

BID #2021F-1
AUTOMOTIVE GLASS REPLACEMENT
DETAILED SPECIFICATIONS

1. SCOPE OF WORK

Jefferson County is requesting bids from qualified businesses to establish a contractual source for providing glass replacement and repair work for County of Jefferson owned automobiles, trucks, and equipment.

2. REQUIREMENTS

All glass furnished under this contract shall be new automotive safety-type meeting or exceeding Federal, State and Local requirements.

All glass must meet or exceed OEM specifications.

All glass must be installed in accordance with industry standards by qualified technicians.

All automotive and truck glass purchased under this contract shall meet National Auto Glass Specifications (NAGS).

All materials furnished under this contract shall be guaranteed against manufacturer's defects for as long as the County of Jefferson owns the vehicle. Any exception to this must be noted with the bid.

All hours, estimated costs, and quantities on the bid proposal pages are estimates to be used for evaluation purposes only. Actual amounts ordered may be more or less depending on the requirements of the County of Jefferson.

Location of Repairs/Installations – All repairs shall be complete at the Jefferson County Highway Dept. unless the County and the Vendor require the work to be completed at the Vendor location.

3. DELIVERY

Except when specifically agreed to in advance, all service orders shall be delivered, installed and completed within five (5) business days after receipt of order.

4. EMERGENCY REPLACEMENT SERVICE

In case of emergency, the successful bidder(s) may be required to perform service at night, weekends and holidays. Emergency replacement service is required when vehicles are out of service due to an unexpected situation that demands immediate action.

Emergency replacement service is to be provided within twenty-four (24) hours.

Should an emergency arise for material that is not available, the County of Jefferson reserves the right to secure sufficient material and service from other sources to meet the immediate need without prejudice to the specifications of this Contract.

5. **PAYMENTS / INVOICES**

All labor and materials shall be invoiced and paid, in accordance with the bid submitted.

Detailed description of all completed service work must accompany all invoices.

The Contractor's invoice should list the type of employee or laborer utilized and the number of hours worked.

Invoices for labor must be billed to the next quarter hour of actual time worked (example: 8:00 AM to 9:10 AM would be billed at 1 hour and 15 minutes).

The contractor shall invoice each job separately. Each invoice shall contain the following:

Supplier's name

Department name and address

Service date

VIN# and license numbers

Detailed labor hours

Item description and item number

Net charges for glass replacement/repairs

6. **CLEAN UP**

Broken glass and related debris shall be vacuumed from vehicle interiors. Windows shall be cleaned and excess sealer shall be removed. Clean up shall be included in the bid price.

7. **WARRANTY**

The vendor warrants that all articles, materials and service performed shall be consistent with manufacturer's specifications and will be free from defects.

8. **PRICE LISTS AND ESCALATION**

Pricing submitted for materials shall be in the form of a discount from "list price". List price is defined as:

The price published in the most current NAGS calculation and all supplements published during the Contract period.

Price increases reflected in newly published price lists shall be honored, however, the discount bid shall remain firm for the initial contract year. No price change will be allowed unless the proper price lists are supplied in advance to the County of Jefferson.

9. **LABOR PRICING**

In the space provided on the Bid proposal pages, state the hourly rate to be used in the calculation of all labor charges.

No labor price escalation will be allowed during the term of this Contract.

No travel time charges will be allowed.

10. **PRICE BOOKS**

The successful Bidder will be required to supply two (2) copies of the most current NAGS catalog and calculation within ten (10) days of notification of award. The Bidder will be required to submit any revisions to the aforementioned catalog and calculations as soon as available. Failure to do so may be cause for termination of Contract.

11. **INSPECTION AND TERMINATION OF CONTRACT**

The quality of service shall be subject to inspection by the designated representative of the County of Jefferson at any time. Should it be found that the quality of the service being performed is not satisfactory, and that the specifications are not being met, the Director of Purchasing or his designee may terminate the Contract, giving 30 days prior written notice.

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BID PAGE

The rates which follow shall remain binding for the initial contract year.

Labor costs to be billed at the following rates based on the time the laborer arrives at and departs from the Jefferson County job site, NO TRAVEL TIME.

| | FOR THE PERIOD OF 11/01/2021 – 10/31/2022 | FOR THE PERIOD OF 11/01/2022 – 10/31/2023 |
|---|--|--|
| LABOR RATES FOR MONDAY - FRIDAY 8:00AM – 4:00PM | \$ _____/HOUR | \$ _____/HOUR |
| LABOR RATES FOR NIGHTS, WEEKENDS, AND HOLIDAYS | \$ _____/HOUR | \$ _____/HOUR |

Please specify discount from National Auto Glass Specifications (NAGS) for the following items:

Discount shall remain firm for the entire contract period.

| | |
|-----------------------|-------------------------------------|
| WINDSHIELDS | \$600 X _____ % DISCOUNT = \$ _____ |
| FLAT LAMINATED | \$200 X _____ % DISCOUNT = \$ _____ |
| CURVED TEMPERED GLASS | \$500 X _____ % DISCOUNT = \$ _____ |
| FLAT TEMPERED GLASS | \$200 X _____ % DISCOUNT = \$ _____ |

Note: All quantities are estimates and for use in determining low bid.
An award will be made based on the two year average labor rate.

COMPANY NAME _____

ADDITIONAL REQUIRED INFORMATION

Response Time: _____ / for field installation.

Delivery time in days for items not in stock: _____ days.

Hours of Operation:

Monday through Friday _____ to _____

Weekends _____ to _____

If you are not the successful bidder as the prime supplier, would you be willing to serve as a standby (secondary) supplier under the terms and conditions and pricing of your bid?

YES _____ NO _____

NAGS Catalog dated _____ will be submitted with this bid.

NAGS Calculator dated _____ will be submitted with this bid.

COMPANY NAME _____

SIGNATURE/NON-COLLUSIVE STATEMENT

The undersigned proposes to furnish products or services to specifications included in this bid document, at the price(s) set forth, as required to meet the County's needs. Any deviation to specifications must be noted on the bid form, fully explained and attached or the deviations will not be considered part of the bid.

Deviations: Yes _____ No _____

By submission of this bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid, each party thereto certifies also its own organization, under penalty of perjury, that to the best of their knowledge and belief:

The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any Competitor.

Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any Competitor.

No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

This proposal is signed by the Bidder with full knowledge and acceptance of all the provisions of the general specifications, the proposal, and the group specification.

Company Name: _____

Address: _____

City, State, Zip Code: _____

County: _____

Federal Identification No.: _____

Area Code/Telephone No.: _____

Area Code/Fax Number: _____

E-mail Address: _____

Website: _____

Authorized Signature:  _____

Typewritten Name: _____

Title: _____

Date: _____

NON-BIDDER'S RESPONSE

For purposes of maintaining accurate Bidder's lists and facilitating your firm's response to our invitation for bid, the County of Jefferson is interested in ascertaining reasons for prospective Bidder's failure to respond to invitations for bids. If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to the Jefferson County Purchasing Director, 195 Arsenal Street, Watertown, New York 13601. This form may be returned by mail or fax. Faxes may be sent to 315-785-7591. Failure to submit either a bid proposal or return this form will result in removal of your firm's name from our Bidder's lists. Thank you for your cooperation.

We are not responding to this invitation for bid for the following reason(s)

- ☐ Items or materials requested not manufactured by us or not available to our company.
- ☐ Our items or materials do not meet specifications.
- ☐ Specifications not clearly understood or applicable (too vague, too rigid, etc.)
- ☐ Quantities too small.
- ☐ Insufficient time allowed for preparation of bid.
- ☐ Incorrect address used. Correct mailing address is:

- ☐ Our branch/division handles this type of bid.
Correct name and mailing address is:

- ☐ We are unable to bid at this time but would like to continue to receive invitations for bids.
- ☐ We are unable to bid and wish to be removed from the Bidder's list.

NAME OF FIRM: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP CODE: _____

BY: _____

Signature of Representative

DATE: _____

Bid Number: **2021F-1**

Bid Name: **Automotive Glass Replacement**

Attachment
Certification Pursuant to Section 103-g
of the New York State
General Municipal Law

- A. By submission of this bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the Bidder cannot make the foregoing certification set forth in Paragraph A above, the Bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to whom the bid is made, or his designee, may award a bid, on a case by case basis under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods and services for which the contract is offered. Such a determination shall be made in writing and shall be a public document.

Signature

Title

Date

Company Name