



**Department of Finance**

Bureau of Purchase & Supplies  
375 Executive Blvd., 2<sup>nd</sup> Floor  
Elmsford, N.Y. 10523  
(914) 231-1872

[www.westchestergov.com](http://www.westchestergov.com)

**CONTRACT AWARD NOTIFICATION**

TITLE:	<b>ON SITE MAINTENANCE AND REPAIR OF FIRE APPARATUS</b>
CONTRACT NUMBER:	
NEW CONTRACT PERIOD:	July 1, 2018 to June 30, 2019 July 1, 2017 to June 30, 2018
DATE OF ISSUE:	June 15, 2017
COUNTY DEPARTMENTS:	Emergency Services
TERMS AND CONDITIONS REFERENCE:	BID RFB-WC-17148

**ADDRESS INQUIRES TO:**

Name : Dianne Munro  
Title : Senior Buyer  
Phone : 914-231-1315  
Fax : 914-231-1546  
E-mail: [dmm6@Westchestergov.com](mailto:dmm6@Westchestergov.com)

AGENCIES SHOULD NOTIFY BUYER PROMPTLY IF THE CONTRACTOR FAILS TO MEET THE TERMS OF THIS CONTRACT. PRODUCTS OR SERVICES WHICH DO NOT COMPLY WITH THE SPECIFICATIONS OR ARE OTHERWISE UNSATISFACTORY TO THE AGENCY SHOULD ALSO BE REPORTED TO CUSTOMER SERVICE.

**VENDOR:** Campbell Freightliner of Orange County, LLC  
2040 Route 208  
Montgomery, NY 12549

**Contact:** Neal b. Campbell, President  
**Phone:** (845) 565-7700  
**Email:** [scampbell@campbellsupply.com](mailto:scampbell@campbellsupply.com)

**Terms:** Net 30%

## **G. SPECIFICATIONS**

### **INTRODUCTION**

This is a solicitation in the form of an Invitation for Bids (IFB) to provide Westchester County Government and other municipalities in Westchester County On-site Preventative Maintenance and repair service of Fire Apparatus.

This is a cooperative effort among municipalities in Westchester County to:

1. Establish a contract as contractor's primary offering to political subdivisions in Westchester County.
2. Achieve cost savings for vendors and government agencies through a single bid process that eliminates the need for multiple government bids and multiple responses by vendors.
3. Combine the requirements of government agencies regionally to achieve cost effective pricing.

### **ADDITIONAL INFORMATION FROM BIDDER**

The County reserves the right to request from bidder additional information and representations after the opening of Bid Submissions. Bidder shall submit such information and representations within the time established by the County.

Failure to comply with the requirements of this Section shall be deemed grounds for rejection of a Bid Submission.

### **AWARD OF CONTRACT**

The County will review the bid submissions and award the Contract for the services described herein to the bidder who is both responsive and responsible (as defined by New York State law) and offers the lowest Bid Price.

### **TERM OF CONTRACT AND RENEWAL**

The initial term of Contract shall be one year and commence upon notice from Westchester County to Contractor.

Westchester County shall have the right in its best interest to renew Contract for up to three (3) additional one (1) year periods. If the County elects to renew Contract, the County will provide notice to Contractor ninety (90) days prior to the expiration date of Contract. Failure to notify Contractor within this time period shall not operate as a waiver of County's right to renew Contract. Within ten (10) Business Days of receiving such notice, Contractor shall submit a signed renewal to County. Each renewal shall be on the same terms and conditions as the prior term.

At the end of the initial term or any renewal Contractor shall, at the County's written request for an additional partial term, provide services as specified in Contract for a period not to exceed six (6) months under the same terms and conditions as the prior term.

**ACCEPTANCE**

If Contractor is advised that any Services were unsatisfactory, then Contractor shall re-perform such Services until county or political subdivision is satisfied.

**TERMINATION**

The County may terminate the Contract for its convenience, without cause by providing Contractor with at least thirty (30) Business Days written notice.

**PAYMENT**

Invoices must contain details of all work performed. Copy of contract pricing page shall be attached to each invoice. A copy of Manufacturer's list price and discount shall be attached to all invoice that includes parts. Invoices must be legibly prepared showing the full description and price of service performed, contract number, and purchase order number.

Contractor shall be paid the Contract Price in accordance with amounts and rates set forth in the Bid Breakdown Pages for services rendered in accordance with the terms of the Contract.

**REPORT OF CONTRACT PURCHASES:**

Contractor shall furnish report of purchases made from contract the fifteenth of the month following the end of each three month period. The reports shall be in the following format:

Municipality  
Services Purchased  
Total

The report is to be submitted to the Bureau of Purchase and Supplies, 375 Executive Blvd., Elmsford, NY 10523 to the attention of Dianne Munro and shall reference the contract, contract number, sales period, and contractor's name.

Failure to submit the required report may be cause for contract cancellation and disqualification of contractor for future contracts.

**LAWS AND LICENSES**

Contractor shall be familiar with the requirements of NFPA 1911 Standard on Inspection, Maintenance, Testing and Retirement of In-service Automotive Fire Apparatus current edition.

Contractor shall comply with all laws, regulations, rules, orders, requirements, and the like of federal state, and local governments, courts, governmental authorities, legislative bodies, boards, agencies, commissions, and the like with respect to this Contract. If there is a conflict between or among any laws and specific requirements of this contract, then Contractor shall comply with the most stringent Law in each instance. By noting any specific Laws with particularity in this Contract or in any other prior or future communication, Contractor is not relieved of any obligation to comply with all Laws, and the County does not waive any rights it may have with respect to such compliance.

Contractor shall deliver all required licenses, and certificates to the Purchasing Agent before

commencement of the Work.

**RECORDS**

Contractor shall maintain all records and reports required by Contract, by Law, by best practices, and by industry standards. Immediately upon request from County, Contractor shall provide access to all such records and reports for County review.

**INSURANCE**

The Contract may be terminated for cause if Contractor fails to comply with the terms of this Section. Contractor shall comply with the insurance requirements before performing any Work.

During performance of this Contract and up to the date of final acceptance of the Work, Contractor shall effect and maintain with companies satisfactory to the County the types of insurance, in the amounts shown on the standardized insurance form.

Bidder shall fill out the attached standardized insurance form.

**CONTRACT PRICE**

Prices must be net and must include all services described herein, delivery and freight charges. Prices are to be F.O.B. destination only including inside delivery and loading and unloading by contractor.

The County is exempt from the payment of all state and local sales and use taxes; the Bid Price shall not include the amount of any such taxes.

Bidders shall provide prices for all items presented in this IFB in addition to the Bid Price. The County reserves the right to reject Bid Submissions with an obviously unbalanced bid pricing or to make no award for individual items if individual bid prices are deemed to be unbalanced or excessive. Determination of an unbalanced Bid Submission shall be at the sole discretion of the County.

Price shall remain firm for the term of the contract.

**BIDDER REQUIREMENTS**

Bidder shall meet the following requirements and submit necessary information with its Bid Submission. Failure to comply with these requirements shall constitute grounds for rejection of your Bid Submission. The County reserves the right to determine that a Bidder has substantially met all the bid requirements and/or to ask Bidder for additional information and samples after the Bid Opening.

1. Bidder shall submit a list of all required licenses, permits, and certifications with its bid submission. Bidder shall submit with its bid copies of all required licenses and certificates and verification of employee training. Bidder shall submit such documents with its bid submission as Schedule 1.
2. Bidder as currently constituted shall have been in the business of providing the services described herein for a minimum of one (1) year as of the Bid Due Date. Bidder shall submit documents that provide evidence of same with its bid submission as Schedule 2.
3. Bidder shall have completed within the past two (2) years at least three (3) contracts that are of similar size, scope, complexity, and nature to those required hereunder ("Similar Services"). For each of the three contracts, Bidder shall submit with its bid submission as Schedule 3:
  - a. The name of the client and a brief description of the client;
  - b. A brief description of the contract, including a description of the services provided;
  - c. The dates during which the contracts were in effect; and
  - d. The name of a contact person for each such contract together with his/her role with respect to the contract and his/her current title, address, and telephone number.
4. Bidder shall fill out the attached standardized insurance form and submit it with bid. Bidder shall submit with its bid submission as Schedule 4.

**SCOPE OF WORK**

Services shall include, but not limited to, on-site preventive maintenance and repair of Fire Apparatus in accordance with NFPA 1911 Standard for the Maintenance, Testing and Retirement of In-service Automotive Fire Apparatus, current edition. All services shall be performed by employees properly trained and certified to provide the services described herein. Services Shall Include:

- Aerial Maintenance
- Fire Pump Maintenance And Repairs
- General Vehicle Repair

- Complete Air Brake Repair and Maintenance
- Roadside Breakdown Response
- Road and Pump Transmission Service
- Fluid Sample Analysis
- Generator Servicing and Repair
- Electrical Repair
- Telma Brake Retarding System

**RESPONSE TIME.**

Response to all requests for services shall be within 24 hours of notification.

**EMERGENCY RESPONSE**

Contractor must provide a 24-hours access phone number. 845-565-7700

Contractor must be capable of responding to an emergency within 12 hours notification.

**PRICE BREAKDOWN PAGES**

The prices set forth below represent pricing offered by vendor to provide the specified services described herein. Prices must be net and must include all services described herein, delivery and freight charges. Prices are to be FOB destination only including inside delivery and loading and unloading by contractor.

**PREVENTATIVE MAINTENANCE SERVICE**

Complete Service - Includes Chassis, Fire Pump and Aerial Service if the vehicle is so equipped (see schedules 1, 2 and 3).

SCHEDULE 1: Chassis Service

SCHEDULE 2: Pump Service

SCHEDULE 3: Aerial Service and

SCHEDULE 4: Miscellaneous Service

**ADDITIONAL WORK RECOMMENDATION REPORT**

During the Preventative Maintenance service and inspection, a list of any recommended repairs shall be provided in an itemized written report for each unit. No repair work shall be performed without authorization.

**GENERAL VEHICLE REPAIR**

Work to repair or replace defective components such as rebuilding valves, repacking pumps, repairing lighting, etc., shall be billed at an hourly rate.

**SCHEDULE 1 - CHASSIS INSPECTION PREVENTIVE MAINTENANCE PROGRAM**

**Chassis Service** Includes checking cooling system, engine belts, batteries, all electrical components, steering, transmission, engine, axles, and axle components

- Grease chassis (lubrication chart required).
- Change engine Oil
- Change all fuel and oil filters (does not include air filters and air dryer filter kit if so equipped).
- Change Air Filter – Dirty or Not (Cost of Filter additional)
- Check all other fluid levels and top off (transmission, axles, power steering, Coolant, Window Washer, etc.).
- Inspect all drive belts and adjust if necessary.
- Grease and inspect driveline.
- Inspect undercarriage mounting bolts and supports for cab, body and step supports (does not include torque box, outriggers, etc. on aerial devices).
- Inspect radiator and hoses. Test antifreeze and coolant conditioners (does not include radiator flushing or price for antifreeze and conditioners).
- Hydrometer check all batteries where applicable and perform load test. Check all connections.
- Resurface battery terminals and re-coat.
- Check engine tachometers and UL test tachometer for operation.
- Inspect all engine and transmission linkages, cables, mounts, etc.
- Test all signal, warning, and miscellaneous lights.

**Oil analysis and testing performed upon request at an additional cost.**

**SCHEDULE 2 - PUMPER PREVENTIVE MAINTENANCE**

**Pump service** Includes pressure test, vacuum test, priming system test, relief valve or pressure governor, transfer valve, pump packing, piping and gauges (see attached pump maintenance schedule 2).

- Inspect and lubricate all ball valves and control linkages.
- Grease pump as recommended by manufacturer.
- Inspect and grease driveline, including u-joints.
- Fill primer reservoir, lubricate and test primer for proper operation.
- Perform pump vacuum test (22.5" for 10 minutes). Record results. Must meet NFPA Standard
- Inspect pump shift system - electric, air, vacuum, or manual.
- Operate pump relief valve or engine governor and operate transfer valve if so equipped.
- Check pump packing and adjust if necessary.
- Circulate pump for 20 minutes.
- Adjust gauges as required (if not sealed type).
- Inspect hose reel. Lubricate chain and grease points.
- Inspect booster tank exterior and mounting.
- Change oil in pump transfer case.

**Oil analysis of pump transmission oil and flow testing of pumps for rated capacities performed upon request at an additional cost.**



**SCHEDULE 3 - AERIAL PREVENTIVE MAINTENANCE PROGRAM**

**Aerial service** Includes checking proper extension, elevation and rotation of aerial device, comparing operation times to manufacturer and NFPA standards, inspecting cables, hydraulic lines, electrical system, and general lubrication.

- Check hydraulic oil level in reservoir.
- Check for hydraulic leaks.
- Check emergency power system for operation.
- Check all lights, switches and gauges for proper operation.
- Check outrigger footpads for smoothness of operation and lubricate.
- Check all outrigger functions for smoothness of operation and compare operation time to manufacturer and NFPA requirements.
- Check lift, telescope and rotation controls for proper operation.
- Check manual overrides and interlocks, if applicable, for proper operation.
- Check waterway for proper lubrication and scratches on telescoping tubes and sand scratches as necessary, if so equipped.
- Check slip tube alignment and cables for proper tension.
- Check angle indicators for proper operation.
- Lubricate all grease fittings.
- Check PTO and hydraulic pump for mounting or leakage.
- Check outrigger jacks, ladder extension and lift cylinders for drift down check, per NFPA, and perform external visual inspection for abnormalities.
- Check mounting of hydraulic, electric, and water swivel for mounting to turntable.
- Check wiring on electrical swivel for binding, twisting and connection.
- Check rotation motor for security and leakage.
- Check extend/retract cables and ladder locks and adjust, if applicable.

**SCHEDULE 3 - AERIAL PREVENTIVE MAINTENANCE PROGRAM (Continued)**

- Check ladder roller guides for security or binding.
- Visually inspect all welds for cracks.
- Clean hydraulic pilot filter, if applicable.
- Check inner jack box for alignment in outer box.
- Check extension beams on outriggers for alignment and hydraulic hose wear.
- Check oil tank mounting.
- Re-torque turntable bearing bolts (annually).
- Re-torque substructure bolts to frame (annually).
- Re-torque rotation gear to turntable bolts (annually).

**Oil analysis and testing performed upon request at an additional cost.**

**Does not include Hydraulic Filters.**

**Does not include cleaning ladder and lubricating ladder slides**

## SCHEDULE 4 - MISCELLANEOUS SERVICES

Miscellaneous service procedures are performed as requested at the hourly rate plus parts.

1. Inspect brake linings, verify proper brake adjustment, check air system for proper operation.
2. Complete brake overhaul.
3. Ladder cleaning, degreasing and lubrication.
4. Air conditioning service & repair.
5. Generator service, including PTO repair
6. Automatic transmission service.
7. Automatic transmission with internal filters
8. Rear axle service.
9. Wheel end service.
10. Radiator and coolant service (flush and fluid replacement only).
11. Foam system and leak test (customer to supply foam).
12. Power steering fluid and filter change.
13. Vehicle evaluation.
14. New York State heavy truck inspection scheduling, pick up & delivery.
15. Cleaning ladder and lubricating ladder slides
16. Chassis & driveline lubrication.
17. Test all signal, warning and miscellaneous lighting.

**TABLE 1  
PREVENTATIVE MAINTENANCE PRICING  
(SCHEDULES 1, 2 and 3)**

<b>INCLUDED IN PRICING</b>	<b>NOT INCLUDED IN PRICING</b>
<ul style="list-style-type: none"> <li>• Labor</li> <li>• Engine oil</li> <li>• Oil Filters (engine)</li> <li>• Grease</li> <li>• External transmission filter</li> <li>• Road transmission oil</li> <li>• Air compressor air filter</li> <li>• All fuel filters, Fuel Pro elements (except Racor type)</li> <li>• Typical lubricants</li> <li>• Pump transmission oil</li> </ul>	<ul style="list-style-type: none"> <li>• Air filter (engine)</li> <li>• Air dryer kit</li> <li>• Any special filters- (hydraulic, etc.)</li> <li>• Antifreeze, or coolant conditioners</li> <li>• Synthetic fluids, i.e.- “Transysnd”</li> <li>• Aerial hydraulic filters</li> <li>• Hydraulic fluid</li> <li>• Hydraulic filters for Aerial Service</li> <li>• Torque box, outriggers, etc. on aerial devices</li> <li>• Radiator flushing or price for anti freeze and conditioners</li> <li>• Cleaning ladder and lubricating ladder slides</li> </ul>

**COMPLETE SERVICE - Includes labor and parts listed in Table 1**

**Complete Service** Consists of Chassis Service, Fire Pump and Aerial Service if the vehicle is so equipped.

**COMPLETE SERVICE**

Aerial trucks with pumps, 75’ - 100’ ladders & platforms	\$2,599.00
Aerial Booms (Tele-Squirt, Articulating)	\$1,599.00
Aerial trucks without pumps	\$2,050.00
Rescue units with pumps	\$1,849.00
Tankers with Class “A” pumps	\$2,299.00
Class “A” pumpers	\$2,399.00
Tankers with PTO pumps	\$2,099.00
Rescue units without pumps	\$ 899.00
Mini-pumper	\$1,149.00
Field Service Charge Includes Fuel, Getting Service Vehicle to Job Location, and Tolls	\$ 100.00

**CHASSIS SERVICE ONLY – SCHEDULE 1 - Chassis service** Includes checking cooling system, engine belts, batteries, all electrical components, steering, transmission, engine, axles, and axle components.

**CHASSIS SERVICE ONLY - SCHEDULE 1**

Aerial trucks without pumps	
Aerial trucks with Class "A" Pumps	
Class "A" pumpers Rescue units	\$ 1,849.00
Mini-pumpers	\$ 899.00
SUV style vehicles- diesel engine extra	\$ 799.00
Oil analysis	\$ 35.00
Field Service Charge Includes Fuel, Getting Service Vehicle to Job Location, and Tolls	\$ 100.00

**PUMP SERVICE ONLY – SCHEDULE 2 - Pump service** includes pressure test, vacuum test, priming system test, relief valve or pressure governor, transfer valve, pump packing, piping and gauges.

**PUMP SERVICE ONLY- SCHEDULE 2**

Aerial Trucks with class "A" pumps and waterways	\$ 499.00
Class "A" pumpers	\$ 499.00
Tankers with class "A" pumps	\$ 499.00
Tankers with PTO pumps	\$ 249.00
Rescues with PTO pumps	\$ 249.00
Mini-pumpers	\$ 299.00
Oil analysis	\$ 35.00
Field Service Charge Includes Fuel, Getting Service Vehicle to Job Location, and Tolls	\$ 100.00

**AERIAL SERVICE ONLY – SCHEDULE 3 - Aerial service** - Includes checking proper extension, elevation and rotation of aerial device, comparing operation times to manufacturer and NFPA standards, inspecting cables, hydraulic lines, electrical system, and general lubrication.

**AERIAL SERVICE ONLY - SCHEDULE 3**

Aerial device, service only (cleaning & lubrication not included)	\$1,999.00
Oil analysis	\$ 35.00
Field Service Charge Includes Fuel, Getting Service Vehicle to Job Location, and Tolls	\$ 100.00

**GENERAL VEHICLE REPAIR**

Work to repair or replace defective components such as rebuilding valves, repacking pumps, repairing lighting, miscellaneous service etc., Shall be billed at an hourly rate plus parts.

**General Vehicle Repair**

Per Hour Rate General Vehicle Repair	\$ 135.00
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PARTS: Discount from Manufacturer’s List Price for parts and filters 10% Discount

**A copy of Manufacturer’s list price and discount shall be attached to all invoice that includes parts.**

**TERMS OF PAYMENT:** Net 30

**Campbell Supply company, LLC answer out of service calls within two (2) hours, seven (7) days a week, twenty-four (24) hours a day.**

**WESTCHESTER COUNTY EQUIPMENT LIST**

The following is a list of the Westchester County Department of Emergency Service's Fire Apparatuses to be maintained and repaired under the terms and conditions of this agreement. The County of Westchester reserves the right to add or delete vehicles from this list:

Ladder 7:	2003 Smeal Ladder Truck, 105' no pump Unit # L-7, Serial # 303170
Ladder 8:	L-8, 1997 Simon Duplex LTI ladder truck, with 2000 GPM Waterous Pump
Engine 7:	2001 International Model E-One 1,250 GPM Pumper pump water Unit #E-7, Serial # 123777
Rescue Truck	R-78, 1998 Pierce Mini Pumper all-wheel drive, with 750 GPM Waterous Pump
Rescue Truck	R-77, 2001 Spartan/Saulsbury Vin number 4S7AU40951C039583 Detroit Diesel Series 60 Engine Allison HD4060P Transmission Telma Breaking System Onan 30 Kw Protec series PTO generator DP Model 12BBX4L2G-002 20,000 Lb Hydraulic winch With "A" Frame crane Will Burt Model NS15-9000 Nightscan Light Tower Kussmaul 4000Auto Charger with Auto Pump AC Air System
Freightliner	U77, 2000 Freightliner, 24 ft. Box Truck Vin number 1FVXJJC6YHA6630 Caterpillar 3126B Engine Allison MD Series Transmission Telma Braking System Kussmaul Auto Charge 12 Maxon MTB-25 Tuk-A-Way Elec/Hyd Liftgate
Haz Mat Truck	HM 1, 2007 Spartan/Hackney Vin number 4S7HT2M917CO58138 Caterpillar C-7 330Hp Engine Allison 3000EVS 6 SPEED Transmission Onan 25 Kw Protec Series PTO Generator IOTA 45 Amp Battery Charger / Conditioner Hackney ADS Stair System

**FIRE DEPARTMENT LIST**

ARCHVILLE FD  
ARDSLEY FD  
ARMONK FD  
BANKSVILLE FD  
BEDFORD FD  
BEDFORD HILLS CORR.  
BEDFORD HILLS FD  
BRIARCLIFF FD  
BUCHANAN FD  
CHAPPAQUA FD  
CONTINENTAL VILLAGE FD  
CROTON FALLS FD  
CROTON FD  
DOBBS FERRY FD  
EASTCHESTER FD  
ELMSFORD FD  
FAIRVIEW FD  
GOLDENS BRIDGE FD  
GRASSLANDS FD  
GREENVILLE FD  
HARRISON FD  
HARTSDALE FD  
HASTINGS FD  
HAWTHORNE FD  
IRVINGTON FD  
KATONAH FD  
LARCHMONT FD  
MAM'K TOWN FD  
MAM'K VILLAGE FD  
METRO-NORTH RAILROAD  
MILLWOOD FD  
MOHEGAN FD  
MONTROSE FD  
MOUNT KISCO FD  
MOUNT VERNON FD  
NEW ROCHELLE FD  
NO. WHITE PLAINS FD  
OSSINING FD  
PEEKSKILL FD

**FIRE DEPARTMENT LIST CONTINUED**

PELHAM FD  
PELHAM MANOR FD  
PLEASANTVILLE FD  
POCANTICO HILLS FD  
PORT CHESTER FD  
POUND RIDGE FD  
PURCHASE FD  
RYE BROOK FD  
RYE FD  
SCARSDALE FD  
SLEEPY HOLLOW FD  
SOMERS FD  
SOUTH SALEM FD  
TARRYTOWN FD  
THORNWOOD FD  
V.A.HUDSON VALLEY  
VALHALLA FD  
VERPLANCK FD  
VISTA FD  
WEST HARRISON FD  
WESTCHESTER CO. AIRPORT  
WHITE PLAINS FD  
YONKERS FD  
YORKTOWN HGTS FD