



**VILLAGE OF WILMETTE**  
1200 Wilmette Ave  
Wilmette, IL 60091

**REQUEST FOR PROPOSAL (RFP) # 11-M-0017**

**Fire Apparatus Maintenance For The  
Village of Wilmette Fire Department**

**Proposal Due Date & Time:**

**Wednesday, November 23<sup>rd</sup>, at 3:00 PM**

**Submit proposals to:**

**Stephen Lazarus  
Procurement Specialist  
Village of Wilmette  
1200 Wilmette Avenue  
Wilmette, Illinois 60091-2721**

**Note:** This cover sheet is an integral part of the RFP documents, as are all of the following documents, and will be a part of any contract executed between the Village of Wilmette and any successful Bidder. Do not detach any portion of this document. Invalidation could result.

## 1.0 PURPOSE

The intent of this Request for Proposal (RFP) is to obtain the services of a qualified Contractor, whose facility is not more than sixty (60) miles from Wilmette, IL, to perform inspections, preventative maintenance and repairs to Village-owned fire apparatus. Services rendered by the Contractor shall take place at either the Village worksite where the apparatus is assigned or at the Contractor's service facility. The Contractor shall be able to perform inspections, preventative maintenance and repairs as specified in this RFP to all Village-owned fire apparatus as outlined in **ATTACHMENT TWO**. Any resulting contract will be for the cost of time and materials and will be for a period of one (1) year. The Village may extend the contract for two additional one-year terms, for a total contract period of three (3) years. The Village reserves the right to reject all proposals or make no award. The Village reserves the right to accept or reject any or all proposals or any parts thereof; to waive technicalities, to waive any irregularities or informalities in the RFP process and to award any contract in a manner best serving the interest of the Village.

## 2.0 COMMUNITY INFORMATION

The Village of Wilmette is a home-rule municipality of 27,651 residents located in Cook County, Illinois, incorporated under the laws of the State of Illinois, and operating under the council/manager form of government. The Village is located approximately 16 miles north of Chicago and encompasses approximately 5.5 square miles. The Village's fiscal year runs from January 1 through December 31. The Village provides a full range of services to its residents, including police and fire protection, health services, water and sewer utilities, construction and maintenance of streets, code enforcement, planning and zoning, and general administrative services.

## 3.0 BACKGROUND

The Village of Wilmette maintains an inventory of eight (8) fire apparatus to meet its commitment to provide fire protection services to the community. The Village is seeking qualified contractors that specialize in maintaining and repairing fire apparatus to supplement in-house maintenance resources allocated to this function. This equipment is located at one of two fire stations in the Village:

Fire Station #26, 1304 Lake Avenue, Wilmette, IL 60091

Fire Station #27, 747 Illinois Road, Wilmette, IL 60091

The stations are located approximately two miles apart. Specific vehicle locations are identified in **ATTACHMENT FOUR**. Any additions to the fleet shall be subject to the same terms and conditions and pricing structure of the contract established for this work.

## 4.0 BIDDER QUALIFICATIONS

Contractors offering proposals for this work must demonstrate that they have the resources and capability to provide the materials and services as described herein. All bidders shall submit documentation with their proposal indicating compliance with the minimum qualifications. Failure to include any of the required documentation may be cause for the proposal to be rejected. The following criteria shall be met in order to be eligible for a contract for this work:

- 4.1 For all work tasks covered in this RFP, the Contractor shall employ technicians who are qualified to perform the specific diagnostic check, maintenance or repair

task, or performance tests specified in National Fire Protection Association Standard (NFPA) 1911, *Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus*, current edition. The assigned technician(s) shall meet the qualifications administered by the Emergency Vehicle Technician Certification Commission, Inc. (EVT) for Fire Apparatus Technician certification(s) appropriate for the system or components that are to be maintained, and hold current certification.

- 4.1.1 Contractor personnel performing maintenance or repair on fire apparatus shall meet the qualifications administered by the National Institute for Automotive Service Excellence (ASE) for Medium/Heavy Truck certification(s) appropriate for the system or component (Certifications T1 through T8), as demonstrated by current ASE certification or EVT (Fire Apparatus) certification.
- 4.1.2 Contractor personnel performing maintenance, repair, or performance testing of fire pumps, industrial supply pumps, or any component of the apparatus that is used in pump operations shall have current EVT (Fire Apparatus) Master Level 3 certification.
- 4.1.3 Contractor personnel performing nondestructive testing (NDT) required on fire apparatus aerial devices shall be certified as at least a Level II NDT Technician in the test method used, as specified in American Society for Nondestructive Testing, Inc. (NSNT) Standard CP-189, *Standard for Qualification and Certification of Nondestructive Testing Personnel*, current edition.
- 4.2 Contractor shall have at a minimum two (2) full-time Certified Emergency Vehicle Technicians on staff.
- 4.3 Contractor shall provide proof they have been in business for at least three (3) years performing the requested services.

## 5.0 SCOPE OF SERVICES

All proposals must be made on the basis of either **meeting or exceeding**, the requirements contained herein. The detailed Scope of Work in **ATTACHMENT ONE** of this Request for Proposal shall be incorporated into any Contract offered for this work.

## 6.0 CONTRACT TERMS AND CONDITIONS

**The contract/purchase order for this work shall embrace and include the entire applicable requirements listed below:**

### **General Conditions:**

#### **SECTION 1. DEFINITIONS**

Whenever used in the Contract Documents, the following terms shall have the meanings indicated and the singular shall be read to include the plural and vice versa.

A. The term "Acceptance" shall mean the express written assent of the Village that the Work performed, or Commodity tendered, by Contractor conforms to the Contract Documents. The Village's retention of, or failure to reject, any Commodity, Work, or portion thereof that is defective or later found to be defective shall not be construed as acceptance. Acceptance of part of the

Work, or a portion of a system or commercial unit, shall not be construed as acceptance of any defective part or portion thereof.

B. The term "Change Order" shall mean the document signed by Contractor and the Village which authorizes an addition, deletion, or revision in the Work or quantities to be supplied; or, an adjustment in the Contract Amount or Contract Times which is issued on or after the Effective Date of the Contract.

C. The term "Commodity" shall mean any material, product, equipment, good, or other item to be supplied pursuant to the Contract and in accordance with the Contract Documents.

D. The term "Contract" shall mean the entire integrated agreement between the Contractor and the Village concerning the Work. The Contract supersedes prior representations or agreements, whether written or oral.

E. The term "Contractor" whenever used in the Contract Documents shall be construed to mean the person, partnership, corporation, joint venture or other business entity (including its employees, agents or others performing the Work on its behalf, or at its direction) having executed a Contract with the Village to perform the Work so specified.

F. The term "Contract Documents" shall mean those documents specifically identified in the Contract between the Village and Supplier.

G. The term "Defective" when modifying the term Work, material, product, component, equipment, or item shall mean deficient, unsatisfactory, or faulty in that the Work, material, product, component, equipment or item to be supplied in performance of the Contract: 1). fails to conform either to the Contract Documents or to any applicable inspection, performance, or reference standard, test, specification or required approval; or, 2). has been damaged, through no fault of the Village, prior to acceptance.

H. The terms "Includes" and "Including" shall not be construed as limited to.

I. The term "May" is permissive; except the phrase "no person may" shall mean that no person is required, authorized, or permitted to do the act prohibited.

J. The term "Project" means the entirety of the Work intended to be performed pursuant to the Contract Documents by the Village, or by separate contract.

K. "The terms "Provide" "Furnish" "Perform" and "Install" shall be deemed to imply an obligation on the part of Contractor to obtain, deliver and pay for any material, product, component, equipment, service or other item required under the Contract Documents, and includes an obligation on the part of Contractor to supply and pay for all labor and services necessary to properly complete the Work, and/or put into use, place in final position, and otherwise make ready for its intended use any material, product, component, equipment, service, item or other Work required by the Contract Documents.

L. The term "Shall" is imperative.

M. The terms "Statute," "Law," "Regulation," "Code," and "Ordinance," shall be deemed to include

all revisions, amendments, and supplements in effect as of the effective date of the Contract, or subsequently enacted anytime during the performance of the Contract.

N. The term "Subcontractor" means the person, partnership, corporation, joint venture or other business entity (including its employees, agents or others performing or supplying on its behalf, or at its direction) having a contract with Contractor for the performance of any portion of the Work.

O. The term "Village" shall mean the Village of Wilmette, including their officers, directors, trustees, authorized representatives and employees.

P. The term "Work" shall mean the scope, extent, quantity, or amount of materials, components, items, equipment, testing, training, supplies, services, labor, or construction, whether completed, partially completed, provided or to be provided by Contractor in satisfaction of Contractor's obligations under the Contract Documents. The Work may or may not consist of the entire Project.

## **SECTION 2. INSURANCE**

### A. CONTRACTOR'S INSURANCE REQUIREMENTS

1. At the time of execution of the Contract, Contractor, at its sole cost and expense, shall furnish satisfactory proof of the required insurance coverage stated below. Such proof shall consist of certificates executed by the respective insurance companies together with executed copies of an **"Additional Insured Endorsement"** which shall be made a part hereof. Said certificates shall expressly provide that, for the duration of the Contract, the insurance policy shall not be suspended, cancelled, or reduced in coverage or amount, except after 30 days prior notice by certified mail, return receipt requested, has been provided to the Village. In addition, said certificates shall list the Village of Wilmette and their corporate authorities, officers, agents and employees as additional insured on all required insurance policies.

2. Contractor shall procure and maintain without interruption from the time of the execution of the Contract until final payment, insurance against all claims for injury to or death of a person or persons or damage to property, which may arise wholly or in part from the performance of the Work hereunder by Contractor or its subcontractors. The scope of coverage shall be at least as broad as, and shall be in amounts not less than, the following:

a. Comprehensive General Liability, with the Village as additional insured, \$1,000,000 combined single limit per occurrence for personal bodily injury and property damage. The general aggregate shall be no less than \$2,000,000;

b. Business Auto Liability, \$1,000,000 combined single limit for bodily injury and property damage;

c. Workers Compensation and Employers' Liability, in amounts required by statute;

d. Owners and Contractor's Protective Liability, \$1,000,000 combined single limit per occurrence for bodily injury and property damage, with the Village as named insured;

e. Umbrella Coverage, \$2,000,000 per occurrence; and,

3. All insurance required herein of Contractor shall be valid and enforceable policies, insured by insurers licensed and permitted to do business by the State of Illinois or surplus line carriers

qualified to do business in the State of Illinois. All insurance carriers and surplus line carriers shall be rated A-, VII or better by A.M. Best Company.

4. Contractor shall require all subcontractors not protected under the Contractor's policies to take out and maintain insurance of the same nature, in the same amounts and under the same terms as required herein of Contractor. Contractor shall confirm subcontractor compliance with the requirements stated herein prior to the performance of any Work by a subcontractor.

5. Contractor expressly understands and agrees that any insurance policies required to be maintained shall in no way limit, to any extent, Contractor's responsibility to indemnify, keep and save harmless and defend the Village, their officers, agents, employees, representatives and assigns. Contractor's insurance coverage shall be primary as respects to any insurance or self-insurance maintained by the Village, which insurance of the Village shall be excess of Contractor's insurance and shall not contribute with it.

### **SECTION 3. PRELIMINARY MATTERS**

#### COMMENCEMENT OF WORK

Contractor must: file its written substance abuse prevention program with the Village as required by the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1 et. seq.); provide all required certificates of insurance; and execute or provide any documents, certifications or forms required by the Contract Documents.

### **SECTION 4. PERFORMANCE OF WORK**

#### A. SUPERVISION OF WORK

Contractor shall properly supervise the performance of the Work so as to ensure its completion in a timely manner, safely, accurately, and in accordance with the requirements of the Contract Documents. Contractor shall be fully responsible and assumes liability for the acts and omissions of all persons directly or indirectly employed by, or working at the direction of, the Contractor in the completion of the Work, as well as for the acts and omissions of subcontractors and of persons either directly or indirectly employed by, or working at the direction of, subcontractors.

#### B. QUALITY OF THE WORK

Contractor shall be solely responsible for conducting and ensuring that the Work is done in a thorough and workman-like manner in accordance with the Contract Documents. All labor furnished by the Contractor must be efficient and skilled in the Work. All Work must pass inspection by the Village.

#### C. RELATIONSHIP BETWEEN THE PARTIES

Contractor shall act as an independent contractor for the performance of the Work. No right of observation or review; requirement of approval; or other provision of the Contract or subsequent conduct of the parties shall be construed to create a relationship between the parties of principal and agent, partners, or joint ventures. The existence, exercise or non-exercise of the Village's right to review, inspect, approve or control the quality or completeness of the Work shall not modify the extent of Contractor's liability for damages to persons or property arising from Contractor's execution of the Work.

#### D. CONTRACTOR'S REPRESENTATIVE AND EMERGENCY NUMBERS

Contractor shall designate an individual who will serve as the Contractor's authorized representative throughout the completion of the Work and who shall be readily available to respond to communications from the Village. This individual must be a competent, English-speaking individual who is capable of reading and understanding the Contract Documents. This representative shall be subject to receive instructions and have full authority to execute the directions of the Village, without delay.

## **SECTION 5. PRIORITY OF CONTRACT DOCUMENTS**

### **A. OVERALL PREFERENCE TO BE APPLIED**

To the extent a conflict is found to exist within, among or between the Contract Documents, then in resolving any such conflict, the Contract Documents shall be given that preference as reasonably determined by the Village as being consistent with the apparent overall intent of the Project and therefore required to produce the intended result.

### **B. SPECIFIC ORDER OF PREFERENCE.**

If the Contractor disagrees with the order of preference determined by the Village, then the following shall apply:

1. If the issue of priority is due to a conflict or discrepancy between the provisions of the Contract Documents and any referenced standard, or code of any technical society, organization or association, the provisions of the Contract Documents will take precedence if they are more stringent or presumptively cause a higher level of performance. If there is any conflict or discrepancy between the standards, specifications, or codes of any technical society, organization or association, or between any laws and regulations, the higher performance requirement shall be binding on the Contractor, unless otherwise directed by the Village.

## **SECTION 6. INTERPRETATION OF CONTRACT DOCUMENTS**

The Village shall in all cases determine the amount or quantity of the kinds of Work, which are to be paid for under this Contract, and shall decide all questions which may arise relative to the execution of the Contract on the part of the Contractor, and all estimates and decisions shall be final and conclusive.

## **SECTION 7. CONTRACT CHANGES**

The Village reserves the right to make changes in the scope of the Contract or issue instructions requiring additional Work or direct the deletion of certain Work. Any such changes shall not invalidate the Contract or relieve the Contractor of any obligations under the Contract Documents. Changes to the Work shall be authorized in writing and executed by the Village and Contractor either by means of a Change Order or, in the case where no change in Contract Amount or Contract Time is required, by a work change directive.

## **SECTION 8. PAYMENTS**

### **A. SUBMISSION OF INVOICES**

Unless otherwise agreed, Contractor shall submit invoices in the form of an Application for Payment no more than once per month. Contractor shall provide a detailed breakdown of the amount billed by individuals, including the name of each individual during the period stated. Invoices shall be accompanied by a progress report upon request.

**B. PAYMENT BY THE VILLAGE.**

The Village agrees to make payments to Contractor and to pay interest on unpaid balances under the provisions of the Local Government Prompt Payment Act.

**SECTION 9. SUSPENSION AND TERMINATION****A. SUSPENSION OF WORK**

The Village may, at any time, by written notice to the Contractor require the Contractor to stop all, or any part, of the Work required by the Contract Documents. Upon receipt of such a notice, the Contractor shall immediately comply with its terms and take all steps to minimize the occurrence of costs allocable to the Work covered by the notice.

**B. TERMINATION OF CONTRACT**

1. The Village reserves the right to terminate the whole or any part of this Contract, without cause, upon ten (10) calendar day's written notice to the Contractor.

2. The Village reserves the right to terminate the whole or any part of this Contract, upon ten (10) calendar day's written notice to the Contractor in the event of default by the Contractor.

a. Default is defined as the failure by Contractor to correct defective Work as required; the persistent failure to carry out the Work in accordance with the Contract Documents; or, the failure to make sufficient progress to endanger timely completion of the Work.

b. Contractor shall also be deemed in default if the Contractor: 1) is adjudged bankrupt or insolvent, or makes a general assignment for the benefit of creditors or if a trustee or receiver is appointed for the Contractor or for any of the Contractor's property on account of the Contractor's insolvency, and the Contractor or its successor in interest does not provide adequate assurance of future performance in accordance with the Contract within 10 days of receipt of a request for assurance from the Village; 2) disregards laws, ordinances, rules, codes, regulations, orders or similar requirements of any public entity having jurisdiction; or 3) otherwise violates any material term of the Contract Documents.

c. If Contractor shall assign this Contract or abandon the Work or shall neglect or refuse to comply with the instructions of the Village relative thereto or shall fail in any manner to comply with the specifications or stipulations herein contained or if at any time the Village shall be of the opinion that the Work is unnecessarily delayed and will not be finished within the prescribed time, or that unnecessary inconvenience is being imposed upon the public or unnecessary expense is being incurred by the Village. If the Contractor does not, within five (5) calendar days thereafter, take such measures as will in the judgment of the Village ensure the satisfactory completion of the Work within the prescribed time or prevent unnecessary inconvenience to the public or prevent unnecessary expense to the Village, then the Village may take such actions as deemed necessary, at the cost to the Contractor, to correct such delay or, the Village may declare the Contractor to be in default and terminate the Contract.

**SECTION 10. INDEMNIFICATION**

A. To the fullest extent permitted by law, Contractor shall defend, hold harmless, and indemnify the Village, their corporate authorities, trustees, officers, directors, agents, and employees from and against any and all injury, death, loss, property damage, judgments, liens, claims, suits, liabilities, actions, causes of action, demands, expenses, costs, or other liabilities of any character (including reasonable attorney's fees) arising in whole or in part, relating to or resulting from the:

(a) failure to comply with, or violation of, any federal, state or local law, statute, regulation, rule, ordinance, order, or governmental directive; (b) acts, omissions or willful misconduct; (c) failure to comply with the terms, conditions, representations, or warranties contained in the Contract Documents; (d) infringement of any patent, trademark or copyright; and, e) performance under this Contract by Contractor, its Subcontractors, or others performing or furnishing any Work directly or indirectly on Contractor's behalf: In connection with any such liabilities, the Village, their officers, agents, employees, representatives and their assigns shall have the right to defense counsel of their choice and Contractor shall be solely liable for all costs, fees and expenses of such defense. Any insurance policies required to be maintained pursuant to the Contract Documents shall in no way limit the extent of Contractor's responsibility to indemnify as herein provided. The terms of this indemnity shall survive the suspension, expiration or termination of this Contract.

**B. Kotecki Waiver.** Contractor (and any subcontractor into whose subcontract this clause is incorporated) agrees to assume the entire liability for all personal injury claims suffered by its own employees and waives any limitation of liability defense based upon the Worker's Compensation Act and cases decided there under. Contractor agrees to indemnify and defend the Village from and against all such loss, expense, damage or injury, including reasonable attorneys' fees, which the Village may sustain as a result of personal injury claims by Contractor's employees, except to the extent those claims arise as a result of the Village's own negligence.

## **SECTION 11. COMPLIANCE WITH LAWS**

### **A. OSHA STANDARDS**

Contractor shall read and comply with all applicable Occupational Safety and Health Act (OSHA) standards. Special attention is directed to the Congressional Federal Register, Volume 58, Number 9, Thursday, January 14, 1993, Part 1910 (Permit Required Confined Spaces for General Industry.) Equipment supplied to the Village must comply with all requirements and standards as specified by OSHA. Items not meeting any OSHA specifications will be refused.

### **B. SUBSTANCE ABUSE PREVENTION ON PUBLIC WORKS PROJECTS ACT**

1. Prior to commencing any Work, Contractor must demonstrate compliance with the requirements of the Substance Abuse Prevention on Public Works Projects Act (820 ILCS 265/1 et. seq.). Among other things, the Act provides that before commencing work on a public works project, an employer shall have in place a written program for the prevention of substance abuse among its employees which meets or exceeds the program requirements of the Act including, but not limited to, such matters as pre-hire, random, reasonable suspicion and post-accident drug and alcohol testing of employees. The employer's program must be filed with the public body engaged in the construction of the public works and must be made available to the general public.

2. Pursuant to the Substance Abuse Prevention on Public Works Projects Act, an employee may not use, possess, attempt to possess, distribute, deliver, or be under the influence of cannabis or a controlled substance, or use or be under the influence of alcohol, while performing work on a project covered by the Act. An employer may not permit an employee who violates the Act, who tests positive for the presence of a drug, or who refuses to submit to drug or alcohol testing as required under the employer's prevention program to perform work on a public works project until the employee meets certain specified conditions set forth in the Act. An employer shall remove an employee from work on a public works project, and prevent further access to the work, if the employee violates the Act, tests positive for the presence of a drug or alcohol, refuses to submit to drug or alcohol testing as required under the employer's prevention program, or, if there is a reasonable suspicion that the employee is under the influence of a drug or alcohol.

### C. OTHER LAWS AND REGULATIONS

1. Contractor shall comply with all applicable laws, regulations and rules promulgated by any federal, state, local, or other governmental authority or regulatory body pertaining to all aspects of the Work, now in effect, or which may become in effect during the performance of the Work. The scope of the laws, regulations, and rules referred to in this paragraph includes, but is in no way limited to, the Illinois Human Rights Act, Illinois Equal Pay Act of 2003, Occupational Safety & Health Act along with the standards and regulations promulgated pursuant thereto (including but not limited to those safety requirements involving work on elevated platforms), all forms of traffic regulations, public utility, Interstate and Intrastate Commerce Commission regulations, Workers' Compensation Laws, Public Construction Bond Act, Prevailing Wage Laws, Smoke Free Illinois Act; Public Works Preference Act, Employment of Illinois Workers on Public Works Act, USA Security Act, federal Social Security Act (and any of its titles), and any other law, rule or regulation of the Illinois Department of Labor, Department of Transportation, Illinois Environmental Protection Act, Illinois Department of Human Rights, Human Rights Commission, EEOC, Metropolitan Water Reclamation District of Greater Chicago and the Village of Wilmette.

2. Contractor shall comply with the provisions of the Illinois Public Works Employment Discrimination Act and the Illinois Human Rights Act/Equal Opportunity Clause which, pursuant to Illinois law, are deemed to be part of this Contract. The relevant provisions will be fully incorporated into the Contract by reference and set forth in full.

### **SECTION 12. CONTRACT TERMS**

*In addition to the General Conditions stated above that will apply to any Contract that may be entered into for this work, the following contract terms will also be incorporated therein. Bidder is advised that the Village will not agree to any precondition to the right to initiate legal action, such as a requirement to mediate or arbitrate. Nor will the Village agree to any time bar to legal action that is less than that allowed under common or statutory law.*

#### Assignment:

Contractor shall not assign this Contract or any portion thereof. The merger, consolidation, or liquidation of Contractor or any change in the ownership of or power to vote 33 and 1/3% or more of Contractor's capital stock, as held as of the date of execution of this Contract, shall be deemed an assignment, provided however, that transfer of ownership of shares of capital stock between persons who, on the date of this Contract, are owners of Contractor's capital stock, shall not constitute an assignment.

#### Governing Law:

For any legal action between the Parties concerning the interpretation, construction and enforcement of this Contract, or subject matter thereof, venue shall be in Cook County, Illinois and the laws of the State of Illinois shall govern the cause of action. In any action involving the interpretation or construction of this Contract or the Contract Documents the terms thereof shall not be construed in favor of, or against, either or the Parties.

#### Captions:

The captions set forth herein are inserted solely for ease and convenience of reference and are not intended to provide a basis for the construction and interpretation of the Contract or Contract Documents.

#### Entire Agreement:

This Contract contains all negotiations, agreements, covenants and understandings between the Parties and supersedes any such prior written or oral agreement. This Contract may not be modified or amended unless such modification or amendment is evidenced in writing, signed by both Parties and dated on the same date as, or later date than, the date of this Contract.

Waiver.

The failure of either Party to enforce any term, condition, or covenant (herein referred to as "provision") of this Contract shall not be deemed a waiver or limitation of that Party's right to subsequently enforce and compel strict compliance with such provision and every other provision of this Contract. No provision of this Contract shall be deemed to have been waived by either Party unless such waiver is in writing by said Party.

Survival:

The aforesaid covenants, agreements, representations, guarantees and warranties shall survive the expiration or termination of the Contract.

## 7.0 EVALUATION OF PROPOSALS

The Village will evaluate the proposals based on the below-listed criteria. Bidders submitting proposals shall include with that proposal statements on the following:

- Proposed Location of Facility or proposed facility to the Village of Wilmette
- Cost
- Viability of Start-up within a **one month** timeline.
- Experience with Fleet Maintenance with emphasis on a Fire and Emergency Vehicle Apparatus including listing of Primary personnel (managers, Key Personnel), mechanics' qualifications and certifications
- Compliance with Terms and Conditions
- Ability to Meet or Exceed all requirements, including emergency response

The Village reserves the right to:

- Request any firm/person submitting a proposal to clarify its proposals during the selection phase;
- Negotiate the project schedule and reasonable costs with the selected Contractor;
- Modify or alter any requirements herein;
- Identify additional tasks to be accomplished prior to establishing a formal contractual agreement

## 8.0 PROPOSAL SUBMISSION FORMAT

Bidders are to make written proposals that present their qualifications and understanding of the work to be performed. Bidders shall address each of the specific evaluation criteria listed below, in the following order. Failure to include any of the requested information may be cause for the proposal to be rejected.

- 8.1 Provide a picture of the facility and its location
- 8.2 Provide Costs associated with maintaining the fleet. Please fill in the pricing on the attached pricing pages (**ATTACHMENT THREE**).
- 8.3 Provide references including contacts of similar or larger fleets containing pumpers, tankers and aerial equipment.
- 8.4 Provide an estimated schedule on how the Village of Wilmette equipment listed in **ATTACHMENT FOUR** will be maintained per the scope of services.

- 8.5 Provide resumes of proposed key personnel containing their experience with Fire and Emergency vehicles, including certifications
- 8.6 Show any variances to the Village's Terms and Conditions
- 8.7 Show how your resources will be able to meet or exceed all the requirements set forth in this Request for Proposal.

## 9.0 INSTRUCTIONS FOR SUBMITTING PROPOSALS

### 9.1 Submission of Proposals

Before submitting a proposal, read the ENTIRE solicitation including the Contract Terms and Conditions. Failure to read any part of this document shall not relieve the Contractor of contractual obligations resulting from the offer and acceptance of a proposal. Technical and Price proposals must be submitted at the same time in a sealed envelope. The Price proposal shall be submitted on the Request for Proposal pricing forms as provided. Include other information as requested or required. The proposal must be completely and properly identified with the RFP number and the title of the RFP. Proposals must be received PRIOR to the hour specified on the acceptance date. Proposals will be received by Stephen Lazarus, Procurement Specialist at the Village Hall Finance Department, 1200 Wilmette Ave., Wilmette, Illinois 60091 until **3:00 p.m., local time on Wednesday, November 23<sup>RD</sup>, 2011**. Faxed and e-mailed proposals will NOT be accepted.

### 9.2 Questions and Inquiries

Questions and inquiries regarding this RFP may be directed to:

Vehicle Maintenance Supervisor, Kurt Smith; either by phone at 847-853-7583, or by e-mail at [smithk@wilmette.com](mailto:smithk@wilmette.com)

### 9.3 Inspection of Site

It is **strongly recommended** that all potential bidders for this work make an on-site inspection of the locations where the work will be performed to become completely familiar with the existing conditions. Failure to comply with this requirement will not relieve the chosen Contractor of their obligation to carry out the scope of the resulting contract. Inspections may be arranged by contacting Deputy Fire Chief, Mike McGreal by phone at 847-853-7658, or by e-mail at [mcgreal@wilmette.com](mailto:mcgreal@wilmette.com)

### 9.4 Firm Pricing for Acceptance

Proposal pricing must be firm for Village acceptance for a minimum of one hundred and twenty (120) days from proposal receipt date.

### 9.5 Unit Price

Quote unit price on quantity specified and extend and show total. In case of errors in extension, unit prices shall govern.

### 9.6 Quotations to be F.O.B. Destination - Freight Prepaid and Allowed

Any goods to be delivered to a Village location shall be coordinated with the Vehicle Maintenance Supervisor prior to delivery. Such goods shall be delivered F.O.B. Destination, freight prepaid, and allowed. COD deliveries will not be accepted. The cost of freight, insurance, and all other delivery related costs shall be included in the cost of performing the work proposed in the price proposal.

**9.7 Withdrawal of Proposals**

All proposals submitted shall be valid for a minimum period of one hundred and twenty (120) calendar days following the date established for acceptance. Proposals may be withdrawn on written request from the bidder at the address shown in the solicitation **prior to** the time of acceptance. Negligence on the part of the bidder in preparing the proposal confers no right of withdrawal after the time fixed for the acceptance of the proposals.

**9.8 References**

All Bidders shall include with their proposals a list of at least three (3) current references for whom comparable work has been performed, via the attached form. Failure to include references will be cause for rejection of the proposal. Bidder thereby releases listed references from all claims and liability for damages that may result from the information provided by the reference.

**9.9 Proposed Changes to Scope of Services**

If there is any deviation from that prescribed in the Scope of Services, the appropriate line in the scope of services shall be ruled out and the substitution clearly indicated. The Village reserves the right to accept or reject any proposed change to the scope.

**RECEIPT OF STATEMENT OF QUALIFICATIONS AND PUBLIC INSPECTION:**

All information received in response to this Request for Proposal (RFP), including copyrighted material, is deemed public information and will be made available for public viewing and copying shortly after the time for receipt of RFP's has passed with the following four exceptions: (1) bona fide trade secrets meeting the requirements of the Uniform Trade Secrets Act, Title 30, chapter 14, part 4, MCA, that have been properly marked, separated, and documented; (2) matters involving individual safety as determined by the State; (3) any company financial information requested by the State to determine vendor responsibility, unless prior written consent has been given by the bidder as set out in section 18-4-308, MCA; and (4) other constitutional protections. See Mont. Code Ann. § 18-4-304.

**IN SUBMITTING THIS PROPOSAL THE BIDDER CERTIFIES THAT:**

1. the prices in this PROPOSAL have been arrived at independently, without consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. this PROPOSAL has not made in the interest of or on behalf of any undisclosed person, firm or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; and,
3. it has not directly or indirectly induced or solicited any other bidder to submit a false or sham PROPOSAL; has not solicited or induced any person, firm or corporation to Quote or refrain from Quoting; and has not sought by collusion to obtain for itself any advantage over any other bidder or over the Village.
4. is familiar with the federal, state and local laws and regulations that may affect cost, progress, performance and the furnishing of the Work;
5. is aware of the general nature of work, if any, to be performed by the Village or others that may relate to Work for which this Quote is submitted.

Signed and sworn this \_\_\_ day of \_\_\_\_\_, 2011.

By: \_\_\_\_\_  
(Signature)

By: \_\_\_\_\_  
(Print Name)

d/b/a \_\_\_\_\_

Business address: \_\_\_\_\_  
\_\_\_\_\_

Business Phone #: \_\_\_\_\_

Cell Phone #: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

Subscribed and sworn before me  
this \_\_\_ day of \_\_\_\_\_, 2011

**Notary Public:**

## **ATTACHMENT ONE – GENERAL SCOPE OF SERVICES**

### **1.0 SCOPE OF SERVICES**

#### **1.1 General**

The Contractor shall furnish all necessary supervision, labor, tools, parts and equipment required to perform inspections, maintenance, repairs and testing of the Village of Wilmette Fire Department fleet of fire apparatus. All services performed by the Contractor shall meet the National Fire Protection Association Standard (NFPA) 1911, *Standard for the Inspection, Maintenance, Testing, and Retirement of In-Service Automotive Fire Apparatus*, current edition. In addition, all services provided by the Contractor shall be consistent with industry best practices; meet all applicable federal, state and local standards and follow all manufacturers' recommendations. It is the expectation of the Village, as described herein, that the Contractor shall provide superior customer service and timely maintenance and repair services to correct deficiencies and return the vehicle to an in-service status.

#### **1.2 Facilities and Work Sites**

The Contractor shall perform services, including inspection, maintenance, testing and repair, at Fire Station # 26, 1304 Lake Ave., Wilmette, Illinois, 60091, or other worksite as specified by the Vehicle Maintenance Supervisor or his designated Representative. The Contractor shall work with the Vehicle Maintenance Supervisor, or the designated Representative. If the apparatus/vehicle is to be serviced at the Contractor's service facility, it shall be the responsibility of the Contractor to arrange for pick-up and delivery. The current list of equipment and its Village assigned location is in **ATTACHMENT FOUR** of this document. No apparatus/vehicle shall be taken from a Village worksite without prior approval from the Vehicle Maintenance Supervisor, or the designated Representative.

The Contractor will be required to warrant that its facility complies with all applicable local, state and federal regulations and will remain compliant during the term of any agreement entered into by the Village. The Village may inspect the facility and its operations at any time during the term of such agreement, during normal business hours.

#### **1.3 Fire Apparatus Security**

The Contractor is responsible for the security of any units in its custody. The Contractor's custody includes any on-site work activity at a Village facility by the Contractor; the Contractor's transport of any unit from its Village -assigned location to the Contractor's place of business or other off-site facility; the return transport of the unit to its assigned location; and any period that the unit is located at the Contractor's place of business or other off-site facility. The Contractor is responsible for all costs associated with correcting damage attributable to the Contractor while the unit is in the Contractor's custody. While in the Contractor's custody, apparatus/vehicles shall be stored inside, in a temperature controlled environment

#### **1.4 Contractor's Service Truck**

The Contractor shall have a service truck operation sufficient to support the on-site inspection and maintenance, and emergency road call requirements found in the document. Such truck should be outfitted with tools, equipment and parts sufficient to support the spot repair of fire apparatus or ambulances. The technicians operating such

trucks shall be certified under the terms found in this document, and be capable of making repair and logistic decisions in road call and on-site repair situations.

## 2.0 MAINTENANCE SCHEDULING AND COMPLETION

### 2.1 Scheduling

The Vehicle Maintenance Supervisor or the designated Representative shall contact the Contractor to schedule apparatus/vehicles due for service. The location at which services will be performed shall be determined at the time when service is scheduled and confirmed. If services are to be performed at a Village worksite, the Contractor shall provide the Vehicle Maintenance Supervisor or the designated Representative with the time at which the Contractor's service personnel will arrive to begin the service and an approximate time in which the service will be completed. If services will be performed at the Contractor's facility, the Contractor shall be responsible for pick-up and return of the apparatus. If services will be performed at the Contractor's facility, the apparatus shall be picked up by no later than 0800 hours on the day that the service has been scheduled. For scheduled routine service, the Vehicle Maintenance Supervisor, or the designated Representative shall provide the Contractor with a list of non-priority repairs that need attention in addition to the scheduled service at least forty-eight (48) hours prior to the scheduled service. Apparatus/vehicles scheduled for service shall be placed into an "out of service" status by 0800 hours on the day that service is scheduled.

### 2.2 Notifications and Communication

Upon arrival at a Village worksite, the Contractor shall check in with the Vehicle Maintenance Supervisor or the designated Representative and provide proper identification and state the purpose of the visit. Upon completion of on-site services the Contractor shall check out with the Vehicle Maintenance Supervisor, or the designated Representative and provide a report of services completed, deficiencies found, deficiencies repaired, deficiencies that require further attention and the status of the apparatus (in service or out of service). In the event that the Vehicle Maintenance Supervisor, or the designated Representative is not available at the completion of services, a paper form shall be left with the designee indicating what services were completed, deficiencies found, deficiencies repaired, deficiencies that require further attention and the status of the apparatus (in service or out of service). No paperwork is to be left in the cab of the apparatus.

### 2.3 Inspection and Maintenance Completion

The Contractor is responsible for the timely inspection and maintenance of the Village's fire apparatus, and the return of each unit to an in-service status. With the exception of Priority and Non-Priority Repairs (see definitions below), it is the expectation of the Village that the Contractor will have readily available any routine parts, fluids, testing equipment, etc. that may be required to complete Preventative Maintenance services at the time service is scheduled in an effort to reduce out of service and down time of the Village apparatus. The Village's performance standards for completing various work activities are as follows:

- **"Service Schedule A" (Preventative Maintenance):** This is to be performed twice per year. If performed on-site, services shall be completed within eight (8) hours. If performed at the Contractor's facility, services shall be completed within three (3) business days. If deficiencies are encountered that will require additional time to

repair, the Contractor shall notify the Vehicle Maintenance Supervisor, or the designated Representative immediately.

- **“Service Schedule B” (Testing and Preventative Maintenance):** This is to be performed twice per year. This work shall be performed at the Contractor’s facility unless prior arrangements are made with the Vehicle Maintenance Supervisor, Fire Chief, or designee. Annual Inspection, Testing and Preventative Maintenance services shall be completed within five (3) business days. If deficiencies are encountered that will require additional time to repair, the Contractor shall notify the Vehicle Maintenance Supervisor, or the designated Representative immediately.
- **Priority Repairs:** If priority/emergency repairs are performed on-site, the contractor shall be on site within three (3) hours and services shall be completed within eight (8) hours. If priority/emergency repairs are performed at the Contractor’s facility, the contractor shall pick up the vehicle within three (3) hours and services shall be completed within two (2) business days. If additional time is needed for repairs the Contractor shall notify the Vehicle Maintenance Supervisor or the designated Representative immediately. Priority/emergency repairs shall be determined following NFPA 1911 out of service criteria and industry standards.
- **Non-Priority Repairs:** Non-priority repairs shall be resolved within seven (7) business days upon notification to the Contractor. The Vehicle Maintenance Supervisor shall determine non-priority repair criteria following NFPA 1911 out of service criteria and industry standards. The Contractor and the Vehicle Maintenance Supervisor, or the designated Representative will determine where these types of repairs will be performed. If additional time is needed for repairs the Contractor shall notify the Vehicle Maintenance Supervisor or the designated Representative immediately.

#### 2.4 Re-scheduling

Village Fire apparatus may be unavailable for inspection or maintenance (due to emergency usage requirements) despite proper pre-notification and scheduling by the Contractor. In that event, the Contractor is asked to reschedule the unit for inspection or maintenance; the new date and time should not exceed **5 business days** from the originally scheduled date and time. The revised schedule shall be forwarded to the Vehicle Maintenance Supervisor or the designated Representative within eight (8) business hours.

The Contractor may invoice the Village for a rescheduling fee only under the following conditions:

- a. The service had been properly scheduled and Contractor’s technician had responded to the Village facility for the service only to find the apparatus was unavailable.

### 3.0 **LEVEL OF SERVICES TO BE PROVIDED**

- 3.1 The Village has established an in-house inspection regime for frontline and reserve fire apparatus and ambulances. These are daily, weekly and monthly operational inspections performed by fire and rescue personnel and are not work tasks included in this Scope of Work.

- 3.2 The following establishes the level of services to be provided by the Contractor. The Contractor shall work with the Village to determine the level of inspection and preventative maintenance and the required service interval for each fire apparatus and ambulance that the Village operates. The criteria for each level of inspection and preventative maintenance shall be based on compliance with NFPA 1911, apparatus and component manufacturer's most severe service recommendation, generally accepted best industry practices and any applicable federal, state and local standards.
- A. **"Service Schedule A"**: Two (2) Times per Year (as shown in **ATTACHMENT TWO**) – Heavy Apparatus. Includes inspection and preventative maintenance that may be required for all apparatus components and systems.
  - B. **"Service Schedule B"**: Two (2) Times per Year (as shown in **ATTACHMENT TWO**) – Heavy Apparatus. Includes inspection and preventative maintenance that may be required for all apparatus components and systems, as well as required testing.
  - C. Illinois State Inspection
  - D. Annual Performance and Certification Testing.
    - 1. Road Tests and Weight Verification (NFPA 1911, Chapter 16)
    - 2. Performance Testing of Low Voltage Electrical Systems (NFPA 1911, Chapter 17)
    - 3. Performance Testing of Fire Pumps (NFPA 1911, Chapter 18)
    - 4. Performance Testing of Aerial Devices (NFPA 1911, Chapter 19)
    - 5. Performance Testing of Foam Proportioning Systems (NFPA 1911, Chapter 20)
    - 6. Performance Testing of Compressed Air Foam Systems (NFPA 1911, Chapter 21)
    - 7. Performance Testing of Line Voltage Electrical Systems (NFPA 1911, Chapter 22)
    - 8. Performance Testing of Breathing Air Compressor Systems (NFPA 1911, Chapter 23)
  - E. Priority Repairs. Priority repair status indicates that the apparatus has been placed into an out of service status due to mechanical breakdown or component failure. Calls for priority repairs may occur during and/or after normal business hours.
  - F. Non-Priority Repairs. Non-Priority Repairs indicates a deficiency that needs to be corrected, however does not meet the criteria set forth in NFPA 1911 to warrant the apparatus be placed into an out of service status. Non-Priority Repairs will be handled by the Contractor during normal business hours. Non-Priority Repairs may be deferred to the next inspection and preventative maintenance service to be corrected at the discretion of the Vehicle Maintenance Supervisor, or designated Representative.
- 3.3 Inspection, preventative maintenance, repairs and testing required for loose equipment (i.e., nozzles, hose, ground ladders, etc.) will be handled by the Village and will not be the responsibility of the Contractor.

- 3.4 Anytime services are completed on Village apparatus, the results, findings and actions taken shall be documented by the Contractor in a professional format. The Contractor shall submit, as part of their proposal, copies of the service documentation (example in **ATTACHMENT TWO**) they will use to inspect, maintain, repair and test Village apparatus. This documentation shall demonstrate that the Contractor's procedures meet or exceed the required levels of service as shown in this document. The original copies of all service documentation shall be submitted along with the invoice for payment. In addition to recording the results, findings and actions taken, the service documentation shall contain the following information:
- A. Date services were performed;
  - B. Village Work Order Number;
  - C. Name of the technician that performed the services;
  - D. Location where services were performed;
  - E. Unit Designation;
  - F. Village Vehicle Number;
  - G. Apparatus Manufacturer;
  - H. Apparatus Make;
  - I. Apparatus Model;
  - J. Manufacturer Job Number or Serial Number;
  - K. Odometer Reading In;
  - L. Odometer Reading Out;
  - M. Vehicle Identification Number (VIN); and
  - N. Engine Hours.

#### **4.0 VEHICLE MAINTENANCE AND REPAIR**

##### 4.1 General

The Contractor shall perform scheduled preventive, recurring maintenance, repair and replacements for the fire apparatus as shown in this document as directed by the Vehicle Maintenance Supervisor, or the designated Representative. All maintenance activities for this equipment shall comply with the manufacturer's recommendations including warranties. Maintenance intervals shall comply with the manufacturer's recommended severe service schedule based on mileage, hours of operation, or time in service since the previous maintenance as approved by the Vehicle Maintenance Supervisor, or the designated Representative.

##### 4.2 Inspection and Preventive Maintenance Service

The objectives of inspection and preventative maintenance service are to ensure that: (a) fire apparatus safely operate to the next scheduled service without a failure; and (b) component service life is maximized. All minor deferred repairs will be completed during the inspection and preventative maintenance service. Inspection and preventative maintenance services shall include fluid analyses including oil and transmission fluid and, if requested by the Vehicle Maintenance Supervisor, or the designated Representative. Fluid samples shall be taken at each service inspection (quarterly) and tested at a laboratory acceptable to the Village.

##### 4.3 Recurring Maintenance

Recurring maintenance is the act of servicing a fire apparatus or a component in order to keep the vehicle and its components in proper operating condition, and to prevent failure or breakdown. Task examples include, but are not limited to, lamp and gauge replacement, scheduled oil changes, coolant and pneumatic hose replacement, belt

replacement and adjustment, windshield wiper replacement, brake adjustments, system and component adjustments and calibration, and fastener replacement.

#### 4.4 Repair and Replacement

Repair is the work necessary to restore a fire apparatus or a component to sound condition after failure or damage. Replacement is the work necessary to remove an unserviceable item and install a serviceable counterpart in its place. Original equipment manufacturer (OEM) parts and supplies shall be used on repairs and replacements required on equipment shown in **ATTACHMENT FOUR**. If the Contractor has a specific situation that warrants a request for a waiver, the provisions of PARTS, below, shall be followed.

#### 4.5 Re-Assembly

The Contractor shall ensure that all re-assembly tasks performed after any required vehicle repair maintain the vehicle's OEM configurations as originally received from the manufacturer. System examples include, but are not limited to, the wiring and clamping, pump system pressures and flows, hydraulic system pressures, hose and orifice sizing, ladder table and ladder mounts.

#### 4.6 Repair Approvals

The Contractor shall have specific pre-approval from the Vehicle Maintenance Supervisor, or the designated Representative prior to completing repairs. In obtaining approval, the Contractor shall advise the Village of the estimated cost of the repair work and the estimated time it will take to return the unit to an in-service status. Any repairs performed without documented pre-approval authorization will be at the expense of the Contractor.

#### 4.7 Modifications

No modifications may be made by the Contractor to any component, system or piece of equipment maintained under any resulting agreement unless, and until, specific written authorization is provided by the Vehicle Maintenance Supervisor, or the designated Representative. A pre-approved cost estimate and individual work order issued for the modification tasks are also required before Village approval.

#### 4.8 Apparatus or Equipment Damage

No accident damage may be repaired until the Contractor receives written authorization from the Village. Any damage noted by the Contractor during an inspection shall be immediately reported to the Vehicle Maintenance Supervisor or designated Representative. The e-mail or phone report should include the unit identification number, the date, a brief description of the damage, one or more digital photographs documenting the extent of the damage and an estimated cost of repair. The Contractor is responsible for all costs of repair for any accident damage incurred while the Contractor has custody of the vehicle.

#### 4.9 Repair Facilities

If the Contractor receives authorization to repair accident damage, the Contractor shall ensure that all required repairs shall be performed by repair facilities capable of restoring the damaged vehicle, its systems and components to its original configuration, appearance and structural integrity; and meeting all OEM specifications for the equipment. The Contractor is responsible for transporting the vehicle to the repair facility location, including the original equipment manufacturers facility, when required, and for

the vehicle's return transport to the operational location of the equipment. The proposed repair facility shall be acceptable to the Vehicle Maintenance Supervisor, or the designated Representative. A pre-approved cost estimate, schedule and individual work order for the damage repair tasks are also required before Village approval.

#### 4.10 Village Inspections

The Contractor shall advise the Vehicle Maintenance Supervisor or the designated Representative within one (1) hour of the completion of repairs or replacements on any fire apparatus. The Vehicle Maintenance Supervisor or the designated Representative shall perform a quality control acceptance inspection of all equipment repairs or replacements. No equipment shall be returned to an in-service status, or work order placed in a "FINISHED" status until the Vehicle Maintenance Supervisor, or the designated Representative has accepted the work as complete.

### 5.0 **EMERGENCY CALL RESPONSE FOR PRIORITY REPAIRS**

#### 5.1 General

A call for Priority Repair Service indicates that the apparatus has been placed in an out of service status due to mechanical breakdown and/or component failure which has rendered the apparatus unsafe to operate. Calls for Priority Repair Service require immediate assistance from the Contractor to evaluate the situation, decide on the best course of action, and/or take the necessary actions to place the apparatus back into an in-service status. Calls for Priority Repair Service may occur at any time.

#### 5.2 Emergency Contact

The Contractor shall have an individual accessible by cell phone or PDA available twenty-four (24) hours a day - 365 days a year, to receive reports of emergency repair requirements. If a PDA is used, the Contractor is required to respond by telephone to the reporting agency within ten (10) minutes of the initial text message. At that time, the Contractor will provide the Vehicle Maintenance Supervisor, or the designated Representative with an estimated on-scene response time. The on-scene response time shall not exceed three (3) hours for both road-side repair service requests and breakdown requests for equipment at a Village facility.

#### 5.3 Non-Response

In an emergency situation, if the Contractor does not respond to the requesting Village of Wilmette representative within ten (10) minutes, The Village shall exercise the option to contact another vendor that is available and can provide the services needed.

#### 5.4 Wrecker Service

The Village has an existing agreement in place with area wrecker services. The Village will coordinate this service and the location to which the apparatus shall be towed. In the event that the local wrecker service is not available, the Contractor may be asked to provide wrecker service to transport fire apparatus from the fire stations to the Contractor's facility. The Village owns two aerial towers that cannot be towed. If either of these units is out of service and requires transport via flatbed trailer, the contractor will be responsible for arranging said transport. In the event a repair is under warranty, the Contractor shall either reimburse the Village for wrecker service or provide wrecker service at no cost to the Village.

### 6.0 **PARTS**

### 6.1 Parts Inventory

The Contractor shall maintain reasonable inventory levels at its facility to assure timely repair of the Village's fire apparatus and ambulances. The Contractor-supplied inventory shall remain the property of the Contractor upon completion of the Contract term.

### 6.2 Tires

The replacement of tires shall be the responsibility of the Village. The Contractor's role in tire replacement is to recommend when tire replacement is necessary. The Village has existing contractual agreements in place with area tire vendors, but will consider pricing from the Contractor before making a purchase decision.

### 6.3 Contractor-Furnished Parts

The Contractor shall include all parts used during the maintenance or service of a unit on the work order and specifically invoice the parts to the unit receiving the part. Parts should be listed by:

- Part Number;
- Part Description; and
- Unit Price of Part.

Preventative Maintenance filters should be WIX, Napa Gold brands, a high-quality equivalent, or OEM manufacturer part. If WIX, Napa Gold, or OEM filters are not used, prior approval must be given by the Vehicle Maintenance Supervisor or the designated Representative.

Mobil Delvac Super 1300 oil shall be used, and be the appropriate SAE viscosity grade recommended by the engine manufacturer of each unit being serviced.

Mobil Delvac Extreme Service NLGI 2 heavy-duty lithium chassis grease shall be used, or the appropriate grade recommended by the component manufacturer.

### 6.4 Core Accounting

The Contractor is responsible for managing core parts returns and adjustments. No core charge may be applied to a work order and invoiced to the Village. If the Contractor's parts supplier denies a core charge, the Contractor may provide documentation verifying that denial, and a copy of the work order and an invoice requesting reimbursement for that denied cost. The information should be forwarded to the Vehicle Maintenance Supervisor, or the designated Representative.

## 7.0 **WARRANTIES**

### 7.1 Warranty Repairs

The Contractor must ensure that all vehicle manufacturer warranty work is accomplished to guarantee compliance with necessary warranty requirements. The Vehicle Maintenance Supervisor or the designated Representative shall communicate the warranty status of all apparatus. The Contractor shall notify the Village when a warranty repair is required and work with the Village to determine the best course of action. The Vehicle Maintenance Supervisor or the designated Representative will determine if the Contractor is able to handle the warranty repair or if it is more appropriate for the repair to be handled by the warranting vendor. If the Contractor fails to acknowledge a warranty repair and/or notify the Village prior to proceeding with the repair, the Contractor shall be responsible for the labor

and parts associated with the repair. The Contractor shall track all warranty work; work orders, including parts and labor expended for warranty work performed on equipment and components. Credit memos will not be accepted by the Village in lieu of making the required repair(s) to correct a warranty problem.

#### 7.2 Contractor Repair Warranty

The Contractor shall warranty repairs for a period of not less than the manufacturer's warranty for those parts replaced and at least ninety (90) days on other minor repairs. On major repairs, the Contractor shall warranty repairs for a period of not less than the manufacturer's warranty for both labor and parts. In the event the repair is a Contractor in-house rebuild, the warranty shall be for not less than one (1) year, 12,000 miles or 750 operating hours, whichever occurs first. For purposes of any agreement, a major repair is defined as one with a combined cost of parts and labor exceeding \$2,000 for a single task.

#### 7.3 Original Equipment Manufacturer (OEM) Warranty

If the Contractor is a dealer or distributor of the part or component being repaired or replaced, the Contractor will, at no cost to the Village, recapture the warranty from the OEM. If that repair or part had been charged to the Village, the Contractor will credit that cost to the Village account. This will be accomplished by adjusting the warranty work order with the applicable credit code. The Village will reduce any outstanding Contractor invoices by the amount of the credit. If the Contractor is not a distributor, warranty recovery of any parts or labor costs is the responsibility of the Contractor. This includes recapturing any costs to the Contractor from the warranting entity.

#### 7.4 Warranty Claims

The Contractor shall be responsible for submitting claims for reimbursement to the manufacturer or supplier, including defending claims. Further, the Contractor shall be responsible for pursuing claims that have been denied, at the direction of the Vehicle Maintenance Supervisor, or the designated Representative.

#### 7.5 Monthly Warranty Cost Reporting

No later than the second business day of each month, the Contractor shall report the total value of all repairs and parts covered under warranty during the preceding month. The report shall consist of the total dollar value and copies of the work orders generated for warranty recovery. The report shall be provided to the Vehicle Maintenance Supervisor, or the designated Representative, at Village of Wilmette Attn: Public Works Department Vehicle Maintenance Supervisor, 711 Laramie, Wilmette, Illinois 60091.

### **8.0 WORK DOCUMENTATION**

#### 8.1 Vehicle Record Files

The Contractor shall establish and maintain an individual folder for each piece of fire apparatus and ambulance being serviced in this document. The folders will be available for review by the Village during normal business hours. The folders are to be numbered with the unit identification number and be filed numerically. All information pertaining to that unit will be included in the Preventive Maintenance Inspection Report, which will include, but not be limited to:

- Maintenance Requests;
- Work Orders and other Maintenance Actions;
- Safety Recalls;

- Completed Inspection Checklists; and
- All Records for Auxiliary Equipment on the Base Unit

8.2 Ownership of Maintenance Information

The Village shall own all information related to activity that occurs as part of the Contract. At the completion of the Contract term, all data, records, complete vehicle folders and other information developed and maintained by the Contractor during the Contract term remain the property of the Village of Wilmette, and shall be transferred to the Village on the completion of any agreement resulting from this RFP activity.

**ATTACHMENT TWO – MAINTENANCE AND SERVICE CHECKLIST****Pumpers, Aerials, Squads and Ambulances:**

Inspect, check operation, replace, add, lubricate and/or adjust per manufacturer's recommendations. Inspection and maintenance procedures for aerial devices shall follow manufacturer's recommendations based on hours of service and/or time intervals.

The Tables below shall be used as a minimum for preventative maintenance inspections.

**Preventative Maintenance – “Service Schedule A”**

**Service Schedule A** shall be performed two (2) times per year or at 200 engine hours, (whichever comes first).

**Preventative Maintenance – “Service Schedule B”**

**Service Schedule B** shall be performed two (2) times per year or at 100 engine hours, (whichever comes first) approximately 90 days after the **Schedule A** maintenance is completed.

The Vehicle Maintenance Supervisor or the designated Representative may elect to modify the PM Schedules based on vehicle engine hours or miles between service intervals, as deemed necessary.

**Preventive Maintenance Tables:****Fluids and Filters**

<b>Task</b>	<b>Check</b>	<b>Service</b>	<b>Completion Dates</b>
Lubricate Chassis		A/B	
Engine Oil Filter		A/B	
Engine Oil		A/B	
Engine Oil Analysis		A/B	
Fuel Filter		A/B	
Fuel Filter (2 <sup>nd</sup> )		A/B	
Air Filter		A/B	
Fuel/Water Separator		A/B	
Automatic Lubrication System		A/B	
Air Compressor Filter		A	
Air Dryer Cartridge		A	
Coolant Filter		A/B	
Transmission Filter		A	
Transmission Fluid		A	
Pump Transmission Fluid		A	
Power Steering Filter		A	
Power Steering Fluid		A	
Front Differential Fluid		A	
Front Tandem Filter		A	
Front Tandem Fluid		A	
Rear Tandem Fluid		A	

### Engine & Cooling Systems

Task	Check	Service	Completed Date
Oil Level and Condition		A/B	
Engine Oil Sample		A/B	
Oil Leaks		A/B	
Coolant Level		A/B	
Anti-freeze Protection		A/B	
Coolant Additive Level		A/B	
Pressure Test Cooling System		A	
Fuel System Leaks		A/B	
Fuel System Plumbing Condition		A/B	
Power Steering Fluid Level		A/B	
Power Steering Pump & Plumbing		A/B	
Coolant Hose Condition & Leaks		A/B	
Water Pump		A/B	
Alternator Mounting Brackets		A/B	
Alternator Connections		A/B	
Perform Charging System Analysis		A/B	
Auxiliary Cooler Connections		A/B	
Charging System Output		A/B	
Perform Charging System Analysis		A	
Auxiliary Cooler Connections		A/B	
Battery Condition & Hold Downs		A/B	
Battery Cables & Clamps		A/B	
Clean Battery Terminals & Cable Ends		A	
Battery Fluid Level		A/B	
Battery Terminal Voltage		A/B	
Isolate & Load Test Each battery		A	
Chassis Grounds and Connections		A/B	
Starter Motor Cable Condition		A/B	
Starter Motor Operation		A/B	
Fan Mounting Bolts & Adjustment		A/B	
Fan Shroud Clearance & Condition		A/B	
Fan Clutch or Shutters Operation		A/B	
Air Filter Element Condition		A/B	
Air Intake Tubes and Hoses		A/B	
All Belts Condition & Adjustment		A/B	
Motor Mount Condition		A/B	
Check Radiator Cap Pressure		A/B	
After-Cooler or Intercooler Tube and Hoses		A/B	
Motor Mount Condition		A/B	
Check Radiator Cap Pressure		A/B	

**Chassis – Steering Components**

Task	Check	Service	Completed Date
Steering Linkage & Tie Rods		A/B	
Steering Box Mounting		A/B	
Steering System Plumbing for Leaks		A/B	

**Chassis – Tire/Wheels**

Task	Check	Service	Completed Date
Tire & Wheel Conditions		A/B	
Lug Nuts for Torque		A/B	
Tire Tread Depth		A/B	
Tire Pressure		A/B	
Rotate Tires		A	

**Chassis – Driveline**

Task	Check	Service	Completed Date
Driveline U-Joints & Yokes		A/B	
Driveline Carrier Bearings		A/B	
Differential Oil Level & Leaks		A/B	

**Chassis – Brakes**

Task	Check	Service	Completed Date
Brake Condition		A/B	
Brake Adjustment & Operation		A/B	
Air Brake Valves And Tanks		A/B	
Lubricate Brake Pedal Pivot Pin		A	
Drain Air Tanks & Check Air Dryer		A/B	
Air Brake Lines & Chambers		A/B	
Air Brake Leaks & Buildup		A/B	
Hydraulic Brake Leaks		A/B	
Hydraulic Brake Components		A/B	
Parking Brake Operation		A/B	

**Chassis Transmission**

Task	Check	Service	Completed Date
Transmission Mounting & Condition		A/B	
Transmission & Plumbing Leaks		A/B	
Transmission Lock-Up System		A/B	

**Chassis – Fuel**

<b>Task</b>	<b>Check</b>	<b>Service</b>	<b>Completed Date</b>
Fuel Tank & Plumbing Leaks		A/B	
Fuel Tank Mounting		A/B	

**Chassis Front Axle**

<b>Task</b>	<b>Check</b>	<b>Service</b>	<b>Completed Date</b>
Front Spring & Shock Condition		A/B	
Front Wheel Bearings & King Pins		A/B	
Ball Joints		A/B	

**Chassis – Rear Axle**

<b>Task</b>	<b>Check</b>	<b>Service</b>	<b>Completed Date</b>
Rear Spring Condition		A/B	
Rear Spring Torque Tubes & Shocks		A/B	
Axle Flanges Leaks & Tightness		A/B	
Frame Rails & Cross Members		A/B	
Tie Rods & Ends		A/B	
Walking beam		A/B	

**Chassis – Exhaust System**

<b>Task</b>	<b>Check</b>	<b>Service</b>	<b>Completed Date</b>
Exhaust System & Muffler		A/B	

**Cab & Body – Cab**

<b>Task</b>	<b>Check</b>	<b>Service</b>	<b>Completed Date</b>
Cab Mounting & Tilt Mechanism		A	
Cab Frame & Sheet Metal		A/B	
Cab Hoist Motor Solenoid Voltage Drop		A/B	
Door Mounting & Latches		A/B	
Cab Glass Condition		A/B	
Cab Seat Condition & Mounting		A/B	
Seat Belt Condition & Mounting		A/B	
Steering Wheel Mounting & Alignment		A/B	
Horn Operation		A/B	
Throttle Controls & Linkage		A/B	
Window Operation		A/B	
Transmission Shift Controls		A/B	
Windshield Wipers & Washer		A/B	
Mirror Condition, Mounting & Function		A/B	

**Cab & Body – Body**

<b>Task</b>	<b>Check</b>	<b>Service</b>	<b>Completed Date</b>
Compartment Door Latches		A/B	
Compartment Door & Hinge Condition		A/B	
Body Compartment Condition		A/B	
Step & Auxiliary Equipment Condition		A/B	
Equipment/Ladder Rack Condition/Operation		A/B	
Grab Handles		A/B	
Compartment Seal Condition		A/B	

**Cab & Body – Electrical**

<b>Task</b>	<b>Check</b>	<b>Service</b>	<b>Completed Date</b>
Headlights, Low/High Beams		A/B	
Parking & Clearance Lights		A/B	
Tail & Stop Lights		A/B	
Back-Up Lights & Alarm		A/B	
Turn Signal & Hazard Operation		A/B	
Cab Scene Lighting		A/B	
Cab Emergency Warning Lights		A/B	
Body Emergency Warning Lights		A/B	
Body Scene Lighting		A/B	
Step Lighting		A/B	
Compartment Lighting		A/B	
Audible Warning Devices & Mounting		A/B	
Do Not Move Indicator Light		A/B	
Seat Belt Monitoring		A/B	

**Climate Control Systems**

<b>Task</b>	<b>Check</b>	<b>Service</b>	<b>Completed Date</b>
Check A/C Operation		A/B	
Check A/C Sight Glass		A/B	
Check A/C Hoses and Routing		A/B	
Check Compressor and Mounting		A/B	
Check for Leakage		A/B	
Heater & Defroster Operation		A/B	
Heater Valves		A/B	

**Winch Systems Inspection & Maintenance**

<b>Task</b>	<b>Check</b>	<b>Service</b>	<b>Completed Date</b>
Winch Mounting		A/B	
Winch Wire or Synthetic Rope		A/B	
Rollers and Guides		A/B	
Lubrication		A	

Power Supply Cable		A/B	
Remote Control Cable		A/B	
Attachment Points		A/B	

### Road Operation Tests

Task	Check	Service	Completed Date
Engine Oil Pressure		A/B	
Engine Coolant Temperature		A/B	
Tachometer Operation		A/B	
Transmission Shifting		A/B	
Brake Operation		A/B	
Drive line vibration		A/B	
Air Compressor Operation		A/B	
Air Compressor Governor Setting		A/B	
Speedometer Operation		A/B	
Shimmy Or Front End Noises		A/B	
Clutch Fan Or Shutter Operation		A/B	
Engine Compression Brake		A/B	

### Pump & Water Tank Inspection/Maintenance

Task	Check	Service	Completed Date
Pump Shift Indicator Lights		A/B	
Transmission Lock-Up System		A/B	
Pump Transmission Shift Cylinders or Motor		A/B	
Pump Transmission		A/B	
Pump Panel Tachometer & Engine Gauges		A/B	
Engine Speed Counter		A/B	
Pump Panel Electrical Switches & Panel Lights		A/B	
Master Gauges		A/B	
Discharge Gauges		A/B	
Water Tank Level Indicators		A/B	
Pump Plumbing		A/B	
Pressure Control Device Operation		A/B	
Transfer Valve Operation		A/B	
Intake Relief Valve Operation		A/B	
Primer Operation		A/B	
Perform Dry Vacuum Test		A	
Primer Motor Solenoid		A/B	
Pump Packing		A/B	
Mechanical Pump Seal		A/B	
Discharge & Intake Valves		A/B	
Valves, Linkage, Remote Rods & Pivot Points		A/B	
Drain Valves		A/B	
Tank To Pump Valve		A/B	

Tank Fill Valve		A/B	
Auxiliary Cooler		A/B	
Suction Strainer		A/B	
Pre-connect Valves and Plumbing		A/B	
Monitor Valve and Plumbing		A/B	
Front and Rear Suction Valves & Plumbing		A/B	
Auto-lube Level and Fluid Condition		A/B	
Water Tank Mounting & Integrity		A/B	
Anodes in Tank & Pump		A	
Reel Motor Solenoid Voltage		A/B	
Primer Fluid		A/B	
Lubricate All Valves		A/B	
Lubricate Shift Motors		A/B	
Dump Valves, Switching & Chute Extensions		A/B	

### Foam Proportioning System Inspection/Maintenance

Task	Check	Service	Completed Date
Instrumentation, Gauges, Controls		A/B	
Strainer or Filter		A/B	
Foam Concentrate Pump		A/B	
Lubricant Level & Condition		A/B	
Hydraulic Pump		A/B	
Hydraulic System		A/B	
Hydraulic Fluid Tank Mounting & Integrity		A/B	
Foam Concentrate Tank Mounting & Integrity		A/B	
Foam Eductor System, Metering & Check Valve		A/B	

### Generator Inspection / Maintenance

Task	Check	Service	Completed Date
Engine Oil		A/B	
Oil Filter		A/B	
Air Filter		A/B	
Fuel Filter		A	
Hydraulic Oil		A	
Hydraulic Filter		A	
Hydraulic Pump Mounting		A/B	
Generator Frequency		A/B	
Generator Transfer Case Oil		A	
Generator Gearbox Oil		A	
Coolant		A	
Operation		A/B	
Remote Start Operation		A/B	

**Aerial Inspection & Maintenance – Chassis**

<b>Task</b>	<b>Check</b>	<b>Service</b>	<b>Completed Date</b>
Hydraulic Tank		A/B	
Hydraulic Fluid Levels		A/B	
Hydraulic Fluid Sample		A/B	
Auxiliary Power Pump		A/B	
Lines and Hoses		A/B	
Hydraulic Filter		A/B	
Steam clean and lubricate		A	

**ATTACHMENT THREE – PREVENTATIVE MAINTENANCE SERVICE PRICING**

**Please Provide a Pricing Sheet for each Vehicle**

**Vehicle Type: Pumpers, Aerials, Rescue Squads, Ambulances**

**Frequency: Two (2) A and Two (2) B preventative maintenance inspections annually per vehicle**

**Price For Each Preventative Maintenance Schedule A - Labor: \$ \_\_\_\_\_**

**Price For Each Preventative Maintenance Schedule A – Parts: \$ \_\_\_\_\_**

**Price For Each Preventative Maintenance Schedule B - Labor: \$ \_\_\_\_\_**

**Price For Each Preventative Maintenance Schedule B - Parts: \$ \_\_\_\_\_**

**Annual Services and Performance Testing Pricing:**

**State Inspected Road Tests and Annual Weight Verification \$ \_\_\_\_\_**

**Performance Test, per NFPA 1911: \$ \_\_\_\_\_**

**Performance Testing of Low Voltage Electrical Systems, per NFPA 1911: \$ \_\_\_\_\_**

**Performance Testing of Fire Pumps, per NFPA 1911: \$ \_\_\_\_\_**

**Performance Testing of Aerial Devices, per NFPA 1911: \$ \_\_\_\_\_**

**Performance Testing of Foam Proportioning Systems, per NFPA 1911: \$ \_\_\_\_\_**

**Performance Testing of Compressed Air Foam Systems, per NFPA 1911: \$ \_\_\_\_\_**

**Performance Testing of Line Voltage Electrical Systems, per NFPA 1911: \$ \_\_\_\_\_**

**ADDITIONAL SERVICES PRICE SHEET:**

<b>Repairs:</b>	<b>Hourly Rate:</b>
Emergency/Priority Repairs: During Normal Business Hours (Requires three (3) hour response time)	\$ _____
Emergency/Priority Repairs: Holidays and After Normal Business Hours (Requires three (3) hour response time) * Please specify when 'after hours' time periods begin and end.	\$ _____
Non-Priority Repairs: During Normal Business Hours Only (Requires seventy-two (72) hour response time)	\$ _____
<b>Pick-up and Delivery Service:</b>	<b>Hourly Rate:</b>
Pick-up and Delivery Rate: (Round-trip from Village worksites to Contractor's facility)	\$ _____
Travel Time Rate: (To and from Village worksites to perform on-site services)	\$ _____
<b>Parts :</b>	<b>Percentage Discount:</b>
All Parts will be at invoice cost from vendor (Village is tax exempt) unless further discounted - Discount Amount:	_____ %
<b>Wrecker Service:</b>	<b>Charges:</b>
Charge for Wrecker Service for heavy fire apparatus in the event Village wrecker service is not available. (Charge from Village worksite to Contractor's facility).	\$ _____

**ATTACHMENT FOUR - EQUIPMENT LIST**

**Engine 27 / Vehicle #205**

Located at Station #27 - 747 Illinois Rd.  
1996 E-One Cyclone Pumper  
VIN: 4ENBAA83T1006406  
Engine: Detroit Diesel 350 HP 6V92  
552ci.(Model:80677K45)  
Transmission: Allison HD 4060P  
Hale 1250 Pump OSMG150-21  
500 gallon Tank  
6 KW Fabco Hydraulic Generator  
50 gallon Fuel  
Height: 9'5"  
GVWR: 37,800  
93,500 Miles  
10,830 Hours

**Engine 27R / Vehicle #206**

Located at Station #27 - 747 Illinois Rd.  
1989 E-One Cyclone Pumper  
VIN: 46JBBA8XK1002899  
Engine: Detroit Diesel 350 HP 6V92 552ci 350 HP  
Transmission: Allison HT740  
Hale 1500gpm Pump  
500 gallon Tank  
50 gallon Fuel  
Height: 9'5"  
GVWR: 38,200  
Miles: 85,300  
Hours: 11,6324700

**Tower 26 / Vehicle #204**

Located at Station #26 - 1304 Lake Ave.  
2009 E-One Cyclone II 95' Tower Ladder  
VIN: 4EN3ABA8991005554  
Engine: Cummins ISM 500  
Transmission: Allison TD61-1180  
Hale 1500gpm QMAX150-23 Pump  
475 Water Tank  
25 gallon Foam Tank

Akron Foam system  
Onan 10KW Hydraulic Generator  
Fuel: 65 gallon  
GVWR: 76,100  
Height: 11'11"  
Length: 46'5"  
Miles: 10,000  
Hours: 1,200

**Tower 26R / Vehicle #202**

Located at Station #26 - 1304 Lake Ave.  
1992 Pierce Dash 100ft Tower  
VIN: 4P1CA02G2NA000658  
Engine: Detroit  
Transmission: HT 740  
Waterous 1500gpm Pump  
Onan 6KW Diesel generator  
300 Water Tank  
Height: 11'6"  
GVWR: 70,700  
Miles: 56,260  
Hours: 7,665

**Squad 26 / Vehicle #201**

Located at Station #26 - 1304 Lake Ave.  
1999 Marion/Navistar Squad walk in body  
VIN: 1HTSDAAR8YH221152  
Engine: Navistar B250  
Transmission: MD250  
Onan 20KW hydraulic generator  
4 Tank Cascade system  
Height: 11'2"  
GVWR: 35,000  
Miles: 7,000  
Hours: 845

**Ambulance 26 / Vehicle #209**

Located at Station #27 - 747 Illinois Rd.  
2009 Ford F-450  
VIN: IFDAF6R39EA46143  
6.4 liter Diesel  
Road Rescue Body                      Height: 10'

GVWR: 16,500                      Miles: 12,700                      Hours:  
1280

**Ambulance 27 / Vehicle #212**

Located at Station #27 - 747 Illinois Rd.

2006 Ford F-450

VIN: 1FDX46P87EA73408

6.4 L Diesel

Horton Body

GVWR:16,000

Height: 9'6"

Miles: 32,100

Hours: 3,300

**Ambulance 26R / Vehicle#211**

Located at Station #27 – 747 Illinois Rd.

2001 Ford F-350

VIN: 1FDWF36F6IEA58877

7.3 I Diesel

Road Rescue Body

Height: 9'6"

GVWR: 12,500

Miles: 74,400

Hours: 7,220

**ATTACHMENT FIVE - BIDDER COMPANY INFORMATION**

Name of Company \_\_\_\_\_

Address \_\_\_\_\_

State/Zip Code \_\_\_\_\_

Name of Primary Contact \_\_\_\_\_

Telephone # \_\_\_\_\_ Fax # \_\_\_\_\_

E-mail \_\_\_\_\_

Number of Years in Business \_\_\_\_\_

Number of Employees \_\_\_\_\_

Number of Staff \_\_\_\_\_

Number of Certified Emergency Vehicle Mechanics \_\_\_\_\_

Number of ASE Certified Mechanics \_\_\_\_\_

Normal Business hours/days \_\_\_\_\_

Do you provide emergency response during non-normal business hours? \_\_\_\_\_

You may include any additional information not specifically requested above but that you feel might be essential in the evaluation of your proposal.

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**ATTACHMENT SIX - PERFORMANCE REFERENCE FORM**

Each Bidder shall supply complete information for three (3) performance references for which Bidder has performed comparable work within the last 5 years.

**Reference #1**

Entity Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Person to Contact: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Title/Position: \_\_\_\_\_

Nature of Work Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reference #2**

Entity Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Person to Contact: \_\_\_\_\_

Title/Position: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Nature of Work Performed: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Reference #3**

Entity Name: \_\_\_\_\_

Address: \_\_\_\_\_

City & State: \_\_\_\_\_

Telephone Number: \_\_\_\_\_

Person to Contact: \_\_\_\_\_

Title/Position: \_\_\_\_\_

E-mail Address: \_\_\_\_\_

Nature of Work Performed: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

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