



*John P. Kelly, Director
Frank Sadeghi, Deputy Director
Robert S. Arace, Commissioner
Jennifer Bacchione, Commissioner
Virginia E. Haines, Commissioner*

Jennifer L. Bowens, Purchasing Agent

*County of Ocean
Administration Building
101 Hooper Avenue
Toms River, NJ 08754*

BID

VEHICLE COLLISION REPAIRS AND GLASS REPAIR/REPLACEMENT

2025

ADVERTISEMENT DATE: April 9, 2025

OPENING: April 29, 2025, 11:00 am

Bid Category: 04- Automotive Products, Vehicles and Services

Notice to Bidders

NOTICE IS HEREBY GIVEN that sealed bids for the furnishing and delivery of **VEHICLE COLLISION REPAIRS AND GLASS REPAIR/REPLACEMENT** for the County of Ocean, will be received by the Purchasing Agent of the County of Ocean on **Tuesday, April 29, 2025** at **11:00 am**, prevailing time.

Bids will be received electronically via the County's Online Procurement Portal. Specifications are available on the Procurement Portal or for viewing only, in the Department of Purchase, Room #224, Administration Building, 101 Hooper Avenue, Toms River, New Jersey. Direct all inquiries to Jennifer L. Bowens, Purchasing Agent.

Bidders are required to comply with the requirements of N.J.S.A. 10:5-31 et seq. and P.L. 1975 C. 127 (N.J.A.C. 17:27-1 et seq.) regarding equal employment opportunities and with the requirements of P.L. 1977 C.33 regarding corporate and/or partnership ownership.

The right to reject any and all bids is reserved in accordance with applicable law.

By order of the Board of Commissioners of the County of Ocean.

Signed:

JOHN P. KELLY, Director

JENNIFER L. BOWENS, Purchasing Agent

Contact Information and Project Timeline

Summary

The purpose of this bid package is to provide the County of Ocean with a Contractor who will supply the goods or services described and specified herein.

Background

Vendors bidding on this contract must have facilities and expertise capable of performing high-quality collision repairs on a wide range of County-owned vehicles, including large units like buses. The facility must be able to accommodate different vehicle sizes, and if not, an exception must be noted. The contract includes bodywork, painting, and collision-related mechanical repairs—non-collision mechanical work is excluded. All repairs must be professionally done with color-matching and no visible imperfections, and any additional parts or services beyond the original estimate require prior departmental approval. Vendors must follow all relevant regulations, and no extra charges will be allowed for proper disposal of parts or fluids; only approved, CAPA-certified aftermarket or used parts may be used with consent.

Contact Information

For further information regarding these specifications, contact

Jessica Hannold

Senior Buyer

101 Hooper Ave.

Room 224

Toms River, NJ 08753

Email: ocpurchasing@co.ocean.nj.us

Phone: [\(732\) 929-2103](tel:(732)929-2103)

Department:

Vehicle Services

Timeline

Advertising Date	April 9, 2025
Bid Opening Date	April 29, 2025, 11:00am Administration Building, 101 Hooper Ave., Room 119, Toms River, NJ, 08753

Important Instructions for Electronic Submittal

Instructions for Electronic Bid Submission

The County is accepting electronic bid submissions with Open Gov by following these instructions:

Sign up for a FREE account at <https://procurement.opengov.com/portal/oceancounty>

Once you have completed account registration, browse back to this page: [County's OpenGov Electronic Bid Portal \(https://procurement.opengov.com/portal/oceancounty/\)](https://procurement.opengov.com/portal/oceancounty/)

Click on the bid of interest, then click "Draft Response".

Follow the instructions to submit the electronic bid.

It is important to note that this process should be completed well in advance of the bid deadline / bid opening. **DO NOT WAIT UNTIL THE LAST MINUTE.** The County's electronic submission system will not allow electronic bids to be submitted once the deadline has passed, even if you've already started the process. The deadline is based on the countdown timer found on the OpenGov bid submission page.

Instructions to Bidders

Bid Opening

All bids will be opened publicly in the Administration Building, Room 119, 101 Hooper Avenue, Toms River, New Jersey, commencing at 11:00 am, prevailing time on Tuesday, April 29, 2025.

Electronic Bid Submissions

Bids must be submitted electronically through Ocean County's Procurement Portal by the date and time stipulated in the Notice to Bidders.

Deadline Instructions

The County will not be responsible for late bids, and no bids will be accepted if received after the time stipulated in the notice to bidders.

Completion of all Documents

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package and must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

NOTE: In order to access any DocuSign forms in this solicitation, you must first click "Draft Response".

Instructions on how to access the forms through DocuSign are available in the Attachments. Please note that in order to view the forms as a .pdf document, you must access DocuSign first. Once you access DocuSign, the option to download, save, print and complete the forms becomes available

Right to Reject

The County reserves the right to reject all bids in accordance with N.J.S.A. 40A:11-13.2, to waive any informalities in the bid and to accept the lowest responsible bid in accordance with applicable law.

Bidder Default

In case of default by the bidder or contractor, the County of Ocean may procure the articles or services from other sources and hold the bidder or contractor responsible for any excess cost occasioned thereby.

Indemnity

The bidder, if awarded a contract, agrees to protect, defend and save harmless the County against any damage for payment for the use of any patented material process, article or device that may enter into the manufacture, construction or form a part of the work covered by either order or

contract, and he further agrees to indemnify and save harmless the County from suits or actions of every nature and description brought against it, for, or on account of injuries or damages received or sustained by any party or parties by, or from any of the negligent acts of the contractor, his servants or agents.

Specifications

It is to be understood by the bidder that this bid is submitted on the basis of specifications prepared by the County and the fact that any bidder is not familiar with these specifications or conditions will not be accepted as an excuse.

Bid Security

NO BID SECURITY

Performance Bond

NO PERFORMANCE BOND

Pricing Proposal

Bidders must use the pricing proposal provided in the bid specifications. Failure to use the pricing proposal in the bid specifications shall be cause for rejection of the bid.

Pricing

Insert prices for furnishing all of the material and/or labor described or required. Prices shall be net, including any charges for packing, crating, containers, etc. and all transportation charges fully prepaid by the contractor F.O.B. destination and placement at locations specified by the County. No additional charges will be allowed for any transportation costs resulting from partial shipments made at the vendor's convenience when a single shipment is ordered.

Payment

Payments will be made upon the approval of vouchers submitted by the successful bidders in accordance with the requirements of the Board of Commissioners and subject to the Board of Commissioners customary procedures. The County will not pay interest or late fees regardless of language provided.

Discrepancy in Pricing

In the event that there is a discrepancy between the unit prices and the extended totals, the unit prices shall prevail. In the event there is an error of the summation of the extended totals, the computation by the OWNER of the extended totals shall govern.

Award Timeframe

Award will be made by Ocean County Board of Commissioners within sixty (60) days after receipt of bids.

Equal or Tie Bids

The County of Ocean reserves the right to award at their discretion to any one of the tie bidders where it is most advantageous for the County to do so, pursuant to N.J.S.A. 40A:11-6.1.

Tax Exempt

The County of Ocean is exempt from any State sales tax or Federal excise tax.

Equivalent Product

When offering an equivalent product, the bidder must clearly specify any variations from the stated specifications, regardless of how minor. The County will determine whether the proposed item meets or exceeds the specified product based on its quality, performance, and suitability for the intended use. Where equivalent equipment is offered, the County will determine if the proposed item is equal to or better than specified.

Evaluation

In addition to pricing, evaluation will include an assessment of quality, adherence to specifications, suitability for the County's needs, delivery terms, and warranty provisions. If no deviations from the specifications are noted, the bid will be assumed to be fully compliant with the stated requirements.

Quantities

The quantities shown on the pricing proposal are **estimates only**, and Ocean County will not guarantee any minimum purchase. The County reserves the right to decrease or omit quantities as needed over the course of the contract. The county will not consider any minimum requirements imposed on order quantities. The County also reserves the right to increase quantities to twenty (20) percent of the maximum quantities listed at the unit price bid, in accordance with N.J.A.C. 5:30-11.3. *Note: Actual orders are placed upon receipt of a Purchase Order, on an as needed basis. The County will not be responsible to pay for any product that was not ordered through a Purchase Order.*

Delivery of Goods and Services

Delivery of items shall only be made upon receipt of a Purchase Order issued by the Ocean County Department of Purchase, upon which delivery locations and needed quantities shall be indicated.

American Goods and Products

All contractors must comply with the provisions of New Jersey Statute Title 40A:11-18, when applicable.

No Assignment

This agreement shall not be assigned without the written consent of the County of Ocean.

NJ One Call

By presenting a bid, contractor declares that he is aware of and, if required, will comply with the requirements of the "Underground Facility Protection Act (Public Law 1994, Chapter 118)" prior to commencing any intended excavation. The telephone number to call is 1-800-272-1000.

Public Works Contractor Registration Act, N.J.S.A. 34:11-56.48 et seq

The bidder must comply with the provisions of "The Public Works Contractor Registration Act", if applicable.

- All named contractors must be registered with the Department of Labor and Workforce Development pursuant to the Public Works Contractor Registration Act at the time the proposal is received, or the proposal will be determined to be non-responsive.
- Any non-listed contractor must be registered with the Department of Labor and Workforce Development prior to physically starting work. It is the responsibility of the General Contractor to insure that all non-listed sub-contractors comply.
- Contractors are encouraged to submit their and all named sub-contractors' Public Works Contractor Registration Certificates with the bid.

Prevailing Wage & Labor Laws

The New Jersey Prevailing Wage Act (P.L. 1963, Chapter 150) and provisions of the State Labor Laws must be complied with by the successful bidder, if applicable. The current Prevailing Wage Rates can be found online at <https://www.nj.gov/labor/wageandhour/prevailing-rates/public-works/currentprevailingwage.shtml>

All Certified Payrolls for Public Works Projects **must** be submitted online via the New Jersey Wage Hub website which can be accessed through the following link: <https://njwages.nj.gov/>. Certified payrolls must be submitted within ten (10) days of the payment of wages for each pay period, **both** online via New Jersey Wage Hub and hard copy to the contracting unit.

Special Surety Bid Requirements for Certain Construction Projects

The attention of the bidder is called to the provisions of N.J.S.A. 2A:44-143 which requires that the County of Ocean shall only accept performance and payment bonds from surety companies meeting the requirements of that statute. The bidder shall deliver with its bid a Consent of Surety. The Bidder's Surety Company shall complete the "Certificate of Surety Company" which bidder shall submit with its bid.

New Jersey Business Registration Requirements

Pursuant to N.J.S.A. 52:32-44, Ocean County (“Contracting Agency”) is prohibited from entering into a contract with an entity unless the bidder/proposer/contractor, and each subcontractor that is required by law to be named in a bid/proposal/contract has a valid Business Registration Certificate on file with the Division of Revenue and Enterprise Services within the Department of the Treasury.

Prior to contract award or authorization, the contractor shall provide the Contracting Agency with its proof of business registration and that of any named subcontractor(s).

Subcontractors named in a bid or other proposal shall provide proof of business registration to the bidder, who in turn, shall provide it to the Contracting Agency prior to the time a contract, purchase order, or other contracting document is awarded or authorized.

During the course of contract performance:

- (1) the contractor shall not enter into a contract with a subcontractor unless the subcontractor first provides the contractor with a valid proof of business registration.
- (2) the contractor shall maintain and submit to the Contracting Agency a list of subcontractors and their addresses that may be updated from time to time.
- (3) the contractor and any subcontractor providing goods or performing services under the contract, and each of their affiliates, shall collect and remit to the Director of the Division of Taxation in the Department of the Treasury, the use tax due pursuant to the Sales and Use Tax Act, (N.J.S.A. 54:32B-1 et seq.) on all sales of tangible personal property delivered into the State. Any questions in this regard can be directed to the Division of Taxation at (609)292-6400. Form NJ-REG can be filed online at <http://www.state.nj.us/treasury/revenue/busregcert.shtml>.

Before final payment is made under the contract, the contractor shall submit to the Contracting Agency a complete and accurate list of all subcontractors used and their addresses.

Pursuant to N.J.S.A. 54:49-4.1, a business organization that fails to provide a copy of a business registration as required, or that provides false business registration information, shall be liable for a penalty of \$25 for each day of violation, not to exceed \$50,000, for each proof of business registration not properly provided under a contract with a contracting agency.

Pay to Play Requirements

Starting in January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.

Statement of Ownership

The provisions of N.J.S.A. 52:25-24.2 apply to all forms of corporations and partnerships, including, but not limited to, limited partnerships, limited liability corporations, limited liability partnerships, and Subchapter S corporations.

Disclosure of Investment Activities in Iran

Pursuant to Public Law 2012, c. 25, any person or entity that is a successful bidder or proposer, or otherwise proposes to enter into or renew a contract, must complete the certification below to attest, under penalty of perjury, that neither the person or entity, nor any parent entity, subsidiary, or affiliate is identified on the State Department of Treasury's Chapter 25 list as a person or entity engaging in investment activities in Iran. The list is found on Treasury's website at www.state.nj.us/treasury/purchase/pdf/Chapter25List.pdf.

The Chapter 25 list must be reviewed prior to completing the certification. If a vendor or contractor is found to be in violation of law, action may be taken as appropriate and as may provided by law, rule or contract, including but not limited to imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party. Prior to contract award or authorization, the contractor shall provide the Contracting Agency with a completed Certification on Disclosure of Investment Activities in Iran.

Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

Pursuant to N.J.S.A. 52:32-60.1, et seq. ([L. 2022, c. 3](#)) any person or entity (hereinafter "Vendor") that seeks to enter into or renew a contract with a State agency for the provision of goods or services, or the purchase of bonds or other obligations, must complete the certification below indicating whether or not the Vendor is identified on the Office of Foreign Assets Control (OFAC) Specially Designated Nationals and Blocked Persons list, available here: <https://sanctionssearch.ofac.treas.gov/>. If the Department of the Treasury finds that a Vendor has made a certification in violation of the law, it shall take any action as may be appropriate and provided by law, rule or contract, including but not limited to, imposing sanctions, seeking compliance, recovering damages, declaring the party in default and seeking debarment or suspension of the party.

Insurance Requirements

The contractor shall maintain primary insurance to protect against all claims under Workmen's Compensation, Comprehensive General Liability and Automobile. Except for Workmen's Compensation, all coverage shall apply as primary coverage with respect to any other insurance or self-insurance program afforded to the County. There shall be no endorsement or modification of this coverage to make it excess over other available insurance/coverage; alternatively, if the CGL and umbrella, excess of reinsurance states that it is pro rata, it shall be endorsed to be primary with respect to the County. Primary Coverage shall be subject to approval for adequacy of protection as per the following limits:

Worker's Compensation

1. Limits according to Worker's compensation Laws of the State of New Jersey.
2. Contractor's Liability not less than \$100,000.

Comprehensive General Liability

1. Bodily Injury - \$500,000 per person; \$1,000,000 per occurrence.
2. Property Damage - \$1,000,000 per occurrence.

Comprehensive General Liability Details

Comprehensive Automobile Liability shall include the following:

Business auto liability insurance or its equivalent with a minimum limit of \$1,000,000 per accident and including coverage for all of the following:

- A. Liability arising out of the ownership, maintenance or use of any auto;
- B. Auto non-ownership and hired car coverage.
- C. Contractor's Worker's Compensation, Comprehensive General Liability and
- D. Comprehensive Automobile Liability arising out of subcontractor's operations shall be identical as that listed above.

Proof of Insurance

Copies of each insurance certificate shall be furnished to the County when requested.

Open Public Records Act (OPRA)

**** ATTENTION****

Responses received pursuant to this solicitation are subject to complete disclosure pursuant to the Open Public Records Act. Please note that disclosure includes any and all attachments and addenda supplementing the solicitation response. Accordingly, please do not include personal identifying information in any supplementary documents submitted with the solicitation response.

County Cooperative Contract Purchasing System

The County has established a "COUNTY COOPERATIVE CONTRACT PURCHASING SYSTEM" pursuant to N.J.S.A. 40a:11-1 et seq...

The IDENTIFIER for this system is:
CK-02-OC

This system allows local government contracting entities located within the geographical boundaries of the County to purchase goods and services awarded as a result of this bid proposal if it is extended by the low bidder.

Goods and services must be made available without substitution or deviation from specifications, size, features, quality, price or availability as herein set forth. It is understood that orders, if any, will be placed directly by contracting units, subject to the overall terms of the contract to be awarded by the County of Ocean.

The estimated quantities listed in this specification reflect only the needs of the agencies under the direct control of the Ocean County Board of Commissioners. If the vendor chooses to extend the resulting contract to all other contracting units, the quantities could be higher.

Please check (✓) the YES or NO box in the Vendor Questionnaire to indicate whether or not you will extend contract prices to all contracting units.

Award Method

Contract will be awarded on a lump sum by item basis. The County reserves the right to award multiple contracts. All bidders must bid on all items associated with an item (i.e.: 1a, 1b, 1c, 1d, 1e, 1f, 1g and 1h). Failure to bid on all items in any one sequence of item will cause the rejection of your bid for that item.

Specifications and Scope of Work

SCOPE OF WORK

Please see "Attachments", "Project Documents" for detailed specifications.

Intent

CONTRACT TERMS

The contract shall be The contract shall be for a two (2) year term, beginning July 5, 2025, and ending July 4, 2027, or until delivery is complete unless otherwise stated. The County reserves the right to extend the term of the contract pursuant to N.J.S.A. 40A:11-15.

INTENT

The purpose of this bid package is to provide the County of Ocean with a Contractor who will supply the materials described and specified herein.

BID REVIEW

Bids may be reviewed at the bid opening and results will be made available online through the County's procurement portal once the bid meeting has concluded. Additionally, bid results are available in the Ocean County Purchasing Department on the day following the bid openings for any interested party that may wish to review them.

AVAILABILITY OF FUNDS

The County's obligation hereunder is contingent upon the availability of appropriated funds from which payment for contract purposes can be made. No legal liability on the part of the County for payment of any money shall arise unless, and until funds are made available each year to the Ocean County Purchasing Agent.

MODIFICATIONS AND WITHDRAWALS

Bids may be withdrawn from the bidder prior to the time fixed for opening. No right for withdrawal exists after the bid has been opened. Written request for withdrawal shall be signed by the bidder or proper corporate officers.

USE OF OTHER NAMES AND REFERENCES

Unless otherwise stated, the use of manufacturers' names and product numbers are for descriptive purposes, and establishing general quality levels only. They are not intended to be restrictive. Bidders are required to state exactly what they intend to furnish, otherwise it is fully understood that they shall furnish all items as stated.

QUALITY

The materials and supplies called for herein, shall be the best of their grade and types, prepared according to the best available standards or accepted formulas, and thoroughly tested and subjected to rigid examinations and standardization. Items not meeting these requirements shall be replaced at no cost to the County upon due notice of deficiency.

AVAILABILITY AND DELIVERY

The bidder should indicate the number of days required for the delivery After Receipt of Order (A.R.O.). If not submitted with the bid proposal, the County reserves the right to request this information prior to the award of contract.

TRANSITIONAL PERIOD

In the event services are terminated by contract expiration or by voluntary termination by either the Contractor or the County of Ocean, the Contractor shall continue all terms and conditions of said contract for a period not to exceed one (1) month at the County's request.

CURRENT BID RESULTS

If there is a current contract in place for this bid, those results may be obtained by accessing our procurement portal at the below link:

<https://procurement.opengov.com/portal/oceancounty>

Once you have clicked the link, click "Advanced Search" to begin searching for the current opportunity.

Americans with Disabilities Act

Equal Opportunity For Individuals With Disabilities

The CONTRACTOR and the COUNTY do hereby agree that the provisions of title II of the Americans with Disabilities Act of 1990 (the "Act") (42 U.S.C. 12101 et seq.), which prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities, and the rules and regulations promulgated pursuant thereto, are made a part of this contract. In providing any aid, benefit, or service on behalf of the COUNTY pursuant to this contract, the CONTRACTOR agrees that the performance shall be in strict compliance with the Act. In the event that the CONTRACTOR, its agents, servants, employees, or subcontractors violate or are alleged to have violated the Act during the performance of this contract, the CONTRACTOR shall defend the COUNTY in any action or administrative proceeding commenced pursuant to this Act. The CONTRACTOR shall indemnify, protect and save harmless the COUNTY, its agents, servants and employees from and against any and all suits, claims, losses, demands, or damages of whatever kind or nature arising out of or claimed to arise out of the alleged violation. The CONTRACTOR shall, at its own expense, appear, defend and pay any and all charges for legal services and any and all costs and other expenses arising from such action or administrative proceeding or incurred in connection therewith. In any and all complaints brought pursuant to the COUNTY'S grievance procedure, the CONTRACTOR agrees to abide by any decision of the COUNTY which is rendered pursuant to said grievance procedure. If any action or administrative proceeding results in an award of damages against the COUNTY or if the COUNTY incurs any expense to cure a violation of the ADA which has been brought pursuant to its grievance procedure, the CONTRACTOR shall satisfy and discharge the same at its own expense.

The COUNTY shall, as soon as practicable after a claim has been made against it, give written notice thereof to the CONTRACTOR along with full and complete particulars of the claim. If any action or administrative proceeding is brought against the COUNTY or any of its agents, servants and employees, the COUNTY shall expeditiously forward or have forwarded to the CONTRACTOR every demand, complaint, notice, summons, pleading, or other process received by the COUNTY or its representatives.

It is expressly agreed and understood that any approval by the COUNTY of the services provided by the CONTRACTOR pursuant to this contract will not relieve the CONTRACTOR of the obligation to comply with the Act and to defend, indemnify, protect and save harmless the COUNTY pursuant to this paragraph.

It is further agreed and understood that the COUNTY assumes no obligation to indemnify or save harmless the CONTRACTOR, its agents, servants, employees and subcontractors for any claim which may arise out of their performance of this Agreement. Furthermore, the CONTRACTOR expressly understands and agrees that the provision of this indemnification clause shall in no way limit the CONTRACTOR'S obligations assumed in this Agreement, nor shall they be construed to relieve the CONTRACTOR from any liability, nor preclude the COUNTY from taking any other actions available to it under any other provisions of this Agreement or otherwise at law.

Mandatory Equal Employment Opportunity

N.J.S.A. 10:5-31 et seq. (P.L. 1975, C. 127)

N.J.A.C. 17:27

GOODS, PROFESSIONAL SERVICE AND GENERAL SERVICE CONTRACTS

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

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

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

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

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

The contractor or subcontractor agrees to make good faith efforts to meet targeted county employment goals established in accordance with N.J.A.C. 17:27-5.2.

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

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

In conforming with the targeted employment goals, the contractor or subcontractor agrees to review all procedures relating to transfer, upgrading, downgrading and layoff to ensure that all such actions are taken without regard to age, race, creed, color, national origin, ancestry, marital status, affectional or sexual orientation, gender identity or expression, disability, nationality or sex, consistent with the statutes and court decisions of the State of New Jersey, and applicable Federal law and applicable Federal court decisions.

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

- Letter of Federal Affirmative Action Plan Approval
- Certificate of Employee Information Report
- Employee Information Report Form AA302 (electronically provided by the Division and distributed to the public agency through the Division's website at www.state.nj.us/treasury/contract_compliance)

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

Vendor Questionnaire

OpenGov Vendor Account Verification*

I hereby confirm that I am logged into OpenGov using an account directly associated with the Business Name (and corresponding Tax ID number) as provided in all solicitation documentation. I fully understand that, if awarded a contract with Ocean County, the company information listed in the Contract Information Field will be used for the preparation of all contract documents. *Failure to adhere to these requirements may result in the rejection of this bid.*

Please confirm

*Response required

County Cooperative Contract Purchasing System*

Vendor will extend contract prices to "County Cooperative Contract Purchasing System" Participants as described in [Instruction to Bidders](#) .

Yes

No

*Response required

DOCUMENTS TO BE EXECUTED*

Documents include:

- Signature Page
- Non-Collusion Certification
- Affirmative Action Questionnaire
- **Statement of Ownership (N.J.S.A. 52:25-24.2) (Mandatory Document)**
- Disclosure of Investment Activities in Iran
- Certification of Non-Involvement in Prohibited Activities in Russia or Belarus

FAILURE TO SUBMIT ANY OF THESE DOCUMENTS MAY BE CAUSE FOR REJECTION OF YOUR PROPOSAL.

All documents should be from this proposal package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising.

NOTE: For detailed instructions on how to complete the forms via DocuSign, please access the "Instructions for Completing Forms in DocuSign" document available in the Attachments.

Please note: The County's preferred method of submission is DocuSign.

[Click here to go to the form](#)

*Response required

CONTRACT INFORMATION*

Should your company be awarded a contract with Ocean County, please provide the contact name and physical mailing address where the contract documents should be mailed. *(no email addresses, please!)*

*Response required

Copy of Bidder's Certificate of Employee Information Report

Within seven (7) days after receipt of the notification of intent to award the contract or receipt of the contract, whichever is sooner, a Contractor should present one of the following to the County of Ocean:

- (a) An existing federally approved or sanctioned affirmative action program.
- (b) A New Jersey Certificate of Employee Information Report Approval.
- (c) If the Contractor cannot present "a" or "b", the Contractor is required to submit a completed Employee Information Report (Form AA302 for Goods and Services; Form AA201 for Construction). This form is available [here](#).

QUESTIONS BELOW MUST BE ANSWERED BY ALL CONTRACTORS ON THE AFFIRMATIVE ACTION DOCUMENT:

1. Do you have a Federally approved or sanctioned Affirmative Action Program?

If yes, please upload a photocopy of such approval.

2. Do you have a State of New Jersey "Certificate of Employee Information Report" approval?

If yes, please upload a photocopy of such certificate.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Copy of Bidder's New Jersey Business Registration Certificate

Please use this area to upload your company's BRC.

Use this link to verify your company's BRC:

https://www1.state.nj.us/TYTR_BRC/jsp/BRCLoginJsp.jsp

Please note that a BRC is not required at the time of bid submission but shall be required prior to the award of a contract.

Please note, the only acceptable file forms are as follows:

Documents (doc, docx, rtf, txt, xls, xlsx, pdf)

Images (jpg, png, bmp, tif)

Mandatory Equal Employment Opportunity Statement*

Does the BIDDER comply with the [#Mandatory Equal Employment Opportunity Statement?](#)

Yes

No

*Response required

Americans with Disabilities Act Provisions*

Does the BIDDER comply with the [#Americans with Disabilities Act Provisions?](#)

Yes

No

*Response required

Contractor's Data Sheet*

As evidence of the bidder's qualifications, (s)he shall be required to submit with this bid proposal information requested on the Contractor's Data Sheet.

Please complete the form by clicking on the link. Make sure that the email you complete the form with matches the email of your vendor account.

Please download the below documents, complete, and upload.

- [CONTRACTORS DATA SHEET and ...](#)

*Response required

PERMITS AND ENDORSEMENTS*

N.J. Motor Vehicle Commission Permit for Collision Repair Work Auto Body Heavy Duty Vehicle Endorsement.

These items will be required prior to contract award.

*Response required

ADDITIONAL DOCUMENTATION

Please add any additional documentation you wish to be considered here.

Acknowledgement of Submission of Forms from Current Bid Package*

Bidders shall complete all documents and acknowledge all terms included with the bid package. All documents should be from this bid package as forms change frequently and the most updated forms are provided in this specification. The forms must not be dated or executed prior to the date of advertising. Failure to follow these instructions is cause for rejection.

Please confirm

*Response required

Submission of Bid Package*

By submitting a response to this solicitation, the Vendor understands and acknowledges that all required documents to this solicitation must be submitted and that failure to do so may be cause for rejection.

Bidder also understands that only one (1) bid submission shall be considered. Please DO NOT Submit a manual bid response. Submitting a manual response in addition to the electronic response is cause for rejection of your bid.

Please confirm

*Response required

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				
TOTAL							

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				
2d	Paint Materials	250	HR				
2e	Towing from Toms River, NJ	5	EA				

Line Item	Description	Est. Two (2) Yr. Qty.	Unit of Measure	Unit Cost	Total	No Bid	Comments:
2f	Towing from Manahawkin, NJ	5	EA				
2g	Towing from Manchester, NJ	5	EA				
TOTAL							

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				
TOTAL							

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				
TOTAL							

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 item 5n in order to be considered for award of items 5a-5m.

Line Item	Description	Est. Two (2) Yr. Qty.	Unit of Measure	Unit Cost	Total	No Bid	Comments:
COSTS ASSOCIATED WITH GLASS REPAIR/REPLACEMENT, AS SPECIFIED							
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				
COSTS FOR TYPES OF GLASS; PRICED PER EACH TYPE OF GLASS, AS SPECIFIED							
5g	DL/FL Laminated Glass, Domestic or Foreign	120	EA				
5h	DFT/FFT Flat Tempered Glass, Domestic or Foreign	120	EA				
5i	DT/FT Tempered Glass, Domestic or Foreign	200	EA				
5j	DW/FW Curved Windshield	250	EA				
5k	Sliding Rear Windows -Compact Pickup Trucks, including replacement of moldings, grommets and other accessories.	10	EA				
5l	Sliding Rear Windows - Mid-Size Pickup Trucks, including replacement of moldings, grommets and other accessories.	10	EA				
5m	Sliding Rear Windows for Full Sized Pickup Trucks, including replacement of moldings, grommets and other accessories.	10	EA				
TOTAL							

SECTION V - GLASS REPAIR/REPLACEMENT - % DISCOUNT

Vendor MUST bid on items 5a-5m in order to be considered for the award of item 5n.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Discount (%)	Total	No Bid	Comments:
5n	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				

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.

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.