

## PUBLIC NOTICE

### REQUEST FOR PROPOSALS

THE TOWN OF GUTTENBERG IN THE COUNTY OF HUDSON, STATE OF NEW JERSEY is requesting proposals from providers of auto and truck repairs for the motor vehicles of the Town of Guttenberg for a period from June 1, 2010 to May 31, 2011. Copies of the documents setting forth the scope of services, contract terms and conditions, proposal requirements, criteria for evaluation of proposals, and proposal submission requirements may be obtained from the Municipal Clerk of the Town of Guttenberg by telephoning the Clerk at 201-868-2315 or by visiting his offices at 6808 Park Avenue, Guttenberg, New Jersey, Monday through Friday between the hours of 9:00 a.m. and 4:00 p.m. Proposals will be accepted up to 2:00 p.m. (prevailing time) on Friday, May 28, 2010. All necessary documents may be downloaded from the official Guttenberg website, [www.guttenbergnj.org](http://www.guttenbergnj.org)

Alberto Cabrera  
Town Clerk

## REQUEST FOR PROPOSALS

**THE TOWN OF GUTTENBERG** is accepting Proposals from providers of auto and truck repairs for the motor vehicles of the Town of Guttenberg for a period from June 1, 2010 to May 31, 2011. The approved vendor must provide the following services:

1. Tax Exemption

Prices quoted in all bids shall include delivery (FOB destination) and exclusive of all Federal, State or local taxes from which the Town is exempt.

2. Contract Period

The contract shall be for a period of one (1) year.

3. Estimates

The quantity of the hours and or items listed in the technical section of this document are estimates. These estimates, to the best of the Town's knowledge, are accurate and concise. However, the Town makes no representation that these are the exact quantities required during the period of the contract.

4. Purchase of Necessary Parts or Equipment

Please include the percent discount off of the manufacturer's suggested list price of parts sold to the Town. The Town request a minimum ten (10) percent discount off of parts sold. Upon execution of this contract, relevant parts catalogues will be submitted

to the Town's Administrator.

5. Trained Personnel

The successful bidder must satisfactorily furnish to the Town evidence that it has trained personnel with appropriate experience and knowledge to service the specific make and models identified. A certified, class A Mechanic must supervise all maintenance.

6. Service

The successful bidder will immediately respond to a Town request for corrective service the listed vehicles, during regular business hours for Town Departments, with the exception to the Police Department. Regular business hours are from 9:00 am to 4:00 p.m., Monday through Friday. The Town reserves the right to change its normal business hours upon immediate notice to the vendor. In the event the vehicle cannot be serviced by the successful bidder, it may be subcontracted, upon Town approval, to another vendor. The successful bidder will bill the Town the cost of the subcontractor plus an additional ten percent (10%) mark-up.

7. Location

The successful bidder must maintain its facility within a half hour (½ hour) from the Town Hall located at 6808 Park Avenue, Guttenberg, New Jersey.

8. Only Authorized Work Performed

Work may not begin on any vehicle until it has first been approved by an authorized representative of the Town. Any bill sent to the Town and not conforming to the requirement will not be paid. Bills will include, at minimum, service date(s), number of hours worked, and part(s) sold. A bill not be paid unless it includes these items.

9. Hourly Rate

The Town will be billed on an hourly rate to be in accordance with the Chilton Labor Rate guide (as per industry standard) for filling as previously state. The successful bidder will be the one submitting the lowest hourly rate for the following service.

Front End & Wheel Adjustment

Replace Motors & Engine  
Air Conditioning Repair  
Electrical Work  
Fuel Injection System  
Other Miscellaneous Repairs

10. Vehicle Inspection

The successful bidder will be responsible to insure that the Town Fleet will pass the NJ Department of Motor Vehicles Inspection/NJ Department of Transportation Inspection.

11. Emergency Road Repair Service

The Town will be billed at the contracted hourly rate for emergency road repair service. Travel time will be included for emergency road repair service.

12. Towing

Please submit a proposal for towing vehicles to your facility. Please include a rate for light, medium and heavy tows. The rates should include a basic fee for light, medium and heavy tow, as well as any additional mileage fee. These prices will not affect the bid calculations.

13. Review of Hours Worked

Services provided by the successful bidder and bills submitted for such work will be consistent with flat rate guides utilized by insurance companies for auto repair. If a bill for a particular service varies significantly from these insurance guides, the Town reserves the right to adjust a bill to reflect its consistency with these guides.

14. List of Vehicles

Attached is a list of Town vehicles. The vehicles are available for inspection at a convenient time determined by the Town.

**PROPOSAL SUBMISSIONS:**

All persons interested in submitting a proposal for the providing auto and truck repairs shall submit a Proposal. Proposals shall be delivered to the Municipal Clerk at his office at the Town Hall of Guttenberg, New Jersey located at 6808 Park Avenue, Guttenberg, New Jersey on or about 2:00 p.m. (prevailing time) on Friday, May 28, 2010. All persons submitting a Proposal are encouraged to contact Alberto Cabrera, Municipal Clerk, in an effort to personally be advised of the necessary requirements to provide the services requested.

**PROPOSAL FORMAT:**

1. Must include a completed and signed Proposal outlining responses to conditions raised in services sought.
2. Must include a Certificate of Insurance.
3. Must include copies of relevant licenses necessary to provide said services.
4. Must provide a cost outline.
5. New Jersey Business Registration Certificate.

**CONTRACT AWARD:**

It is the intent of the Town of Guttenberg to award a Contract for the service required hereunder in accordance with competitive proposal procedures based on the best cost provided by the vendor who meets all of the cited requirements.

The Town of Guttenberg retains the right to reject any and all proposals or to award a Contract to the respondent whose proposal is deemed to be most advantageous to the Municipality, taking into consideration the factors cited above. Each unsuccessful offeror will be notified in writing promptly if a Contract award is made under this Request for Proposals, such notice will identify the successful contractor, and provide an opportunity for a debriefing meeting with the Municipality's Municipal Clerk to discuss any questions.

**SUBMISSION OF PROPOSALS:**

Proposals (original + 2) shall be delivered to the Municipal Clerk at his office located at 6808 Park Avenue, Guttenberg, New Jersey no later than 2:00 p.m. (prevailing time) on Friday, May 28, 2010. Same shall be addressed as follow:

Alberto Cabrera, Municipal Clerk  
Town of Guttenberg  
6808 Park Avenue  
Guttenberg, New Jersey 07093

All proposals shall be submitted in sealed envelopes with the wording:

**AUTO AND TRUCK REPAIRS**

Alberto Cabrera  
Municipal Clerk

## All Vehicles

Year	Make	Title	Vin	Expires	Plate	Dept.	Inspect	Veh #
2000*	FORD	OK	1FBSS31LOYHB81078	07-2012	MG41136	RECREATION	07-2010	NA
2000*	FORD	OK	1FBSS31LOYHB81079	07-2012	MG41135	RECREATION	07-2010	NA
2004	FORD	OK	2FAFP71W74X165929	06-2010	MG60443	FD	05-2010	NA
2008	FORD	OK	2FAP71V18X175627	06-2012	MG84478	POLICE		24
2005*	FORD	OK	2FAFP71W15X113777	11-2010	MG81321	POLICE	11-2010	14
2006*	FORD	OK	2FAFP71W96X122406	05-2012	MG71598	POLICE	05-2010	16
2006*	FORD	OK	2FAFP71W06X122407	05-2012	MG71597	POLICE	05-2010	18
2001*	CHEVY	OK	2G1WF55K819263613	03-2010	LCY57B	POLICE	02-2011	20
2001*	FORD	OK	2FAFP71W31X165776	05-2010	VAK59L	POLICE	09-2010	22
2010	FORD	OK	1FMJU1G5XAEAA42966	02-2013	MG87521	POLICE	11-2013	34
1999*	FORD	OK	1FMFU1B1L3XLC20499	01-2012	MG40749	POLICE	01-2010	26
2003*	FORD	OK	2FAFP71W63X216366	11-2012	MG53954	POLICE	11-2009	28
2005*	DODGE	OK	1D4HB38N45F512513	12-2010	MG60465	POLICE	12-2010	30
2000*	FORD	OK	2FAFP71W6YX110202	05-2011	VBB44Z	POLICE	12-2009	32
1991*	FORD	OK	1FDKE30M0MHB17465	09-2012	MG71684	EMERGENCY RESPONSE	02-2011	NA
2003*	HONDA	OK	1HGEN26573L000216	06-2012	MG50359	VIOLATIONS	05-2011	NA
MESSAGE	PMM		1P91910178G301222	11-2011	TDS65F	POLICE	NA	NA
2001*	DODGE	OK	2B4GP44391R419877	10-2010	MG44355	DARE		NA
LIGHT	MAG	OK	5AJLS16176B001575	09-2011	TDS24F	POLICE	NA	NA
1991*	FORD	OK	1FDKE30G4MHA44966	05-2012	MG24TE	SENIOR CITIZEN	05-2010	NA
2004*	CHEVY	OK	1GBE5V1E64F512237	06-1010	MG60442	SENIOR CITIZEN	06-2010	NA
1995*	GMC	OK	1GDHG31Y3SF527711	07-2010	MG15324	SENIOR CITIZEN	06-2009	NA
2006	CHEVY	OK	1GBDV13L36D241829	08-2012	MG71959	SENIOR CITIZEN	08-2010	NA
1988	DODGE	OK	1B7KW2454JS767669	11-2012	MG15608	DPW*****		
2003	TENNENT SWEEPER		43001803					
2001*	PKUP	OK	3B7KF26Z21M581816	10-2010*	MG44353	DPW	09-2005	NA
2006*	TRK	OK	1FDXF47YX6EB81695	03-2012	MG70429	DPW	03-2010	NA
2006*	INTERNATIONAL	OK	IHTMMAAL56H226052	07-2011	MG65794	DPW	NEVER	NA
2001*	DODGE	OK	3B7KF26Z01M581815	10-2010*	MG44354	DPW	09-2005	NA
1992*	TRK	OK	1FDKF37G7NNA85470	09-2010	MG10337	DPW*****	NEVER	NA
1995*	FORD	OK	1FDNF72J1SVA18110	11-2012	MG15305	DPW	11-2001	NA
1992	BOB		508619898	10-2011	MG14638	DPW		NA
2003	GREEN MACHINE		10911618			DPW		
2004	TENNENT SWEEPER		43001949			DPW		

TOWN OF GUTTENBERG

DISCLOSURE OF OWNERSHIP FORM

N.J.S.A. 52:25-24.2 reads in part that "no corporation or partnership shall be awarded any contract by the State, County, Municipality or School District, or any subsidiary or agency thereof, unless prior to the receipt of the submission of the corporation or partnership, there is provided to the public contracting unit a statement setting forth the names and addresses of all individuals who own 10% or more of the stock or interest in the corporation or partnership".

1. If the professional service entity is a *partnership*, then the statement shall set forth the names and addresses of all partners who own a 10% or greater interest in the partnership.
2. If the professional service entity is a *corporation*, then the statement shall set forth the names and addresses of all stockholders in the corporation who own 10% or more of its stock of any class.
3. If a corporation owns all or part of the stock of the corporation or partnership providing the submission, then the statement shall include a list of the stockholders who own 10% or more of the stock of any class of that corporation.
4. If the professional service entity is other than a corporation or partnership, the contractor shall indicate the form of corporate ownership as listed below.

COMPLETE ON THE FOLLOWING STATEMENTS:

1. Stockholders or Partners owning 10% or more of the company providing the submission:

Name:

Address:

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SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

II. No Stockholder or Partner owns 10% of more of the company providing this submission:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

III. Submission is being provided by an individual who operates as a sole proprietorship:

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_

IV. Submission is being provided by a corporation or partnership that operates as a (check one of the following):

\_\_\_\_\_ Limited Partnership                      \_\_\_\_\_ Limited Liability Corporation

\_\_\_\_\_ Limited Liability Partnership                      \_\_\_\_\_ Subchapter S Corporation

SIGNATURE: \_\_\_\_\_ DATE: \_\_\_\_\_



## EXHIBIT A

### MANDATORY EQUAL EMPLOYMENT OPPORTUNITY LANGUAGE

N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 et seq.

#### GOODS, PROFESSIONAL SERVICES AND GENERAL SERVICE CONTRACTS

During the performance of this contract, the contractor agrees as follows:

The contractor or subcontractor, where applicable, will not discriminate against any employee or applicant for employment because of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Except with respect to affectional or sexual orientation, the contractor will take affirmative action to ensure that such applicants are recruited and employed and that employees are treated during employment, without regard to their age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer; recruitment or recruitment advertising; layoff or termination; rates or pay or other forms of compensation; and selection for training, including apprenticeship. The contractor agrees to post in conspicuous places, available to employees and applicants for employment, notices to be provided by the Public Agency Compliance Officer setting forth provisions of this non-discrimination clause.

The contractor or subcontractor, where applicable will, in all solicitations or advertisements for employees placed by or on behalf of the contractor, state that all qualified applicants will receive consideration for employment without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation or sex.

The contractor or subcontractors, where applicable, will send to each labor union or representative or workers with which it has a collective bargaining agreement or other contract or understanding, a notice, to be provided by the agency contracting officer advising the labor union or workers' representative of the contractor's commitments under this act and shall post copies of the notice in conspicuous places available to employees and applicants for employment.

The contractor and subcontractor, where applicable, agrees to comply with the regulations promulgated by the Treasurer pursuant to N.J.S.A. 10:5-31 et seq., as amended and supplemented from time to time and the Americans with Disabilities Act.

The contractor and subcontractor agrees to attempt in good faith to employ minority and female workers consistent with the applicable county employment goals established in accordance with N.J.S.A. 17:27-5.2, or a binding determination of the applicable county employment goals determined by the Division, pursuant to N.J.S.A. 17:27-5.2.

The contractor and subcontractor agrees to inform in writing its appropriate recruitment agencies including, but not limited to, employment agencies, placement bureaus, colleges, universities, labor unions, that it does not discriminate on the basis of age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, or sex, and that it will discontinue to use of any recruitment agency which engages in direct or indirect discriminatory practices.

The contractor and subcontractor agrees to revise any of its testing procedures, if necessary, to assure that all personnel testing conforms with the principles of job-related testing, as established by the statutes and court decisions of the State of New Jersey and as established by applicable Federal law and applicable Federal court decisions.

The contractor shall submit to the public agency, after notification of award but prior to execution of a goods and services contract, one of the following three documents:

Letter of Federal Affirmative Action Plan Approval

Certificate of Employee Information Report

Employee Information Report Form AA302

The contractor and its subcontractor shall furnish such reports or other documents to the Division of Contract Compliance & EEO as may be requested by the Division from time to time in order to carry out the purposes of these regulations, and public agencies shall furnish such information as may be requested by the Division of Contract Compliance & EEO for conducting a compliance investigation pursuant to Subchapter 10 of the Administrative Code at N.J.A.C. 17:27.