COBOURG POLICE SERVICE

REQUEST FOR PROPOSALS

RFP#21-004

POLICE VEHICLE MAINTENANCE & REPAIRS

Closing Location:
Cobourg Police Service
Attention: Jackie Steacy
107 King Street West,
Cobourg, ON K9A 2M4

Closing Date: Friday March 12, 2021 at 2 p.m.

The Cobourg Police Service ("CPS") hereby requests written proposals from interested suppliers of automotive maintenance and repair services ("Service Provider") under the terms and conditions hereinafter provided.

Please submit your proposal on the attached forms. All proposals are to be returned to Fleet Manager Jackie Steacy, CPS. Telephone (905) 372-6821 extension 2256 or via email to jackie.steacy@cobourgpolice.com

Proposal responses should not be mailed. Proposals must be delivered by hand and/or email as above to the Cobourg Police Service, 107 King Street West, Cobourg, Ontario.

Please remember when delivering proposal responses that due to the COVID-19 Pandemic a COVID-19 screening process will be in place where a series of questions are asked, your temperature will be taken, and you will be required to wear a face covering when entering the station. Your cooperation in this is greatly appreciated during these uncertain times.

Proposals must be received by the Cobourg Police Service, by 2:00 PM Friday March 12th, 2021. Late Proposals will not be accepted. There will be no public opening of the Proposals.

TABLE OF CONTENTS

1.0 Scope of Services 4
2.0 Definitions 4
3.0 Term 5
4.0 Evaluation Criteria 5
5.0 Negotiation 6
6.0 Conflict of Interest 6
7.0 Non-Solicitation 6
8.0 Liability for Errors 6
9.0 Proposal Conditions 6
10.0 Supplier Qualifications 7
11.0 Supplier Covenants 10
12.0 Supplier Groups 11
13.0 Proposal Pricing 11
14.0 Repair Process 11
15.0 Replaced Components 12
16.0 Inventory 12
17.0 Storage 12
18.0 Use and Testing 13
19.0 Non-Exclusivity 13
20.0 Reporting 13
21.0 Interior Cleaning 13
22.0 Breach of Terms 14
23.0 RFP and Project Schedule 14
24.0 Appendix "1" Services, Schedules and Pricing 15
25.0 Appendix "II" Current List of CPS Vehicles 23
26.0 Appendix "III" Qualification Questionnaire 24

1.0 Scope of Services

1.1 The CPS operates a vehicle fleet of approximately 18 light duty vehicles within the Town of Cobourg. See Appendix I which outlines the most common service items.

1. Scheduled maintenance;
2. Unscheduled mechanical repairs;
3. Warranty repairs;
4. Interior cleaning;
5. Pick-up and delivery of vehicles from and to the CPS station.

2.0 Definitions

2.1 For the purposes of this proposal, the following definitions will apply:

2.2 Contract – Means the contract for services or CPS purchase order that will be issued to formalize with the successful service provider through negotiation process with the CPS based on the proposal submitted and will incorporate by refence the RFP, and any additionally subsequent information, any addenda issues, the service provider's response and acceptance by the CPS.

2.3 CPS – The acronym for the Cobourg Police Service including its members and the board.

2.4 Proposal – Means the submission by the service provider.

2.5 RFP – This Request for Proposals shall mean and include the complete set of documents, specifications, and addenda incorporated herein, and included in this RFP.

2.6 Service Provider – means the responder to this RFP.

2.7 Services – Means and includes the provision by the successful service provider of all services, duties and expectations as further described in this RFP.

2.8 Shall, Must, Will, Mandatory – Means a requirement that must be met.

2.9 Supply, Provide – Means supply and pay for and provide and pay for.

2.10 Work – Shall unless the context otherwise requires, mean the whole of the work, tools, materials, labour, equipment, travel, and all that is required to be done, furnished and performed by the successful service provider.

3.0 Term

3.1 Two years commencing May 01, 2021 and ending April 30, 2023. At the option of the CPS, in conjunction with the successful Service Provider(s), this agreement may be continued for up to four (4) additional 12-month periods provided that the parties agree to the extension of any agreement 60-days prior to the end of each term.

Pricing and terms for the annual renewals will be the same as outlined in this document unless both parties agree to different terms. The agreement may be cancelled at any time by the CPS upon 60-days written notice during the term of agreement or any renewal term.

4.0 Evaluation Criteria

4.1 The criteria for evaluation of Proposal, listed in no order of precedence, may include but is not limited to:

1. Corporate stability and established local business presence.
2. Technical Qualifications (i.e. red seal endorsement or designated provincial endorsements) experience, and demonstrated performance providing similar services.
3. Equipment (i.e. diagnostic & repair information systems, welding equipment, computerized invoicing, etc.), conditions of equipment, capability and capacity.
4. Repair time/ “turnaround time”.
5. Ability to provide the full scope of services (one-stop shop)
6. Price and value-added benefits including shop rates, value added: additional services/ features (i.e. shuttle service, extended hours of service, etc.), and sustainable benefits.

4.2 These criteria will be used to determine the best overall value to the CPS as well as any other criteria that may become evident during the evaluation process that would provide the best value to CPS.

4.3 Upon selection of one or more of the lead service provider(s) references may be contacted, interviews may be conducted, and may be accompanied by site inspections.

4.4 The evaluation committee may, at its discretion, request clarifications or additional information from a service provider with respect to any Proposal, and the evaluation committee may make such requests to only selected service provider(s). The Evaluation Committee may consider such clarifications or additional information in evaluating the proposal.

4.5 No prices, scores or totals will be provided to any service provider(s).

5.0 Negotiation

5.1 The CPS reserves the right, prior to contract award, to negotiate changes to meet the scope of services or to the contract documents (including price to meet budget) with the successful service provider, proposing the best value without having any duty to advise any other service provider or to allow them to vary their proposal as a result of changes to the scope of services or to the contract documents; and the CPS may enter into a changed or different contract with the service provider proposing the best value, without liability to service providers who are not awarded the contract.

6.0 Conflict of Interest

6.1 Service providers shall disclose any actual or potential conflicts of interest and existing business relationships it may have with the CPS, its elected or appointed officials or employees.

7.0 Non-Solicitation

7.1 Service providers and their agents will not contact any member of the CPS (except those authorized i.e. Fleet Manager or designate) or the Board with respect to the RFP at any time prior to the award of a contract or the termination of the RFP, and the CPS may reject the proposal of any service provider that makes any such contact.

8.0 Liability for Errors

8.1 While the CPS has used considerable effort to ensure an accurate representation of information in this RFP, the information contained is supplied solely as a guideline for service providers. The information is not guaranteed or warranted to be accurate by the CPS, nor is it necessarily comprehensive or exhaustive. Nothing in this RFP is intended to relieve the service provider from forming their own opinions and conclusions with respect to work in this RFP

9.0 Proposal Conditions

9.1 Pre-qualification Site Visits:

1. Mandatory site visits shall be arranged by the Service Provider applicants and the CPS. This pre-qualification site visit shall be in advance of the close of the Request for Proposal. Applicants are required to arrange for their site visit before March 12, 2021.

   Site visit times may be arranged by contacting Jackie Steacy, Fleet Manager, CPS. Telephone (905) 372-6821 extension 2256 or via email to jackie.steacy@cobourgpolice.com.
2. Any erasures or corrections on the face of the proposal shall be initialed by the bidder.

3. All clauses within the Specification and Conditions are deemed acceptable unless otherwise indicated in writing on the face of your proposal.
4. Quotations must be returned with Appendix "I" and Appendix "III" completed for all Service Providers. Each Service Provider shall individually endorse the return documents.
5. Any award of a repair contract as a result of this RFP shall be at the sole discretion of the CPS. The lowest of any proposal will not be necessarily accepted. The award may be made to a single supplier or multiple awards may be made.

10.0 Supplier Qualifications

10.1 Business:

1. The Service Provider must be an Ontario or Canadian corporation in good standing.

10.2 Indemnity:

1. The Service Provider shall indemnify and save harmless the Town of Cobourg and the CPS from and against all losses and all claims, demands, payments, suits, actions, recoveries, and judgements of every nature and description brought forward or recover against the service provider and/or the CPS by reason of any act or omission of the service provider, its agents, sub-contractors or employees in the execution of the work

10.3 Insurance:

1. The Service Provider shall provide a current certificate of insurance for both liability and theft and damage for its facilities, which states what coverage is offered for CPS vehicles.

10.4 Independent Contractor:

1. The Service Provider is an independent contractor and this contract does not render the service provider an agent or employee of the CPS.

10.5 Service Mechanics:

1. Only fully licensed Class 'A' technicians may perform inspections and repairs to CPS vehicles.

10.6 Records of Qualifications:

1. The CPS reserves the right to require copies of all training records of technicians who may perform repairs under this proposal.

10.7 Employees:

1. Employees of the Service Provider agree to be subject to criminal record checks by the CPS, which includes a Criminal Information Request and may also involve consultation with the CPS Intelligence Section of the Criminal Investigations Bureau. Criminal background checks may be performed on all employees of the Service Provider, including but not limited to service personnel, service management and office personnel, pick-up and delivery staff. The CPS retains sole discretion whether an employee of the Service Provider is suitable to work on or handle a CPS vehicle. No employee of the Service Provider whose criminal record check has not been approved by the CPS shall access, operate, or work on a CPS vehicle.

10.8 New Hires:

1. The Service Provider shall ensure that any new hires during the period(s) of any Proposal contract award submit to and pass a criminal record check as per subparagraph (10.7) before the individual accesses or commences work on a CPS vehicle.

10.9 Contract Employees:

1. Where a Service Provider contracts repair, maintenance, service or any other work relating to a CPS vehicle to a third party service provider ("Third Party Service Provider"), the Service Provider must ensure that the employees of the Third Party Service Provider agree to be subject to criminal record checks as per subparagraph (10.7). Further, a Service Provider will not contract work relating to a CPS vehicle to a Third-Party Service Provider until the employees of the Third-Party Service Provider have had their criminal record checks approved by the CPS. No employee of a Third-Party Service Provider whose criminal record check has not been approved by the CPS shall access, operate, or work on a CPS vehicle.

10.10 Collection of Personal Information:

1. Any personal information collected for the purpose of a criminal record check as per subparagraph (10.7), (10.8) and (10.9) shall be used only for the limited purpose of assessing the individual's suitability to work on CPS vehicles. The CPS may perform a criminal background check on the Service Provider's and Third Party's employees at least once every two years if the contract is extended beyond the initial term. In accordance with the CPS records retention by-law, the CPS will destroy all Criminal Information Requests and any other documentation containing personal information that was generated for the purpose of a criminal record check required by subparagraph 10.7, 10.8, 10.9 no later than one (1) year from the termination of the service contract.

10.11 Access to Personal Information:

1. The CPS will communicate the results of its criminal record check screening by informing the Service Provider or the Third-Party Service Provider that the individual is either 'acceptable' or 'unacceptable'. The CPS will not disclose any personal information of an individual who consents to a criminal record check as per subparagraphs (10.7), (10.8) and (10.9) to the Service Provider or to a Third Party Service Provider, and accordingly the CPS will not provide an explanation for its decision regarding the individual's suitability to access or work on a CPS vehicle.

10.12 Manufacturer's Work:

1. All repairs covered by a manufacturer's warranty must be performed at an authorized manufacturer's repair facility. If the Service Provider is not such a facility it shall, using its own resources and at its own cost, move the vehicles to and return the vehicles from such an authorized facility for repairs when directed by CPS. A Service Provider utilizing the services of another authorized repair facility must comply with the terms of subparagraph (10.9) (Third Party Service Provider).
2. The Service Provider shall guarantee to maintain and remedy the services against any defects arising from faulty installation, faulty parts or workmanship which may appear within a warranty period of ninety (90) days from completion date.

11.0 Supplier Covenants

11.1 Confidentiality:

1. Any and all information regarding the services provided to CPS and CPS vehicles is to be kept strictly confidential by the Service Provider and Third Party Service Providers and their respective employees and shall not be disclosed to any other parties except with the express written consent of CPS.

11.2 Quality of Service:

1. The Service Provider acknowledges that the CPS vehicles are used in emergency situations and that the service provided must be of the highest quality possible in order to ensure safe operation of these vehicles.

11.3 Priority of Service:

1. CPS vehicles shall in all cases have priority in the repair process. It is understood and agreed that CPS vehicles are emergency vehicles and will therefore not be subjected to unnecessary periods of waiting. Service to CPS vehicles, including routine or preventative maintenance, shall be given priority and not subject to periods of waiting.
2. It is not the desire of the CPS to have only one technician subject to perform maintenance and repairs on CPS vehicles and where possible the Service Provider shall assign as many employees to a CPS vehicle to ensure the work is performed as expeditiously as possible, but shall not compromise the quality of work to be provided.
3. On the arrival of a CPS vehicle at the designated repair facility, the CPS vehicle shall be the next vehicle brought into the repair shop for service when the first hoist is available.

11.4 Inability to Provide Priority of Service:

1. Where the Service Provider is not able to provide priority service as per subparagraph (11.3) due to but not limited to, a parts shortage, a labour dispute, lack of equipment, or any other reason that prohibits the Service Provider from servicing CPS vehicles in an expeditious manner, the notice of termination provision in paragraph 2 is modified such that the CPS may terminate the contract on 24 hours written notice.

12.0 Supplier Groups

12.1 Brand Serviced:

1. Service Providers may provide combined bids to provide service for all makes of CPS vehicles, or for a single brand of vehicles. As noted above in paragraph 10.9.
2. Service Providers who are not authorized to perform a manufacturer's warranty repairs or any other service required to be performed by an authorized manufacturer's repair facility are required to transport such vehicles to and from a CPS location to an authorized manufacturer repair facility at the Service Provider's expense.

12.2 Location Serviced:

1. Proposals are to provide a repair facility in the Town of Cobourg. CPS fleet vehicles are to be serviced by the local repair facility and not elsewhere unless approved by CPS in writing. At the sole option of CPS vehicles may be serviced outside the Town of Cobourg at an alternate repair facility. Failure to provide a Proposal response without meeting this minimum requirement will result in immediate disqualification.

13.0 Proposal Pricing

13.1 All proposals must be based on full cost pricing, which includes but is not limited to all required parts, labour, shop supplies, environmental disposal charges and any other expenses reasonably necessary for the service or repair, but are not to include Provincial Sales Tax or Harmonized sales tax.

14.0 Repair Process

14.1 CPS personnel (contact to be provided by CPS) will contact the Service Provider to arrange vehicle pick-up.

14.2 The Service Provider will pick up the vehicle at the CPS office, and after completing the service or repair, shall return the vehicle to the CPS.

14.3 The Service Provider will install provided "out of service" signs on all CPS vehicles before leaving the Police parking lot. A Service Provider or a Third Party shall never operate a CPS vehicle without "out of service" signs installed.

14.4 All CPS vehicles in for service or repair will have their interiors cleaned by the Service Provider prior to their delivery back to the CPS.

14.5 For non-scheduled service or repair the Service Provider will contact Fleet Manager or designate to authorize such service or repair.

14.6 Work orders evidencing all work done shall be emailed and/or faxed to Fleet Manager daily at the Fleet Managers discretion and preferred means.

14.7 Invoices showing all charges and identifying the vehicle by CPS Fleet number, VIN# and current odometer reading shall be mailed within one week of service to the Fleet Manager. Payment terms are net 30 days.

15.0 Replaced Components

15.1 Must be saved, if requested, at the time when the repair is authorized by the CPS fleet staff. Components replaced shall be tagged indicating the fleet unit number, the date of repair, and the repair order number.

16.0 Inventory

16.1 Tires for CPS vehicles are purchased through a Police Cooperative with Police Cooperative Pricing in full effect. The CPS Fleet Manager will provide details to the successful Service Provider(s). If for any reason it is necessary for The Service Provider to replace or take off a tire, take-off tires must not be sold, given away, or re-used in any manner. Take-off tires must have the tire sidewall drilled or sliced in such a way as to render the tire completely destroyed. Service Providers shall ensure that all CPS vehicles as may be serviced under this contract have the proper matching tires in tire size, speed rate, and tread pattern.

16.2 Police package parts: The Service Provider will keep on hand sufficient inventory of such parts to ensure turnaround on vehicle repairs is acceptable to CPS.

16.3 Replacement parts, as may be required shall be Original Equipment Manufacturer hereinafter called OEM. The use of non-OEM or equivalent OEM parts shall be at the sole discretion of the CPS and may only be installed upon the express consent of the CPS. The CPS may, at its discretion, decide to ship parts from the Police Service parts inventory in which case the labour price indicated on the attached schedule will prevail as the repair order cost for the repair operation.

16.4 Where OEM remanufactured replacement parts are available applicants shall clearly indicate in their response that the proposal item parts cost is based on OEM remanufactured parts.

17.0 Storage

17.1 CPS vehicles, which are required to be kept overnight, must, in all cases, be stored securely inside the repair facility shop service bay area.

18.0 Use and Testing

18.1 Unauthorized use of CPS vehicles and the communications equipment is strictly prohibited.

18.2 Repair providers are required to install "out of service" identifiers for any CPS vehicles which may be subject to a road test. Road tests may only be conducted by a licensed driver of the Service Provider who has passed a criminal record check.

18.3 During a road test the driver must obey all traffic laws and abide by the Highway Traffic Act, R.S.O. 1990 c. H.8, and shall not operate the vehicle in a manner that may bring disrepute upon the CPS.

19.0 Non-Exclusivity

19.1 The CPS reserves the right to perform inspections and repairs on all Police Service vehicles in a repair facility operated and staffed by the Police Service.

20.0 Reporting

20.1 On a monthly basis CPS and the Service Provider shall report to each other any problems respecting the contract and shall work together to solve them to ensure compliance with the terms of the contract.

21.0 Interior Cleaning

21.1 All CPS vehicles serviced or repaired under this Proposal shall have the interiors cleaned prior to their return to the CPS Office. This shall include the floor areas, under the front driver and passenger seats, dash areas, interior door panel areas, and interior glass including the security barrier Lexan. This interior cleaning shall be required each time the vehicle is into the vendor for repair or maintenance. A CPS member will inspect the interior cleaning. Unacceptable interior cleaning will result in the Service Provider required to pick the vehicle up and perform the cleaning and return the vehicle to the CPS Office.

21.2 The Service Provider(s) shall be responsible for interior cleaning prior to CPS service requirements for compliance with public health advice measures related to the COVID-19 Pandemic.

22.0 Breach of Terms

22.1 Any breach of the terms of this Request for Proposal by a Service Provider constitutes a material breach and will entitle the CPS to immediately terminate this Request for Proposal, without any liability to the CPS by reason of so doing, including any liability to compensate the Service Provider for any damages suffered as a result of the termination, upon the delivery of written notice of termination and such notice shall be effective immediately.

22.2 No such termination shall release or otherwise affect the obligation of the Service Provider to:

1. Return any and all CPS vehicles, equipment, parts, or other CPS property in the possession or constructive possession of the Service Provider forthwith to the CPS; and
2. Honour any warranty or service obligations with respect to any repair or maintenance work performed by the Service Provider.

22.3 No delay or omission by the CPS in exercising any right or remedy shall operate as a waiver of any right or remedy, and no single or partial exercise of a right or remedy shall preclude any other or further exercise of a right or remedy. Furthermore, the CPS may accept a remedy of any breach or default by the Service Provider in any reasonable manner without waiving the default remedied and without waiving any other prior or subsequent default by the Service Provider.

23.0 RFP and Project Schedule

Advertise RFP	February 2021
Request for Submission	February 2021
Final Day for RFP Questions	March 12, 2021
RFP Due	March 12, 2021
RFP Reviewed	Commencing March 15, 2021
Interviews (if any)	March 2021
Site Visits (if any)	March 1 – 12, 2021
Target Date for Award	April 9, 2021

24.0 Appendix "1" Services, Schedules and Pricing

24.1 The current list of CPS vehicles includes 18 light/medium duty vehicles including some specifically designed police package vehicles (Vehicle types currently include but are not limited to Dodge Charger, Ford Explorer, Ford F-150 Pick Up Truck, Chevrolet Tahoe, Chevrolet Impala). For complete list of CPS Vehicles see appendix "II".

24.2 It is mutually understood and agreed to that all schedules as detailed in the Preventative Maintenance section of this proposal are suggested intervals and are therefore subject to change at the sole discretion of the CPS.

24.3 Preventive Maintenance (PM):

1. The Service Provider will perform timely service on all fleet vehicles in accordance with each unit's original equipment manufacturer (OEM) recommended preventive maintenance (PM) services; and where such services are not defined, in accordance with the Manufacturer's Recommended Service Schedule and Maintenance Program.
2. All repairs to CPS Fleet Vehicles will be given a completion time estimate for preventive maintenance and for statutory inspections.
3. The Service Provider will notify the CPS by phone and/or email if they must extend the initial completion time estimates due to the inspection uncovering additional repair work.
4. The Service Provider will maintain a PM schedule for every vehicle in the fleet, and will describe, as an integral part of its proposal, how it will schedule preventive maintenance and monitor for preventive maintenance program compliance. The Service Provider will maintain a PM schedule for every vehicle in the fleet and will provide the CPS with a monthly calendar that provides specific day and time appointment schedules for each vehicle in the fleet.
5. The Service Provider will cooperate to set appointments that minimize disruptions to CPS work activities. Appointments will be set with a minimum of one week's notice. The Service Provider will also be responsible for monitoring reports from the fleet management information system to ensure vehicles that become due for service and may not appear on the monthly calendar are serviced on-time.
6. The CPS expects that the Service Provider will assume an active role to ensure a high level of PM Program compliance and will consider favorably a proposal that includes specific methods of achieving this goal. Examples of such methods may include user training and education: customer service as a "Quick Fix" service (see below); and others. The CPS will work with the Service Provider to provide enforcement of the preventive maintenance program.
7. The objective of the PM program is to reduce overall fleet downtime and maintenance costs by periodically inspecting each unit and performing regularly scheduled preventive services, based on sound fleet management principals and manufacturer recommended service schedules.

24.4 Non-Preventative Maintenance (NPM) and Emergencies:

1. Non-routine maintenance, other than emergencies, will be handled by appointment through the Fleet Manager or designate. If a CPS member stops at the service provider requesting service without prior notification from the Fleet Manager, a call will be made to the Fleet Manager for instructions.
2. After Service Provider hours, if a CPS vehicle has a breakdown or is involved in an accident and must be towed, the CPS will be instructed to have the vehicle towed to the Service Providers facility. The CPS vehicle delivered during non-working will necessitate a notification to the Fleet Manager for further instructions.
3. There may be times when the Fleet Manager calls early in the day with a specific set of instructions, and later in the day changes them; or another staff member will call to change them if the Fleet Manager is not available. The last set of instructions for service will prevail.
4. Turn-around time of 24 hours for non-preventative maintenance is expected unless otherwise approved by the Fleet Manager.

24.5 Safety Check:

The Contractor shall perform a safety check in conjunction with all maintenance requirements listed within this Request for Proposal. These safety checks shall be performed every time a vehicle is brought in for service:

1. Tires – Visually check condition.
2. Lights – Check directional signaling devices and emergency light systems for proper operation.
3. Seat belt – Check operation of seat belts.
4. Windshield Wipers and Washers – Check condition of wiper arms and blades. Check aim and flow of washer spray. Fill washer reservoir with washer solvent.
5. Fluid Levels – Check and replenish fluid levels in transmission, differential, steering sector or power steering pump, and master cylinder. Inspect all units for leakage and clogging.
6. Battery – Check condition of heatshield, hold-down clamps and cable ends, top off electrolyte level, and clean top and terminals as necessary.
7. Heater-Defroster-Air Conditioner System and Wiper Controls – Check switches, valves, and ducting doors for proper operation.
8. Exhaust System – Visually inspect complete exhaust system including catalytic converter and heat-shielding. Check for broken, damaged, missing, or poorly positioned parts. Inspect for open seams, holes, or any condition which could allow exhaust fumes to enter the vehicle.
9. Steering and Suspension Components – Conduct a “look and “shake” inspection.
10. Frame/Sub-Frame and Cross Member – Visually check for “drive-over” and/or vehicular damage and fatiguing.

11. Drive Shaft U-Joints / CV Joints – Conduct a “look” and “shake” inspection for seal leakage and joint failure.
12. Critical Components – Check condition of all under-hood heatshields, and the routing of all hoses and wiring to ensure maximum protection from radiated exhaust heat. Inspect all coolant hoses, fuel line hoses, power steering hoses, engine accessory drive belts, and other under-hood plastic or rubber components.
13. Brakes – Inspect all brake line hoses and master cylinder for signs of leaks or damage. Inspect front brake pads, rear brake linings, wheels cylinders, and parking brake cables and linkage. Report estimate of remaining life of pads and shoes.
14. Starter/Charging System – Electronically check starter motor cranking speed and current draw. Check alternator charging rate.
15. Cooling System – Visually inspect entire system for leaks, damage or others signs of needed repair.

24.6 The service provider agrees that the following schedule of fees shall be the maximum amount which they may charge for vehicle repairs and maintenance services. All shop, supply, disposal and environment fees shall be included.

Schedule of Fees		
Description of Service	**Parts**	**Labour**
1. Lube, Oil, and Filter including the following: - check all front and all rear brakes and report percentage of wear. - Check front and rear tires: adjust tire pressure: report percentage of wear: rotate tires as required. - replace any tires at 3/32ths or less above the wear bars. - check air filter. - check PCV valve. - check breather element. - check radiator hoses. - check coolant levels. - check all drive belts. - check battery connections. - check brake fluid level and top up if necessary. - check master cylinder for leaks. - check power steering fluid and top up if necessary. - check drive axle boot seals for leaks or damage on front wheel drive models. - check differential fluid and top up if necessary, with posi-traction fluid. - check exhaust system for leaks and damage. - check rear end for leaks and damage.		

- check all lights, including emergency lighting equipment lights for operation. - check windshield wiper blades for wear. - lube all hinges and latches and check for wear. - grease steering stops. - lube all lock cylinders. - check spare tire (if any) for inflation. - lube driver side and passenger side spotlight handle assembly and check for operation. - inspect vehicle mechanical components for items covered by new vehicle warranty and report. - road test vehicle. - *clean vehicle interior and clean all glass.* # Brakes **2. Front Brake Job which includes:** - remove and replace front disc brake pads. - includes all necessary installation material such as bushings, brake cleaner, etc. - service sliders and guide pins. - supply and install anti-squeal suppressant. - repack front wheel bearings where required. - top up master cylinder. - inspect brake lines. - inspect calipers for operation. - inspect front rotors for thickness and wear. - road test. **3. Turn two rotors with pad replacement.** **4. Turn 2 rotors without pad replacement.** **5. Install 2 rotors with pad replacement.** **6. Install 2 rotors without pad replacement.** **7. Supply and install one caliper.** -Calipers on all CPS vehicles must be Original Equipment (OEM) as specified by the vehicle manufacturer. After market or remanufactured calipers are <u>not</u> acceptable.		

8. Rear Brake Job which includes: - remove and replace linings* /pads. - inspect all brake hardware. - inspect wheel cylinders. - lube and adjust parking brake. - inspect rear rotors for thickness and wear (if applicable). - inspect rear drums for thickness and wear (if applicable). - top up master cylinder. - includes all necessary installation materials. - road test. * Note: On all rear wheel drive Police Vehicles equipped with rear drum brakes, <u>only riveted rear brake shoes are acceptable.</u> **9. Machine 2 rear rotors with pad replacement.** **10. Install 2 new rear rotors with pad replacement.** **Engine and Engine Cooling** **11. Replace intake manifold gasket (includes all fluid top-ups required).** **12. Replace water pump including anti-freeze top up and gaskets.** **13. Flush coolant system.** **14. Replace radiator including anti-freeze.** **15. Replace Serpentine Belt.** **16. Replace Engine Cooling Fan.**		

Electrical and Fuel Components **17. Replace start motor and inspect flex plate/ring gear.** **18. Replace alternator.** **19. Check charging system.** **20. Load test and replace battery.** **21. Replace headlight bulb.** **22. Aim headlamps.** **23. Replace tail-light bulb.** **24. Replace high mount brake lamp bulb.** **25. Replace fuel filter.** **26. Replace fuel pump.** **27. Replace fuel lever sensor.** **28. Fuel injection system flush.** **29. Scan for codes and report.** **Transmission, Suspension and Driveline** **30. Replace transmission assembly including all fluids and necessary materials. OEM transmission is only acceptable.** **31. Replace steering rack with factory remanufactured rack (if available) including transfer or parts and alignment.**		

32. Replace tie rod end including set toe-in. OEM parts only. **33. Four-wheel alignment.** **34. Replace upper ball joint. OEM parts only.** **35. Replace lower ball joint. OEM parts only.** **36. Balance and install one tire. Tires to be supplied by police purchasing cooperative group.** **37. Replace windshield blades.** **38. Service transmission including change flued, filter and pan gasket using OEM materials.** **39.Replace air filter.** **40. Replace blower motor.** **41. Evacuate, check for leaks and recharge air conditioning system.** **42. Replace air conditioning condenser (includes system recharge if necessary).** **43. Replace orifice tube (includes system recharge if necessary).** **44. Replace evaporator (includes system recharge if necessary).** **45. Diagnose and replace air conditioning compressor (includes system recharge if necessary).** **46. Engine tune up including:** - replace spark plugs. - replace PCV valve. - replace air filter - replace spark plug wires (if vehicle equipped). - replace distributor cap and rotor (if vehicle equipped).		

- replace fuel filter. **47. Replace right side exhaust manifold (includes all materials and labour).** **48.Replace left side exhaust manifold (includes all materials and labour).** **49. Replace catalytic converter.** **50. Vehicle emissions test – drive clean test.** # Annual CVOR Inspection **As required.** # Additionally, the CPS is interested in the following services **51. Jump Start Vehicle.** **52. Emergency Towing to Service Provider.** **53. Labour rate for non-listed repairs.** # Tires **In accordance with Pricing in full effect from the Police Purchasing Group for tire purchase (see section 16.0).** **54. Remove and replace.** **55. Balance.** **56. Rotation (with Brake inspection).** **57. On site storage of unused snow and/or summer tires.**		

25.0 Appendix "II" Current List of CPS Vehicles

25.1 Note: VIN Numbers and Priority Vehicles List will be provided to selected service provider.

Current CPS Fleet Vehicles					
Unit #	**Year**	**Colour**	**Make**	**Type**	**Model**
1	2014	BLK	Dodge	Car	Charger
2	2012	BLK	Dodge	Car	Charger
3	2014	BLK	Dodge	Car	Charger
4	2017	BLK	Ford	SUV	Explorer
5	2016	BLK	Ford	SUV	Explorer
6	2016	BLK	Ford	SUV	Explorer
7	2018	BLK	Chevrolet	SUV	Tahoe
8	2018	BLK	DODGE	Car	Charger
All Above are Fully Marked Police Package and Pursuit Rated Vehicles					
	2012	BRN	Toyota	Car	Camry
	2014	BLUE	Dodge	Van	Caravan
	2015	BLK	Honda	SUV	CRV
	2015	BLK	Ford	Truck	F-150
	2017	BLK	Chevrolet	Car	Impala
	2018	BLK	Chevrolet	Car	Impala
	2018	BLK	Chevrolet	Car	Volt
	2014	WHITE	Harley Davidson	Motorcycle	Electra-glide

Appendix "III" Qualification Questionnaire

25.2 All service providers must complete this questionnaire and the schedule of fees in order to be included in the evaluation of proposals. The information supplied with enable the CPS to determine whether or not the vender has adequate personnel and facilities to properly perform the work.

25.3 This questionnaire shall accompany the schedule of fees shall be listed for each vehicle type listed in the schedule of fees found in section 24.7.

Qualification Questionnaire
Name and Location of Service Provider:
Legal Company Name:
Address:
Telephone Number: **Email:** **Fax Number:**
Contact Person:
Signature of Authorized Signing Authority: **Please Print Name and Title:** **Date:**

Hourly Labour Rate:
Method of Labour Rate Calculation (i.e. Chilton, Mitchell etc.):
Service Provider Facility Hours of Operation: **Monday** **Tuesday** **Wednesday** **Thursday** **Friday** **Saturday** **Sunday**
Number of Class "A" Mechanics:
Do any of your employees have any other special certifications or rating? If so, specify:
How many working bays does your facility have?

What is the overall size of your facility?
Do you have a locked, fenced and secured storage area? **Yes / No**
In case of emergency, will you accommodate the CPS with same day repair services when possible? **Yes / No**
How far in advance must appointments be scheduled?
Specify any special service provided to expedite the maintenance of repairs or police emergency vehicles such as priority service, pickup, deliver etc.