



INVITATION TO BID

SOLICITATION TITLE: Rhode Island State Police Vehicle Preventative Maintenance and Repairs
SOLICITATION NUMBER: 7663821
BID PROPOSAL SUBMISSION DEADLINE: November 30, 2021 at **10:00 AM**

NOTICE TO VENDORS:

It will be the responsibility of the vendor to respond to RI State Police Headquarters for vehicle tires. Prior to responding for tires the vendor must contact the RI State Police at 401-764-5905 to arrange pick up.

QUESTIONS about this solicitation must be emailed and received by the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than Monday, November 15, 2021, 4:00 PM, in a Microsoft Word attachment with the corresponding solicitation number. Questions, if any, and responses will be posted on the Division of Purchases website at www.ridop.ri.gov as an addendum to this solicitation

Buyer Name: Gary P. Mosca, **Title:** Chief Buyer



**State of Rhode Island
Department of Administration / Division of Purchases
One Capitol Hill, Providence, Rhode Island 02908-5855
Tel: (401) 574-8100 Fax: (401) 574-8387**

COVID-19 EMERGENCY PROTOCOL FOR BID OPENINGS

Vendors and the public are advised that due to Covid-19 emergency social distancing requirements bid openings at the Division of Purchases shall be conducted via live streaming on the ZOOM website/application . Vendors and the public shall not be permitted to enter the Division of Purchases to attend bid openings. Vendors and the public who attend bid openings via live streaming shall be required to identify themselves and a record of all such attendees shall be maintained by the Division of Purchases. Vendor bid proposals shall be opened and read aloud at the date and time listed herein. The results of bid solicitations requiring a public copy for public works projects shall be posted on the Division of Purchases website as soon as possible after the bid opening. For RFP solicitations only vendor names shall be read aloud at the opening.

Vendors and the public are further advised that visitor access to the Powers Building at One Capitol Hill, Providence, RI requires pre-screening at the entrance to the building. In accordance with the Governor's Executive Order(s) and Department of Health emergency regulations all visitors to the Powers Building must wear a cloth mask which covers the nose and mouth. Vendors delivering bid proposals to the Division of Purchases should allow sufficient time for the pre-screening process. The Division of Purchases assumes no responsibility for delays caused by the screening process or any other reason. Vendors are solely responsible for on time delivery of bid proposals. The Division of Purchases shall not accept late bids for any reason.

Division of Purchases is inviting you to a scheduled Zoom meeting.

Topic: RFQ 7663821

Time: Nov 30, 2021 01:00 PM Eastern Time (US and Canada)

Join Zoom Meeting

<https://us02web.zoom.us/j/83335584288?pwd=NURicHNSQnAzUHEwQ08yaVRxdjNuQT09>

Meeting ID: 833 3558 4288

Passcode: 332061

One tap mobile

+13017158592,,83335584288#,,,,*332061# US (Washington DC)

+13126266799,,83335584288#,,,,*332061# US (Chicago)

Dial by your location

+1 301 715 8592 US (Washington DC)

+1 312 626 6799 US (Chicago)

+1 646 558 8656 US (New York)

+1 253 215 8782 US (Tacoma)

+1 346 248 7799 US (Houston)

+1 669 900 9128 US (San Jose)

833 548 0276 US Toll-free

833 548 0282 US Toll-free

877 853 5247 US Toll-free

888 788 0099 US Toll-free

Meeting ID: 833 3558 4288

Passcode: 332061

Find your local number: <https://us02web.zoom.us/j/83335584288>

Gary P. Mosca

Chief Buyer



Solicitation 7663821

Bid Submission Instructions

For vendor convenience an Electronic Based File is attached that includes an Excel Spreadsheet for submission of vendor quotes for this solicitation. No USB drives will be accepted.

Submission instruction is as follows:

Please submit a DISC copy of your quotes in the same excel format provided.

Bidders are suggested to submit pricing in excel on the Electronic Based Excel File.

Once Disc Based File is completed submit an electronic version in Excel on a disc. Also, submit a printed signed hard copy of your Excel spread sheet.

To summarize: Bidders may submit a disc (CD) copy of quotes in Excel format plus a hard (paper) copy of Excel Request for Quote. No USB drives accepted.

A bidder may choose not to submit a disc based file. If so please complete Price Sheet in ink, **clearly and legible** and submit hard copy with proposal.

NOTE TO VENDORS:

Vendors must register on-line at the Rhode Island Division of Purchases website at www.ridop.ri.gov Offers received without the completed Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

Solicitation #7663821

Titled: Rhode Island State Police Vehicle Preventative Maintenance and Repairs

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 regarding 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 does not guarantee a minimum number 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 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 service will be accomplished during the same business day unless prior approval has been granted by the State Police. In such cases where work cannot be completed in the same day, the vendor will provide an anticipated completion date. The vendor shall notify the State Police, in writing, why a completion date cannot be met.

In cases where maintenance and/or repairs cannot be completed in one day and the State Police vehicle must be held overnight or over the course of several days, vendors are required to secure the State Police vehicles in a locked building or locked lot when the business is closed.

To maintain the highest level of quality, the State Police 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 deemed appropriate by the Superintendent of the State Police or his designee.

INVOICING FOR SERVICES RENDERED:

A. Parts

Invoices shall cite the purchase order number, and a copy of the parts price list must be attached for any repairs made to State Police vehicles, excluding any periodic maintenance or other repairs for which a flat-rate fee has been previously provided

and agreed to. Each invoice shall include an itemized list of parts which and a price for these parts less the percent (%) discount **stipulated in MPA 203 from the Manufacturers Suggested Retail or List Price. Vendors will submit parts invoices with repair invoice to the State Police Fleet Administrator for verification prior to the invoice being submitted to State Fleet for payment.** Vendors 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".

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

Parts pricing cannot exceed the manufacturer's list price. This price is constant, and shall only vary in accordance with legitimate, periodic increases or decreases by that 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 an item. Any misrepresentation by the vendor to the State Police Fleet Administrator, of a price that is higher than the **manufacturer's list price**, for the purposes of recouping the percentage (%) of the discount from the list price, 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 **page of the Mitchell Flat Rate Manual** relating to these repairs. The invoices shall include a total of the hours of work performed (number of hours and/or fractions thereof) as determined in accordance with this manual. The **Mitchell Flat-Rate Manual shall be an edition** which has been pre-approved by the State Police for this purpose.

Fees for diagnostic labor shall be charged per the Mitchell Flat Rate Manual.

C. Sub-Contracting

When sub-contracting is necessary **for specialized services**, invoices will include a separately noted, fully disclosed itemized listing of **all** sub-contracted work performed. **Vendor mark-up for subcontracted repairs will also be included on the invoice and shall be in accordance with the prescribed percent (%) mark-up of subcontracted work per MPA 203. Vendor will also submit, with his invoice, a copy of the bill-for-service from the sub-contractor. Any failure of the vendor to properly provide the required copy to the sub-contractor bill-for-service, or in any way**

fail to accurately provide any of the required copy to the sub-contractor bill-for-service, 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 SERVICE RENDERED:

The contractor shall electronically transmit invoices for service performed directly to the State Police/Supply Unit via email. Invoices shall contain the make, model, year and vehicle identification number (VIN), vehicle number, vehicle plate number, date of service, vehicle mileage at the time of service, and the name of the authorized contractor employee preparing the invoice. Under this arrangement, the contractor is responsible for furnishing one (1) copy of the invoice at the time the service is completed and 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 submitted for payment 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 State Police member or designee 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.**

In the event that invoices cannot be electronically transmitted to the State Police Fleet/Supply Unit, invoices for each authorized purchase order must be sent to:

Rhode Island State Police Headquarters

Fleet Administrator

311 Danielson Pike

North Scituate, RI 02857

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

The Rhode Island Department of Administration is currently in the process of transitioning to the Wright Express Inc. (WEX) Fleet Mastercard for use as payment for fuel and maintenance of State vehicles. When the transition is complete, and accepted for use by the Rhode Island State Police, auto repair vendors, vetted and approved to repair and maintain

Rhode Island State Police vehicles, will be required to participate in the program to receive payment for services rendered.

A State Police member dropping off a vehicle for service at an authorized vendor shall specifically indicate to the vendor the maintenance and/or repairs to be performed on said vehicle. **Vendors are to perform only those services authorized by the State Police member at the time a vehicle is delivered to the vendor.** 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 State Police Fleet Administrator or the Director of Finance before completing any additional, subsequent, or unanticipated repairs.

All emergency repairs must be approved by the State Police Fleet Administrator at (401-764-5464) or the Director of Finance at (401) 764-5785.

In the event a State Police Vehicle is experiencing an intermittent or unknown mechanical problem, a complete and thorough diagnosis of the problem shall be made by the vendor and an estimate containing a total cost of repairs shall be completed. The vendor shall contact the State Police Fleet Administrator or Director of Finance for authorization before completing any such repairs. **Any repairs performed without prior authorization are subject to non-payment.**

LABOR GUIDES:

The Mitchell **flat rate manual** will be used.

SERVICES NOT LISTED IN THE MITCHELL FLAT RATE MANUAL:

For service or repairs that need to be performed but are not listed in the Mitchell flat-rate-manual, an estimate of the number of hours required to perform the service shall be prepared by the vendor and submitted to the State Police Fleet Administrator or the Director of Finance for authorization and approval prior to the commencement of any such work. Time allowance for such work shall be the actual hours of production labor necessary to complete the job but not to exceed the **estimate**. At the point of invoicing such repair orders, approval, and acceptance of the charges by the State Police is required. Invoices for repair orders are subject to question based on cost experience and estimates of the prevailing costs of such work. The State Police reserves the right to procure estimates and services by other authorized vendors, or on the open market, as a comparison and/or alternative to 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 Mitchell flat-rate-manual. Any invoices submitted which include such a separation shall be subject to NON-PAYMENT.

WARRANTY:

All service and repairs shall be performed in a workmanlike fashion, using manufacturer's original replacement parts (OEM) for the vehicle involved, unless otherwise specified in the bid. 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 parts manufacturer, exceeds this period. All service recalls shall be performed at no cost to the State Police; additionally, the State Police 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 State Police vehicle covered under manufacturer's warranty to an approved vendor for any required or periodic maintenance.

EVALUATION OF OFFERS:

All vendors and subcontractors (if utilized) will be subject to a 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 DETERMINED BY THE STATE POLICE.

Rhode Island State Police

Technical Proposal Summary: Vendors are required to complete this form and submit with proposal. Failure to submit may deem proposal non-responsive.

Vendor Name: _____

Location: _____

Rhode Island State Inspection 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

Solicitation #7663821

Titled: Rhode Island State Police Vehicle Preventative Maintenance and Repairs

GENERAL PREVENTIVE MAINTENANCE

2007 to 2011 Ford Crown Victoria, 2013 to 2020 Ford Interceptor Utility (Explorer), 2007 to 2014 Ford F-150, 2007 to 2013 Dodge Charger, 2005 Chevrolet Tahoe, and all other vehicles not listed. Use manufacturers recommended fluids and lubricants on all vehicles not listed.

ITEM # 1 Monthly maintenance to be performed every 3000 miles. Vehicle maintenance to include the following:

- A. Lube/oil/filter-** drain oil, add new oil to engine specifications, install new oil filter, lube all areas equipped with grease fittings or common wear areas that are deemed as greaseable by the service technician. Motor oil must be of the original vehicle manufacturers' specification unless otherwise authorized by the Rhode Island State Police Fleet Administrator. Any substitution must be pre-approved by the State Police Fleet Administrator and must 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. (Include all emergency lighting)
 8. Shocks and / or struts.
 9. C/V joints and protective boots.
 10. Lubricate all door, hood, and trunk hinges/latches.
 11. Inspect frame and subframe components for cracks, weld failure or rust that may indicate metal fatigue.

- 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). Re-set oil life / maintenance required indicator if equipped.

NOTE: Items such as shop fees, fluid disposal fees, material handling fees or shipping charges will not be accepted by the Rhode Island State Police. Such charges will be removed from the invoice prior to its submission for payment.

ITEM # 1

GENERAL PREVENTIVE MAINTENANCE

2012 to current model year Chevrolet Caprice PPV (8cyl),

ITEM # 2 Monthly (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** - Drain oil, add new oil to engine specifications, install new oil filter, lube all areas equipped with grease fittings or common wear areas that are deemed as greaseable by the service technician. Motor oil must be of the original vehicle manufacturers' specification unless otherwise authorized by the Rhode Island State Police Fleet Administrator. Any substitution must be pre-approved by the State Police Fleet Administrator and must 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 fir wear and proper inflation
5. Wiper blades
6. All belts and hoses
7. All lights/bulbs. (Include all emergency lighting)
8. Shocks and / or struts.

9. C/V joints and protective boots.
10. Lubricate all door, hood, and trunk hinges/latches.
11. Inspect frame and subframe components for cracks, weld failure or rust that may indicate metal fatigue.

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). Re-set oil life / maintenance required indicator if equipped.

NOTE: Items such as shop fees, fluid disposal fees, material handling fees or shipping charges will not be accepted by the Rhode Island State Police. Such charges will be removed from the invoice prior to its submission for payment.

ITEM # 2

2013 Chevrolet Tahoe, 2010 to current model year Chevrolet Impala, Equinox, Silverado

ITEM # 3 Monthly (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-** Drain oil, add new oil to engine specifications, install new oil filter, lube all areas equipped with grease fittings or common wear areas that are deemed as greaseable by the service technician. Motor oil must be of the original vehicle manufacturers' specification unless otherwise authorized by the Rhode Island State Police Fleet Administrator. Any substitution must be pre-approved by the State Police Fleet Administrator and must 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. (Include all emergency lighting)
8. Shocks and / or struts.
9. C/V joints and protective boots.
10. Lubricate all door, hood, and trunk hinges/latches.
11. Inspect frame and subframe components for cracks, weld failure or rust that may indicate metal fatigue.

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). Re-set oil life / maintenance required indicator if equipped.

NOTE: Items such as shop fees, fluid disposal fees, material handling fees or shipping charges will not be accepted by the Rhode Island State Police. Such charges will be removed from the invoice prior to its submission for payment.

ITEM # 3

GENERAL PREVENTIVE MAINTENANCE

2015 to current model year Chevrolet Tahoe

ITEM # 4 Monthly (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** - Drain oil, add new oil to engine specifications, install new oil filter, lube all areas equipped with grease fittings or common wear areas that are deemed as greaseable by the service technician. Motor oil must be of the original vehicle manufacturers' specification unless otherwise authorized by the Rhode Island State Police Fleet Administrator. Any substitution must be pre-approved by the State Police

Fleet Administrator and must 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 fir wear and proper inflation
5. Wiper blades
6. All belts and hoses
7. All lights/bulbs. (Include all emergency lighting)
8. Shocks and / or struts.
9. C/V joints and protective boots.
10. Lubricate all door, hood, and trunk hinges/latches.
11. Inspect frame and subframe components for cracks, weld failure or rust that may indicate metal fatigue.

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). Re-set oil life / maintenance required indicator if equipped.

NOTE: Items such as shop fees, fluid disposal fees, material handling fees or shipping charges will not be accepted by the Rhode Island State Police. Such charges will be removed from the invoice prior to its submission for payment.

ITEM # 4

GENERAL PREVENTIVE MAINTENANCE

2021 Dodge Charger (3.6L V6 24V VVT Engine)

ITEM # 5 Monthly (to be performed at an interval of not more than every 350 hours of engine use to include idle time). Vehicle maintenance to include the following:

- A. Lube/oil/filter-** Drain oil, add new oil to engine specifications, install new oil filter, lube all areas equipped with grease fittings or common wear areas that are deemed as greaseable by the service technician. Motor oil must be of the original vehicle manufacturers' specification unless otherwise authorized by the Rhode Island State Police Fleet Administrator. Any substitution must be pre-approved by the State Police Fleet Administrator and must 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. (Include all emergency lighting)
 8. Shocks and / or struts.
 9. C/V joints and protective boots.
 10. Lubricate all door, hood, and trunk hinges/latches.
 11. Inspect frame and subframe components for cracks, weld failure or rust that may indicate metal fatigue.
- 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). Re-set oil life / maintenance required indicator if equipped.

NOTE: Items such as shop fees, fluid disposal fees, material handling fees or shipping charges will not be accepted by the Rhode Island State Police. Such charges will be removed from the invoice prior to its submission for payment.

ITEM # 5

2021 Dodge Durango (5.7-liter V8 Hemi MDS VVT Engine)

ITEM # 6 Monthly (to be performed at an interval of not more than every 350 hours of engine use to include idle time). Vehicle maintenance to include the following:

A. Lube/oil/filter- Drain oil, add new oil to engine specifications, install new oil filter lube all areas equipped with grease fitting or common wear areas that are deemed as greaseable by the service technician. Motor oil must be of the original vehicle manufacturers' specification unless otherwise authorized by the Rhode Island State Police Fleet Administrator. Any substitution must be pre-approved by the State Police Fleet Administrator and must 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. (Include all emergency lighting)
8. Shocks and / or struts.
9. C/V joints and protective boots
10. Lubricate all door, hood, and trunk hinges/latches.
11. Inspect frame and subframe components for cracks, weld failure or rust that may indicate metal fatigue.

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). Re-set oil life / maintenance required indicator if equipped.

NOTE: Items such as shop fees, fluid disposal fees, material handling fees or shipping charges will not be accepted by the Rhode Island State Police. Such charges will be removed from the invoice prior to its submission for payment.

ITEM # 6

2022 Ford Police Utility Vehicle

ITEM # 7 Monthly (to be performed at an interval of not more than every 450 hours of engine use to include idle time) Vehicle maintenance to include the following:

A. Lube/oil/filter- Drain oil, add new oil to engine specifications, install new oil filter, lube all areas equipped with a grease fitting or common wear areas that are deemed as greaseable by the service technician. Motor oil must be of the original vehicle manufacturers' specification unless otherwise authorized by the Rhode Island State Police Fleet Administrator. Any substitution must be pre-approved by the State Police Fleet Administrator and must 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. (Include all emergency lighting)
8. Shocks and / or struts.
9. C/V joints and protective boots.
10. Lubricate all door, hood, and trunk hinges/latches.
11. Inspect frame and subframe components for cracks, weld failure or rust that may indicate metal fatigue.

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). Re-set oil life / maintenance required indicator if equipped.

NOTE: Items such as shop fees, fluid disposal fees, material handling fees or shipping charges will not be accepted by the Rhode Island State Police. Such charges will be removed from the invoice prior to its submission for payment.

ITEM # 7

ITEM # 8 - For General Preventive Maintenance , any vehicles not listed will be invoiced based on the labor guides produced by Mitchell's software or equivalent.

ITEM # 9 – Labor

Inspections, 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 replacement, air conditioning components, transmission repair, and/or the replacement of any accessory equipment (body and fender work is excluded unless pre-approved by State Police and State Fleet). Labor invoiced for service will be based on labor guides produced by Mitchell's software or equivalent.

ITEM #9

PER HOURS

ITEM # 10 - PARTS:

Parts and material will be billed indicating the percentage of discount from the suggested retail price list provided by the parts manufacturer (each invoice shall include an itemized list of parts used and a price for these parts). Discount from the parts manufacturers suggested price list.

ITEM # 10 – 15% Discount (minimum) from List price off OEM parts

Brake pads to be Bendix Metlok, AC Delco, General Motors, or Motorcraft PPV only. Substitutions must be pre-approved. Front-end parts to Moog only.

Parts are required to be OEM, OEM equivalent or greater quality parts.

PERIODIC PREVENTIVE MAINTENANCE

TRANSMISSION SERVICE: To be performed @ 30,000 miles Intervals up to 120,000 miles.

- A.** Remove old transmission fluid from transmission and torque converter (where possible), remove old transmission filter and pan gasket (exclude 2013 and newer Ford Utility 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.

Labor invoiced for transmission service will be based on labor guides produced by Mitchell's software or equivalent.

ITEM #11 Mitchell's software or equivalent flat rate for transmission service (A, B, C) – Ford Crown Victoria.

ITEM #12 Mitchell's software or equivalent flat rate for transmission service (A, B, C) – 2013 to current model year Ford Police Interceptor Utility.

ITEM #13 Mitchell's software or equivalent flat rate for transmission service (A, B, C) – 2012 to current model year Chevrolet Caprice PPV.

ITEM #14 Mitchell's software or equivalent flat rate for transmission service (A, B, C) – 2007 to current model year Dodge Charger.

ITEM #15 Mitchell's software or equivalent flat rate for transmission service (A, B, C) – 2019 to current year Dodge Durango.

ITEM #16 Mitchell's software or equivalent flat rate for transmission service (A, B, C) – 2005 to current model year Chevrolet Tahoe and light duty trucks.

ITEM #17 Mitchell's software or equivalent flat rate for transmission service (A, B, C) – 2010 to current model year Chevrolet Impala.

ITEM #18 Mitchell's software or equivalent flat rate for transmission service (A, B, C) – all other vehicles not listed.

ITEM #19 Mitchell's software or equivalent flat rate for air conditioning service on all of the vehicles previously listed and all other vehicles not listed.

PERIODIC PREVENTIVE MAINTENANCE

COOLING SYSTEM SERVICE: To be performed @ 30,000 miles Intervals up to 120,000 miles.

- A. Test antifreeze performance to 40 degrees below.**
- B. Remove used anti-freeze, flush cooling system, refill cooling system with anti-freeze as per manufacturer's specifications type and qua.**
- C. Pressure test cooling system, check for leaks. Check condition of all hoses.**

Labor invoiced for cooling system service will be based on labor guides produced by Mitchell's software or equivalent.

ITEM #20 Mitchell's software or equivalent flat rate for cooling system preventative maintenance – Ford Crown Victoria

ITEM #21 Mitchell's software or equivalent flat rate for cooling system preventative maintenance – 2013 to current model year Ford Police Interceptor Utility.

ITEM #22 Mitchell's software or equivalent flat rate for cooling system preventative maintenance – 2012 to current model year Chevrolet Caprice PPV.

ITEM #23 Mitchell's software or equivalent flat rate for cooling system preventative maintenance – 2007 to current model year Dodge Charger.

ITEM #24 Mitchell's software or equivalent flat rate for cooling system preventative maintenance – 2019 to current model year Dodge Durango.

ITEM #25 Mitchell's software or equivalent flat rate for cooling system preventative maintenance – 2005 to current model year Chevrolet Tahoe and light duty trucks.

ITEM #26 Mitchell's software or equivalent flat rate for cooling system preventative maintenance – 2010 to current model year Chevrolet Impala.

ITEM #27 Mitchell's software or equivalent flat rate for cooling system preventative maintenance – all other vehicles not listed.

PERIODIC PREVENTIVE MAINTENANCE

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

- A. Remove the differential housing cover if necessary. Siphon or drain the used oil. Remove the gasket material if it was necessary to remove the differential housing cover.
- 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).

Labor invoiced for rear differential service will be based on labor guides produced by Mitchell's software or equivalent.

ITEM #28 Mitchell's software or equivalent flat rate for differential preventative maintenance – Ford Crown Victoria.

ITEM #29 Mitchell's software or equivalent flat rate for differential preventative maintenance – 2013 to current model year Ford Police Interceptor Utility.

ITEM #30 Mitchell's software or equivalent flat rate for differential preventative maintenance – Chevrolet Caprice.

ITEM #31 Mitchell's software or equivalent flat rate for differential preventative maintenance – Dodge Charger

ITEM #32 Mitchell's software or equivalent flat rate for differential preventative maintenance – Dodge Durango

ITEM #33 Mitchell's software or equivalent flat rate for differential preventative maintenance – 2005 to current model year

Chevrolet Tahoe/other

ITEM #34 – Mitchell's software or equivalent flat rate for service for mount/demount tires.

ITEM #35 – Mitchell's software or equivalent flat rate for tire balancing

ITEM #36 – Disposal cost per tire will not exceed the \$5.00 per tire fee mandated by the Rhode Island Resource Recovery Corporation Fee Schedule - FY20.

(Note: It will be the responsibility of the vendors to respond to RI State Police Headquarter for vehicle tires. Prior to responding for tires the vendors must contact the RI State Police at 401-764-5905 to arrange pick-up)

Solicitation 7663812 General Terms & Conditions

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.

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 should be attached to the front of the offer. Each bid proposal must be submitted in a separate sealed envelope with the bidder's name and address and the specific "Solicitation Number," Solicitation Title," and the "Bid Proposal Submission Deadline" marked in the upper left-hand corner of the envelope.

The bid proposal must be delivered (via mail, messenger service, or personal delivery) to the Division of Purchases and date-stamped receipted by the date and time specified for the bid proposal submission deadline. Bidders should mail bid proposals sufficiently in advance of the bid proposal submission deadline to ensure timely delivery to the Division of Purchases or, when delivering a bid proposal in person or by messenger, should allow additional time for parking and clearance through security check points. Bid proposals must be addressed to:

Rhode Island Department of Administration

Division of Purchases, 2nd Floor

One Capitol Hill, Providence, RI 02908-5855

Bid proposals that are not received by the Division of Purchases by the bid proposal submission deadline for whatever reason will be deemed late and will not be considered. The submission time will be determined by the time clock in the Division of Purchases. Postmarks will not be considered proof of timely submission.

Bid proposals in electronic format are not accepted at this time.

At the bid proposal submission deadline, bid proposals will be opened and read aloud in public.

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 Tr. 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 ordered 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.

Mailing Address for Bid Proposals issued by the State of Rhode Island, Division of Purchases:

All Bid Proposals must be submitted to the following address:

State of Rhode Island

Department of Administration

Division of Purchases, 2nd Floor

One Capitol Hill

Providence, RI 02908 **asurer pursuant to R.I. Gen. Laws §37-2.5-3.**

HOURS INDICATED ARE ESTIMATED QUANTITIES FOR BIDDING PURPOSES ONLY.

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY

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