COUNTY OF ROCKLAND Department of General Services

Purchasing Division

Contract Award Notification

Title: Automotive Repair – Non-Warranty General Repairs and Parts

Contract Period: August 1, 2022 through July 31, 2023 w/ 2 one-year options

Extend thru July 31, 2024, w/ 1-year option

Original Date of Issue: August 5, 2022

Date of Revision: 06/20/2023

BID No: RFB-RC-2022-083

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 & Parts

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 22-083	0000023885	Congers Collision	845-589-0685
		180 No. Route 9W	
		Congers, NY 10920	
		Contact: James DeStaso	
		CCI180@optonline.net	FAX: 845-589-0688

COUNTY OF ROCKLAND DGS – PURCHASING DEPARTMENT BLDG. A, 6TH FLOOR, 50 SANATORIUM ROAD POMONA, NY 10970 TELEPHONE NO.: 845-364-3820

FAX NO.: 845-364-3809

LINE	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE	VENDOR
NO.	SECTION 1 - CLA	SS 1 AND 2					
1-1	Labor Rate - Section 1-Class 1 and 2	92847000089	300	HOUR	фоо оо	¢27,000,00	Congers
1-2	NYS Inspection for Class 1 & 2 as per current NYS rates and as amended, to be invoiced as services rendered	92847000099	1	LOT	\$90.00	\$27,000.00	Congers Collision
	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.)Percent Mark-up shall be entered as a whole number EX:20% = 0.20	92847000092	10000	PERCENT MARK-UP	10%	\$11,000.00	Congers
1-4	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.)Percent Mark-up shall be entered as a whole number EX:20% = 0.20	92847000097	10000	PERCENT MARK-UP	10%	\$11,000.00	Congers
	Time and Mileage					\$0.00	Congers Collision
	SECTION 1 - TOTAL FOR LINES 1-1 THROUGH 1-4					\$49,000.00	Congers
	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			YES	Congers Collision
	SECTION 2 - CLASS 3 TE	IROUGH CLASS	5 6		SECTIO	ON 2 - CLASS 3 THROUGH C	CLASS 6
	Labor Rate - Section 2 - Class 3 through Class 6	92847000093	100	HOUR	\$105.00	\$10,500.00	Congers Collision
2-2	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		,	

COUNTY OF ROCKLAND DGS – PURCHASING DEPARTMENT BLDG. A, 6TH FLOOR, 50 SANATORIUM ROAD POMONA, NY 10970 TELEPHONE NO.: 845-364-3820

FAX NO.: 845-364-3809

LINE	DESCRIPTION	ITEM NUMBER	EST. OTY.	UNIT	UNIT PRICE	EXTENDED PRICE	VENDOR
NO.	DESCRIPTION	IIEWI NUWIDEK	ES1. Q11.	UNII	UNIT PRICE	EXTENDED PRICE	VENDOR
2-3	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	92847000096	8000	PERCENT MARK-UP			
	discount offered.) Percent Mark-up shall be entered as a whole number EX:20% = 0.20				10%	\$8,800.00	Congers Collision
	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.) Percent Mark-up shall be entered as a whole number EX:20% = 0.20	92847000098	5000	PERCENT MARK-UP			Congers
	whole number EA.20 /0 = 0.20				5%	\$5,250.00	Collision
	SECTION 2 - TOTAL FOR LINES 2-1 THROUGH 2-4					\$24,550.00	
	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			YES	Congers
	SECTION 3 - CLASS 1 AND 2 VEHICLI	ES WITH WHEE	LCHAIR LI	FTS	SECTION	3 - CLASS 1 AND 2 VEHICL WHEELCHAIR LIFTS	Collision
	Labor Rate - Section 3 - Class 1 and 2 Vehicles with Wheelchair Lifts	92847000101	10	HOUR	\$110.00	\$1,100.00	Congers Collision
3-2	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			Congers Collision
	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.)Percent Mark-up shall be entered as a	92847000103	2000	PERCENT MARK-UP			
	whole number EX:20% = 0.20				100/	¢2 200 00	Congers
	discount offered.)Percent Mark-up shall be entered as a whole number EX:20% = 0.20				10%	\$2,200.00	

COUNTY OF ROCKLAND DGS – PURCHASING DEPARTMENT BLDG. A, 6TH FLOOR, 50 SANATORIUM ROAD POMONA, NY 10970 TELEPHONE NO.: 845-364-3820

FAX NO.: 845-364-3809

LINE	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE	VENDOR
NO.							
3-4	PARTS MARK-UP	92847000104	5000	PERCENT			
	Percent Mark-Up Not to exceed 20%			MARK-UP			
	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.)Percent Mark-up shall be entered as a						_
	whole number EX:20% = 0.20						Congers
					10%	\$5,500.00	Collision
	SECTION 3 - TOTAL FOR LINES						Congers
	3-1 THROUGH 3-4					\$8,800.00	Collision
	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		\mathbf{Y}	ES			
	to transport the vehicles will be added to each Section and						
	used in determining lowest cost.)						
Upon re	ceipt of all required approvals a Contract shall be deemed ex	ecuted and created	with the succes	sful Bidder(s)			
upon th	e Commissioner's mailing or electronic communication to the	e address on the bid	of: i) a Letter o	of Acceptance;			
or ii) a f	fully executed contract; or iii) a Purchase Order authorized b	y the Commissioner					

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 Repair-Non-Warranty General

RFB-RC-2022-083

Repairs and Parts

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 will 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) must indicate whether the bidder offers to pick up and deliver vehicles for all Sections.
- 1.6. Please note page 6 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.

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. Percent mark-up not to exceed 20%. Percent Mark-up is to be entered as a whole number EX:20%= 0.20 on the proposal pages.
- 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.

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 Repair-Non-Warranty General RFB-RC-2022-083

Repairs and Parts

3. GENERAL REQUIREMENTS

- The Vendor must be properly licensed in the State of New York for the maintenance, repair, and service 3.1. 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 is to have an official State of New York vehicle emissions inspection station license and have licensed technicians.
- All parts must be new OEM equivalent parts on classes 1-2 and 3-6 unless otherwise directed by a 3.3. County representative to use OEM parts. All wheelchair lift parts shall be OEM parts for Section 3.
- Vendor is to supply all labor, equipment, tools, and materials necessary to perform required vehicle 3.4. maintenance.
- The County of Rockland has established contracts for towing services and tires. The County will 3.5. 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 are to be charged at the then current NYS inspection rate for the equipment being inspected with no markup.
- 3.7. Bidders are to 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 is to indicate which Labor and time guide that will be used if awarded contract.
- 3.9. The awarded vendor must have access to a substantial inventory of parts for vehicles.
- 3.10. Vendor will 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 is to 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. Recon, 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.

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 Repair-Non-Warranty General Repairs and Parts

RFB-RC-2022-083

- 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. <u>Labor Charges</u> the invoice must list the type and description of repair and the number of personhours 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. <u>Material Costs</u> 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. <u>Additional Items</u> –. 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.

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 Repair-Non-Warranty General Repairs and Parts

RFB-RC-2022-083

- 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 must begin work on vehicles within 24 hours of receipt of vehicle. The authorized County representative is to 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 are to 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 is to 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 must 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 are 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.

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 Repair-Non-Warranty General Repairs and Parts

RFB-RC-2022-083

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 will be awarded to the lowest responsive and responsible bidder as a whole or 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 will 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.

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 Repair-Non-Warranty General

RFB-RC-2022-083

Repairs and Parts

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

Est. Amt. of Trips x		X	Miles from location x		$2 \times .50/Mile =$		= 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 Ti	ime Costs		

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 Repair-Non-Warranty General Repairs and Parts

RFB-RC-2022-083

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

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

TIME

Est. A	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 Ti	me Costs		

TOTAL MILEAGE & TIME COSTS

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 Repair-Non-Warranty General

RFB-RC-2022-083

Repairs and Parts

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 Mileag	e 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 T	ime Costs	
			TOTAL MILEAGI	E & TIMI	E COSTS	

ATTACHMENT ONE

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)*



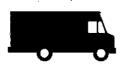




CLASS 6 • MEDIUM-DUTY • (19,501 - 26,000 lbs. GVW - 6 tires or more)*







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.

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.

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)*











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:

1980A	1987H	1994R	20011	20088
1981B	1988J	1995S	20022	20099
1982C	1989K	1996T	20033	2010A
1983D	1990L	1997V	20044	2011B
1984E	1991M	1998W	20055	2012C
1985F	1992N	1999X	20066	
1986G	1993P	2000Y	20077	

TOW TRUCK/CAR CARRIER CLASSIFICATION

