

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **Automotive Repair – Non-Warranty General Repairs & Parts**

Contract Period: August 1, 2019 through July 31, 2020 w/2-1 year options
Ext thru 7/31/21 w/1 yr opt; Extended through 7/31/22

Original Date of Issue: July 25, 2019

Date of Revision: 6/11/21

BID No: RFB-RC-2019-056

Catalog: Automobiles and Vehicles

Authorized Users: **County Agencies, All Political Subdivisions**

Address Inquires To:

Name: Richard Ryan
Title: Purchaser II
Phone: (845) 364-3817
Fax: (845) 364-3809
E-mail: ryanri@co.rockland.ny.us

Description

This contract is for Automotive Repair for Non-Warranty General Repairs and Parts.

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 19-056	0000025882	Alexander Brothers Automotive Service 712 West Nyack Road West Nyack, NY 10994 Contact: Frank Alexander alexanderbrothersauto@gmail.com	845-353-1551 FAX: 845-353-0770
BID 19-056-A	0000023885	Congers Collision 180 No. Route 9W Congers, NY 10920 Contact: James DeStaso CCI180@optonline.net	845-589-0685 FAX: 845-589-0688

<p align="center"> 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 </p>							
LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE	Supplier
SECTION 1 - CLASS 1 AND 2							
1	Labor Rate - Section 1-Class 1 and 2	92847000089	300	HOUR	\$90.00	\$27,000.00	Alexander Brothers
2	NYS Inspection for Class 1 & 2 as per current NYS rates and as amended, to be invoiced as services rendered	92847000099	1	LOT	\$1,000.00	\$1,000.00	Alexander Brothers
3	PARTS 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 base bid. (Bidder must enter 0 in appropriate column if there is no discount offered.)	92847000092	ESTIMATED DOLLARS EXPENDED \$30,000	PERCENT MARK-UP	10 %	\$ 33,000.00 (\$30,000.00 MULTIPLIED BY MARKUP AND ADDED TO \$30,000.00 FOR EXTENDED TOTAL)	Alexander Brothers
4	PARTS MARK-UP Percent Mark-Up Not to exceed 20% For any OEM part, engine or transmission that may be purchased in conjunction with repairs other than base bid. (Bidder must enter 0 in appropriate column if there is no discount offered.)	92847000097	ESTIMATED DOLLARS EXPENDED \$10,000	PERCENT MARK-UP	10 %	\$11,000.00 (\$10,000.00 MULTIPLIED BY MARKUP AND ADDED TO \$10,000.00 FOR EXTENDED TOTAL)	Alexander Brothers
5	SECTION 1 - TOTAL FOR LINES 1 THROUGH 4					\$72,000.00	Alexander Brothers

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FAX NO.: 845-364-3809**

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE	Supplier
	SECTION 1 - BID INCLUDES PICK UP AND DELIVERY OF VEHICLES (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.)			YES		NO	
SECTION 2 - CLASS 3 THROUGH CLASS 6							
7	Labor Rate - Section 2 - Class 3 through Class 6	92847000093	100	HOUR	\$105.00	\$10,500.00	Congers Collision
8	NYS Inspection for Class 3,4,5 and 6 as per current NYS rates and as amended to be invoiced as services rendered	92847000100	1	LOT	\$1,000.00	\$1,000.00	Congers Collision
9	PARTS MARK-UP (Third Party) 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 base bid. (Bidder must enter 0 in appropriate column if there is no discount offered.)	92847000096	ESTIMATED DOLLARS EXPENDED \$9,500.00	PERCENT MARK-UP	<u>5</u> %	<u>\$9,975.00</u> (\$9,500.00 MULTIPLIED BY MARKUP AND ADDED TO \$9,500.00 FOR EXTENDED TOTAL)	Congers Collision
10	PARTS MARK-UP Percent Mark-Up Not to exceed 20% For any OEM Parts, engine or transmission that may be purchased in conjunction with repairs other than base bid. (Bidder must enter 0 in appropriate column if there is no discount offered.)	92847000098	ESTIMATED DOLLARS EXPENDED \$1,000	PERCENT MARK-UP	<u>0</u> %	<u>\$1,000.00</u> (\$1,000.00 MULTIPLIED BY MARKUP AND ADDED TO \$1,000.00 FOR EXTENDED TOTAL)	Congers Collision

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LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE	Supplier
11	SECTION 2 - TOTAL FOR LINES 7 THROUGH 10					\$22,475.00	Congers Collision
	SECTION 2 - BID INCLUDES PICK UP AND DELIVERY OF VEHICLES (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.)		YES		NO		
SECTION 3 - CLASS 1 AND 2 VEHICLES WITH WHEELCHAIR LIFTS							
13	Labor Rate - Section 3 - Class 1 and 2 Vehicles with Wheelchair Lifts	92847000101	10	HOUR	\$110.00	\$1,100.00	Congers Collision
14	NYS Inspection for Class 3, 4, 5 and 6 as per current NYS rates and as amended to be invoiced as services rendered	92847000102	1	LOT	\$200.00	\$200.00	Congers Collision
15	PARTS MARK-UP (Third Party) 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 base bid. (Bidder must enter 0 in appropriate column if there is no discount offered.)	92847000103	ESTIMATED DOLLARS EXPENDED \$2,000	PERCENT MARK-UP	<u>5%</u>	\$2,100.00 (\$2,000.00 MULTIPLIED BY MARKUP AND ADDED TO \$2,000.00 FOR EXTENDED TOTAL)	Congers Collision

<p style="text-align: center;">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</p>							
LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE	Supplier
16	<p>PARTS MARK-UP Percent Mark-Up Not to exceed 20% For any OEM Parts, engine or transmission that may be purchased in conjunction with repairs other than base bid. (Bidder must enter 0 in appropriate column if there is no discount offered.)</p>	92847000104	<p>ESTIMATED DOLLARS EXPENDED \$1,000</p>	PERCENT MARK-UP	5%	<p>\$1,050.00 (\$1,000.00 MULTIPLIED BY MARKUP AND ADDED TO \$1,000.00 FOR EXTENDED TOTAL)</p>	Congers Collision
17	<p>SECTION 3 - TOTAL FOR LINES 13 THROUGH 16</p>					\$4,250.00	Congers Collision
	<p>SECTION 3 - BID INCLUDES PICK UP AND DELIVERY OF VEHICLES (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.)</p>		YES		NO		Congers Collision

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6th FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE:

**Automotive-Non-Warranty General Repairs, Parts
and Labor**

BID NUMBER:

RFB-RC-2019-056

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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SPECIFICATIONS

1. SCOPE

- 1.1. The County of Rockland seeks a contract to provide non-warranty general automotive repairs, labor and parts for various County of Rockland vehicles as identified in the TRAA ID Guide (Attachment #1). The resulting contract is intended to supplement the County's own Vehicle Repair Facilities located in Pomona, New City and Orangeburg, New York. This solicitation is strictly for repair of vehicles and related repair parts. This bid does not include ordering of parts for county use.
- 1.2. The bid proposal pages are in three Sections:
 - 1.2.1. Section 1 - Vehicle Class 1 and 2.
 - 1.2.2. Section 2 - Vehicle Class 3, 4, 5 and 6.
 - 1.2.3. Section 3 - Specialty Vehicles - Vehicle Class 1 and 2 for vehicles with wheelchair lifts.
- 1.3. This bid shall be awarded to the lowest responsive and responsible bidder by Section in accordance with Rockland County Procurement Policy, Section 140-3.15(C) Multiple Source Contracting.
- 1.4. Bidders do not have to bid on all three (3) sections. They can bid on any combination thereof. However, Bidders shall submit pricing on all line items for each section Bidder is responding.
- 1.5. Bid responses (bid proposal pages) shall indicate whether the bidder offers to pick up and deliver vehicles for all Sections.
- 1.6. Please note page 4 of this solicitation as it relates to 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). All Bidders shall be on notice that as a condition of the award of a County contract for all three (3) sections, 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. (Page 4, #5).

2. DISCOUNT/MARK-UP

- 2.1. Third party new OEM equivalent replacement parts and materials, with the exception of OEM parts, engines, and transmissions, are to be charged at vendor's cost-plus percentage markup as specified the bidder's response not to exceed 20%.
- 2.2. OEM parts, Engines and transmissions are to be charged at vendors cost plus percentage mark-up not to exceed 20%.
- 2.3. Offers containing chain or multiple discounts may be considered non-responsive.
- 2.4. Any / All shipping charges (special handling, overnight, etc.) are to be invoiced to the County at cost. No mark-up allowed.

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3. GENERAL REQUIREMENTS

- 3.1. The Vendor shall be properly licensed in the State of New York for the maintenance, repair, and service of each type of motor vehicle covered by the specifications, as well as being a licensed Motor Vehicle New York State Department of Transportation inspection station for the classes of vehicles covered by this specification.
- 3.2. Bidders shall have an official State of New York vehicle emissions inspection station license and have licensed technicians.
- 3.3. All parts shall be new OEM equivalent parts on classes 1-2 and 3-6 unless otherwise directed by a County representative to use OEM parts. All wheelchair lift parts shall be OEM parts for Section 3.
- 3.4. Vendor shall supply all labor, equipment, tools, and materials necessary to perform required vehicle maintenance.
- 3.5. The County of Rockland has established contracts for towing services and tires. The County will arrange for the towing of any county vehicle to the vendor's facility as needed. The County reserves the right to provide tires to the vendor for installation on county vehicles.
- 3.6. Inspections shall be charged at the then current NYS inspection rate for the equipment being inspected with no markup.
- 3.7. Bidders shall have an experienced air conditioning technician and a technician with heavy duty and medium duty electrical and computer experience on staff as applicable for Section(s) being bid.
- 3.8. Bidders shall be required to use nationally recognized labor and time guides such as Chilton's, Motors, Mitchell, or All Data. Any straight time above four hours shall be approved, in writing, by an authorized Rockland County employee. Bidder's response shall indicate which Labor and time guide shall be used if awarded contract.
- 3.9. The awarded vendor shall have access to a substantial inventory of parts for vehicles.
- 3.10. Vendor shall be responsible and liable for damage to Rockland County vehicles or property caused by the fault and/or negligence of the vendor. This includes vehicles not being stored properly.
- 3.11. Vendor shall comply with Environmental Protection Agency (EPA) guidelines for the disposal of hazardous material. Bid response shall identify waste disposal process and provider.
- 3.12. All maintenance and repairs are to be completed to manufacturer specifications and meet OEM requirements.
- 3.13. If bidding on Section 3 - The Bidder shall have trained technicians for the types of wheelchair lifts installed on vehicles that service is being requested (ex. Ricon, Braun or other), as detailed in the specifications. Bid response shall provide documentation of what wheelchair manufacturer's they have trained technicians for.
 - 3.13.1. **NOTE:** At the current time, the County will not have any vehicles with wheelchair lifts to be serviced or repaired under this contract; however, the resulting contract may be used by other political subdivisions and non-profit agencies that operate vehicles with wheelchair lifts.

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- 3.14. Payment – the successful bidder shall be paid for each repair authorized by the County of Rockland upon submission of properly executed invoices. Vendor shall use computerized billing software and invoices shall be submitted according to the requirements listed below:
- 3.14.1. Labor Charges – the invoice must list the type and description of repair and the number of man-hours worked. The contractor's labor charges must correspond to the rates, supplied with their bid response. The bidder agrees and hereby certifies that all labor contained in the bid's invoices shall be only those that were required and necessary to complete the required repair work.
- 3.14.1.1. Labor charges must comply with and be verifiable by means of a reputable manual such as Chilton's, Mitchell's, Motors, or All Data. Bidder must state on invoice, which manual was used for calculating labor rates.
- 3.14.1.2. It is understood that vehicles over five (5) years old may require the use of real time hourly rates. When real time rates are used, this must be identified on their invoices with the reason for real time labor such as rusty bolts, etc.
- 3.14.2. Material Costs – the invoice must list specifically all parts, which the contractor has purchased from other sources, and the cost to him for each. The County of Rockland may require verification of these costs by copy of the invoice as submitted to the contractor for payment. The bidder agrees and hereby certifies that all parts and materials which he purchases shall be at the lowest price available at the time considering the prevailing conditions and circumstances for which it is required that the purchase be made. All parts must be new and of first quality.
- 3.14.3. Markup – The contractor shall add a fixed percentage above the described material charges not to exceed 20% for OEM Parts, engines & transmissions and not to exceed 20% for all other third-party parts to the invoice for payment. The percent markup must correspond to the figures provided in the bidder's response to this bid. Invoice must show contractor's cost and markup cost.
- 3.14.4. Additional Items –. No other costs except those provided in the bidder's response shall be evaluated, considered, or deemed acceptable charges by the County of Rockland.
- 3.15. All services and repairs must meet with the approval of the authorized County of Rockland representative.
- 3.16. To be eligible to respond to this bid the vendor should demonstrate that they have successfully completed services like those specified in the Scope/Specifications and are routinely engaged in performing such services and are properly and legally licensed (if required) to perform such work.
- 3.17. The County reserves the right to inspect the bidder's facilities, equipment, personnel, and organization at any time to or to 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.

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- 3.18. **Bidders can offer to pick-up and delivery 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 using the Mileage and Time form individually for all Sections. 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.
- 3.19. Vendor shall begin work on vehicles within 24 hours of receipt of vehicle. The authorized County representative shall be notified if the repair will take longer than the standard industry time for completion. All vehicles being repaired must be given priority status.
- 3.20. All repairs shall be completed at the vendor's facility. Repairs shall not be subcontracted without the prior approval of a County of Rockland representative.
- 3.21. All repair work must be guaranteed for ninety (90) days.
- 3.22. Bidder shall provide the names and addresses of five references nearest the County of Rockland providing the type of maintenance specified in the bid package.
- 3.23. The estimated labor rates and quantities listed are estimates only and may be more or less depending on the needs of the County of Rockland. Estimated quantities are based on the County of Rockland's needs and do not include purchases from other political subdivisions and non-profit agencies.
- 3.24. Bidder shall have a vehicle lifting system to accommodate the class of vehicles included in these specifications. Vehicle lifting system shall be indoors and ceiling height shall be suitable so that vehicles can be inspected properly.
- 3.25. Bidders shall be required to repair multiple vehicles (1-3) at a time. Bidders shall be required to store all County of Rockland vehicles indoors or in a secured fenced yard if the vehicle remains on the bidder's property overnight. The facility shall have an alarm system and video recording system.
- 3.26. Successful bidder will be required to provide an afterhours telephone number for emergency requirements. Bid response shall provide emergency contact.

4. EMERGENCY PURCHASES

- 4.1. The County of Rockland reserves the right to purchase from other sources, those items which are required on an emergency basis and cannot be completed immediately from stock by the Contractor.
- 4.2. The County of Rockland may authorize the contractor to expedite delivery of critical parts (FOB Destination Prepaid and Add) through air freight, UPS or other, on an exception basis. The County will bear the cost of shipping. No markup allowed.

5. OPTION TO EXTEND

- 5.1. The County of Rockland and vendor, upon mutual agreement, may extend the period of this agreement up to 2 additional years in 1-year increments.

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6. PRICE ADJUSTMENTS

- 6.1. In the second and third year of this agreement, at the County of Rockland's option, the Contractor may receive a Unit Daily Cost increase not to exceed the prevailing CPI. The decision of the County of Rockland is Final and Binding. At the option of the County of Rockland, this contract(s) may be extended for **two** additional one-year terms with the prevailing CPI increase.
- 6.2. 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.

7. AWARD

- 7.1. This bid shall be awarded to the lowest responsive and responsible bidder by Section in accordance with Rockland County Procurement Policy, Section 140-3.15(C) Multiple Source Contracting.
- 7.2. The County of Rockland reserves the right to take bids separately if a particular quantity requirement arises which exceeds its normal requirement, or an amount specified in the contracts.
- 7.3. The County reserves the right to take bids separately if the Director of Purchasing approves a finding that the supply or service available under the contract will not meet a nonrecurring special need of the County of Rockland.
- 7.4. It is further understood and agreed to between the parties to the resulting contract that the County of Rockland shall not be obligated to either purchase or pay for supplies and services covered by such contract unless and until they are ordered and delivered to the County of Rockland.
- 7.5. The County may complete the Mileage & 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.

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MILEAGE & TIME COSTS FOR SECTION 1 - CLASS 1 AND 2

There are three major Rockland County Facilities which for the purposes of this bid shall be identified by the following location numbers:

1. Dr. Yeager Health Center, Pomona, NY
2. Rockland County Highway Department, New City, NY
3. Rockland County Sewer District # 1, Orangeburg, NY

The County will complete a mileage and time sheet for each bidder for the locations listed above to be used in the overall evaluation.

MILEAGE

<u>Est. Amt. of Trips</u>	<u>x</u>	<u>Miles from location</u>	<u>x</u>	<u>2 x .50/Mile</u>	<u>=</u>	<u>Mileage Cost</u>
1.	15	x	Miles from Pomona	x	2 x .50/Mile	= _____
2.	15	x	Miles from New City	x	2 x .50/Mile	= _____
3.	10	x	Miles from Orangeburg	x	2 x .50/Mile	= _____
Total Mileage Costs						_____

TIME

<u>Est. Amt. of Trips</u>	<u>x</u>	<u>Time from location</u>	<u>x 2</u>	<u>x</u>	<u>Mechanics Wage/Hour</u>	<u>=</u>	<u>Time Cost</u>
1.	15	x	Time from Pomona	x 2	x \$30/hour	=	_____
2.	15	x	Time from New City	x 2	x \$30/hour	=	_____
3.	10	x	Time from Orangeburg	x 2	x \$30/hour	=	_____
Total Time Costs							_____

TOTAL MILEAGE & TIME COSTS

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MILEAGE & TIME COSTS FOR SECTION 2 - CLASS 3 THROUGH 6

There are three major Rockland County Facilities which for the purposes of this bid shall be identified by the following location numbers:

1. Dr. Yeager Health Center, Pomona, NY
2. Rockland County Highway Department, New City, NY
3. Rockland County Sewer District # 1, Orangeburg, NY

The County will complete a mileage and time sheet for each bidder for the locations listed above to be used in the overall evaluation.

MILEAGE

Est. Amt. of Trips	x	Miles from location	x	2 x .50/Mile	=	Mileage Cost
1. 15	x	Miles from Pomona	x	2 x .50/Mile	=	_____
2. 15	x	Miles from New City	x	2 x .50/Mile	=	_____
3. 10	x	Miles from Orangeburg	x	2 x .50/Mile	=	_____
Total Mileage Costs						_____

TIME

Est. Amt. of Trips	x	Time from location	x 2	x	Mechanics Wage/Hour	=	Time Cost
1. 15	x	Time from Pomona	x 2	x	\$30/hour	=	_____
2. 15	x	Time from New City	x 2	x	\$30/hour	=	_____
3. 10	x	Time from Orangeburg	x 2	x	\$30/hour	=	_____
Total Time Costs							_____

TOTAL MILEAGE & TIME COSTS _____

Any alterations to this document made by the Offeror may be grounds for rejection of the proposal, cancellation of any subsequent award, or any legal remedies available to the County of Rockland.

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MILEAGE & TIME COSTS FOR SECTION 3 - CLASS 1 AND 2

There are three major Rockland County Facilities, however only the Pomona location shall be identified for Section 3.

- 1. Dr. Yeager Health Center, Pomona, NY

The County will complete a mileage and time sheet for each bidder for the locations listed above to be used in the overall evaluation.

MILEAGE

Est. Amt. of Trips	x	Miles from location	x	2 x .50/Mile	=	Mileage Cost
1.	5	x	Miles from Pomona	x	2 x .50/Mile	= _____
						Total Mileage Costs _____

TIME

Est. Amt. of Trips	x	Time from location	x 2	x	Mechanics Wage/Hour	=	Time Cost
1.	5	x	Time from Pomona	x 2	x \$30/hour	=	_____
							Total Time Costs _____

TOTAL MILEAGE & TIME COSTS _____

TRAA VEHICLE IDENTIFICATION GUIDE[®]

CLASS 1 • LIGHT-DUTY • (6,000 lbs. or less GVW - 4 tires)*



CLASS 2 • LIGHT-DUTY • (6,001 - 10,000 lbs. GVW - 4 tires)*



Classes 1 and 2 include passenger vehicles, light trucks, minivans, full size pickups, sport utility vehicles and full size vans.

CLASS 3 • MEDIUM-DUTY • (10,001 - 14,000 lbs. GVW - 6 tires or more)*



CLASS 4 • MEDIUM-DUTY • (14,001 - 16,000 lbs. GVW - 6 tires or more)*



CLASS 5 • MEDIUM-DUTY • (16,001 - 19,500 lbs. GVW - 6 tires or more)*



CLASS 6 • MEDIUM-DUTY • (19,501 - 26,000 lbs. GVW - 6 tires or more)*



Classes 3 through 6 include a wide range of mid-size vehicles, delivery trucks, utility vehicles, motorhomes, parcel trucks, ambulances, small dump trucks, landscape trucks, flatbed and stake trucks, refrigerated and box trucks, small and medium school and transit busses.

CLASS 7 • HEAVY-DUTY • (26,001 - 33,000 lbs. GVW - 6 tires or more)*



CLASS 8 • HEAVY-DUTY • (33,001 lbs. and over GVW - 10 tires or more)*



Classes 7 and 8 include a wide range of heavy vehicles, large delivery trucks, motor coaches, refuse trucks, cement mixers, all tractor-trailer combinations including double trailers.

Information Needed To Correctly Dispatch Towing and Recovery Units:

- Year, Make and Model of Vehicle to be Towed or Recovered
- DOT Classification (Class 1 – 8 based on GVW)
- Location of Vehicle
- Type of Tow (impound, accident, recovery motorist assist, etc.)
- Additional Vehicle Information
 - 2 wheel drive, 4 wheel drive, all wheel drive
 - damage to vehicle, tire condition
 - vehicle loaded or empty
 - cargo contents
 - does the vehicle have a trailer
 - are the keys with the vehicle

Note: Any vehicle may carry hazardous materials. Advise if placarded.

*** Note:** The Gross Vehicle Weight Rating (GVWR) of the vehicle to be towed or recovered can be found on the identification label on the vehicle's driver's side doorframe. The number of pounds listed on the label can then be compared with the DOT Classification Vehicle Type Chart for the correct DOT class.

Law enforcement communications with towing and recovery operators describing an incident and the vehicles involved can insure quick and efficient clearing of these scenes and less disruption to traffic flow. In an effort to standardize communications, the towing industry is adopting the federal vehicle class standards as outlined herein.

VIN CODES

The year of the vehicle is critical information for towing operators in order for them to reference correct towing procedures. The diagrams on the front are examples of classifications. The following information about vehicle identification numbers affixed to the chassis will help determine the vehicle's year. As noted, the vehicle's year, identified by a letter or number in the VIN sequence, is the eighth character from the right.

1P8ZA1279SZ215470

EXAMPLE 1995 VIN NUMBER: _____



1980.....A	1987.....H	1994.....R	2001.....1	2008.....8
1981.....B	1988.....J	1995.....S	2002.....2	2009.....9
1982.....C	1989.....K	1996.....T	2003.....3	2010.....A
1983.....D	1990.....L	1997.....V	2004.....4	2011.....B
1984.....E	1991.....M	1998.....W	2005.....5	2012.....C
1985.....F	1992.....N	1999.....X	2006.....6	
1986.....G	1993.....P	2000.....Y	2007.....7	

TOW TRUCK/CAR CARRIER CLASSIFICATION

LIGHT-DUTY

TOW TRUCK CAR CARRIER

HEAVY-DUTY

MEDIUM-DUTY

TOW TRUCK

CAR CARRIER

LOW BOY TRAILER

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