# Request for Quote



STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS
ONE CAPITOL HILL
PROVIDENCE RI 02908

**CREATION DATE :** 06-JAN-14
**BID NUMBER:** 7548388
**TITLE:** RHODE ISLAND STATE POLICE VEHICLE PREVENTIVE MAINTENANCE AND REPAIR

**BLANKET START :** 01-APR-14
**BLANKET END :** 31-MAR-15
**BID CLOSING DATE AND TIME:**25-FEB-2014 11:00:00

BUYER: McGurn, Cheryl A
PHONE #: N/A

**BILL TO**
**DOA CONTROLLER**
**ONE CAPITOL HILL, 4TH FLOOR**
**SMITH ST**
**PROVIDENCE, RI 02908**
**US**

**SHIP TO**
**DPS STATE POLICE HEADQUARTERS**
**311 DANIELSON PIKE**
**NORTH SCITUATE, RI 02857**
**US**

**Requistion Number: 1348794**

| Line | Description | Quantity | Unit | Unit Price | Total |
|---|---|---|---|---|---|
| | RHODE ISLAND STATE POLICE VECHICLE PREVENTIVE MAINTENANCE AND REPAIR PER THE ATTACHED SPECIFICATIONS<br><br>CONTRACT PERIOD - 2 (TWO) YEARS 4/1/2014 - 3/31/2016<br><br>WITH POSSIBLE ONE (1) YEAR OPTION FOR RENEWAL<br><br>PLEASE CONTACT: CHERYL.MCGURN@PURCHASING.RI.GOV FOR ANY ADDITIONAL QUESTIONS.<br>. | | | | |
| 1 | 4/1/2014 - 3/31/2016 MONTHLY MAINTENANCE - 2007-2011 FORD CROWN VICTORIA, 2013 CURRENT MODEL YEAR FORD INTERCEPTOR UTILITY (EXPLORER), 2007 TO 2010 DODGE CHARGER, 2010 -2011 CHEV IMPALA, 2005-2010 CHEV TAHOE - PER ITEM #1 (ONE) ON ATTACHED BID SPECIFICATION | 3,000.00 | Flat | | |
| 2 | 4/1/2014 - 3/31/2016 MONTHLY MAINTENANCE 2012-CURRENT MODEL YEAR CHEV CAPRICE PPV (8CYL), 2013-CURRENT MODEL YEAR CHEV TAHOE, 2012-CURRENT MODEL YEAR CHEV IMPALA, EQUINOX, SILVERADO - PER ITEM #2 (TWO) ON ATTACHED BID SPECIFICATIONS | 3,000.00 | Flat | | |
| 3 | 4/1/2014 - 3/31/2016 MONTHLY MAINTENANCE 2013-CURRENT MODEL YEAR DODGE CHARGER - PER ITEM # 3 (THREE) ON ATTACHED BID SPECIFICATIONS | 1,000.00 | Flat | | |
| 4 | 4/1/2014 - 3/31/2016 LABOR INSPECTION, MAINTENANCE, AND MECHANICAL REPAIRS FOR ALL STATE VEHICLES AS OUTLINED IN ITEM #4 (FOUR) ON ATTACHED BID SPECIFICATIONS | 3,000.00 | Hour | | |
| 5 | 4/1/2014 - 3/31/2016 FLAT RATE FOR TRANSMISSION SERVICE -FORD CROWN VICTORIA-ITEMS A, B AND C OUTLINED UNDER "PERIODIC PREVENTATIVE MAINTENANCE" PER ITEM # 5 (FIVE) ON ATTACHED BID SPECIFICATIONS | 400.00 | Flat | | |
| 6 | 4/1/2014 - 3/31/2016 FLAT RATE FOR TRANSMISSION SERVICE -2013-CURRENT MODEL YEAR FORD INTERCEPTOR UTILITY-ITEMS A, B AND C AS OUTLINED UNDER "PERIODIC PREVENTATIVE | 400.00 | Flat | | |

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|---|---|---|---|---|---|
| | MAINTENANCE" - PER ITEM # 6 (SIX) ON ATTACHED BID SPECIFICATIONS | | | | |
| 7 | 4/1/2014 - 3/31/2016 FLAT RATE FOR TRANSMISSION SERVICE -2012-CURRENT MODEL YEAR CHEVROLET CAPRICE PPV-ITEMS A, B AND C AS OUTLINED UNDER "PERIODIC PREVENTATIVE MAINTENANCE" - PER ITEM # 7 (SEVEN) ON ATTACHED BID SPECIFICATIONS | 400.00 | Flat | | |
| 8 | 4/1/2014 - 3/31/2016 FLAT RATE FOR TRANSMISSION SERVICE -2007-CURRENT MODEL YEAR DODGE CHARGER-ITEMS A, B AND C AS OUTLINED UNDER "PERIODIC PREVENTATIVE MAINTENANCE" PER ITEM# 8 (EIGHT) ON ATTACHED SPECIFICATIONS | 400.00 | Flat | | |
| 9 | 4/1/2014 - 3/31/2016 FLAT RATE FOR TRANSMISSION SERVICE -2005-CURRENT MODEL YEAR CHEV. TAHOE AND LIGHT DUTY TRUCKS-ITEMS A, B AND C AS OUTLINED UNDER "PERIODIC PREVENTATIVE MAINTENANCE" PER ITEM# 9 (NINE) ON THE ATTACHED BID SPECIFICATIONS | 200.00 | Flat | | |
| 10 | 4/1/2014 - 3/31/2016 FLAT RATE FOR TRANSMISSION SERVICE -2010-CURRENT MODEL YEAR CHEVROLET IMPALA-ITEMS A, B AND C AS OUTLINED UNDER "PERIODIC PREVENTATIVE MAINTENANCE" PER ITEM# 10 (TEN) ON THE ATTACHED SPECIFICATIONS | 400.00 | Flat | | |
| 11 | 4/1/2014 - 3/31/2016 FLAT RATE FOR TRANSMISSION SERVICE -ALL OTHER VEHICLES NOT LISTED-ITEMS A, B AND C AS OUTLINED UNDER "PERIODIC PREVENTATIVE MAINTENANCE" PER ITEM# 11 (ELEVEN) ON ATTACHED BID SPECIFICATIONS | 400.00 | Flat | | |
| 12 | 4/1/2014 - 3/31/2016 FLAT RATE FOR AIR CONDITIONING SERVICE - PER ITEM# 12 (TWELVE) ON THE ATTACHED BID SPECIFICATIONS | 400.00 | Flat | | |
| 13 | 4/1/2014 - 3/31/2016 FLAT RATE FOR COOLING SYSTEM PREVENTATIVE MAINTENANCE-FORD CROWN VICTORIA-AS OUTLINED IN ITEMS A, B AND C UNDER "COOLING SYSTEM SERVICE" PER ITEM # 13 (THIRTEEN) ON ATTACHED BID SPECIFICATIONS | 400.00 | Flat | | |
| 14 | 4/1/2014 - 3/31/2016 FLAT RATE FOR COOLING SYSTEM PREVENTATIVE MAINTENANCE-2013-CURRENT MODEL YEAR FORD INTERCEPTOR UTILITY-AS OUTLINED IN ITEMS A, B AND C UNDER "COOLING SYSTEM SERVICE" PER ITEM# 14 (FOURTEEN) ON ATTACHED BID SPECIFICATIONS | 400.00 | Flat | | |

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| 15 | 4/1/2014 - 3/31/2016 FLAT RATE FOR COOLING SYSTEM PREVENTATIVE MAINTENANCE-2012-CURRENT MODEL YEAR CHEV. CAPRICE PPV-AS OUTLINED IN ITEMS A, B AND C UNDER "COOLING SYSTEM SERVICE" PER ITEM# 15 (FIFTEEN) ON ATTACHED BID SPECIFICATIONS | 400.00 | Flat | | |
| 16 | 4/1/2014 - 3/31/2016 FLAT RATE FOR COOLING SYSTEM PREVENTATIVE MAINTENANCE-2007 CURRENT MODEL YEAR DODGE CHARGER-AS OUTLINED IN ITEMS A, B AND C UNDER "COOLING SYSTEM SERVICE" PER ITEM# 16 (SIXTEEN ) ON ATTACHED BID SPECIFICATIONS | 400.00 | Flat | | |
| 17 | 4/1/2014 - 3/31/2016 FLAT RATE FOR COOLING SYSTEM PREVENTATIVE MAINTENANCE-2005-CURRENT MODEL YEAR CHEV TAHOE AND LIGHT DUTY TRUCKS-AS OUTLINED IN ITEMS A, B AND C UNDER "COOLING SYSTEM SERVICE" PER ITEM# 17 (SEVENTEEN) ON ATTACHED BID SPECIFICATIONS | 400.00 | Flat | | |
| 18 | 4/1/2014 - 3/31/2016 FLAT RATE FOR COOLING SYSTEM PREVENTATIVE MAINTENANCE-2010-CURRENT MODEL YEAR CHEVROLET IMPALA-AS OUTLINED IN ITEMS A, B AND C UNDER "COOLING SYSTEM SERVICE" PER ITEM# 18 (EIGHTEEN) ON ATTACHED BID SPECIFICATIONS | 400.00 | Flat | | |
| 19 | 4/1/2014 - 3/31/2016 FLAT RATE FOR COOLING SYSTEM PREVENTATIVE MAINTENANCE-ALL OTHER VEHICLES NOT LISTED-AS OUTLINED IN ITEMS A, B AND C UNDER "COOLING SYSTEM SERVICE" PER ITEM# 19 (NINETEEN) ON ATTACHED BID SPECIFICATIONS | 400.00 | Flat | | |
| 20 | 4/1/2014 - 3/31/2016 FLAT RATE FOR REAR DIFFERENTIAL PREVENTATIVE MAINTENANCE-FORD CROWN VICTORIA UNDER "REAR DIFFERENTIAL SERVICE" ITEMS A, B AND C - PER ITEM # 20 (TWENTY) ON ATTACHED BID SPECIFICATIONS | 400.00 | Flat | | |
| 21 | 4/1/2014 - 3/31/2016 FLAT RATE FOR REAR DIFFERENTIAL PREVENTATIVE MAINTENANCE-DODGE CHARGER - "REAR DIFFERENTIAL SERVICE" ITEMS A, B AND C - PER ITEM# 21 (TWENTY-ONE) ON ATTACHED BID SPECIFICATIONS | 200.00 | Flat | | |
| 22 | 4/1/2014 - 3/31/2016 FLAT RATE FOR REAR DIFFERENTIAL PREVENTATIVE MAINTENANCE-2013-CURRENT MODEL YEAR FORD INTERCEPTOR UTILITY - "REAR DIFFERENTIAL | 400.00 | Flat | | |

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|---|---|---|---|---|---|
| | SERVICE" ITEMS A, B AND C - PER ITEM# 22 (TWENTY-TWO) ON ATTACHED BID SPECIFICATIONS | | | | |
| 23 | 4/1/2014 - 3/31/2016 FLAT RATE FOR REAR DIFFERENTIAL PREVENTATIVE MAINTENANCE-CHEVROLET CAPRICE - "REAR DIFFERENTIAL SERVICE" ITEMS A, B AND C - PER ITEM# 23 (TWENTY-THREE) ON ATTACHED BID SPECIFICATIONS | 400.00 | Flat | | |
| 24 | 4/1/2014 - 3/31/2016 FLAT RATE FOR REAR DIFFERENTIAL PREVENTATIVE MAINTENANCE-CHEVROLET TAHOE/OTHER - "REAR DIFFERENTIAL SERVICE" ITEMS A, B AND C - PER ITEM# 24 (TWENTY-FOUR) ON ATTACHED BID SPECIFICATIONS | 400.00 | Flat | | |
| 25 | 4/1/2014 - 3/31/2016 FLAT RATE FOR SERVICE FOR MOUNT/DEMOUNT TIRE - PER ITEM# 25 ( TWENTY-FIVE) ON ATTACHED BID SPECIFICATIONS | 12,000.00 | Flat | | |
| 26 | 4/1/2014 - 3/31/2016 FLAT RATE FOR TIRE BALANCING - PER ITEM# 26 (TWENTY-SIX) ON ATTACHED BID SPECIFICATIONS | 12,000.00 | Flat | | |
| 27 | 4/1/2014 - 3/31/2016 DISPOSAL COST PER TIRE - PER ITEM# 27 (TWENTY-SEVEN) ON ATTACHED BID SPECIFICATIONS | 12,000.00 | Each | | |

Delivery: _____

Terms of Payment: _____

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**STATE OF RHODE ISLAND AND PROVIDENCE PLANTATIONS**
**Department of Administration**
**DIVISION OF PURCHASES**
One Capitol Hill, 2nd floor
Providence, RI 02908-5855

TEL: (401) 574-8100
FAX: (401) 574-8387
TDD: (401) 574-8228
Website: www.purchasing.ri.gov

# Rhode Island State Police
# Vehicle Preventative Maintenance and Repairs
## BLANKET REQUIREMENTS – 4/1/2014 – 3/31/2016

**SCOPE:**

The purpose of this request for proposal is to solicit offers from full-service automotive and light truck repair facilities for a broad spectrum of maintenance and repair services as may be required for vehicles in the State Police Fleet. Because this fleet is dispersed across the State, facility location will be a prime consideration with regard to selection and award, and it is the State's intent to identify and award to one or more repair facilities based upon regions. The State Police do not guarantee a minimum amount of repairs to any vendors who are selected. Vendors are chosen by individual Troopers based on work location, commuting schedules and work scheduling.

**SCHEDULING:**

Work orders will be issued through the Department of Administration/Office of State Fleet Operations. Where service appointments are required, it is expected that the State Police vehicles will be given priority, and that, in any event, an appointment will be made for a date not to exceed five (5) days following the request. **Any State Police Vehicle requiring emergency repairs will be accommodated by the assigned vendor as soon as reasonably possible.** All drop off services will be accomplished during the same business day unless prior approval has been granted by the Division. In such cases where work cannot be completed in the same day, the vendor will provide an anticipated completion date.

**Vendor shall notify the Division, in writing, why a completion date cannot be met.**

**In an effort to maintain the highest level of quality, the Division reserves the right to, and periodically may, conduct re-inspections of any vehicle to which repairs have been made or periodic maintenance has been performed by a contract vendor. This re-inspection shall be conducted by such personnel and at a location that is deemed appropriate by the Superintendent of the State Police or his designee.**

## INVOICING FOR SERVICES RENDERED:

**A. Parts**

Invoices shall cite the work order number, and a copy of the parts price list must be attached for any repairs made to Division vehicles, excluding any periodic maintenance or other repair for which a flat-rate fee has been previously provided and agreed to. Each invoice shall include an itemized list of parts used and a price for these parts less the percent (%) discount. Vendor will also list all fluids used and the price for such fluids in accordance with the **"fluids price list page".**

When parts are furnished by the State, they shall be itemized on the contractor's invoice as "State furnished parts, "no cost".

Parts pricing cannot exceed the manufacturer's list price as determined by the parts manufacturer. This price is constant, and shall only vary in accordance with legitimate, periodic increases or decreases by that particular parts manufacturer. This price is not set by the vendor, parts supplier, or any other person, firm or corporation other than the legitimate manufacturer of a particular item. Any representation by the vendor of any price that is higher than the manufacturer's list price, for the purposes of subtracting the percentage (%) of discount to the State, shall be considered fraud, and any vendor making such representation may be subject to termination of their contract, and other sanctions including criminal prosecution.

**B. Labor**

Invoices shall include a clear and complete description of repairs performed, and may include a copy of the corresponding flat rate manual page relating to these repairs. The invoice shall include a total of the hours of work performed (number of hours and/or fractions thereof) as determined in accordance with this manual. A page reference must be included with every invoice indicating the page number, issue number, and the volume number of the flat rate manual (shop time book) used in calculating the total hours. This flat-rate manual shall be a publication which has been pre-approved by the Division for this purpose.

No flat rate fees for diagnostic labor shall be accepted; all times must be as per the flat rate manual.

**C. Sub-Contracting (See Evaluation of Offers)**

When sub-contracting is necessary, invoices will include a separately noted, fully disclosed itemized listing of sub-contracted work performed. **Vendor invoices shall also include a copy of the bill-for-services** as provided to the vendor by the sub-contractor. A list of mark-up of the sub-contractor repair(s) will also be included, and shall be in accordance with the agreed upon percentage of mark-up of such repairs. **Any failure of the vendor to properly provide the required copy to the sub-contractor bill-for-services, or in any**

**way fail to accurately provide any of the required invoicing information will result in NON-PAYMENT.**

**NOTE: All pricing is to be invoiced within the categories outlined. No "supplies", "freight", "hardware", or other miscellaneous charges will be accepted.**

**BILLING FOR SERVICES RENDERED**

The contractor shall render invoices for services performed directly to the State Police. Under this arrangement, the contractor is responsible for furnishing **one (1) copy** of the invoice at the time the service is completed, and the obtaining the signature of the person receiving the service on the original as well as any copies of said invoice. Invoices submitted which do not contain the required signature are subject to **NON-PAYMENT.**

Invoices shall contain the make, model, year and vehicle identification number (VIN), vehicle number, date of service, vehicle mileage at the time of service, and the name of the authorized contractor employee preparing the invoice. Invoice shall also include signature of person receiving service. Invoice shall also contain the **purchase order number** issued by State Fleet Operations for the vehicle repairs and/or service. Purchase order numbers shall be obtained by the Division member arranging for service with the vendor. **In no instance shall a vendor contact State Fleet Operations directly for the issuance of a purchase order number.**

A Division member dropping off a vehicle for service at an authorized vendor will indicate specifically to the vendor what maintenance and/or repairs are to be performed on said vehicle. **Vendors are to perform only those services authorized at the time a vehicle is delivered to the vendor, and as are indicated by a Division member.** If a vehicle is found to need additional, subsequent, or unanticipated repairs, an estimate of the total cost of these repairs shall be completed by the vendor. The vendor is then required to contact the Division's Fleet Administrator of Director of Finance before completing any additional, subsequent, or unanticipated repairs.

Any or all parts replaced as of the result of repair or routine shall be manufacturer's original replacement parts (OEM) for the full term of the warranty period for the vehicle(s) involved, unless otherwise specified in bid.

All emergency repairs must be approved by the Division Fleet Administrator at (401) 444-1048 or the Director of Finance at (401) 444-1112.

In the event a Division vehicle is experiencing an intermittent or unknown mechanical problem, a complete and thorough diagnosis of this problem shall be made by the vendor and an estimate containing a total cost of repairs shall be completed. The vendor shall contact the Division's Personnel Officer of the Director of Finance for Authorization before completing any such repairs. **Any repairs performed without prior authorization are subject to NON-PAYMENT.**

Invoicing for EACH authorized work order **MUST** be submitted with one original plus one copy to:

**Rhode Island State Police Headquarters**
**Director of Finance**
**311 Danielson Pike**
**North Scituate, RI 02857**

**NOTE: Invoices submitted directly to State Fleet Operations will not be processed for payment.**

**SERVICES NOT LISTED:**

For Service or repairs that need to be performed, but are not listed in the flat-rate-manual, an estimate of the number of hours required to perform this service shall be prepared by the vendor prior to the commencement of any such work. This estimate shall then be provided to the Director of Finance or the Division's Fleet Officer for authorization and approval. If approved, this estimate shall become the ceiling as to the maximum number of hours to be charged for labor under the contract for that repair order. Time allowance for such work shall be the actual hours of productive labor necessary to complete the job, but not to exceed the ceiling. At the point of invoicing such repair orders, approval and acceptance of the charges by the Division, or otherwise subject to question based on cost experience and estimates of prevailing costs for such work, the Division reserves the right to procure estimates and services by other authorized vendors, or on the open market, as a comparison and/or alternative to the estimate provided by the original vendor.

In those cases where a multiple of services and/or repairs are **combined** in a flat-rate-manual, the total number of labor hours provided by the flat-rate manual for this combination of services shall be used by the vendor in preparing the total labor charge. In no case shall a vendor list separately any labor charges for repairs that are combined in the flat-rate manual. Any invoices submitted which include such a separation shall be subject to **NON-PAYMENT**.

**LABOR GUIDES:**

Mitchell guide will be used.

**WARRANTY:**

All service and repairs shall be performed in a workmanlike fashion, using new replacement parts of prime manufacture or major brands **only.** All maintenance and repair services will be unconditionally warranted for a period of ninety (90) days following the date of original service, except where the normal warranty extended by the contractor, or that extended by the parts manufacturer, exceeds this period. All service recalls shall be performed at no cost to the Division; additionally, the Division shall not honor any charges for subsequent or consequential damages occasioned by the maintenance or repair service.

**MOTOR VEHICLES UNDER MANUFACTURER'S WARRANTY:**

No motor vehicle under manufacturer's warranty will be covered by the contract during the period of such warranty, other services, including periodic maintenance, may be performed at said dealership. The Division reserves the right to send any Division vehicle covered under manufacturer's warranty to an approved vendor for any required repairs or periodic maintenance.

**EVALUATION OF OFFERS:**

**All vendors and subcontractors (if utilized) will be subject to thorough background check. Vendors will be required to submit a list of employees and subcontractor employees (if utilized), complete with home address, social security number and date of birth and will be required to update the list if new employees are hired during the contract period. A criminal records investigation of prospective vendors and employees of the vendors shall be conducted.**

**VENDORS MAY BE DISQUALIFIED IF THE VENDOR, AN EMPLOYEE, OR SUBCONTRACTOR OF THE VENDOR HAS A BACKGROUND THAT MAKES THE VENDOR UNSUITED TO PERFORM THE REQUIRED SERVICE ON POLICE VEHICLES AS DETERINED BY THE STATE POLICE.**

## Rhode Island State Police

**Technical Proposal Summary**

Vendor Name: _____

Location: _____

Rhode Island State Inspections Station: ( ) Yes ( ) No Station # _____

Inspection Station Class: _____

Number of Service Bays: _____

Number of vehicles that can be worked on simultaneously: _____

Does your facility have a locked secure area for housing vehicles? ( ) Yes ( ) No

Number of employees: _____

Do you employ ASA Certified Technicians? ( ) Yes ( ) No

# GENERAL PREVENTATIVE MAINTENANCE

**2007-2011 Ford Crown Victoria, 2013 – current model year Ford Interceptor Utility (Explorer), 2007 to 2010 Dodge Charger, 2010 - 2011 Chevrolet Impala, 2005 – 2010 Chevrolet Tahoe, and all others not listed below.**

**ITEM #1** Monthly (to be performed at an interval of not less than 2,000 miles and no more than 2,500 miles). Vehicle maintenance to include the following:

A. **Lube/oil/filter**- (5W20 motor oil) Drain old oil, add new oil to engine specifications, install new oil filter, lube all areas equipped with grease fittings (oil must be 5W30 motorcraft, Castrol, or Valvoline) . Any substitution must be pre-approved by State Police Fleet and meet OEM specifications. Oil filter must meet or exceed manufacturer's specifications.

B. **Monthly vehicle inspection**. Check includes)

1. Universal joints.
2. Brake pads and/or shoes for wear. (4 wheels). Remove wheels for inspection when required.
3. Exhaust system for leaks or cracks.
4. Tires for wear and proper inflation
5. Wiper blades.
6. All belts and hoses.
7. All lights/bulbs. (includes all emergency lighting)
8. Shocks and/or struts.
9. C/V joints and protective boots.
10. Lubricate all door, hood, and trunk hinges/latches.

C. **Check and fill all fluid levels as required including but not limited to:** power steering, battery, transmission, brake fluid, windshield washer, engine coolant, differential cases (front and rear, if equipped), transfer case (if equipped with 4 wheel/ AWD).

**NOTE: Flat rate for service includes all fluids and any disposal fees. Oil filter and labor are also included.**

## GENERAL PREVENTATIVE MAINTENANCE

**2012 – Current model year Chevrolet Caprice PPV (8cyl), 2013 – current model year Chevrolet Tahoe, 2012 – Current model year Chevrolet Impala, Equinox, Silverado**

**ITEM #2** <u>Monthly</u> (to be performed at an interval of not less than 4,000 miles and no more than 4,500 miles). Vehicle maintenance to include the following:

A. **Lube/oil/filter**- (5W30 motor oil) Drain old oil, add new oil to engine specifications, install new oil filter, lube all areas equipped with grease fittings (oil must be 5W30 Dexos. Any substitution must be pre-approved by State Police Fleet and meet OEM specifications. Oil filter must meet or exceed manufacturer's specifications.

**B. Monthly vehicle inspection. ( Check includes)**

1. Universal joints.
2. Brake pads and/or shoes for wear. (4 wheels). Remove wheels for inspection when required.
3. Exhaust system for leaks or cracks.
4. Tires for wear and proper inflation
5. Wiper blades.
6. All belts and hoses.
7. All lights/bulbs. (includes all emergency lighting)
8. Shocks and/or struts.
9. C/V joints and protective boots.
10. Lubricate all door, hood, and trunk hinges/latches.

C. <u>**Check and fill all fluid levels as required including but not limited to:**</u> power steering, battery, transmission, brake fluid, windshield washer, engine coolant, differential cases (front and rear, if equipped), transfer case (if equipped with 4 wheel/ AWD).

<u>**NOTE: Flat rate for service includes all fluids and any disposal fees. Oil filter and labor are also included.**</u>

# GENERAL PREVENTATIVE MAINTENANCE

**2013 – Current model year Dodge Charger**

**ITEM #3** **Monthly** (to be performed at an interval of not less than 2,000 miles and no more than 2,500 miles). Vehicle maintenance to include the following:

A. **Lube/oil/filter**- (5W20 motor oil) Drain old oil, add new oil to engine specifications, install new oil filter, lube all areas equipped with grease fittings (oil must be 5W20 motorcraft, Castrol, or Valvoline). Any substitution must be pre-approved by State Police Fleet and meet OEM specifications. Oil filter must meet or exceed manufacturer's specifications.

B. **Monthly vehicle inspection**. Check includes)

1. Universal joints.
2. Brake pads and/or shoes for wear. (4 wheels). Remove wheels for inspection when required.
3. Exhaust system for leaks or cracks.
4. Tires for wear and proper inflation
5. Wiper blades.
6. All belts and hoses.
7. All lights/bulbs. (includes all emergency lighting)
8. Shocks and/or struts.
9. C/V joints and protective boots.
10. Lubricate all door, hood, and trunk hinges/latches.

C. **Check and fill all fluid levels as required including but not limited to:** power steering, battery, transmission, brake fluid, windshield washer, engine coolant, differential cases (front and rear, if equipped), transfer case (if equipped with 4 wheel/ AWD).

**NOTE: Flat rate for service includes all fluids and any disposal fees. Oil filter and labor are also included.**

## Any vehicles not listed will be charged at the lowest flat rate listed.

**ITEM #4 – LABOR**

Inspection, maintenance, and mechanical repairs for all State Police vehicles to include complete overhaul of engines, including replacements, steering and/or suspension systems, rear axle assemblies, transaxle assemblies, battery replacements, air conditioning components, transmission repairs, and/or the replacement of any accessory equipment (body and fender work is excluded unless pre-approved by State Police and State Fleet). The Mitchell Labor Guide shall be used for determining repair time.

**PARTS:**

Parts and material will be billed indicating the percentage of discount from the suggested retail price list provided by the parts manufacturer (a copy of the price list must be supplied with each invoice). Discount from the parts manufacturers suggested price list;

**% Discount off OEM parts list – 15% minimum**

**% Discount off aftermarket parts list – 25% minimum**

**Brake pads to be Bendix Metlok or AC Delco PPV only, substitutions must be pre-approved**
**Front-end parts to be Moog only**

## PERIODIC PREVENTATIVE MAINTENANCE

**TRANSMISSION SERVICE: To be performed @ 30,000 mile intervals up to 120,000 miles.**

A. Drain old transmission fluid from transmission and torque converter (where possible), remove old transmission filter and pan gasket (excludes 2013 and newer Ford Utility and Explorer).

B. Install new transmission filter and pan gasket. Transmission fluid and filter shall meet or exceed all manufacturers' specifications.

C. Check for proper operation and leakage.

**ITEM #5 Flat rate for transmission service (A,B,C) - Ford Crown Victoria**

**ITEM #6 Flat rate for transmission service (A,B,C) – 2013 – current model year Ford Interceptor Utility**

**ITEM #7 Flat rate for transmission service (A,B,C) – 2012 – current model year Chevrolet Caprice PPV**

**ITEM #8 Flat rate for transmission service (A,B,C) – 2007 – current model year Dodge Charger**

**ITEM #9 Flat rate for transmission service (A,B,C) – 2005 – current model year Chevrolet Tahoe and light duty trucks.**

**ITEM #10 Flat rate for transmission service (A,B,C) – 2010 – current model year Chevrolet Impala**

**ITEM #11 Flat rate for transmission service (A,B,C) – all other vehicles not listed**

**ITEM #12 Flat rate for air conditioning service**

## PERIODIC PREVENTATIVE MAINTENANCE

**COOLING SYSTEM SERVICE:** Winterization – To be performed annually by November 30th of each Calendar year. Vehicle service to include the following;

A. Test antifreeze performance to 40 degrees below.

B. Drain used anti-freeze, flush cooling system, refill system with proper mixture (as per manufacturer's specifications, up to two (2) gallons of coolant).

C. Pressure test cooling system, check for leaks. Check condition of all hoses.

**Flat Rate foe Service, Including A, B, and C above:**

**ITEM #13 – Flat rate for service cooling system preventative maintenance – Ford Crown Victoria**

**ITEM #14 – Flat rate for service cooling system preventative maintenance– 2013 – current model year Ford Interceptor Utility**

**ITEM #15 – Flat rate for service cooling system preventative maintenance– 2012 – current model year Chevrolet Caprice PPV**

**ITEM #16 – Flat rate for service cooling system preventative maintenance– 2007 – current model year Dodge Charger**

**ITEM #17 – Flat rate for service cooling system preventative maintenance– 2005 – current model year Chevrolet Tahoe and light duty trucks.**

**ITEM #18 – Flat rate for service cooling system preventative maintenance– 2010 – current model year Chevrolet Impala**

**ITEM #19 – Flat rate for service cooling system preventative maintenance– all other vehicles not listed**

## PERIODIC PREVENTATIVE MAINTENANCE

**REAR DIFFERENTIAL SERVICE:** To be performed at 30,000 mile intervals. Service to include;

A. Remove differential housing cover, drain used gear oil, remove gasket material.

B. Inspect differential assembly. Re-install housing cover with new gasket, fill to proper level with new gear oil that meets or exceeds all manufacturers' specifications.

C. Add limited slip additive (if applicable).

**FLAT RATE FOR SERVICE INCLUDES A THRU C ABOVE:**

**ITEM #20 – Flat rate for rear differential preventative maintenance – Ford Crown Victoria**

**ITEM #21 – Flat rate for rear differential preventative maintenance – Dodge Charger**

**ITEM #22 – Flat rate for rear/front differential preventative maintenance - 2013 – current model year Ford Interceptor Utility**

**ITEM #23 – Flat rate for rear differential preventative maintenance – Chevrolet Caprice**

**ITEM #24 – Flat rate for rear differential preventative maintenance – Chevrolet Tahoe/other**

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**ITEM #26 – Flat rate for tire balancing**

**ITEM #27 – Disposal cost per tire**

## Contract Terms and Conditions

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## Terms and Conditions

**BID STANDARD TERMS AND CONDITIONS**

**TERMS AND CONDITIONS FOR THIS BID**

**AWARD**

THE STATE, AT ITS SOLE DISCRETION, SHALL RESERVE THE RIGHT TO MAKE ONE OR MULTIPLE AWARDS FOR THIS REQUIREMENT AND/OR TO REJECT ANY OR ALL BIDS.

**DELIVERY PER AGENCY**

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

**FISCAL YEAR - AWARD EXTENDING PAST FISCAL YR END**

AWARDS EXTENDING BEYOND JUNE 30TH ARE SUBJECT TO AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

**INSURANCE REQUIREMENTS**

AN INSURANCE CERTIFICATE IN COMPLIANCE WITH PROVISIONS OF ITEM 31 (INSURANCE) OF THE GENERAL CONDITIONS OF PURCHASE IS REQUIRED FOR COMPREHENSIVE GENERAL LIABILITY, AUTOMOBILE LIABILITY, AND WORKERS' COMPENSATION AND MUST BE SUBMITTED BY THE SUCCESSFUL BIDDER(S) TO THE DIVISION OF PURCHASES PRIOR TO AWARD. THE INSURANCE CERTIFICATE MUST NAME THE STATE OF RHODE ISLAND AS CERTIFICATE HOLDER AND AS AN ADDITIONAL INSURED. FAILURE TO COMPLY WITH THESE PROVISIONS MAY RESULT IN REJECTION OF THE OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - $1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF $5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - $1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF $1 MILLION.

**MULTI YEAR AWARD**

THIS IS A MULTI-YEAR BID/CONTRACT. PER RHODE ISLAND STATE LAW 37-2-33, CONTRACT OBLIGATIONS BEYOND THE CURRENT FISCAL YEAR ARE SUBJECT TO

AVAILABILITY OF FUNDS. CONTINUATION OF THE CONTRACT BEYOND THE INITIAL FISCAL YEAR WILL BE AT THE DISCRETION OF THE STATE. TERMINATION MAY BE EFFECTED BY THE STATE BASED UPON DETERMINING FACTORS SUCH AS UNSATISFACTORY PERFORMANCE OR THE DETERMINATION BY THE STATE TO DISCONTINUE THE GOODS/SERVICES, OR TO REVISE THE SCOPE AND NEED FOR THE TYPE OF GOODS/SERVICES; ALSO MANAGEMENT OWNER DETERMINATIONS THAT MAY PRECLUDE THE NEED FOR GOODS/SERVICES.

**PURCHASE AGREEMENT BID**

BIDDING (a) A single price shall be quoted for each item against which a proposal is submitted. This price will be the maximum in effect during the agreement period. Any price decline at the manufacturer's level shall be reflected in a reduction of the agreement price to the State. (b) Quantities, if any, are estimated only. The agreement shall cover the actual quantities ordering during the period. Deliveries will be billed at the single, firm, awarded unit price quoted regardless of the quantities ordered. (c) Bid price is net F.O.B. destination and shall include inside delivery at no extra cost. (d) Bids for single items and/or a small percentage of total items listed, may, at the State's sole option, be rejected as being non-responsive to the intent of this request. ORDERING (a) The User Agency(s) will submit individual orders for the various items and various quantities as may be required during the agreement period. (b) Exception - Regardless of any agreement resulting from this bid, the State reserves the right to solicit prices separately for any extra large requirements for delivery to specific destinations.

**RIVIP INFO - BID SUBMISSION REQUIREMENTS**

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

MAILING ADDRESS FOR BID PROPOSALS ISSUED BY THE STATE OF RHODE ISLAND, DIVISION OF PURCHASES

All Bid Proposals must be submitted by mail or hand delivered to:

- State of Rhode Island
- Department of Administrtion
- Division of Purchases, Second floor
- One Capitol Hill
- Providence, RI 02908-5855

**DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:**

**No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.**