



County of Ocean  
Purchasing  
Jennifer Bowens, Purchasing Agent  
Administration Building, Toms River, NJ 08754

---

ADDENDA REPORT  
Bid No. TBD  
VEHICLE COLLISION REPAIRS AND GLASS REPAIR/REPLACEMENT

RESPONSE DEADLINE: April 29, 2025 at 11:00 am

Thursday, April 17, 2025

Addenda Issued:

**Addendum #1**

*Apr 17, 2025 8:57 AM*

Addendum No. 1 has been released for this project:

Paragraph titled "RECALIBRATION" has been added to the Scope of Work attachment.

Section V of the Pricing Proposal has been updated.

Please use the [See What Changed](#) link to view all the changes made by this addendum.

**SECTIONS I - IV - VEHICLE COLLISION REPAIRS****SCOPE OF WORK**

It is expected that Vendors responding to this solicitation for Bids will have Facilities and Expertise in this type of service to satisfactorily repair damages so that the vehicle will be fully road worthy and the repairs not be apparent when subject to inspection by using department. The facility will have to be such as to handle different vehicle sizes and to accommodate larger units. This contract covers collision repairs on all makes, models and sizes of County owned vehicles, including automobiles, trucks, vans and buses. If your facility is unable to accommodate larger equipment and buses, you will need to take an exception to that part of the contract.

This contract covers vehicle body repair work, to include painting and mechanical repairs. Mechanical repairs not due to collision are specifically excluded from this contract. Vendors will endeavor to keep charges above the price on the purchase order to an absolute minimum; the number of completed jobs exceeding the purchase order amount should be less than one in ten, on average.

All repair work must be accomplished in the best quality and professional manner. All broken glass or other non-repairable parts are to be removed and replaced. All colors are to be matched and paint finishes are not to show imperfections.

Any repair services or parts the contractor deems necessary beyond the original estimate must first be approved by the appropriate Department.

Contractor shall be responsible for compliance with Federal, State and local standards and regulations. No additional charges will be accepted for the proper disposal of any used parts or fluids, such as motor oil or antifreeze.

Only CAPA (Certified Automotive Parts Association) certified after-market, second hand, or used parts (other than OEM) may be used if indicated on the estimate for repair of the vehicle, and prior approval is given from the appropriate Department.

**LICENSING**

All bidders must possess a current, valid license issued by the State of New Jersey, Motor Vehicle Commission, which permits you to engage in automobile collision repair work. Your license must be valid during the full term of this contract and a copy should be included with bid submission.

**AUTO BODY HEAVY DUTY VEHICLE ENDORSEMENT**

An Auto Body Heavy Duty Vehicle Endorsement is required by the New Jersey Motor Vehicle Commission for repairs of vehicles with a gross weight of 14,000 pounds or more. A copy of this endorsement should be submitted with the bid.

**INSPECTION**

Inspection and acceptance of the repairs performed will be the responsibility of the Vehicle Services Department. If the services are not properly performed to the department's satisfaction, the vehicle will be returned to the contractor for correction. All corrective repair work will be done at the contractor's expense.

**CONTRACT AMOUNT**

Since this contract will be a multiple source award, each vendor will receive only a portion of the total vehicle collision repairs business generated during the contract term. Accordingly, the County will not be bound to any minimum or maximum dollar volume of business.

**CONTRACT PRICING**

All hourly labor rates and discount percentages for parts must remain firm and not subject to any increases during the period of the contract and any extension thereto.

**DEFINITIONS**

The words PARTS and SUPPLIES are interchangeable for this bid.

**USE OF SUBCONTRACTORS**

The awarded contractor may engage qualified subcontractors to perform specific repair work under this bid, provided that the subcontractors meet the necessary qualifications and standards outlined in the bid documents.

The contractor shall ensure that all subcontractors are fully informed of the project requirements and adhere to all specifications, timelines, and quality standards set forth in the bid. The contractor remains FULLY RESPONSIBLE for the performance and actions of any subcontractor, including compliance with applicable laws and regulations.

The contractor shall be responsible for coordinating the activities of all subcontractors to ensure that the repair work is completed efficiently and effectively, minimizing disruption of ongoing operations.

ALL subcontractors must adhere to the safety standards and practices outlined in the bid documents. The contractor shall ensure that subcontractors are trained in safety procedures and that they comply with all relevant occupational safety regulations.

The awarded contractor is responsible for the entire project, including any work performed by subcontractors. All invoices submitted should come from awarded contractor only. No sublet / subcontractor wording is acceptable on any invoice. Under separate cover, awarded vendor must provide detailed breakdown of any and all work completed by any subcontractor. The awarded contractor will pay the subcontractor according to the terms of THEIR agreement.

**METHOD OF OPERATION**

After the contracts are established, the County will solicit three (3) estimates from contract holders. These estimates, (for which there will be no charge) will include price of parts, labor costs and estimated repair completion time. The awarded vendors may be required to travel to a County location to assess a vehicle for an estimate.

Parts pricing and number of hours required for job completion will be based on the most current "Mitchell Collision Estimating Guide" for automobile, truck, HD truck and commercial vehicles as updated and/or the most current "Motor Crash Estimation Guide" as updated.

Copy of vendors' bid proposal and price list must be available for agency inspection at the vendors' location at all times during the period of this contract.

All repair estimates must be written and provided at no charge within forty-eight (48) hours. All quotations must list your current State of NJ license number and County contract number in order to be valid.

There may be instances where the vehicle may not be drivable and may require towing. Each bidder is required to provide a set cost on towing to their location. The three (3) main locations where the vehicles may be towed from are as follows:

(1) Ocean County Vehicle Services  
152 Chestnut Street, Bldg. #31  
Toms River, NJ 08753

(2) Ocean County Vehicle Services  
379 Haywood Road, Bldg. #107  
Manahawkin, NJ 08050

(3) Ocean County Vehicle Services  
2820 Ridgeway Blvd., Bldg. #125  
Manchester, NJ 08759

Other locations shall be provided as necessary.

**BILLING PROCEDURE**

For purposes of prompt payment, all vendors should adhere to the following procedure when submitting written quotations or invoices for payment.

All parts used in the repair should be listed and priced individually. If there is a discount for parts, this should also be listed as a separate item with the amount deducted from the total invoice. Vendor should also reference the repair manual used for pricing the parts (e.g., Mitchell, Motor, etc.). Vendor should describe the parts fully and completely.

Labor should be listed as an individual cost and should include the rate per hour and the number of hours worked.

All pricing shall be strictly in accordance with the County contract that you have for this service – no exceptions.

All contractors should follow the above outline when billing the County for any completed work. Invoices that only list a summary of the work performed and do not separate parts and labor will not be honored and may delay payments significantly.

**ANTICIPATED WORK**

The County anticipates spending approximately \$350,000.00 throughout the two (2) year term of the Vehicle Collision Repairs contract.

The County does not guarantee any minimum amount of work and will pay only for the actual work authorized and completed.

**PARTS**

It will be understood that:

1. Placing a zero (0) in the field indicates that the vendor is offering a 0% discount.
2. Leaving the field blank indicates that the vendor is not bidding on this item, otherwise known as a "NO BID".

**SECTION V - GLASS REPAIR/ REPLACEMENT**

Contractors shall provide automotive glass repair (including mobile glass repair) and replacement for and not limited to cars (Domestic and Foreign), compact, mid-size pickup trucks, buses and diesel trucks. The County may also ask the vendor to install County purchased glass for some of its larger pieces of equipment.

Contractor's Service Representatives and Technicians must be certified by the National Glass Association (NGA), or the National Windshield Repairers Association (NWRA) or a similarly recognized national organization. Contractors may be required to provide information to Using Agencies, at any time during the provision of a service for the entire term of the contract. Failure to comply with providing literature, catalogs, etc. upon request may result in the termination of its contract.

Automotive glass replacement and repair work must be completed in a professional, workmanlike manner. Packing sheet, boxes, shipping debris and the repaired or installed glass must be left clean and free of any grease, oil or fingerprints. Failure to comply with this requirement will result in non-payment until the contractor provides remedial action.

**REPAIRS**

All glass and parts provided by Contractors shall be equal to the Original Equipment Manufacturer (OEM) and must meet the requirements of; The American National Standard institute (ANSI) , the Society of Automotive Engineers (SAE) Safety Standards (Safety Glazing Materials for Glazing Motor Vehicles and Motor Vehicle Equipment and Operating on land Highways), Federal Motor Vehicle Safety Standard (FMVSS) No. 225 (Glazing Materials), and the Society of Automotive Engineers (SAE) J674-July 97, (Safety Glazing Materials – Motor Vehicles, as amended/updated)

**MOBILE GLASS – REPAIRS AND REPLACEMENTS**

Contractors must have the ability to provide mobile glass repairs and replacements at a Using Agency's location which could be anywhere within Ocean County. Should the Contractor provide a mobile repair or replacement the following requirements must be met:

- All broken glass must be vacuumed from the interior of the repaired vehicle.
- Ground Surface surrounding the repaired vehicle must be swept of all broken glass, moldings, debris, etc.
- Broken glass must be disposed of; replacement windshields, damaged moldings and any other debris created as a result of the repair or replacement must be removed from the worksite.
- All removed moldings must be replaced with new moldings or with the original moldings if not damaged.
- All mobile glass repairs must be completed within twenty-four (24) hours from the time the repair or replacement begins.

**AUTOMOTIVE WINDSHIELD REPAIRS**

Contractor(s) shall provide repair glass for the following four (4) common types of damaged laminated glass:

- Bull's Eye
- Partial Bull's Eye
- Star Break
- Combination Breaks

Contractors shall provide the process used for windshield repairs will pass New Jersey Department of Motor Vehicles Inspections. The process must be able to retain a good, strong tinting.

All windshield repairs shall meet the requirements specified herein and those suggested by the manufacturer. Contractor shall repair any work that does not meet these specifications at no additional cost to the Using Agencies.

Contractors shall inform Using Agencies should they find a crack or break in any glass to be unrepairable and shall inform the County of its find and recommend that the entire windshield be replaced.

**REPAIR METHODS**

All repairs shall be equal to the original factory installed windshield and must meet the requirements of the American Standard Safety Code for Safety Glazing Material in Glazing Motor Vehicle Operating on Land Highway, and Federal Motor Vehicle Safety Standard No. 205, as indicated by symbols A51, A52 and A53 or as amended/updated.

Contractors shall provide all labor and material essential to provide automotive glass and windshield repair to a vehicle (car, truck or bus) at the specified location. Windshields shall be repaired using the approved method specified. The County may require the Contractor to install County supplied glass for its larger pieces of equipment. All charges for this shall be done on an hourly rate with a percentage discount given for any materials that were used.

Contractors shall provide trained service representatives and technicians who will offer free damage evaluation. Contractors shall supply their own labor, tools and materials necessary to perform quality repairs or replacements of windshields that are constructed of laminated safety glass or other laminated glass found on cars, trucks and buses. Damaged areas eligible for repair shall not have penetrated completely through the laminated glass and no damaged areas shall be greater than 1 ¼" in diameter and no crack longer than 8" inches.

**RECALIBRATION**

The County of Ocean possesses the capability to perform most recalibrations on windshields. The County assumes responsibility for ALL recalibrations executed by a County employee. If a recalibration is needed on a vehicle that the County does not have the capability to recalibrate on its own, a quote for the number of hours needed to perform the recalibration will be requested from awarded vendor(s) and paid using the hourly rates awarded under line items 5C and 5D.

**GLASS TYPES PROVIDED**

Contractors shall be required to provide glass according to the following specifications:

Tempered Glass

DB/FB – Backlite/OE Slider

DD/FD – Door

DQ/FQ – Quarter

DR/FR – Roof

DS/FS – Side

DP/FP – Partition

DV/FV – Vent

DY/FY – Aftermarket Back Slider

Curved Windshields – Curved Glass – Other than Windshields

- Windshields: Front windshields of all domestic and foreign motor vehicles.
- Curved Glass other than Windshields: All other curved glass that may be used on side windows, vents, partitions, quarter panels, roof or rear windows of all domestic and motor vehicles listed in the National Auto Glass specifications (NAGS) Combined Catalog (latest edition) by NAGS Number and Price, including labor hours.

Note: In each case where Contractors must apply additional charges, additional charges may be made for moldings, as per the bid line item, that charge will be added to the price of the curved windshield. The additional charge for the molding will be added to the price and the percentage discount applied to the total dollar amount.

**MOLDINGS**

There are some windshields listed in the NAGS that require new moldings. The curved windshields that require new moldings are shown in the latest NAGS by the symbol “+”. Prices vary based on the make and model of the windshield to be replaced. All prices are listed in the current issue of the Windshield Molding List; Contractors must provide evidence to the County of the price taken from the Windshield Molding list, so that payment can be effected.

**METHOD OF OPERATION**

After the contracts are established, the County will solicit 3 (three) estimates from contract holders. These estimates will include price of parts, labor costs and estimated repair/replacement completion time. The awarded vendors may be required to travel to a County location to assess a vehicle for an estimate.

All repair/replacement estimates must be written and provided at no charge. All quotations must list your current State of NJ license number and County contract number in order to be valid.

Orders will be placed with the Contractor(s) offering the lowest cost. In the event delivery, availability, or minimum order considerations cannot meet the requirements, the contractor offering the next lowest price may be utilized to provide the product or services required.

### **DELIVERIES**

Unless otherwise indicated herein, Contractor(s) shall provide deliveries, installations and repair within five (5) working days, following the receipt of an order or notification by the County of Ocean.

Contractors shall provide emergency installations within twenty-four (24) hours upon receipt of a verbal order from the County. All deliveries shall be FOB Destination.

### **INSPECTION AND ACCEPTANCE OF WORK OR CONTRACT**

The County of Ocean shall at times have access to work being completed by a contractor which is being prepared or in progress. The Contractor shall provide facilities for such access and inspection.

A representative from the County shall inspect work upon completion or at a mutually agreeable time. Should an inspection reveal defects, damages, deficiencies or failure to conform to the Contract requirements, the Contractor shall promptly remedy the same at their expense.

Contractors shall have a copy of the most current NAGS combined catalog, available at the time repairs/replacements are to be made. It shall be the Contractor's responsibility to ensure its availability, especially in the case of mobile repairs. In each and every case, where a Contractor offers a discount off the catalog, the Contractor shall provide the County with a copy of the catalog in order to assure that the price charged, less the discount, is correct. The County shall verify the price(s) charged and payment shall not be made until the County is satisfied that the charges are correct.

Upon request, Contractors shall provide literature or manufacturer's specifications that support the repair method being provided. Contractors shall supply evidence that the repair method offered is a proven process by car and/or bus companies. Contractors shall also provide the name(s) and telephone number(s) of person(s) that may be contacted for verification. Failure to provide the literature/specifications may be cause for contract termination.

### **BID PROPOSAL PAGES**

The Bidder may submit a cost proposal for any Category or any Combination of Categories on the bid proposal pages for Windshields. Bidders must also submit pricing for the Molding, Urethane and labor lines to be considered.

"Labor Rate" times the "Hourly Labor Time", as listed in NAGS will be calculated in conjunction with the parts discount offered by each contractor in accordance with the following example:

Example:

Curved Windshield NAGS DWO1099GTN \$381.65

Labor Rate \$35.00 per Hour;

Discount of 20% offered; and

Labor Time of 2.2 hours.

DWO1019GTN @ \$ 381.65 x 20% = \$305.32

Labor Rate @ \$ 35.00 x 2.2 = 77.00

Molding = \$ 25.00

Total Job Cost = \$407.32

The "Labor Rate":

- applies to Curved Windshield, Curved Glass except Windshields, Flat Laminated Glass and Flat Tempered Glass and the same formula will be used in each case to determine the cost.
- shall include all travel time to and from County Locations. After the first full hour, the labor rate shall be calculated based on the closest fifteen (15) minute interval.
- is shown on Price Lines 5c and 5d on the proposal page.

## *Pricing Proposal*

### **SECTION I - VEHICLE COLLISION REPAIRS - AUTOMOBILE AND TRUCKS (CLASS 3 VEHICLES OR SMALLER <14,000 GVW)**

Vendor MUST bid on item 1h in order to be considered for award of items 1a-1g.

Line Item	Description	Est. Two (2) Yr. Qty.	Unit of Measure	Unit Cost	Total	No Bid	Comments:
1a	Body Labor Rate	1,200	HR				
1b	Frame Labor Rate	16	HR				
1c	Paint Labor Rate	540	HR				
1d	Paint Materials	525	HR				
1e	Towing from Toms River, NJ	5	EA				
1f	Towing from Manahawkin, NJ	5	EA				
1g	Towing from Manchester, NJ	5	EA				
<b>TOTAL</b>							

### **SECTION I - VEHICLE COLLISION REPAIRS - AUTOMOBILE AND TRUCKS (CLASS 3 VEHICLES OR SMALLER <14,000 GVW) - % DISCOUNT**

Vendor MUST bid on items 1a-1g in order to be considered for the award of item 1h.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Discount (%)	Total	No Bid	Comments:
1h	Enter your discount percentage in the "DISCOUNT % COLUMN". For bid purposes assume parts at \$65,000 for a two (2) year term.	65,000	\$	\$1.00				

### **SECTION II - VEHICLE COLLISION REPAIRS - HEAVY DUTY TRUCKS (CLASS 4 VEHICLES OR LARGER >14,000 GVW)**

Vendor MUST bid on item 2h in order to be considered for award of items 2a-2g.

Line Item	Description	Est. Two (2) Yr. Qty.	Unit of Measure	Unit Cost	Total	No Bid	Comments:
2a	Body Labor Rate	810	HR				
2b	Frame Labor Rate	100	HR				
2c	Paint Labor Rate	250	HR				

Line Item	Description	Est. Two (2) Yr. Qty.	Unit of Measure	Unit Cost	Total	No Bid	Comments:
2d	Paint Materials	250	HR				
2e	Towing from Toms River, NJ	5	EA				
2f	Towing from Manahawkin, NJ	5	EA				
2g	Towing from Manchester, NJ	5	EA				
<b>TOTAL</b>							

**SECTION II - VEHICLE COLLISION REPAIRS - HEAVY DUTY TRUCKS (CLASS 4 VEHICLES OR LARGER >14,000 GVW) - % DISCOUNT**

Vendor MUST bid on items 2a-2g in order to be considered for the award of item 2h.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Discount (%)	Total	No Bid	Comments:
2h	Enter your discount percentage in the "DISCOUNT % COLUMN". For bid purposes assume parts at \$80,000 for a two (2) year term.	80,000	\$	\$1.00				

**SECTION III - VEHICLE COLLISION REPAIRS - EQUIPMENT (LOADERS, BACKHOES, ETC.)**

Vendor MUST bid on item 3h in order to be considered for award of items 3a-3g.

Line Item	Description	Est. Two (2) Yr. Qty.	Unit of Measure	Unit Cost	Total	No Bid	Comments:
3a	Body Labor Rate	85	HR				
3b	Frame Labor Rate	20	HR				
3c	Paint Labor Rate	25	HR				
3d	Paint Materials	25	HR				
3e	Towing from Toms River, NJ	5	EA				
3f	Towing from Manahawkin, NJ	5	EA				
3g	Towing from Manchester NJ	5	EA				
<b>TOTAL</b>							

**SECTION III - VEHICLE COLLISION REPAIRS - EQUIPMENT (LOADERS, BACKHOES, ETC.) - % DISCOUNT**

Vendor MUST bid on items 3a-3g in order to be considered for the award of item 3h.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Discount (%)	Total	No Bid
3h	Enter your discount percentage in the "DISCOUNT % COLUMN". For bid purposes assume parts at \$3000 for a two (2) year term.	3,000	\$	\$1.00			

#### SECTION IV - VEHICLE COLLISION REPAIRS - FULL SIZED BUSES

Vendor MUST bid on item 4h in order to be considered for award of items 4a-4g.

Line Item	Description	Est. Two (2) Yr. Qty.	Unit of Measure	Unit Cost	Total	No Bid	Comments:
4a	Body Labor Rate	20	HR				
4b	Frame Labor Rate	20	HR				
4c	Paint Labor Rate	20	HR				
4d	Paint Materials	20	HR				
4e	Towing from Toms River, NJ	5	EA				
4f	Towing from Manahawkin, NJ	5	EA				
4g	Towing from Manchester, NJ	5	EA				
<b>TOTAL</b>							

#### SECTION IV - VEHICLE COLLISION REPAIRS - FULL SIZED BUSES - % DISCOUNT

Vendor MUST bid on items 4a-4g in order to be considered for the award of item 4h.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Discount (%)	Total	No Bid	Comments:
4h	Enter your discount percentage in the "DISCOUNT % COLUMN". For bid purposes assume parts at \$5,000 for a two (2) year term.	5,000	\$	\$1.00				

#### SECTION V - GLASS REPAIR/REPLACEMENT

Vendor MUST bid on items 5g-5n in order to be considered for award.

Line Item	Description	Est. Two (2) Yr. Qty.	Unit of Measure	Unit Cost	Total	No Bid	Comments:
<b>COSTS ASSOCIATED WITH GLASS REPAIR/REPLACEMENT, AS SPECIFIED</b>							
5a	Windshield Repair - Single Vehicle up to Three (3) Window Defects. Price to Include all Labor and Complete Repair.	10	EA				

Line Item	Description	Est. Two (2) Yr. Qty.	Unit of Measure	Unit Cost	Total	No Bid	Comments:
5b	Windshield Repair - Multiple Vehicles up to Three (3) Window Defects per Vehicle at the Same Location. Price to Include all Labor and Complete Repair.	5	EA				
5c	Windshield Replacement - Hourly Labor Rate - County Location. Price shall include travel time.	250	HR				
5d	Windshield Replacement - Hourly Labor Rate - Vendor Location	5	HR				
5e	Urethane/DAM Primer (1.5)	20	EA				
5f	Molding Replacement for a Curved Windshield	250	EA				
<b>TOTAL</b>							

### SECTION V - GLASS REPAIR/REPLACEMENT - % DISCOUNT

Vendor MUST bid on items 5a-5f in order to be considered for award of items 5g-5n.

Line Item	Description	Unit of Measure	Percentage
<b>COSTS FOR TYPES OF GLASS; PRICED PER EACH TYPE OF GLASS, AS SPECIFIED</b>			
5g	DL/FL Laminated Glass, Domestic or Foreign	%	
5h	DFT/FFT Flat Tempered Glass, Domestic or Foreign	%	
5i	DT/FT Tempered Glass, Domestic or Foreign	%	
5j	DW/FW Curved Windshield	%	
5k	Sliding Rear Windows -Compact Pickup Trucks, including replacement of moldings, grommets and other accessories.	%	
5l	Sliding Rear Windows - Mid-Size Pickup Trucks, including replacement of moldings, grommets and other accessories.	%	
5m	Sliding Rear Windows for Full Sized Pickup Trucks, including replacement of moldings, grommets and other accessories.	%	
5n	Discount Percentage (%) for Glass Products Not Specified Herein (NOT LESS THAN)	%	