PURCHASING AND CENTRAL SERVICES

Telephone No.: (845) 808-1088 Fax No.: (845) 808-1914

Contract Award Notification Extension

Title:	**AUTOMOTIVE REPAIR FOR TRUCKS-NON WARRANTY-GENERAL REPAIRS/PARTS-OEM**
Contract Period:	**One Year from Date of Award**
2nd Revised Period:	**April 27, 2017 – April 26, 2018**
BID No:	**RFB-22-15**
Authorized User:	**County Agencies, All Political Subdivisions**
Description:	**AUTOMOTIVE REPAIR FOR TRUCKS-NON WARRANTY-GENERAL REPAIRS/PARTS-OEM**
Contractor Information:	**CRAIG ZOTTOLA INC. 35 COMMERCE DRIVE CARMEL, NY 10512 845-225-7428**

PURCHASING AGENT: Alex Magotta **DATE:** 1/24/17

DEPARTMENT HEAD: Ed Pena **DATE:** 1/24/17

COUNTY EXECUTIVE: Mary Ellen Odell **DATE:** 1.27.17.

ALESSANDRO MAZZOTTA
Director

MARYELLEN ODELL
County Executive

PURCHASING /CENTRAL SERVICES

January 13, 2016

Craig Zottola Inc.
35 Commerce Drive
Carmel, NY 10512

Re: RFB-22-15 Automotive Repair For Trucks-Non Warranty-General Repairs/Parts-OEM

Dear Sir/Madame:

The above-referenced bid is due to expire on April 27, 2016. Putnam County would like to extend the bid for one (1) additional year, April 27, 2017 – April 26, 2018. All terms and conditions of the proposal will remain in effect throughout the revised term.

If you agree to the extension, please sign below and return to me as soon as possible. (Fax or Mail)

CRAIG ZOTTOLA INC.
35 Commerce Drive
Carmel, NY 10512
We Keep America Moving

COMPANY NAME: _____

ADDRESS: _____

BY: _____
(Signature Line)

Yours truly,
Cynthia Ann Jaffre
Cynthia Ann Jaffre, Principal Account Clerk
Putnam County Purchasing Department

PUTNAM COUNTY OFFICE BUILDING
PURCHASING ~ 40 GLENEIDA AVE. ~ ROOM 105 ~ CARMEL, NEW YORK 10512
(845) 808-1080 Fax (845) 808-1914

COUNTY OF PUTNAM - PURCHASING
40 Gleneida Ave.-1st Floor-Room 105, Carmel, NY 10512
TELEPHONE: 845-808-1088 / TELEFAX: 845-808-1914

TITLE: AUTOMOTIVE REPAIR FOR TRUCKS-NON-WARRANTY-REPAIRS AND PARTS FOR MACK/INTERNATIONAL & MISC. HEAVY DUTY TRUCKS-OEM ONLY	BID NUMBER: RFB-22-15

SPECIFICATIONS

1. SCOPE

1.1. The County of Putnam seeks a contract to provide non-warranty general automotive repairs, labor and parts for heavy duty trucks/vehicles per the attached TRAA ID Guide (TRAA ID Guide) Class 7-8 Heavy Duty, 33,000 lbs. GVW – 6 tires or more – 33,001 lbs. and over GVW – 10 tires or more. Truck makes will include but not limited to Mack, International, Volvo, GMC, etc. Quantities listed are estimates only. Actual quantities may be greater or less.

2. DISCOUNT

2.1. All discounts quoted shall be firm and fixed for the specified contract period. Discounts offered must be expressed as a single percent (%) figure for each contract item.

3. GENERAL REQUIREMENTS

3.1. Parts shall be ordered on an as needed basis.

3.2. The County of Putnam is seeking vendors who have a substantial inventory of parts for vehicles.

3.3. Payment — the successful bidder shall be paid for each repair authorized by the County of Putnam upon submission of properly executed invoices. Invoices shall be submitted according to the requirements listed below:

3.3.1. Labor Charges — the invoice must list specifically the number of man-hours worked. The contractor's labor charges must correspond to the rates, which he will supply with the bid. 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.

3.3.1.1. Labor charges must be verifiable by means of a reputable manual such as Chilton's, Mitchell's, or Motors. Bidder must state on invoice, which manual was used for calculating labor rates.

3.3.1.2. It is understood that vehicles over five (5) years old or certain conditions 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.

3.3.2. Material Costs — the invoice must list specifically all parts, which the contractor has purchased from other sources, and the cost to him for each. The County of Putnam 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.

3.3.3. Markup —The contractor shall add a fixed percentage above the described material charges to the invoice for payment. The percent markup must correspond to the figure entered in the proposal to this bid. Invoice must show contractor's cost and markup cost.

3.3.4. There will be no charge for pick up or delivery. The County of Putnam has established contracts for towing services. The County will arrange for the towing of any County vehicle to the vendor's facility as needed.

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Additional Items —If a contractor expects to incur any additional costs not specified in the above paragraphs, he must submit a list of these items and corresponding charges or schedule with his bid. No other costs except those placed in the bid proposal at the time the bid is submitted shall be evaluated, considered or deemed acceptable charges by the County of Putnam.

3.4. All services and repairs must meet with the approval of the County of Putnam

3.5. Bidder must have at least five years' experience in the automotive repair industry.

3.6. All work shall be performed by competent mechanics, experienced and qualified to work on Mack/International and other miscellaneous trucks, and that all work shall be performed in accordance with the best commercial practices without unnecessary delays. The vendor shall have available suitable modern equipment necessary for the satisfactory execution of any repair job, including all gauges and checking tools necessary to make precision adjustment when required, and all special tools for proper service of the equipment called for under the contract. The County of Putnam reserves the right to inspect vendor's repair facility at any time. Vendors shall submit copies of business license with their quote package.

3.7. Vendor must be able to begin work on vehicles within 24 hours of contact by the County of Putnam.

3.8. Bidder shall provide the names and addresses of references nearest the County of Putnam providing the type of maintenance specified in the bid package.

3.9. Bids containing restrictions will not be acceptable unless the Putnam County Purchasing Department deems the restrictions conform to the County of Putnam requirements.

3.10. The estimated labor rates and quantities listed are estimates only and may be more or less depending on the needs of the County of Putnam.

3.11. Bidder shall have either a lift or pit to accommodate the class equipment being bid.

3.12. Bidders shall be required to keep all County of Putnam vehicles in a secured fenced yard or may have an open area with 24 hour security.

3.13. Bidders employees driving County of Putnam vehicles shall be properly licensed, with a CDL endorsement, as required by NYS law.

3.14. Bidders shall have an air conditioning certified technician and a certified technician with heavy duty electrical and computer experience on staff, in addition, to the normal technicians required to perform maintenance on County of Putnam equipment.

3.15. Bidders shall have an official State of New York heavy vehicle emissions inspection station license and have licensed technicians.

3.16. Bidders shall be required to use nationally recognized labor and time guides such as Motors, Mitchell or All Data. Any straight time above four hours shall be approved, in writing, by an authorized Putnam County transportation employee.

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

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4. OPTION TO EXTEND

4.1. The County of Putnam and vendor, upon mutual agreement, shall extend the period of this agreement up to 2 additional one year periods under identical prices and conditions.

5. EMERGENCY PURCHASES

5.1. The County of Putnam reserves the right to purchase from other sources, those items which are required on an emergency pick-up basis and cannot be supplied immediately from stock by the Contractor.

5.2. The County of Putnam may authorize the contractor to expedite delivery of critical parts (FOB shipping point) through air freight, UPS, transit bus or other, on an exception basis. The cost of shipping will be borne by the County.

6. PARTS

6.1 DEFECTIVE PRODUCT: All defective products shall be replaced and exchanged by the Contractor. The cost of transportation, unpacking, inspection, re-packing, re-shipping or other like expenses shall be paid by the Contractor. All replacement products must be received by the County within 7 days of initial notification.

6.2 All parts and materials supplied by the vendor and used on trucks shall be new and of equal quality to original equipment manufacturer except as stated below. No parts, accessories or supplies shall be used which might void the truck manufacturer's warranty. When not concerned with the warranty the ordering agency may authorize use of rebuilt assemblies or sub-assemblies when such is standard industry practice. The rebuilt item carries the same warranty as a new assembly or sub assembly.

7. BACK ORDERS

7.1. All back orders must have the prior approval of the County of Putnam representative placing the order. The County of Putnam will not accept delivery of back orders without this prior approval to back order.

8. SPECIAL CONDITIONS

8.1. The New "Hazardous Communications" and "Right to Know" laws require certain chemicals, cleaners, paints, etc. to be delivered with "Material Safety Data Sheets" and be labeled accordingly. The contract vendor shall guarantee that all State and/or EPA Hazardous Materials Regulations are met where applicable.

8.2. All filters must be of the non-template type. If filters containing template are the only available product, the County of Putnam must be notified prior the purchase and reserves the right to accept or decline the product being offered.

8.4. All items to be first quality, unless remanufactured or rebuilt is requested.

9. SALES/DELIVERY TICKETS

9.1. Calls made under this contract for delivery by purchase order or blanket purchase order for pick up by an authorized representative, shall be supported by the Contractor's sales/delivery ticket which shall be prepared by the contractor in duplicate. The Contractor's sales/delivery ticket shall contain the following information.

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9.1.1. Contractor's name

9.1.2. Purchase order or blanket purchase order number

9.1.3. Date of purchase

9.1.4. Itemized list of supplies furnished

9.1.5. Quantity, unit price and extension of each item, and total, less than any applicable trade discount in accordance with the contract.

9.1.6. Name of County Agency receiving the supplies.

9.1.7. All invoices must show the part numbers and parts discount.

9.2. In all instances, the Contractor's sales/delivery ticket will be prepared in duplicate, whether delivery is made by the Contractor or pick up is made by the authorized representative of the County at the Contractor's place of business. The Contractor's sales/delivery ticket will be signed in duplicate, by the designated representative of the County, and one copy shall be retained by the Contractor.

10. ITEM NOT AUTHORIZED

10.1. Hand tools, power tools and any item not directly associated with the repair or maintenance of vehicles, small equipment or off-road equipment.

11. INCREASES

11.1. In the second and third years of this agreement, at the County of Putnam's option, the Contractor may receive a Unit Daily Cost increase not to exceed the prevailing CPI. The decision of the County of Putnam is Final and Binding. At the option of the County of Putnam, this contract(s) may be extended for two (2) additional one year terms with the prevailing CPI increase.

11.2. 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 Putnam.

11.3. Vendors shall submit a letter to the Director of Purchasing addressing any unscheduled price increases from the manufacturers. This letter must also include, on the manufacturer's letterhead, all information to support any unscheduled increase. Any increase authorized is at the sole discretion of the Director of Purchasing and shall be made in writing.

12. AWARD

12.1. **The County of Putnam reserves the right to make multiple awards on this contract, due to the requirements of departments and the types, makes and models of vehicles being repaired.**

12.2. It is further understood and agreed to between the parties to the resulting contract that the County of Putnam shall not be obligated to either purchase or pay for supplies covered by such contract unless and

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until they are ordered and delivered to the County of Putnam.

12.3. In addition to the pricing submitted on the Bid Proposal Pages; the County of Putnam's internal cost (based on mileage, labor costs and tolls) for delivery and pickup of vehicles to and from the Contractor's location will be used in the evaluation process to determine the lowest responsible bidder. The County of Putnam shall use 842 Fair Street, Carmel, NY to determine transportation costs to and from the Contractor's location. The County reserves the right to reject a bid where the County's internal transportation costs are excessive.

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TRAA VEHICLE IDENTIFICATION GUIDE©

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)*

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

Illustrations: © T.I. Publications/Vehicle Identification Guide: ©TRAA

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CRAIG ZOTTOLA INC.
35 COMMERCE DR.
CARMEL, NY 10512
845-225-7428

DESCRIPTION	ESTIMATED QTY.	RATE/DISCOUNT/MARK-UP		EXTENDED TOTAL
MACK				
Labor Rates for mechanic	50 HOURS	$ 97.52	PER HOUR	$4,876.00
PERCENT MARKUP OVER COST FOR PARTS.	$5,000.00	25.00%	$1,250.00	$6,250.00
GRAND TOTAL				$11,126.00
INTERNATIONAL				
Labor Rates for mechanic	50 HOURS	$ 97.52	PER HOUR	$4,876.00
PERCENT MARKUP OVER COST FOR PARTS.	$5,000.00	25.00%	$1,250.00	$6,250.00
GRAND TOTAL				$11,126.00

ONLY ABOVE MANUFACTURERS WILL BE USED TO EVALUATE AWARD

ALL OTHER MANUFACTURERS-I.E. VOLVO, AUTOCAR & GMC

PLEASE LIST MANUFACTURER-(PLEASE LIST EACH SEPARATELY IF LABOR RATE/PARTS PRICING IS DIFFERENT THAN MACK OR INTERNATIONAL

PLEASE LIST MANUFACTURER

MANUFACTURER: _____

NO BID

Labor Rates for mechanic	$	PER HOUR
PERCENT MARK UP OVER COST FOR PARTS.		
PARTS-REMANUFACTURED ENGINES & TRANSMISSIONS-PERCENT MARKUP OVER COST		%

PLEASE STATE IF YOU ARE AN AUTHORIZED NYS INSPECTION STATION FOR THE ALL VEHICLES REFERENCED IN BID SPECIFICATION

YES X FEE FOR INSPECTION H.D. $20.00

NO _____

DISTANCE FROM: 842 Fair Street, Carmel, NY 10512, Highway Garage — .5 MILES

VENDOR ADDRESS: 35 COMMERCE DR., CARMEL, NY 10512