$418.41	\$425.94
3	ATTACHMENT "D" 2015 Ford Coach and Equipment Gas Engine Buses Inspection and preventative maintenance : "C" SERVICE LEVEL	92824000065	\$806.00	\$824.54	\$839.38
4	ATTACHMENT "E" Wheelchair Lift Inspection, Adjustments and Preventative Maintenance for wheelchair lift will be performed at every preventative maintenance service	92824000081	\$40.00	\$40.92	\$41.66
5	ATTACHMENT "F" Bus Cleaning INTERIOR	92824000082	\$75.00	\$76.73	\$78.11
6	ATTACHMENT "F" Bus Cleaning EXTERIOR	92824000083	\$75.00	\$76.73	\$78.11
7	Repairs: Labor Rate Per Hour	92824000085	\$105.00	\$107.42	\$109.35
8	Materials - Percent % Mark Up (Percent Mark-Up NOT to exceed 20%). For third party new OEM equivalent parts and materials which may be purchased in conjunction with repairs other than preventative maintenance services. Estimated Materials: \$1,000.00	92824000086	\$1,163.75	\$1,163.75	\$1,163.75
9	Percent (%) Markup for engines and transmissions (Percent Mark-Up NOT to exceed 5%). Estimated Purchases: \$1,000.00	92824000100	\$1,010.00	\$1,010.00	\$1,010.00
10	Sub -Contracting - Percent % Markup For all Sub-Contracted work. (Percent Mark-Up NOT to exceed 5%. Estimated Purchases: \$500.00	92824000087	\$505.00	\$505.00	\$505.00
11	NYS Inspections, for gasoline engine vehicles : at the current NYS Inspection rate. To be included in overall total bid.	92824000089	\$26.00	\$26.00	\$26.00
12	NYS Tire Disposal Fee, at the current NYS disposal fee of \$2.50/tire. To be included in overall total bid.	92824000090	\$2.50	\$2.50	\$2.50
13	Labor rates to replace tires: price per tire. Includes mounting, dismounting and balancing with beads.	92824000091	\$ 19.00	\$19.44	\$19.79
14	Alignments, Front Wheel, as needed. To inspect all steering and suspension components for wear, set front toe-in, caster, and camber if necessary	92824000092	\$ 105.00	\$107.42	\$109.35
15	One-way cost for pick up OR drop off of vehicles: as specified (Enter "0.00 " if providing NO COST for pick up and delivery as noted below in line 18)	92824000101	\$ 20.00	\$20.46	\$20.83
16	BID INCLUDES PICK UP AND DELIVERY OF VEHICLES Select "YES" or "NO" (If neither are marked or NO is Marked then the Mileage & Time costs for the County to transport the vehicles will be added to each section and used in determining lowest cost): CIRCLE ONE. Refer to Section 2.12 for clarification.		YES X	YES X	YES X
17	Wheel Lug Re-Torque as specified (1st Wheel only per visit): Performed at the County's transportation facility (50 Sanatorium Road Bldg.T) (Travel costs to be included)	92824000102	\$ 50.00	\$51.15	\$52.07
18	Wheel Lug Re-Torque as specified (Per Wheel for all additional wheels per visit): Performed at the County's transportation facility (50 Sanatorium Road Bldg.T) (No travel costs to be included)	92824000093	\$ 10.00	\$10.23	\$10.41
19	Wheel Cleaning and Painting as specified	92824000094	\$ 7.00	\$7.16	\$7.29
TOTAL			\$4,705.25	\$4,751.20	\$4,788.00

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BLDG. A., 2ND FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
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**TITLE: PARATRANSIT BUS FLEET - INSPECTION,
PREVENTATIVE MAINTENANCE AND REPAIR**

BID NUMBER: RFB-RC-2018-004

PURCHASES BY OTHER

LOCAL GOVERNMENTS, SCHOOL DISTRICTS, AND NON PROFIT AGENCIES

As per the New York State General Municipal Law, all political subdivisions of New York State are allowed to make purchases through the resulting contract(s). As per Rockland County Procurement Policy, Non Profit Agencies approved to participate in New York State's Contract Extension Program are authorized to make purchases through the resulting contract(s).

1. The County of Rockland shall make all contract award information available to other political subdivisions and non profit agencies through our website: www.rcpurchasing.com
2. Any other political subdivision or Rockland County non profit agency will issue purchase orders directly to vendors within the specified contract period referencing the County's contract and shall be liable for any payments due on such purchase orders; and shall accept sole responsibility for any payment due.
3. All purchases shall be subject to audit and inspection by the other political subdivisions and Rockland County non profit agencies for which the purchase was made.
4. No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
5. All Bidders shall be on notice that as a condition of the award of a County contract, the successful bidder shall accept the award of a similar contract with any other political subdivision in New York State and Rockland County non profit agencies authorized to use New York State's contracts, if called upon to do so. A listing of approved Rockland County non profit agencies is available on the Purchasing Division's website at www.rcpurchasing.com. The County, however, will not be responsible for any debts incurred by the participants pursuant to this or any other agreement.
6. Necessary deviations from the County's specifications in the award of a participant contract, whether such deviations relate to quantities, or delivery points shall be resolved between the successful bidder and the other political subdivisions and Rockland County non profit agencies.

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SECTION 2 - SPECIFICATIONS

2.0 SCOPE OF WORK

- 2.1. Bidder shall provide inspection services, maintenance and repair for the Rockland County Department of Public Transportation TRIPS bus fleet. The work shall include but is not limited to inspection of mechanical parts, preventative maintenance and repairs as needed on buses and inspection and repairs of bus wheelchair lifts. Pricing shall be provided for the Contractor to transport a vehicle from the County's transportation facility to the Contractor's facility for preventative maintenance and repair. These buses shall be inspected to New York State Department of Motor Vehicle standards and procedures.
- 2.2. The County of Rockland will designate when a bus is to be provided to the Contractor for service. The Contractor is required to perform the selected Preventative Maintenance Service Level on the bus, as designated by the Authorized Representative of the County of Rockland, and follow that service level's scope of work identified on Attachment D.
- 2.3. Bidders shop shall have a minimum of two (2) indoor lifts capable to raise Ford E-450 Cutaway buses without interference and have all the shop equipment and diagnostic software necessary to maintain, inspect and repair current fleet. A minimum of two (2) qualified technicians are required.
 - 2.3.1. The County reserves the right to inspect the bidder's facilities, equipment, personnel, and organization at any time or take any other action necessary to determine the bidder's ability to perform. The Director of Purchasing reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform work required under this bid.
- 2.4. The contract is for a period of one year from the date of award with two additional one-year options. The decision to exercise an option year lies solely with the County.
- 2.5. Bidders shall use the inspection form developed by the County of Rockland for TRIPS bus inspections. This form utilizes requirements from both New York State Department of Motor Vehicles and, as a guideline, New York State Department of Transportation (NYSDOT). The TRIPS bus fleet is not required to meet NYSDOT inspection requirements.
- 2.6. Fleet make up:

Year	Quantity	Size	Fuel	Manufacturer
2015	21	24 ft.	Gasoline	Ford/Coach and Equipment

See Attachment A for further fleet detail.
- 2.7. The County of Rockland and/or New York State contracts shall be used for towing and tires unless otherwise determined in writing by the County.
- 2.8. For the purpose of this bid, the inspection and preventative maintenance schedule for the Rockland County TRIPS bus fleet is broken into the following Attachments:
 - 2.8.1. Attachment "A" TRIPS Vehicle Fleet and Warranties
 - 2.8.2. Attachment "B" TRIPS Maintenance Inspection check list
 - 2.8.3. Attachment "C" Required FTA Clauses
 - 2.8.4. Attachment "D" Preventative Maintenance Service Levels for 2015 Gas Ford E-450
 - 2.8.5. Attachment "E" Lift Maintenance Procedures for 2015 Gas Ford E-450
 - 2.8.6. Attachment "F" Cleaning Maintenance Procedures
 - 2.8.7. Attachment "G" Bid Price Form
 - 2.8.8. Attachment "H" Tire Balancing Procedure
 - 2.8.9. Attachment "I" Brake Measurements

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2.9 The Bidder shall be a trained service provider for Ricon lifts prior to contract award and shall provide documentation from the manufacturer that they have been trained to service these lift systems. Documentation is to be provided to the County within 5 business days from date of request.

2.10 The Bidder shall have a certified air conditioning technician and a certified technician with medium duty electrical and computer experience on staff. Technicians shall be required to perform all air conditioning preventative maintenance on TRIPS buses. The Bidder shall meet 609 technician's certification program of the United States EPA (Environmental Protection Agency). Example: ASE (Automotive Service Excellence) Documentation to be provided to the County within 5 business days from date of request.

2.11 Drug and Alcohol Testing

The Contractor shall submit, prior to contract award, a written drug and alcohol testing program for safety-sensitive employees. Volunteer drivers are not subject to testing unless the volunteers are required to hold a commercial driver's license (CDL) or receive remuneration in excess of expenses incurred while engaged in a safety-sensitive function. Safety-sensitive employees are employees that perform maintaining, repairing, overhauling, and rebuilding a revenue service vehicle or equipment used in revenue service. Documentation to be provided to the County within 5 business days from date of request.

The grantee and its subrecipients, contractors, subcontractors, and lessees covered by 49 CFR Part 655 must have a drug and alcohol policy detailing the provisions of their drug and alcohol program. The policy should cover all the provisions noted below and should reflect all updates and regulation amendments. The following checklist identifies the minimum requirements of a policy as defined by 49 CFR 655.15:

- Proof of policy adoption by the appropriate governing body with effective date indicated
- Identity of the person designated by the employer to answer questions about the anti-drug and alcohol misuse program
- Categories of employees who are subject to testing
- Prohibited behavior, including when the regulations prohibit the use of alcohol and drugs
- Testing circumstances for drugs and alcohol (i.e., pre-employment, random, post-accident, reasonable suspicion, return-to-duty, and follow-up testing)
- Drug and alcohol testing procedures consistent with 49 CFR Part 40, as amended
- Requirement that covered employees submit to drug and alcohol testing administered in accordance with FTA regulations
- Description of the behavior and circumstances that constitute a refusal to take a drug and/or alcohol test and a statement that a refusal constitutes a verified positive test result.

Description of the consequences for a covered employee who has a verified positive drug test result or a confirmed alcohol test with an alcohol concentration of 0.04 or greater. If the system has a second chance policy, a description of the evaluation and treatment processes must be included.

Description of the consequences for covered employees found to have an alcohol concentration of 0.02 or greater but less than 0.04

In addition to the requirements listed above, the policy should include the grantee's policy toward retesting of negative dilute urine collections as required by 49 CFR 40.197 which states that if the MRO informs the agency that a *negative* drug test was dilute, the agency may, but is not required to, direct the employee to take another test immediately. All employees must be treated the same for this purpose. For example, the grantee must not retest some employees and not others. The grantee may retest for some types of tests (e.g., pre-employment tests) and not others. The policy should state whether or not immediate retesting for negative dilutes is required and, if required, that the second test will be the test of record.

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- 2.12 The Bidder shall include a price for the transportation of the TRIPS buses to and from the County's transportation facility. The Authorized Representative of the County of Rockland will determine whether buses will be transported by the County or by the Bidder.

Bidders can offer to pick-up and deliver vehicles at no charge to the County of Rockland. The bid response shall clearly indicate on the appropriate line of the pricing pages for each section a YES or NO if offering/not offering this service. If "NEITHER" is indicated or "NO" is selected then the cost for the county to deliver and pick up vehicles shall be used in the evaluation process. If a vendor offers to pick up and deliver vehicles at no cost to the County; vehicles shall be picked up within 24 hours of contact and returned within 24 hours after completion of repairs.

The County shall complete the Mileage and Time Costs for each bidder's location listed for all Sections and it shall be added to each bid section total and used as part of the evaluation and award.

Mileage will be based on:

Est. Annual Amt. of Trips X Miles from location X 2 X .535 /Mile = Mileage Cost

Labor Cost will be based on:

Est. Annual Amt. of Trips X Time from location X 2 X Wage (\$53)/Hour = Time Cost

The Bidder must provide personnel available six (6) days a week (Monday through Saturday) excluding national holidays. The Bidder shall also be able to provide emergency service seven (7) days a week, 24 hours a day.

- 2.13 At all times when any wheels are removed from a County TRIPS vehicle, the following recommended torque sequence shall be used to tighten lug nuts and a torque wrench shall be used for final tightening of all the lug nuts to the proper torque specifications. The red and green torque flags shall be used in addition to the torque seal (orange) or other approved equal (by authorized county representative) shall be put on the lug nuts and studs. Preventative Maintenance (PM) Wheel Lug Torque requirements below:

2.13.1 Wheel Lug Torque Procedure During Preventative Maintenance

- 2.13.1.1 Remove all "GREEN" Flags and remove all wheels (save flags)
- 2.13.1.2 Inspect complete rim, lug holes, web for cracks (area between holes), tire valve and tire including side walls, inspect studs for damage, inspect wheel flange/hub for cleanliness
- 2.13.1.3 Sand, wire brush or use sanding disc to clean any rust, paint or debris from the wheel flange, any mating surfaces and hub as needed upon inspection. **Do not** use a grinder or similar tool that removes or gouges the base metal.
- 2.13.1.4 Install wheel on vehicle, start lug nuts by hand.
- 2.13.1.5 Tighten lug nuts with an air gun using cross pattern, make sure the torque on the air gun is turned down below 100 foot pounds, also make sure wheel is flush with flange.
- 2.13.1.6 Lower vehicle without full weight on vehicle (just so the wheels will not turn during torque procedure)
- 2.13.1.7 With a torque wrench tighten all lugs using the cross pattern attached technique and torque to 120 foot pounds
- 2.13.1.8 Perform torque sequence on front lugs using cross pattern attached and torque to 150 foot pounds (NO EXTENSION ON TORQUE WRENCH)
- 2.13.1.9 Perform torque sequence on rear lugs using cross pattern attached to 160 foot pounds (USING A (5) INCH EXTENSION ON THE END OF THE TORQUE WRENCH) (using 2 pounds per inch increase method for the length of the extension)

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- 2.13.1.10 Road test vehicle a minimum of one (1) mile, if required, due to repairs that were performed during service, "S" turns should be included in road test, re-torque all wheels and inspect for any wheels for looseness
 - 2.13.1.11 Install "RED" flags pointing to the adjacent stud with the lettering facing outward
 - 2.13.1.12 Install "Orange" dye to each lug nut and onto the stud about a ¼ of an inch in thickness
- 2.13.2 **Wheel Lug Re-Torque Procedure** to be performed between 250 and 350 miles at the County's transportation facility. These mileage requirements are to be followed as close as the operation allows.
- 2.13.2.1 Lift or jack the vehicle so the full weight is removed from the axle
 - 2.13.2.2 Remove "RED" flags and wire brush complete nut and stud of any old dye compound (save flags for reuse)
 - 2.13.2.3 Torque front lugs using cross pattern attached and torque to 150 foot pounds (NO EXTENSION ON TORQUE WRENCH)
 - 2.13.2.4 Torque rear lugs using cross pattern attached to 160 foot pounds (USING A five (5) INCH EXTENSION ON THE END OF THE TORQUE WRENCH) (using 2 pounds per inch increase method for the length of the extension)
 - 2.13.2.5 Install "GREEN" flags pointing to the adjacent stud with the lettering facing outward
 - 2.13.2.6 Install "Orange" dye to each lug nut and onto the stud about a ¼ of an inch in thickness
 - 2.13.2.7 The Authorized Representative of the County of Rockland may request to have wheels refinished, following visual inspection, using the procedure outlined below:
- 2.14 **Wheel Cleaning and Painting**
- 2.14.1 The Authorized Representative of the County of Rockland will inspect wheels and may require that wheels not in service be cleaned so as to remove all of the rust, and any buildup of paint or debris, with special attention to mating surfaces. Wheels must be painted with a low VOC high gloss enamel (water based or powder coated) type paint compatible with wheel material and application.
 - 2.14.2 Paint Specification: Type- High Gloss; Color- PPG White or approved equal; Wheel mating surface paint thickness not to exceed-3 mils
 - 2.14.3 Wheels found to be defective shall not be painted and the wheel shall be returned to the County of Rockland. New valve stems shall be used on all cleaned wheels. The County of Rockland shall provide an adequate supply of steel wheels to support the float of wheel movement during this process.
- 2.15 **Tire Balancing**
- 2.15.1 Any tire that is being mounted shall be balanced using "IMI Equal Flexx" vibration dampening beads at the recommended manufactures rate per tire. Alternate products used for balancing must be approved by an Authorized Representative of the County of Rockland and used at the recommended rate of the bead manufacturing company's specifications. (Attachment H)
- 2.16 **Instructions for checking the emergency brake on all Ford E-450 chassis:**
- 2.16.1 The emergency brake feature of buses and vans does require testing to verify that it is performing adequately. It is required that the emergency brake be tested through a performance based or "static" test to determine its operability and then only if inadequate performance is found should investigation through visual means and/or component disassembly be performed. A performance based test procedure would require a means of determining that the emergency brake is, in fact, able to hold the vehicle stationary when activated. To determine this, the bidder's service technician can set the vehicle emergency brake on a level surface and then place the vehicle into drive/low range and apply moderate acceleration up to 1100 RPM using the accelerator pedal. If the brake holds the vehicle and no forward movement is identified then the emergency brake can be considered operational and providing adequate performance. Should the vehicle creep forward then the emergency brake would become suspect and further visual investigation

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and/or disassembly would be required to adjust the emergency brake assembly until adequate performance is realized as identified by the test procedure outlined above. When the rear brake pads and rotor need to be changed, a full inspection of the emergency brake and or replacement is required.

- 2.17 The Bidder shall keep accurate and timely records for each bus, which include listing the repairs and/or maintenance performed on each bus, the time spent on each repair, the parts used for each repair and the cost of parts (prior to mark-up) used to make the repair. These records must be provided immediately as requested, to the County of Rockland. Upon termination of the agreement, these records are to be turned over intact to the County of Rockland
- 2.17.1 All Repair work must be guaranteed, at a minimum for one hundred eighty (180) days
- 2.18 Bus body warranty work to be performed only as approved by the Authorized Representative of the County of Rockland and the bus body manufacturer.
- 2.18.1 If approval is granted, as per Section 2.17, bus body manufacturer warranty work shall be performed at \$80 per/hour, or current bus body manufacturer's rate, and billed directly to the bus body manufacturer.
- 2.18.2 The Contractor agrees to accept the warranty rate specified above when performing bus body warranty repairs on County TRIPS vehicles.
- 2.19 The County of Rockland must receive copies of all warranty repair invoices.
- 2.20 OEM Chassis Warranty Work
- 2.20.1 The Contractor shall advise the County of Rockland representative of any repair items identified during the course of a Preventative Maintenance (PM) that would normally fall under the OEM warranty. The Authorized Representative of the County of Rockland will advise the Contractor on how to proceed.
- 2.21 The Authorized Representative of the County of Rockland shall supply, via e-mail, to the successful bidder the required service, Preventative Maintenance Service Level, and repair as well as mileage of each vehicle covered under the Contract.
- 2.22 Attachment **B** is the TRIPS Maintenance Inspection check list. This check list is to be performed when required as part of the requirements in Attachment D. This requirement is listed within the Preventative Maintenance Service Levels as "Perform multi-point inspection as per Attachment B- TRIPS Maintenance Inspection check list of RFB-RC-2018-004."
- 2.23 Tires will be supplied by the County of Rockland to the Contractor and shall be stored and inventoried in a separate location or manner from the Contractor's own inventory. Any tires supplied by the County shall be used for the County TRIPS service only. The County's tires shall be inventoried monthly. A copy of the tire inventory shall be e-mailed to the Authorized Representative of the County of Rockland on the 2nd business day of each month.
- 2.24 All prices bid for preventative maintenance shall include the costs for required fluids and filters in the bid price submitted. All shop supplies, chemicals, rags, oil disposal or any other disposal fees shall be included in the repair pricing and Preventative Maintenance service pricing.
- 2.25 Bidder shall be required to keep all County of Rockland vehicles stored in a building and/or in a secured fenced yard or may have an open area with 24-hour security monitoring.
- 2.26 The Bidder shall be required to repair and be able to store multiple buses at any one time.
- 2.27 The Bidder shall be required to have sufficient stock of all parts and supplies required for preventative maintenance services.

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- 2.28 Only bidder's employees shall drive County of Rockland vehicles and shall be properly licensed, with a valid CDL, for the vehicle being driven, as required by New York State Department of Motor Vehicles.
- 2.29 The Bidder shall either have an official State of New York safety/ gasoline emissions inspection station license, with certified technicians, to perform inspections on the current TRIPS vehicles or have the capabilities to subcontract to an authorized official State of New York safety/ gasoline emissions licensed station, with certified technicians, for the TRIPS vehicles' yearly inspection. If inspection services will be subcontracted, a list of State of New York certified/licensed stations and technicians shall be included with the bid submittal. No mark-up will be paid on the subcontracting of inspection services. The County reserves the right to obtain required annual inspections on its own.
- 2.30 The Bidder shall be required to use nationally recognized labor and time guides such as Motors, Mitchell or All Data for all repairs under this contract. Any straight time above two hours shall be approved by the Authorized Representative of the County of Rockland. The bid response shall provide the Labor and time guide that will be used. Any discrepancies will be referred to All Data systems. The use of All-Data, Motors or Mitchell labor times are for actual repairs to be performed under this contract. Any required work scope that is not addressed directly in these labor guides has to be approved by the County of Rockland Representative in advance of the commencement of the additional work scope. The Contractor is required to substantiate exactly how the proposed labor hours were determined when initially requesting approval of the designated work scope. **Note: The use of labor and time guides is not required for the development of the bidder's preventative maintenance service level pricing. Pricing for preventative maintenance service levels shall be developed by the Bidder to offer the most competitive rates possible.**
- 2.31 The County retains the right to negotiate with the determined lowest Bidder for lower than the nationally recognized labor and time rates published in the guides.
- 2.32 The Bidder shall provide an emergency contact for repairs/ breakdowns 24 hours a day, 7 days a week.
- 2.33 **APPROVED EQUAL OR EQUIVALENT PRODUCT**
- 2.33.1 In various sections of these Specifications, maintenance supplies are described by manufacturer and brand name, Bidder shall base the bid using only OEM parts for Preventative Maintenance services and repairs unless authorized by the County of Rockland.
- 2.33.2 If bidding on an approved equal or equivalent product, Bidder must submit Manufacturer's detailed specifications, brochures and MSDS sheets (if applicable) with their bid.
- 2.34 **PAYMENT**
- 2.34.1 The Bidder shall not pass on to the County of Rockland charges for sales tax.
- 2.34.2 **Labor Charges**
- 2.34.2.1 The invoice must list specifically the type of employee or laborer utilized and the number of man-hours worked. The Contractor's labor charges must correspond to: 1) the amount of time published in the time and labor guide; 2) the labor rate the Contractor supplied with the bid. The Bidder agrees and hereby certifies that all labor charges contained in his invoices and vouchers shall be only those that were required and necessary to complete the required work. All straight time labor shall be billed from the time Bidder's employee starts and finishes.
- 2.34.2.2 The invoices for payment shall list specifically all parts and materials for each item and include appropriate commodity codes, which will be provided by the County of Rockland after contract award. The County of Rockland may require verification of these costs by copy of the invoice as submitted to

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the Contractor for payment. The Bidder agrees and hereby certifies that all parts and materials which he purchases shall be at lowest price available at the time considering the prevailing conditions and circumstances for which it is required that the purchase be made.

2.34.2.3 The County of Rockland reserves the right to supply material when deemed in the best interest of the County.

2.34.2.4 Documentation of material costs (invoices, etc.) of items greater than \$200.00, or as requested by the County, shall be provided with bidder's invoices.

2.34.2.5 Additional Items - There shall be no additional charge for overnight delivery of parts or supplies without prior approval from the County of Rockland Representative. The overnight shipment of spare parts or supplies on an emergency basis shall be kept at a minimum and there shall be no markup for overnight charges. No other costs, except those in the Contractors original bid proposal at the time of the bid, are to be submitted to the County of Rockland for payment. The Bidder further agrees that should it be determined by the County of Rockland that the bidder is falsifying his/her invoices or partaking in fraudulent practices so as to reflect higher costs than actually incurred in the repair, that this falsification or fraudulent practice shall be considered a material breach of the terms of the Contract.

2.34.2.6 Detailed description of all completed preventative maintenance and/or repair work, including any work performed by a sub-contractor, shall accompany all invoices.

2.34.2.6.1 Any repairs required, in addition to Preventative Maintenance service, will require an estimate that must be approved in advance by the authorized representative of the County of Rockland before work commences. Date, time and name of County representative whom authorized this repair shall be documented on the final invoice.

2.34.2.7 Detailed invoices of completed work may be requested by the County of Rockland at any time.

2.34.2.8 Preventative maintenance services and repairs shall be invoiced and submitted separately on a monthly basis.

2.34.2.9 A monthly statement of invoices shall be provided by the seventh day of the following month.

2.35 BUS CLEANING

The Bidder is required to comply with the clean water requirements Section 33 USC., 1251. In addition, the bidder shall comply with all state or local laws and regulations covering such operations. The Department of Public Transportation does not have additional requirements.

2.36 INCREASES

2.36.1 In the second and third years of this agreement, at the County of Rockland's option, the Contractor may receive a Unit Cost increase not to exceed the prevailing Consumer Price Index for All Urban Consumers. The decision of the County of Rockland is "Final and Binding". At the option of the County of Rockland, this contract may be extended for two (2) one-year terms with the prevailing CPI-U increase.

2.36.2 CPI-U means the Consumer Price Index for U.S. City Average-Consumer Price Index for All Urban Consumers as published by the Bureau of Labor Statistics of the United States Department of Labor or a successor or substitute index, appropriately adjusted. The Final and Binding decision to extend or not extend this agreement shall rest with the County of Rockland.

2.36.3 Vendors shall submit a letter to the Director of Purchasing addressing **any unscheduled price increases** from the manufacturers. This letter must also include, on the manufacturer's letterhead, all information to

ATTACHMENT B

RC- ____ PM ____

TRIPS Maintenance
Inspection Ford E-450
Mechanic _____

Miles In _____
Out _____

R=Repaired √=OK

NA= Not Applicable

Date _____

BODY	OK	CHASSIS	OK	MOTOR/TRANS	OK
All Door Controls		Ball Joints		Accelerator Pedal	
All Exterior Lights & Lenses		Brake lines, hoses		Air Pump/ Chains	
All Interior Lights		Brake Diaphragms/Booster		All Fluid Levels (P/S, washer, etc.)	
Back Up Alarm		Brake Pedal Pad		Belt Tensioners	
Body Inspection Complete		Check Belts		Belts & Hoses	
Dash Lights		Drive Shaft & Joints		Check Coolant Leaks	
Emergency Exits		E Brake Static Test		Check Oil Leaks	
Fender Flaps & Wells		Frame		Check Trans Leaks/Linkage	
Fire Extinguisher		Front Brakes		Engine Coolant -10 Degrees	
First Aid Kit Complete		Fuel Tanks & Lines		Exhaust & Shields Complete	
Floor & Step wells		Horn		Mounts & Supports	
Glass / Roof Hatch		Hydraulic Brake Leaks		Water Pump	
Heat & A/C Operation		Lateral Rods & Brackets		Transmission Fluid level	
Mirrors Inside/Outside		Radiator Inspection			
Seats & Belts		Radius Rods & Brackets			
Stanchions		Rear Brakes		Electrical	
Three Triangles		Rear End Fluid Level		Alternator Output	
Windows Push Out/Alarm		Rims & Lug Nuts		Battery Condition & Cables	
Windshield		Shocks & Bushings		Gauges/ Oil, fuel, amp, temp.	
Windshield Wipers		Springs/Bushings		Starter Connections	
		Steering Arm- Drag Link			
		Steering Box & Lines		Misc.	
		Tie Rods			
		Tire Pressure			
		Record Tire Depth			
		LF RF			
		LRO LRI			
		RRO RRI		Notes:	
Cleaning as Requested					
Clean Inside					
Clean Outside					
Hazard Waste Spill Cleanup					
Check (√) if the following services were performed at PM:					
Changed Air Filter		Changed Transmission Fluid		Changed Motor Oil & Filter	
Changed Rear End Oil		Changed Transmission Filter		Changed Engine Coolant	

ATTACHMENT - D Preventative Maintenance Service Levels for 2015 Gas Ford E-450

Service Level	A	B	C
Change oil and Filter and add up to 6.0 quarts of oil	X	X	X
Inspect and lubricate all non-sealed steering linkage, ball joints, suspension joints, half and drive-shafts and u-joints	X	X	X
Replace platinum-tipped spark plugs			X
Change automatic transmission fluid and filter			X
Replace engine air filter			X
Perform multi-point inspection as per Attachment B- TRIPS Maintenance Inspection check list of RFB-RC-2018-004	X	X	X
Inspect and rotate tires cross front; check wheel bearing end play and turning noise	X	X	X
Test the emergency brake system as described in paragraph 2.16.1 of the Section 2- Specifications of RFB-RC-2018-004	X	X	X
Inspect & Repack Front Wheel Bearings, Replace Rotor Seal, Measure Brake Pad Thickness, Measure Front Rotors, Measure Rear Pads & Rotors, Lubricate Front & Rear Caliper slides, Fill out Brake measurements report (Attachment I)		X	X
Corresponds with Line Items 1 through 3 in Attachment G	1	2	3

ATTACHMENT E

Attachment E - Lift Maintenance Procedures for 2015 Gas Ford E-450	
Every Service Level	
Listen for abnormal noises as lift operates (i.e. grinding or binding noises)	X
Verify control pendent is undamaged and cable connector is tight	X
Verify that the system detects objects in the threshold and actuates the audible alarm	X
Verify that the sensor inhibits downward movement of platform when weight is present on the lower bridgeplate	X
Inspect electrical wiring for frayed wires, loose connectors, etc.	X
Place vehicle in non-interlock mode and verify it does not operate	X
Verify that the lift decals are properly affixed, clearly visible, and legible, replace if necessary	X
Verify that armrest fasteners are properly tightened	X
Verify that vehicle mounting and support points are undamaged	X
Verify that mounting points are sufficiently tight and free of corrosion	X
Verify that link pins on arms are properly installed, free from damage, and locked in position	X
Verify that platform moves freely, without binding or wobble	X
Verify that bridgeplate operates without binding, deploys fully when platform stops at floor level, rests against baseplate	X
Verify that rollstop is opened completely when platform is at ground level and closes and locks when platform leaves ground	X
Check and add fluid when platform is at ground level. Fluid that is added when platform is not at ground level will overflow when platform is lowered	X
Verify that hydraulic fluid level is at the FULL mark when platform is at ground level. If needed, add Texaco 01554 Aircraft Hydraulic Oil or equivalent US mil spec H5606G fluid	X
Verify there are no hydraulic leaks	X
Verify that the manual backup pump operates properly	X
Clean lift with mild soap and water and wipe dry. Prevent rust by coating all surfaces with a light weight oil. Remove excess oil	X
Spray penetrating oil (Curtisol Red Grease 88167 or WD-40) where specified following the directions on container. Remove excess grease from surrounding areas	X
Check hydraulic cylinder for evidence of leaks	X
Inspect hydraulic hoses for damage and confirm fittings are tight	X
Perform any necessary adjustments for full proper operation	X

ATTACHMENT F

Attachment F - Cleaning Maintenance Procedures for All Ford E-450		
As Requested	Interior	Exterior
Mop Floor	X	
Clean all windows	X	
Wipe down all seats with disinfectant soap	X	
Clean and disinfect all handrails	X	
Clean and disinfect all panels and the dashboard	X	
Clean and disinfect bus entrance and wheelchair lift	X	
Wash and dry complete exterior, including wheels		X
Wash and dry all windows and mirrors		X

ATTACHMENT H

TIRE BALANCING PROCEDURE

Tire Balancing Procedure and Installation Instructions for IMI Equal Flexx Balancing Beads

Any tire that is being mounted shall be balanced using “IMI Equal Flexx” vibration dampening beads at the recommended manufactures rate per tire. Alternate products used for balancing must be approved by an Authorized Representative of the County of Rockland and used at the recommended rate of the bead manufacturing company’s specifications.

INSTALLATION INSTRUCTIONS

Before installing EQUAL Flexx, read the quantity chart.

1. Simply drop the EQUAL Flexx bag into the tire before mounting.
 - Do not tear or open bag.
2. Mount the tire on the wheel. Inflate and adjust the air pressure of the tire.
 - Avoid over lubricating tire bead or installing EQUAL Flexx in tires filled with sealant.

Contents are non-toxic, environmentally safe, and non-flammable.

TRIPS Break Measurement Sheet

Attachment I Brake Measurements			
Left Front		Right Front	
Rotor Thickness	Discard Thickness	Rotor Thickness	Discard Thickness
	38.4 mm		38.4 mm
Outer Pad 16/32	Inner Pad 16/32	Outer Pad 16/32	Inner Pad 16/32
Left Rear		Right Rear	
Rotor Thickness	Discard Thickness	Rotor Thickness	Discard Thickness
	40.4 mm		40.4 mm
Outer Pad 16/32	Inner Pad 16/32	Outer Pad 16/32	Inner Pad 16/32

Note: Any brake pad 6/32 or less are to be replaced in axle pairs and reported to an Authorized Representative of the County of Rockland for replacement approval, Any rotor at or below discard thickness shall be replaced in axle pairs and reported to an Authorized Representative of the County of Rockland for replacement approval.

Vehicle # _____

Mileage _____

Date _____

Mechanic _____