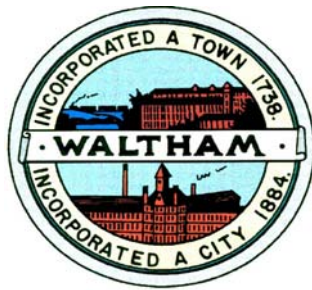


# The City of Waltham



**Invites  
Interested Parties  
To propose the best offer and or bid  
For the service or product herewith described:**

**Fire Vehicles Maintenance, 2016-2019**

**The bid opening will be held: Monday March 28, 2016 at 10.00 AM**

# **Table of Contents:**

- **Invitation to Bid**
- **Intent of the Project**
- **Instructions**
- **General Conditions**
- **Specifications**
- **Compliance**
- **Bid Price**

# **Invitation to Bid**

**The City of Waltham**  
**Purchasing Department**

**REQUEST FOR QUOTATION (RFQ)**

Under the rules of M.G.L. Chapter 30B The Purchasing Department of the City of Waltham hereby requests sealed bids for:

**Fire Vehicles Maintenance, 2016**

Price Proposals will be received at the office of the Purchasing Agent, , City Hall, 610 Main Street, Waltham MA 02452, until,

**Monday March 28, 2016 at 10.00 AM**

At which time and place the bids will be publicly opened and read.

Specifications and information available at the Purchasing Agent's Office or in the Waltham Purchasing Department web site at [www.city.waltham.ma.us/open-bids](http://www.city.waltham.ma.us/open-bids)

**BIDS MUST BE SIGNED AND ENCLOSED IN A SEALED ENVELOPE AND MARKED:**

**BID FOR: Fire Vehicles Maintenance, 2016-2019**

If the Bidder is a corporation, state your correct corporate name and State of incorporation. If Bidder is a partnership, state names and addresses of partners. If Bidder is a trust or other legal entity, state correct names and addresses of trustees or names and address of those legally authorized to bid and enter into contracts.

**EXCEPTION OR ALTERNATES TO SPECIFICATIONS, TERMS OF SALE, AND DISCOUNTS AVAILABLE, MUST BE INCLUDED IN THE BID PRIOR TO OPENING DATE.**

# Intent of Project

The Purchasing Department of the City of Waltham wishes to enter into a three year agreement with an experienced and qualified fire vehicle maintenance company capable of performing all repairs on multiple fire vehicles in accordance with the manufacturer specification. The responding company must have EVT certified mechanics to perform repairs, certify the work and oversee maintenance

**AGREEMENT**

**CITY OF WALTHAM**

**ARTICLE 1.** This agreement, made this \_\_\_\_\_ day of \_\_\_\_\_, 2016 by and between the CITY OF WALTHAM, party of the first part, hereinafter called the CITY, by its MAYOR, and

---

\_\_\_\_\_ hereinafter called the CONTRACTOR.

**ARTICLE 2.** Witnesseth, that the parties to this agreement, each in consideration of the agreement on the part of the others herein contained, do hereby agree, the CITY OF WALTHAM for itself, and said contractor for his heirs, executors, administrators and assigns as follows:

To furnish all equipment, machinery, tools and labor, to furnish and deliver all materials required to be furnished (except as otherwise specified) and deliver in and about the project and to do and perform all work in strict conformity with the provisions of this Contract and of the Notice to Bidders, bid, Project Manual, and Drawings hereto annexed. The said Notice to Bidders, bid, Project Manual, and Drawings are hereby made a part of this contract as fully and to the same effect as if the same had been set forth at length and incorporated in the contracts.

**ARTICLE 3.** In consideration of the foregoing premises the CITY agrees to pay and the CONTRACTOR agrees to receive as full compensation for everything furnished and done by the CONTRACTOR under this contract, including all work required by not included in the items herein mentioned, and also for all loss or damage arising out of the nature of the work aforesaid, or from the action of the elements, or from any unforeseen obstruction or difficulty encountered in the prosecution of the work, and for all expenses incurred by or in consequence of the suspension or discontinuance of the work specified, and for well and faithfully completing the work, and the whole thereof, as herein provided, such prices as are set forth in the accompanying bid.

This Agreement entered into as of the day and year first written by the Mayor's signature.

**CITY OF WALTHAM, MASSACHUSETTS**

**FOR THE CITY**

\_\_\_\_\_  
Jeannette A. McCarthy, MAYOR,  
City of Waltham  
Date: \_\_\_\_\_

\_\_\_\_\_  
John B. Cervone, City Solicitor  
Date: \_\_\_\_\_  
APPROVED AS TO FORM ONLY

\_\_\_\_\_  
Paul Ciccone, Chief, Fire Department  
Date: \_\_\_\_\_

\_\_\_\_\_  
Joseph Pedulla, Purchasing Agent  
Date: \_\_\_\_\_

\_\_\_\_\_  
Paul Centofanti, Auditor  
Date: \_\_\_\_\_

I CERTIFY THAT SUFFICIENT FUNDS  
ARE AVAILABLE FOR THIS CONTRACT

**FOR THE COMPANY**

\_\_\_\_\_  
CONTRACTOR (Signature),  
Date: \_\_\_\_\_

\_\_\_\_\_  
Company

\_\_\_\_\_  
Address

# Instructions



## **INSTRUCTIONS FOR BIDDERS**

**1. READ ALL DOCUMENTS.**

Bidders should familiarize themselves with all the documents contained herein; it is mandatory that all Bids be in compliance with all the provisions contained in said documents.

**2. FORMS AND ATTACHMENTS.**

Bids are to be completed on the forms provided **ONLY** and enclosed in a sealed envelope marked on the outside "BID (title)" and the name and address of bidder. Attachments submitted in addition to the Waltham Purchasing Department produced forms may not be considered.

**3. PRINTED OR TYPED RESPONSE.**

All information must be typewritten or printed in ink, including the price the bidder offers in the space as provided on the bid form.

**4. CORRECTIONS.**

Bids that are submitted containing cross outs, white outs or erasures, will be rejected. All corrections or modifications to the original bid are to be submitted in a separate envelope, properly marked on the outside, "CORRECTION/ MODIFICATION TO BID (title)" and submitted prior to the bid opening.

**ALL DOCUMENTS SUBMITTED WITH YOUR RESPONSE WILL BE INCORPORATED INTO THE CONTRACT.**

**5. PRICE IS ALL INCLUSIVE.**

Bid prices shall encompass everything necessary for furnishing all items, materials, supplies or services as specified, and in accordance with the specifications, including proper packing, cost of delivery, and in the case of services, completion of same, as per specifications.

**6. PRICE DISCREPANCY.**

In the event of a discrepancy between the Unit Price and the Extension, the Unit Price shall prevail.

**7. EXCEPTIONS**

No Exceptions will be acceptable to the City. The City's intent is to purchase precisely what is specified in the document. Only equal or better grade specifications shall be considered by the City.

**8. WITHDRAW.**

A Bid may be withdrawn by written request prior to the schedule for the Bid Opening. No withdrawals are permitted after the bid opening date and time. Withdrawals after the bid opening date will cause the forfeit of the bid Deposit.

**9. AWARD.**

Bids will be awarded not later than (90) ninety days after the scheduled bid opening date, unless otherwise stated, in the specifications. Unless otherwise specified, bids will be evaluated on the basis of, completeness of your RFP response, responsiveness, responsibility, best price and experience.

**10. DISCOUNTS.**

Discounts for prompt payments, based on City Pay Day, will be considered when making awards.

**11. TAX EXEMPT.**

Purchases by the City of Waltham is exempt from any Federal, State or Massachusetts Municipal Sales and/or Excise Taxes.

**12. SAMPLES *(If applicable)*.**

The Waltham Purchasing Department may require the submission of samples either before or after the awarding of a contract. Samples are to be submitted, at no charge to the City, so as to ascertain the product's suitability. If specifically stated in the Bid that samples are required, said samples must be submitted with the Bid prior to the Official Bid Opening. Failure to submit said samples would be cause for rejection of Bid. All samples must be called for and picked up within (30) thirty days of award or said samples will be presumed abandoned and will be disposed of.

**13. ACTIVE VENDOR LIST.**

Vendors who wish to remain on the Active Bid List must either submit a Bid, No Bid, or a letter requesting same, no later than the Official Bid Opening. This is applicable to those vendors who have received the Invitation to Bid.

**14. FUNDS APPROPRIATION.**

**The contract obligation on behalf of the City is subject to prior appropriation of monies from the governmental body and authorization by the Mayor.**

**15. THE AWARDING AUTHORITY RESERVES THE RIGHT TO REJECT ANY OR ALL BIDS, OR ANY PART OF ANY BID, WHICH IN THE OPINION OF THE AWARDING AUTHORITY, IS IN THE BEST INTERESTS OF THE CITY OF WALTHAM.**

**16. THE TAX ATTESTATION CLAUSE, CERTIFICATION OF NON-COLLUSION AND THE CORPORATION INFORMATION, are an integral part of the Invitation for Bid and must be completed and signed by the person submitting the Bid, or by the person/persons who are officially authorized to do so.**

**17. STANDARD OF QUALITY.**

**Where, in the specifications, one certain kind, type, catalog number, brand or manufacturer of material is named, it shall be regarded as the required standard of quality. Where two or more are named, these are presumed to be equal and the Bidder may select one or the other. If the Bidder proposes to offer a substitute as an equal, he shall so indicate on the Bid Form, the kind, type, catalog number, brand, or manufacturer of material that is offered as an equal, and describe where it differs from the specifications. Substituted items must be capable of performing all the functions and/or operational features described or indicated in the specifications. Failure to indicate the description of any substitute item on the Bid will be interpreted to mean that the Bidder will furnish the item or service as specified.**

**20. MODIFICATION.**

**No agreement, understanding, alteration or variation of the agreement, terms or provisions herein contained shall bind the parties, hereto unless made and executed in writing by the parties hereto.**

**21. ASSIGNMENT.**

**The final payment for work done under this Contract shall be made only after the Contractor has signed a statement under the penalty of perjury, certifying that he has completed the work described in the final estimate. Neither party hereto shall assign this Contract or sublet it in part or as a whole without the prior written consent of the other**

party hereto. The Contractor shall not assign any sum or sums due or becoming due to him hereunder without the prior written consent of the City.

**22. STABILITY of AGREEMENT:**

**Section 1.** The failure of the City or the Union to insist, in any one or more incidents, upon performance of any of the terms or conditions of this Agreement shall not be considered as a waiver or relinquishment of the rights of the City or of the Union to future performance of any such term or condition and the obligations of the Union or of the City to such future performance shall continue in full force and effect.

**Section 2.** The provisions of this Agreement supersede any conflicting or inconsistent rule, regulation, ordinance or order promulgated by the City.

**Section 3.** Should any part hereof or any provision herein contained be rendered or declared invalid by reason of any existing or subsequently enacted legislation or by any decree of a court of competent jurisdiction, such invalidation of such part or portion of this agreement shall not invalidate the remaining portions hereof and the remaining parts of provisions shall remain in full force and effect.

**23. DELIVERIES *(if applicable)*:**

a) The Contractor shall pay all freight and delivery charges. The Waltham Purchasing Department does not pay for shipping and packaging expenses. Items must be delivered as stipulated in the specifications. All deliveries must be made to the inside of city buildings. Sidewalk deliveries will not be accepted. City personnel are not required to assist in the deliveries and contractors are cautioned to notify their shippers that adequate assistance must be provided at the point of delivery, when necessary.

b) All items of furniture must be delivered inside the building, set up, in place and ready for use. Deliveries are to be made between the hours of 8:30 a.m. and 3:00 p.m., Monday through Friday, except on holidays.

c) All damaged items, or items which do not comply with specifications will not be accepted and title therefore will not vest to the Waltham Purchasing Department until such items are accepted and signed for, in good order, by the receiving department.

d) The contractor must replace, without further cost to the Waltham Purchasing Department, such damaged or non-complying items before payment will be made.

**24. LABELING** *(if applicable).*

All packages cartons or other containers must be clearly marked with (a) building and room destination; (b) description of contents of item number from specifications; (c) quantity; (d) City of Waltham Purchase Order Number and (e) Vendor's name and order number.

**25. GUARANTEES.**

Unless otherwise stipulated in the specifications, service, equipment and similar durable items shall be guaranteed by the contractor for a period of not less than one year from the date of delivery and acceptance by the receiving department. In addition, the manufacturer's guarantee shall be furnished. Any items provided under this contract which are or become defective during the guarantee period shall be replaced the contractor free of charge with the specific understanding that all replacements shall carry the same guarantee as the original equipment. The contractor shall make such replacement immediately upon receiving notice from the Purchasing Agent.

**26. SINGLE VENDOR.**

The Waltham Purchasing Department desires to award a single contract based on the Grand Total Price. However, where applicable, the City reserves the right to make multiple awards on a unit price basis if, in the opinion of the Waltham Purchasing Department, it is in the best interest of the Waltham Purchasing Department.

**27. BEST AND FINAL OFFER.**

The Waltham Purchasing Department reserves the right to request best and final offers from one or more bidders. Best and final offer will be exercised should the CPO deem it is in the best interest of the Waltham Purchasing Department in order to obtain the best value.

**28. CHANGE ORDERS.**

Change orders are not effective until, if, as and when signed by the Mayor and no work is to commence until the change orders are fully executed.

**29. BID OPENING INCLEMENT WEATHER**

If, at the time of the originally scheduled bid opening, City Hall is closed to inclement weather or another unforeseeable event, the bid opening will be extended until 2:00 PM on the next normal business day. Bids will be accepted until that date and time.

**30. TIE BREAK**

**In the event of a tie where both vendors were responsive and responsible the vendors with a tie agree to a coin toss to determine the winner. The Coin toss will be executed in the presence of both vendors and a witness from the Purchasing Office. The coin will be flipped by the Chief Procurement Officer in the presence of the two bidders. A written record of the process you used, including the results and the names of those participating. The low bidders shall sign an agreement stating that they will abide by the results of the tie breaker. As an alternative, you may allow for a “second round” between the tied vendors**

# **GENERAL CONDITIONS**

## **GENERAL CONDITIONS**

### **1. INFORMATION**

All information shall come from the Office of the City Agent. The Contractor shall inquire at this office for any information needed. Wherever the words “or equal as approved” are used, it is to be understood that the opinion of the City Purchasing Agent shall govern.

### **2. SUITS**

The Contractor shall assume defense of and shall indemnify and hold the City and its agents harmless from all suits and claims against them arising from the use of any invention, patent right labor or employment, or from any act of omission or neglect of the Contractor, his agents, employees or any subcontractor in performing the work, under this contract.

### **3. LAWS AND REGULATIONS**

The Contractor shall conform to all the applicable rules, regulations, laws and ordinances of the City of Waltham, the United States of America and all agencies having jurisdiction.

### **4. PROTECTION OF PROPERTY**

The Contractor shall take all proper precautions to protect the City’s property from damage and unnecessary inconvenience. Any City property damaged by the Contractor in carrying out the provisions of this contract shall be restored to its original condition, by and at the expense of the Contractor.

### **5. PROTECTION OF PERSONS**

The Contractor shall take all proper precautions to protect persons from injury, unnecessary inconvenience, and shall be responsible for his failure to do so. The Contractor agrees to hold the City harmless from any and all liabilities of every nature and description, which may be suffered through bodily injury, including death, to any person, by reason of negligence of the Contractor, his agents or employees, or any subcontractor.



6. CONTRACT DURATION.

This contract is for the period of three (3) years renewable at the discretion of the Waltham Purchasing Department for an additional two (2) one-year periods. The contract becomes effective on the date of the Mayor's signature.

7. INSURANCE

A. WORKMAN'S COMPENSATION: The Contractor shall provide by insurance for the payment of compensation and furnishing of other benefits under Chapter 152 of the General Laws of the Commonwealth of Massachusetts to all persons to be employed under this contract, the premiums for which shall be paid by the Contractor.

B. COMPREHENSIVE GENERAL LIABILITY

Bodily Injury:	\$1,000,000 Each Occurrence
	\$2,000,000 Aggregate
Property Damage:	\$1,000,000 Each Occurrence
	\$2,000,000 Aggregate

C. AUTOMOBILE (VEHICLE) LIABILITY

Bodily Injury	\$2,000,000 Each Occurrence
Property Damage	\$1,000,000 Aggregate

D. UMBRELLA POLICY \$2,000,000

Your bid response must include a Certificate of Insurance with the above limits as a minimum. In addition, the Certificate of Insurance must have the following text contained in the bottom left box of the Certificate: *"The City of Waltham is a named additional insured for all insurances under the contract, excluding Automobile and Workers Compensation coverage"*. **Failure by the contractor to provide a current and updated insurance policy, during the entire duration of the contract, may result in additional legal liability.** The Certificate of Insurance must be mailed directly to:

Office of the Purchasing Agent  
Purchasing Department  
City of Waltham  
610 Main Street  
Waltham, MA 02452  
General liability

**8. PERSONNEL:**

The Contractor shall employ a competent supervisor and all properly licensed personnel necessary to perform the services required in this contract. The City Agent shall have the right to require the Contractor to remove and/or replace any of the personnel for nonperformance or for unprofessional behavior. The City Agent may require the Contractor to submit a weekly performance record of the areas and of the work performed, on forms approved by the City Agent. The Contractor or his supervisor shall be available to inspect such work as required by the City Purchasing Agent.

**9. PREVAILING WAGES**

The Contractor is required to pay the prevailing wages as determined under the provisions of Chapter 149, Sections 26 and 27D of the Massachusetts General Laws, including the submission of weekly payrolls to the awarding authority. Certified payrolls must be submitted to the Purchasing Agent PRIOR to the payment of invoices. No invoice payment can be made unless the Certified Payrolls are current

**10. MATERIALS**

The Purchasing Agent reserves the right to approve or reject any supplies, material or equipment used by the Contractor. The Contractor agrees to replace any supplies, material or equipment used by the Contractor. The Contractor agrees to replace any rejected supplies, materials or equipment, to the satisfaction of the City or its Agents.

**11. TERMINATION OF CONTRACT**

This contract may be terminated by the City upon deliverance to the Contractor of a five-day written notice of said termination.

**12. CONTRACT OBLIGATIONS**

Contract obligations on behalf of the City are subject to an annual appropriation to cover the contract obligation.

**13. BIDDER EXPERIENCE EVALUATION**

Each bidder shall submit with his bid, all the information relative to their experience and qualifications in performing the work required under this contract and shall have been in business for a minimum of five (5) years, in order for their bid to be

considered. The Company must have certified EVT mechanics, certified to perform pump and ladder testing.

**15. NOT-TO-EXCEED AMOUNT**

The bid amount proposed in your company's response is a "not-to- Exceed" amount unless the City makes changes, in writing, to the scope of work to be performed. The Change Order must be signed and approved by the CPO PRIOR to the commencement of the change order work. A change order will be priced at the unit price. Failure to comply with this procedure will result in the cancellation of the contract and the non-payment of services provided

**16. FINANCIAL STATEMENTS.**

The City may require, within five (5) days after the bid opening, a complete and detailed Financial Statement prepared by a Certified Public Account, to determine a bidder's financial stability.

**17 BREACH OF CONTRACT/ NON PERFORMANCE**

If the Contractor shall provide services in a manner, which is not to the satisfaction of the City, the City may request that the Contractor refurnish services at no additional cost to the City until approved by the City. If the Contractor shall fail to provide services, which are satisfactory to the City, the City in the alternative may make any reasonable purchase or Contract to purchase services in substitution for those due from the Contractor. The City may deduct the cost of any substitute Contract for nonperformance of services together with incidental and consequential damages from the Contract price and shall withhold such damages from sums due or to become due to the Contractor. If the damages sustained by the City exceed sums due or to become due, the Contractor shall pay the difference to the City upon demand. The Contractor shall not be liable for any damages sustained by the City due to the Contractor's failure to furnish services under the terms of this Contract if such failure is in fact caused by the occurrence of a contingency the nonoccurrence of which was a basic assumption under which this Contract was made, including a state of war, embargoes, expropriation of labor strike or any unanticipated federal, state or municipal governmental regulation of order, provided that the Contractor has notified the City in writing of such cause within seven (7) days after its occurrence.

**18 RIGHT TO AUDIT**

The Waltham Purchasing Department has the right to review and audit documents related to this contract. This right extends to any subcontractor, supplier or other entity used by the prime contractor to fulfill the obligations under this contract.

**19. CITY ORDINANCE. APPROVAL OF CONTRACTS BY MAYOR, SEC. 3-12 OF THE CITY ORDINANCES.**

All contract made by any department, board or commission where the amount involved is two thousand dollars (\$2,000) or more shall be in writing, and no such contract shall be deemed to have been made or executed until the approval of the Mayor is affixed thereto. Any construction contract shall, and all other contracts may, where the contract exceed five thousand dollars (\$5,000) be required to be accompanied by a bond with sureties satisfactory to the Mayor.

**20. ACTIVE REPARATION CLAIMS**

Does your company or any of its Principals have an active reparation Claim with the City. A claim is any demand by a contract for the payment of disputed invoices, payment penalties, labor disputes, interest, etc. YES \_\_\_\_\_, NO \_\_\_\_\_ (*circle or check applicable*). If YES Please explain the nature of the claim, date of the claim and City Department

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(Add an additional page if necessary)

**21. THE CITY OF WALTHAM EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY**

The City of Waltham is committed to a policy of equal employment opportunity and to a program of affirmative action in order to fulfill that policy. The City will accordingly recruit and hire into all positions the most qualified persons in light of job-related requirements, and applicants and employees shall be treated in employment matters without regard to unlawful criteria including race, color, religion, ancestry, national origin, sex, sexual orientation, disability, age, positive HIV-related blood test results, status as a disabled or Vietnam Era Veteran, genetic information, or gender identity or expression, as these terms are defined under applicable law, or any other factor or characteristic protected by law.

In addition, The City of Waltham recognizes that discriminatory harassment and sexual harassment are forms of unlawful discrimination, and it is, therefore, the policy of the City of Waltham that discriminatory harassment and sexual harassment will not be tolerated. The City of Waltham also prohibits unlawful harassment on the basis of other characteristics protected by law.

Further, employees and applicants will not be subjected to harassment or retaliation because they have engaged in or may engage in the following: filing a complaint or assisting or participating in an investigation regarding alleged discrimination or harassment as prohibited in the policy statement above; filing a complaint or assisting or participating in an investigation, compliance evaluation, or any other activity related to the administration of the Vietnam Era Veterans' Readjustment Assistance Act of 1974 ("VEVRAA"), Section 503 of the Rehabilitation Act of 1973 ("Rehabilitation Act"), or the Affirmative Action provisions of federal, state or local law; opposing any act or practice made unlawful by VEVRAA requiring equal employment opportunities for individuals with disabilities, disabled veterans, or veterans of the Vietnam Era; or exercising any rights under VEVRAA or the Rehabilitation Act.

*Sources:* Titles VI and VII of the Civil Rights Act of 1964; the Immigration Reform and Control Act of 1986; Title IX of the Education Amendments of 1972; the Equal Pay Act of 1963; the Age Discrimination in Employment Act of 1967; the Age Discrimination Act of 1975; Sections 503 and 504 of the Rehabilitation Act of 1973; the Americans with Disabilities Act of 1990; Section 402 of the Vietnam-Era Veterans Readjustment Assistance Act of 1974; Executive Order 11246 as amended; The Genetic Information Nondiscrimination Act of 2008 and such other federal, state and local non-discrimination laws as may apply.

## **22. BUY RECYCLING REQUIREMENTS**

The City of Waltham's Buy Recycling Procedure follows the EPA's Comprehensive Procurement Guideline (CPG) program promoting the use of materials recovered from solid waste. Buying recycled-content products ensures that the materials collected in recycling programs will be used again in the manufacturing of new products. The City

**requires that the purchase of products and material supplied by subcontractors originate, as often as practical, from the recycling of previously used materials.**

# Specifications

**Section 1.**

The respondent must have no less than 7 years of experience in the repairs and maintenance of Fire Vehicles and must be a qualified fire vehicle maintenance company capable of performing all repairs on multiple fire vehicles in accordance with the manufacturer specification..

**Section 2.**

The successful company shall perform the required maintenance as per industry standards and by following, at the very minimum, the Department of Energy “Emergency Response Equipment Inspection”. See **Attachment B**

**Section 3**

The successful company shall perform the required maintenance for all vehicles listed in **Attachment A**, from vehicle number 53 through vehicle number 83. Additional vehicles will be added and deleted over time as the Fire Department Fleet is updated.

**Section 4**

The successful company shall prepare an estimate of the repair cost and present it in writing to the Waltham Fire Department (WFD). The successful company shall perform all approved repairs once a Purchase order has been received by the company.

**Section 5**

The successful company shall maintain accurate records of all inspections and repairs performed and make those available to the Waltham Fire Department upon request and without cost to the WFD

**Section 6.**

The responding company must have EVT certified mechanics to perform repairs and maintenance and to oversee the work performed.

**Section 7.**

All repairs shall be invoiced based on the appropriate mechanic’s hourly wage rate, as quoted in the Price sheet of this document plus a percentage mark up for materials but no more than the amount quoted in the estimate. The Quoted hourly rate is a “loaded”



rate inclusive of wages, labor benefits, company's overhead and profit charges

**Section 8.**

The successful company shall invoice all shipping costs as a pass-thru charge by providing a tracking number or an actual shipping invoice from the shipper.

**Section 9.**

All repairs shall be completed in a reasonable time as determined by the Fire Chief.

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# Compliance

(Required Documents.)

## Compliance

The compliance documents in this section must be completed, signed and returned **with your bid package.**

### Purchasing Department

City of Waltham  
610 Main Street  
Waltham, MA 02452

Failure to submit the completed documents will cause the disqualification of the proposal.

### Section Index

	Check when Complete
• Non-collusion form and tax compliance form.....	_____
• Corporation Identification Form.....	_____
• Certificate of Vote Authorization.....	_____
• Three (3) References.....	_____
• Debarment Certificate .....	_____
• Right-to-know Law.....	_____
• OSHA 10 Certificate for all Assigned Employees (MGL ch30, §39M and Ch 149)	_____

Your Company's Name: \_\_\_\_\_

Service or Product Bid \_\_\_\_\_

**NOTE:** Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

**NON-COLLUSION FORM AND TAX COMPLIANCE FORM**

**CERTIFICATE OF NON-COLLUSION**

The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word “person” shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity or group of individuals. The undersigned certifies that no representations made by any City officials, employees, entity, or group of individuals other than the Purchasing Agent of the City of Waltham was relied upon in the making of this bid

\_\_\_\_\_  
(Signature of person signing bid or proposal)

\_\_\_\_\_  
(Name of business)

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**TAX COMPLIANCE CERTIFICATION**

Pursuant to M.G.L. c. 62C, & 49A, I certify under the penalties of perjury that, to the best of my knowledge and belief, I am in compliance with all laws of the Commonwealth relating to taxes, reporting of employees and contractors, and withholding and remitting child support.

\_\_\_\_\_  
Signature of person submitting bid or proposal

\_\_\_\_\_  
Name of business

**NOTE**

Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.

**CERTIFICATE OF VOTE OF AUTHORIZATION**

Date:

I \_\_\_\_\_, Clerk of \_\_\_\_\_ hereby certify that at a meeting of the Board of Directors of said Corporation duly held on the \_\_\_\_\_ day of \_\_\_\_\_ at which time a quorum was present and voting throughout, the following vote was duly passed and is now in full force and effect:

VOTED: That \_\_\_\_\_ (name) is hereby authorized, directed and empowered for the name and on behalf of this Corporation to sign, seal with the corporate seal, execute, acknowledge and deliver all contracts and other obligations of this Corporation; the execution of any such contract to be valid and binding upon this Corporation for all purposes, and that this vote shall remain in full force and effect unless and until the same has been altered, amended or revoked by a subsequent vote of such directors and a certificate of such later vote attested by the Clerk of this Corporation.

I further certify that \_\_\_\_\_ is duly elected/appointed \_\_\_\_\_ of said corporation

SIGNED:

(Corporate Seal)

\_\_\_\_\_  
Clerk of the Corporation:

Print Name: \_\_\_\_\_

---

COMMONWEALTH OF MASSACHUSETTS

County of \_\_\_\_\_

Date:

Then personally appeared the above named and acknowledged the foregoing instrument to be their free act and deed before me, \_\_\_\_\_

Notary Public;

My Commission expires: \_\_\_\_\_

**CORPORATION IDENTIFICATION**

The bidder for the information of the Awarding Authority furnishes the following information.

**If a Corporation:**

Incorporated in what state \_\_\_\_\_

President \_\_\_\_\_

Treasurer \_\_\_\_\_

Secretary \_\_\_\_\_

Federal ID Number \_\_\_\_\_

**If a foreign (out of State) Corporation – Are you registered to do business in Massachusetts?**

Yes \_\_\_\_\_, No \_\_\_\_\_

If you are selected for this work you are required under M.G.L.ch. 30S, 39L to obtain from the Secretary of State, Foreign Corp. Section, State House, Boston, a certificate stating that you Corporation is registered, and furnish said certificate to the Awarding Authority prior to the award.

**If a Partnership: (Name all partners)**

Name of partner \_\_\_\_\_

Residence \_\_\_\_\_

Name of partner \_\_\_\_\_

Residence \_\_\_\_\_

**If an Individual:**

Name \_\_\_\_\_

Residence \_\_\_\_\_

**If an Individual doing business under a firm's name:**

Name of Firm \_\_\_\_\_

Name of Individual \_\_\_\_\_

Business Address \_\_\_\_\_

Residence \_\_\_\_\_

Date \_\_\_\_\_

Name of Bidder \_\_\_\_\_

By \_\_\_\_\_

Signature \_\_\_\_\_

Title \_\_\_\_\_

Business Address \_\_\_\_\_ (POST OFFICE BOX NUMBER NOT ACCEPTABLE)

City \_\_\_\_\_ State \_\_\_\_\_ Telephone Number \_\_\_\_\_

**PROVIDE THREE (3) SERVICE APPROPRIATE REFERENCES**

1. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

2. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

3. Company Name:

Address:

Contact Name:

Phone #

Type of service/product provided to this Company:

Dollar value of service provided to this Company:

**NOTE**

**Failure to submit any of the required documents, in this or in other sections, with your bid response package will be cause for the disqualification of your company.**



**RIGHT TO KNOW LAW**

Any vendor who receives an order or orders resulting from this invitation agrees to submit a Material Safety Data Sheet (MSDS) for each toxic or hazardous substance or mixture containing such substance, pursuant to M.G.L. c. 111F, §§8,9 and 10 and the regulations contained in 441 CMR 21.06 when deliveries are made. The vendor agrees to deliver all containers properly labeled pursuant to M.G.L. c. 111F §7 and regulations contained in 441 CMR 21.05. Failure to furnish MSDS and/or labels on each container may result in civil or criminal penalties, including bid debarment and action to prevent the vendor from selling said substances, or mixtures containing said substances within the Commonwealth. All vendors furnishing substances or mixtures subject to Chapter 111F or M.G.L. are cautioned to obtain and read the laws, rules and regulations referenced above. Copies may be obtained from the State House Bookstore, Secretary of State, State House, Room 117, Boston, MA (617) 727-2834.

---

**Authorized Signature Indicating Compliance with the Right-to-know laws:**

---

**Signature**

**Date**

---

**Print Name**

**NOTE**

**Failure to submit any of the required documents, in this or in other sections, with your bid response package may cause the disqualification of your proposal.**

**DEBARMENT CERTIFICATION**

In connection with this bid and all procurement transactions, by signature thereon, the respondent certifies that neither the company nor its principals are suspended, debarred, proposed for debarment, declared ineligible, or voluntarily excluded from the award of contracts, procurement or non procurement programs from the Commonwealth of Massachusetts, the US Federal Government and /or the City of Waltham. "Principals" means officers, directors, owners, partners and persons having primary interest, management or supervisory responsibilities with the business entity. Vendors shall provide immediate written notification to the Chief Procurement Officer of the City of Waltham at any time during the period of the contract or prior to the contract award if the vendor learns of any changed condition with regards to the debarment of the company or its officers. This certification is a material representation of fact upon which reliance will be placed when making the business award. If at any time it is determined that the vendor knowingly misrepresented this certification, in addition to other legal remedies available to the city of Waltham, the contract will be cancelled and the award revoked.

---

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

Address \_\_\_\_\_

City \_\_\_\_\_, State \_\_\_\_\_, Zip Code \_\_\_\_\_

Phone Number (\_\_\_\_) \_\_\_\_\_

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

Signed by Authorized Company Representative:

\_\_\_\_\_

Print name \_\_\_\_\_,

Date \_\_\_\_\_

**10 HOURS OSHA TRAINING CONFIRMATION**

**Chapter 306 of the Acts of 2004**

**CONSTRUCTION PROJECTS**

**AN ACT RELATIVE TO THE HEALTH AND SAFETY ON PUBLIC**

The undersigned hereby certifies that all employees to be employed at a worksite for construction, reconstruction, alteration, remodeling, repair, installation, demolition, maintenance or repair of any public work or any public building estimated to cost more than \$10,000.00 have successfully completed a course in construction safety and health approved by the **United States Occupational Safety and Health Administration** that is at least **10 hours** in duration at the time the employee begins work and who shall furnish documentation of successful completion of said course with the first payroll report for each employee and will comply with all laws and regulations applicable to awards of subcontracts subject to section 44F.

Company Name: \_\_\_\_\_

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

Signature: \_\_\_\_\_

Title: \_\_\_\_\_

Print Name \_\_\_\_\_

***See following Chapter 306 of the Acts of 2004***

**NOTE**

**Failure to submit any of the required documents, in this or in other sections, with your bid response package will be cause for the disqualification of your company.**

# **BID PRICE FORM**

**Follows**

**Please NOTE**

The Quoted hourly rate is a **“loaded” rate** inclusive of wages, labor benefits, company’s overhead and profit charges, etc.

Diagnostic Mechanic Hourly Rate \$ \_\_\_\_\_

Repair Mechanic Hourly Rate \$ \_\_\_\_\_

Non-Mechanic Service Hourly Rate \$ \_\_\_\_\_

Material and Supplies Mark Up (%) Rate % \_\_\_\_\_

Replacement Parts Mark Up (%) Rate % \_\_\_\_\_

---

Company: \_\_\_\_\_

Authorized Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Phone Number: \_\_\_\_\_, Date: \_\_\_\_\_

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

# VEHICLES # 55 THRU 83

Auto Fleet Schedule  
Description of Information  
City of Waltham  
Territory # 17

# ATTACHMENT "A"

Item #	Department	Year	Manufacturer & Model	Vin #	Plate #	GVW	Cost New	Type	Class	ACV RC	Med Pay	\$ Comp Deduct	\$ S.P. Deduct	\$ Coll Deduct	Effective Date	A/I/LP Both
29	DPW	2007	FORD F150 PICKUP	1FTRF12W87KD15298	M79077	6,800	\$15,807	L	01499	ACV Y	1000	NO COV	NO COV	NO COV	07/01/2015	
30	DPW	2007	FORD F150 PICKUP	1FTRF12W27KD15300	M79076	6,800	\$15,807	L	01499	ACV Y	1000	NO COV	NO COV	NO COV	07/01/2015	
31	DPW	2008	INTERNATIONAL DUMP TRUCK	1HTWDAAR68J653152	M79838	40,000	\$112,302	H	31499	ACV Y	1000	NO COV	NO COV	NO COV	07/01/2015	
32	DPW	2008	FORD F550 PACKER	1FDAF56YX8EC26778	M79835	19,000	\$66,031	M	21499	ACV Y	1000	NO COV	NO COV	NO COV	07/01/2015	
33	DPW	2008	BIG-TEX UTILITY TRAILER	16VNX122382D07109	M79700	6,000	\$2,822	L	68499	ACV Y	1000	NO COV	NO COV	NO COV	07/01/2015	
34	DPW	2011	JOHN DEERE LOADER	1DW544KZLB0634309	M85659	29,500	\$138,655	H	79650	ACV Y	1000	NO COV	NO COV	NO COV	07/01/2015	
35	DPW	2011	INTERNATIONAL DUMP TRUCK	1HTWDAAR2BJ382260	M85658	40,000	\$127,230	H	31499	ACV Y	1000	NO COV	NO COV	NO COV	07/01/2015	
36	DPW	2011	SMC UTILITY TRAILER	1P91B1711BG301590	M85084		\$5,000	L	68499	ACV N	1000	NO COV	NO COV	NO COV	07/01/2015	
37	DPW	2012	FORD FUSION	3FADP0L39CR380646	M88547		\$25,000	L	73980	ACV Y	1000	NO COV	NO COV	NO COV	07/01/2015	
38	DPW	2012	FORD FUSION	3FADP0L39CR399921	M88546		\$25,000	L	73980	ACV Y	1000	NO COV	NO COV	NO COV	07/01/2015	
39	DPW	2014	FORD F350 PICKUP	1FDRF3H65EEA38975	M88310	14,000	\$55,650	M	21499	ACV Y	1000	NO COV	NO COV	NO COV	07/01/2015	
40	DPW	2014	FORD F350 PICKUP	1FTMF1EMXEK20472	M88309	4,765	\$24,775	L	01499	ACV Y	1000	NO COV	NO COV	NO COV	07/01/2015	
41	DPW	2014	TRACKLESS TRACTOR	MT61744	M88307	6,200	\$135,615	L	79650	ACV Y	1000	NO COV	NO COV	NO COV	07/01/2015	
42	DPW	2014	TRACKLESS TRACTOR	MT61745	M88306	6,200	\$135,615	L	79650	ACV Y	1000	NO COV	NO COV	NO COV	07/01/2015	
43	DPW	2014	ELGIN PELICAN SWEEPER	NP30296	M88242	15,500	\$192,000	M	79650	ACV N	1000	NO COV	NO COV	NO COV	07/01/2015	
44	EMERGENCY MGMT	1986	FMC HAHN CUSTOM PUMP	HCC1411886	MF7472		\$100,000		79090	-	NO COV	NO COV	NO COV	NO COV	07/01/2015	
45	EMERGENCY MGMT	1998	FORD EXPLORER	1FMZU34E9MWA58902	MF8686		\$26,000	L	79110	-	NO COV	NO COV	NO COV	NO COV	07/01/2015	
46	EMERGENCY MGMT	2010	PORTABLE LIGHT TRAILER	4FVCSBDAGAU414273	MFA170	1,760	\$8,251	L	69499	ACV N	1000	NO COV	NO COV	NO COV	07/01/2015	
47	ENGINEERING	1999	FORD CROWN VICTORIA	2FAFP71W8XX230873	M69271		\$2,000	L	73980	ACV Y	1000	NO COV	NO COV	NO COV	07/01/2015	
48	ENGINEERING	2008	FORD RANGER	1FTYR14U18PA41557	M79837	4,620	\$14,635	L	01499	ACV Y	1000	NO COV	NO COV	NO COV	07/01/2015	
49	ENGINEERING	2008	FORD RANGER	1FTYR14UJ38PA41558	M79836	4,620	\$14,639	L	01499	ACV Y	1000	NO COV	NO COV	NO COV	07/01/2015	
50	ENGINEERING	2008	FORD F350 PICKUP	1FTWF31578ED21665	M79711		\$42,850	L	01499	ACV Y	1000	NO COV	NO COV	NO COV	07/01/2015	
51	ENGINEERING	2008	FORD E150 VAN	1FTNE14W18DB16551	M79696	8,520	\$18,026	L	01499	ACV Y	1000	NO COV	NO COV	NO COV	07/01/2015	
52	ENGINEERING	2012	FORD FUSION	3FADP0L30CR380650	M85541		\$25,000	L	73980	ACV Y	1000	NO COV	NO COV	NO COV	07/01/2015	
53	ENGINEERING	2012	FORD F150 PICKUP	1FTFW1EF1CFB75211			\$28,000	L	01499	ACV Y	1000	NO COV	NO COV	1000	07/01/2015	
54	ENGINEERING	2014	FORD FUSION	3FADP0L30CR380650	M85087		\$26,000	L	73980	ACV Y	1000	NO COV	NO COV	NO COV	07/01/2015	
55	FIRE	1963	TEE-NEE BOAT TRAILER	4534473	MF85		\$0		69499	-	NO COV	NO COV	NO COV	NO COV	07/01/2015	

**Auto Fleet Schedule**  
 Description of Information  
 City of Waltham  
 Territory # 17

Item #	Department	Year	Manufacturer & Model	Vin #	Plate #	GVW	Cost New	Type	Class	ACV RC	Med Pay	\$ Comp Deduct	\$ S.P. Deduct	\$ Coll Deduct	Effective Date	AI/LP Both
56	FIRE	1974	LADY BEE BOAT TRAILER	74245524	M20526		\$0		69499	-	N	NO COV	NO COV	NO COV	07/01/2015	
57	FIRE	1986	PIERCE ARROW FIRE TRUCK	1P9CA2DXGA040395	MF9971		\$50,000	H	79090	ACV	N	1000	NO COV	NO COV	07/01/2015	
58	FIRE	1991	YACHT CLUB TRAILER	1HJ011413M0097816	M45724		\$3,000		69499	-	N	NO COV	NO COV	NO COV	07/01/2015	
59	FIRE	1994	EMERGENCY ONE FIRE TRUCK	4ENRAAA87R1003385	MF7101	50,000	\$325,000	E	79090	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
60	FIRE	1995	CROSS UTILITY TRAILER	1C9FS1410S1432303	M53414	1,500	\$1,200		69499	-	N	NO COV	NO COV	NO COV	07/01/2015	
61	FIRE	1995	PENN CARGO TRAILER	1P9C712D2SL016707	M53413	2,500	\$6,000		68499	-	Y	NO COV	NO COV	NO COV	07/01/2015	
62	FIRE	1997	EMERGENCY ONE FIRE TRUCK	4ENRAAA84V1006819	MF6436	37,800	\$325,000	H	79090	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
63	FIRE	1998	EMERGENCY ONE FIRE TRUCK	4ENRAAA8XW1008916	MF7229	39,800	\$325,000	H	79090	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
64	FIRE	1999	FORD CROWN VICTORIA	2FAFP71W2XX228374	MF4884		\$30,261		79080	ACV	Y	1000	NO COV	NO COV	07/01/2015	
65	FIRE	1999	E-ONE CYCLONE II FIRE TRUCK	4ENRAAA86X1000510	M7248	39,800	\$475,000	H	79090	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
66	FIRE	2001	FORD EXPEDITION	1FMPU16L21LB39505	MF6431		\$36,570	L	79080	ACV	Y	1000	NO COV	NO COV	07/01/2015	
67	FIRE	2001	FORD EXPEDITION	1FMPU16L01LB39504	MF6428		\$36,570	L	79080	ACV	Y	1000	NO COV	NO COV	07/01/2015	
68	FIRE	2002	E-ONE FIRE TRUCK	4ENSABA8X21004130	MF6449	79,500	\$800,000	H	79090	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
69	FIRE	2003	INTERNATIONAL TRAVEL TRAILER	1UK500E2231041790	M69821	7,000	\$10,512	L	68499	ACV	Y	1000	NO COV	NO COV	07/01/2015	
70	FIRE	2003	FORD EXPEDITION	1FMPU16L13LC41672	MF16		\$31,960	L	79080	ACV	Y	1000	NO COV	NO COV	07/01/2015	
71	FIRE	2004	EMERGENCY ONE FIRE PUMPER	4ENRAAA8441007645	MF6435		\$325,000	H	79090	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
72	FIRE	2004	FREIGHTLINER 3500 HG VAN	WD2PD644545644811	MF6440	9,990	\$20,000		79090	ACV	Y	1000	NO COV	NO COV	07/01/2015	
73	FIRE	2006	FORD F350 PICK UP	1FTWF31516EB07252	MF5900	10,500	\$29,389	M	79080	ACV	Y	1000	NO COV	NO COV	07/01/2015	
74	FIRE	2006	E ONE PUMPER	4ENRAAA8761001387	MF352	42,000	\$40,000	H	79090	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
75	FIRE	2007	FORD E150 VAN	1FMNE11W77DB45552	MF6446		\$24,983	L	79080	ACV	Y	1000	NO COV	NO COV	07/01/2015	
76	FIRE	2007	E ONE FIRE TRUCK	4EN6AAA8071003437	M7128	42,000	\$425,000	H	79090	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
77	FIRE	2008	SEAGRAVE LADDER TRUCK	1F9FU38T58CST2055	MF6438	62,500	\$880,000	E	79090	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
78	FIRE	2010	FORD EXPEDITION	1FMJU1G52AEB64902	MFA110		\$47,435	L	79080	ACV	Y	1000	NO COV	NO COV	07/01/2015	
79	FIRE	2010	SEAGRAVE FIRE TRUCK	1F9EU28T2ACST2073	MFA168		\$525,000	H	79090	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
80	FIRE	2013	SEAGRAVE MARAUDER FIRE TRUCK	1F9EB28T5DCST2045	MF7115		\$546,000	H	79090	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
81	FIRE	2013	SEAGRAVE MARAUDER FIRE TRUCK	1F9EB28T7DCST2046	MF9972		\$546,000	H	79090	RC	Y	DEC 4C	NO COV	DEC 4C	07/01/2015	
82	FIRE	2014	CARMATE TRAILER	5A3C816D6EL000409	M88318	7,000	\$7,100	L	68499	ACV	N	1000	NO COV	NO COV	07/01/2015	

**Auto Fleet Schedule**  
Description of Information  
**City of Waltham**  
Territory # 17

Item #	Department	Year	Manufacturer & Model	Vin #	Plate #	GWV	Cost New	Type	Class	ACV RC Pay	Med \$ Comp Deduct	\$ S.P. Deduct	\$ Coll Deduct	Effective Date	A/I/LP Both
83	FIRE	2014	FORD FUSION	3FADP0LU7ER318876	MFB679	3,529	\$30,184	L	79080	ACV	1000	NO COV	NO COV	07/01/2015	
84	FORESTRY	1988	GMC AERIAL LIFT	10DEB11143V50574	M41179		\$30,000		21499		NO COV	NO COV	NO COV	07/01/2015	
85	FORESTRY	1994	TARCO TMC44 LEAF LOADER (SEASONAL)	PCD22203298FP01B	M74185		\$39,000	M	79650	-	NO COV	NO COV	NO COV	07/01/2015	
86	FORESTRY	1995	MORBARK CHIPPER	4S8S2151XSW002407	M54114		\$21,846	L	79650	-	NO COV	NO COV	NO COV	07/01/2015	
87	FORESTRY	2006	VERMEER STUMP GRINDER	1VR2151J861000115	M73461		\$34,375	L	79650	ACV	1000	NO COV	NO COV	07/01/2015	
88	HEALTH	2001	FORD TAURUS	1FAFP53261G170393	M64518		\$17,032	L	73980	ACV	1000	NO COV	NO COV	07/01/2015	
89	HEALTH	2007	TOYOTA PRIUS	JTDKB20UJ077688049	M81006	2,834	\$20,850	L	73980	ACV	1000	NO COV	NO COV	07/01/2015	
90	HEALTH	2007	TOYOTA PRIUS	JTDKB20UJ273287951	M81017	2,834	\$20,850	L	73980	ACV	1000	NO COV	NO COV	07/01/2015	
91	HEALTH	2007	TOYOTA PRIUS	JTDKB20UX73289267	M81007	2,834	\$20,850	L	73980	ACV	1000	NO COV	NO COV	07/01/2015	
92	HEALTH	2012	FORD FUSION	3FADP0L35CR380644	M85543		\$25,000	L	73980	ACV	1000	NO COV	NO COV	07/01/2015	
93	HEALTH	2012	FORD FUSION	3FADP0L37CR380645	M85542		\$25,000	L	73980	ACV	1000	NO COV	NO COV	07/01/2015	
94	HOUSING	2002	FORD TAURUS SEDAN	1FAFP55U52A193196	M69823		\$26,000	L	73980	ACV	1000	NO COV	NO COV	07/01/2015	
95	MUNICIPAL	2012	FORD FUSION	3FADP0L30CR380647	M85538		\$25,000	L	73980	ACV	1000	NO COV	NO COV	07/01/2015	
96	PARK/REC	1995	CARSON UTILITY TRAILER	4DEUS1624SS000436	M54404	7,000	\$2,195	L	68499	-	NO COV	NO COV	NO COV	07/01/2015	
97	PARK/REC	1997	FORD RUBBISH PACKER TRUCK	1FDLF47F6VEA56432	M58178	15,000	\$49,942	M	21499	-	NO COV	NO COV	NO COV	07/01/2015	
98	PARK/REC	1998	KUBOTA L2900GST TRACTOR	62020	M58156	2,635	\$20,415	L	79650	-	NO COV	NO COV	NO COV	07/01/2015	
99	PARK/REC	1998	CROSS COUNTRY TRAILER 4HD18	431FS1826W1001089	M58154	9,850	\$3,995	L	68499	-	NO COV	NO COV	NO COV	07/01/2015	
100	PARK/REC	1999	FORD F550 DUMP TRUCK	1FDAF57S3MED79799	M61489	18,000	\$36,222	M	21499	ACV	1000	NO COV	NO COV	07/01/2015	
101	PARK/REC	2000	KUBOTA TRACTOR	73099	M64477		\$18,890	L	79650	ACV	1000	NO COV	NO COV	07/01/2015	
102	PARK/TREE	1980	GIANT VAC LEAF MACHINE (SEASONAL)	183130	M38448		\$5,000	L	79650	-	NO COV	NO COV	NO COV	07/01/2015	
103	PARK/TREE	1986	JOBBER TRAILER (SEASONAL)	EX9JTSUT3GJEX9030	M37552		\$2,000	L	68499	-	NO COV	NO COV	NO COV	07/01/2015	
104	PARKING	2008	FORD ESCAPE	1FMCU03108KB45458	M81008	4,500	\$17,846	L	73980	ACV	1000	NO COV	NO COV	07/01/2015	
105	PARKS	2001	FORD E350 PICKUP	1FDSE35L71HA61049	M62557	9,600	\$22,000	L	01499	ACV	1000	NO COV	NO COV	07/01/2015	
106	PARKS	2003	FORD F350	3FTSF31L23MB40781	M71170		\$25,220	L	01499	ACV	1000	NO COV	NO COV	07/01/2015	
107	PLANNING BOARD	2005	FORD EXPLORER	1FMZU73W35UA60242	M72736	5,984	\$26,920	L	01499	ACV	1000	NO COV	NO COV	07/01/2015	
108	PLANNING BOARD	2006	FREIGHTLINER SUPREME TROLLEY	4UZAACBWXC5CU08706	M73465	25,500	\$108,535	H	31499	ACV	1000	NO COV	NO COV	07/01/2015	
109	POLICE	1993	FORD E350	1FDKE30M7PHA99051	MP483B		\$1,000	L	79120	ACV	1000	NO COV	NO COV	07/01/2015	



**PM000033**

Revision OF4

**EMERGENCY RESPONSE  
EQUIPMENT INSPECTION**

***US DEPARTMENT OF ENERGY***

Maintenance Procedure

EFFECTIVE DATE: 12/10/01

Joe Franco

PRINTED NAME

**APPROVED FOR USE**

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## INTRODUCTION

This procedure provides work steps to safely perform weekly inspection and testing of WIPP Emergency Response Equipment. Qualified Emergency Services personnel will perform documented inspections and tests. Performance of this procedure generates a RCRA record.

Implementation of this procedure generates the following RCRA records:

- Attachment 1 - Seagrave Fire Apparatus Checklist
- Attachment 2 - Emergency One Apparatus Checklist
- Attachment 3 - Brush Truck Fire Apparatus Checklist
- Attachment 4 - Underground Rescue Truck Checklist
- Attachment 5 - Hazardous Material Response Equipment Checklist

## REFERENCES

- Vehicle Operation and Maintenance Manuals
- NFPA 1451, Fire Service Vehicle Operations Training Program
- NFPA 1500, Standard on Fire Department Occupational Safety and Health Program
- WP 04-AD3016, Rev. 0, Equipment Inactivation
- WP 12-FP.01, Fire Protection Program
- WP 13-1, Quality Assurance Program Description
- WIPP Hazardous Waste Facility Permit, NM 4890139088, TSDF, New Mexico Environment Department, October 27, 1999

## EQUIPMENT

- Equipment keys
- Tire gauge
- Safety glasses

### PRECAUTIONS AND LIMITATIONS

- All work should be performed. If a major change in PM is needed, for a particular job, then Facility Shift Manager (FSM), **OR** designee, will review and approve. Emergency Services (ES) will attach approval to field copy showing temporary change.
- Ensure vehicle bay doors are open when vehicles are running.
- When a vehicle is parked, ensure vehicle is properly chocked.

### PREREQUISITE ACTIONS

- 1.0 FSM, **OR** designee, will provide training, direction, and overview to personnel performing inspections and tests. FSM, **OR** designee, ensures adequacy of inspection and test procedures for compliance to National Fire Protection Association (NFPA), Occupational Safety and Health Administration (OSHA), Department of Energy (DOE), RCRA inspection requirements, and Westinghouse TRU Solutions (WTS) requirements.
- 2.0 FSM, **OR** designee, will ensure that this procedure is followed, make procedure changes as needed, and ensures that inspection reports are reviewed and signed.
- 3.0 ES will maintain PM procedures and provide FSM or designee timely test sheets for documentation of scheduled weekly inspection and tests, and maintain documentation for review by authorized personnel.

## PERFORMANCE

### 1.0 GENERAL WEEKLY APPARATUS INSPECTION

#### WARNING

If any of the following systems are found deficient, **Notify** FSM, **OR** designee, for determination on whether to take vehicle out of service and initiate an AR: inspect for cracks, erosion, salt buildup, damage, corrosion, loose or missing parts, malfunction or structural deterioration, steering and fluids, emergency warning, brake and driving lights, backup audible warning/lights, tire air/wheel, electrical, fuel and fluids, hydraulic and fluids, crankcase and fluids, coolant and fluids, drive train, and suspension.

#### 1.1 General apparatus inspection:

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#### NOTE

Not all apparatus have same general inspection items. Listed below are generic items common for most vehicles.

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- Check fluid levels
- Check fuel tank level (refuel at 3/4 full or less)
- Check tires
- Check fan, generator and alternator belts
- Check emergency brake
- Check body condition
- Check seat belts
- Fire extinguisher(s)
- Check water tank water level on equipment with water tanks
- Check air system for leaks
- Bleed moisture from air tanks on equipment with air brakes
- Check SCBAs
- Clean apparatus
- Check hose rewind reel

- Start motor and observe oil pressure, idling speed and transmission oil level, after engine is warm
- Test drive

#### 1.2 General electrical systems inspection:

- Check battery terminals and cables
- Emergency warning lights, signals and sirens
- Test brake, backup and turn signals
- Test headlights and switches
- Test clearance, compartment lights and switches
- Test floodlights and switches
- Test windshield wipers
- Test heater and defroster fan

### 2.0 SPECIFIC WEEKLY APPARATUS INSPECTION

#### 2.1 Seagrave and Emergency One Fire Apparatus

- Cellular phone
- Pump primer and oil level
- Booster tank level
- Pump at 150 psi
- Operate all valves/check gauges
- Operate relief valve/check lights
- Check for leaks around pump
- Hose and equipment
- Operate hydraulic ladder rack
- Check generator
- Test 110 volt lights and outlets

- Check generator fuel tank (refuel at  $\frac{3}{4}$  full or less)
- Check foam tank level

## 2.2 Brush Truck Fire Apparatus

- Winch
- Cellular phone
- Pump primer and oil level
- Booster tank level
- Run Pump
- Operate all valves/check gauges
- Operate bumper nozzles
- Check for leaks around pump
- Hose and equipment
- Odometer reading after test
- Check pump gasoline tank (refuel at  $\frac{3}{4}$  full or less)

## 2.3 Underground Rescue Truck

- Battery charge
- Noticeable leaks
- Vehicle hour meter reading (after test)
- 500 watt halogen lamp (portable)
- Come-a-longs
- Sledge hammer
- Wrecking bar
- Bottle jacks
- Pry bars
- #4 hammer

- Socket sets
- ½" chain
- 18" crescent wrench
- Extension cords
- Nylon slings

#### 2.4 Hazardous material response Equipment

- SPILL-X guns
- A-Acid recharge powder
- C-Caustic recharge powder
- S-Solvent recharge powder
- Absorbent sheets
- Grab and Go containers
- Pigs
- Hand pumps
- Squeegee
- Gas cylinder leak control kit
- Plastic jugs
- Plastic pails and lids
- Portable lighting unit
- Patching kit
- Scoop and shovels
- Level A and B suits
- Acid suits
- Chemical gloves
- Hand tools



### 3.0 RESTORATION

3.1 Return inspection form to FSM **OR** designee.

3.2 FSM, **OR** designee, reviews completed form for completeness **AND** dates form in reviewed by column. FSM, **OR** designee, may make additional comments on form.

3.3 FSM, **OR** designee, retains forms for filing in accordance with RCRA and ES Records Inventory and Disposition Schedule (RIDS).

### 4.0 RETEST

4.1 **IF** equipment failed inspection **OR** test, **AND** is repaired **OR** replaced, **OR** equipment has been on a run, **THEN** reinspect, **AND/OR** test equipment.

Attachment 1 - Seagrave Fire Apparatus Checklist

**SEAGRAVE FIRE APPARATUS  
Weekly Check List**

<input checked="" type="checkbox"/> OK <input checked="" type="checkbox"/> Adjustment Made <input type="checkbox"/> Repairs Required RCRA Deterioration Inspection [ <input type="checkbox"/> ] YES [ <input type="checkbox"/> ] NO (Record any deficiencies and corrective actions in comments) AR Written [ <input type="checkbox"/> ] Yes [ <input type="checkbox"/> ] No      AR # _____ (check or complete appropriate information)		
ITEM	Condition	Comments/Corrective Action
Oil level		
Radiator fluid level		
Automatic transmission fluid level		
Power steering fluid level		
Pump transmission fluid level		
Drain air-brake tanks		
Windshield wiper/washer fluid level		
Fan belts		
Battery (terminals, cables)		
Seat belts		
Emergency brake		
Fuel level (> 3/4 full)		
Engine temperature (Degrees F)		
Oil pressure (at warm idle)		
Tachometer (rpm at warm idle)		
Radio		
Cellular phone (plugged in)		
Pre-fire plans		
E.R.G.		
Clipboard		
Vehicle lights (high/low)		
Emergency lights		
Accessory lights		
Sirens, horn, & back-up alarm		



Attachment 2 - Emergency One Apparatus Checklist

EMERGENCY ONE APPARATUS Weekly Check List		
<input checked="" type="checkbox"/> OK <input checked="" type="checkbox"/> Adjustment made <input type="checkbox"/> Repairs Required RCRA Deterioration Inspection <input type="checkbox"/> YES <input type="checkbox"/> NO (Record any deficiencies and corrective actions in comments) AR Written <input type="checkbox"/> Yes <input type="checkbox"/> No      AR # _____ (check or complete appropriate information)		
ITEM	Condition	Comments/Corrective Action
Oil level		
Radiator fluid level		
Automatic transmission fluid level		
Power steering fluid level		
Brake fluid level		
Windshield wiper/washer fluid level		
Fan belts		
Battery (terminals, cables)		
Seat belts		
Emergency brake		
Fuel level (> ¾ full)		
Engine temperature (Degrees F)		
Oil pressure (at warm idle)		
Tachometer (rpm at warm idle)		
Radio		
Cellular phone (plugged in)		
Pre-fire plans		
E.R.G.		
Clipboard		
Vehicle lights (high/low)		
Emergency lights		
Accessory lights		
Sirens, horn, & back-up alarm		

Attachment 2 - Emergency One Apparatus Weekly Check List (cont.)

ITEMS	Condition	Comments/Corrective Action
Inspect SCBAs (> 4050 psi)		
Test drive: 2 wheel drive		
Test drive: 4 wheel drive		
Pump primer & oil level		
Booster tank level		
Pump at 150 psi		
Operate all valves/check gauges		
Operate relief valve/check light		
Heat pump indicator		
Leaks around pump		
Hose, nozzles, and valves		
Hand tools and equipment		
Foam (4 five gal. pails)		
Final odometer reading		
Clean (inside\outside)		
Right front tire (65-80 psi)		
Right rear outside tire (55-70 psi)		
Right rear inside tire (55-70 psi)		
Left front tire (65-80 psi)		
Left rear outside tire (55-70 psi)		
Left rear inside tire (55-70 psi)		
Inspected by: _____	_____	_____
Print Name	Signature	Time/Date
Inspected by: _____	_____	_____
Print Name	Signature	Time/Date
Reviewed by: _____	_____	_____
Print Name	Signature	Time/Date
Comments: _____		
_____		
_____		

RCRA Form

Attachment 3 - Brush Truck Fire Apparatus Checklist

BRUSH TRUCK FIRE APPARATUS Weekly Check List		
<input checked="" type="checkbox"/> OK <input checked="" type="checkbox"/> Adjustment made <input type="checkbox"/> Repairs Required RCRA Deterioration Inspection <input type="checkbox"/> YES <input type="checkbox"/> NO (Record any deficiencies and corrective actions in comments) AR Written <input type="checkbox"/> Yes <input type="checkbox"/> No      AR # _____ (check or complete appropriate information)		
ITEM	Condition	Comments/Corrective Action
Oil level		
Radiator fluid level		
Automatic transmission fluid level		
Power steering fluid level		
Brake fluid level		
Windshield wiper/washer fluid level		
Fan belts		
Battery (terminals, cables)		
Seat Belts		
Emergency brake		
Fuel level (> ¾ full)		
Engine temperature (normal)		
Oil pressure (normal)		
Tachometer (rpm at warm idle)		
Radio		
Cellular phone (plugged in)		
Pre-fire plans		
E.R.G.		
Clipboard		
Vehicle lights (high/low)		
Emergency lights		
Accessory lights		
Sirens, horn, & back-up alarm		
Winch		

Attachment 3 - Brush Truck Fire Apparatus Weekly Check List (cont.)

ITEM	Condition	Comments/Corrective Action
SCBAs (> 4050 psi)		
Test drive: 2 wheel drive		
Pump gasoline tank level		
Pump oil level		
Primer		
Booster tank level		
Run pump		
Operate bumper nozzles		
Leaks around pump		
Hose, nozzles & valves		
Hand tools & equipment		
Final odometer reading		
Clean (inside/outside)		
Right front tire (65-80 psi)		
Right rear outside tire (65-80 psi)		
Right rear inside tire (65-80 psi)		
Left front tire (65-80 psi)		
Left rear outside tire (65-80 psi)		
Left rear inside tire (65-80 psi)		
Inspected by: _____	_____	_____
Print Name	Signature	Time/Date
Inspected by: _____	_____	_____
Print Name	Signature	Time/Date
Reviewed by: _____	_____	_____
Print Name	Signature	Time/Date
Comments: _____		
_____		
_____		

RCRA Form

Attachment 4 - Underground Rescue Truck Checklist

UNDERGROUND RESCUE TRUCK Weekly Check List				
<input checked="" type="checkbox"/> OK <input checked="" type="checkbox"/> Adjustment made <input type="checkbox"/> Repairs required <small>RCRA Deterioration Inspection [ ] YES [ ] NO</small> <small>(Record any deficiencies and corrective actions in comments)</small> AR written [ ] Yes [ ] No      AR # _____ <small>(check or complete appropriate information)</small>				
ITEM	Condition	Min. #	Present #	Comments/Corrective Action
Engine oil level		N/A	N/A	
Fan belts		N/A	N/A	
Transmission fluid level		N/A	N/A	
Noticeable leaks (engine compartment)		N/A	N/A	
Battery (terminals/cables)		N/A	N/A	
Seat belt		N/A	N/A	
Horn		N/A	N/A	
Emergency warning lights		N/A	N/A	
Vehicle lights (high/low)		N/A	N/A	
Turn signals		N/A	N/A	
Left fire extinguisher		N/A	N/A	
125# dry chem. fire ext.		N/A	N/A	
150# foam extinguisher		N/A	N/A	
Tail lights		N/A	N/A	
Stop lights		N/A	N/A	
Flashing lights		N/A	N/A	
Back up lights		N/A	N/A	
Right fire extinguisher		N/A	N/A	
SCBAs (> 4050 psi)		N/A	N/A	
Clean (dusted off)		N/A	N/A	



Attachment 4 - U/G Rescue Truck Weekly Check List (cont.)

ITEM	Condition	Min. #	Present #	Comments/Corrective Action
Body condition		N/A	N/A	
Fuel level		N/A	N/A	
Oil pressure (psi)		N/A	N/A	
Battery charge		N/A	N/A	
Hour meter reading		N/A	N/A	
Test drive		N/A	N/A	
Handling/braking		N/A	N/A	
Forward/reverse/ shifting		N/A	N/A	
Portable halogen lamps		2		
Come-a-longs		2		
12# sledge hammer		1		
6' wrecking bar		1		
Bottle jacks		2		
2' pry bar		2		
5' pry bar		2		
4# hammer		1		
3/8" drive socket set		1		
1/2" drive socket set		1		
3/4" drive socket set		1		
25' of 1/2" chain		1		
Crescent wrenches		2		
100' extension cords		2		
4' nylon slings		2		
6' nylon slings		2		
10' nylon slings		2		

Attachment 4 - U/G Rescue Truck Weekly Check List (cont.)

ITEM	Condition	Min. #	Present #	Comments/Corrective Action
Right front tire (105-120 psi)		N/A	N/A	
Right rear tire (105-120 psi)		N/A	N/A	
Left rear tire (105-120 psi)		N/A	N/A	
Left front tire (105-120 psi)		N/A	N/A	
Inspected by: _____				
	Print Name	Signature	Time/Date	
Inspected by: _____				
	Print Name	Signature	Time/Date	
Reviewed by: _____				
	Print Name	Signature	Time/Date	
Comments: _____				
_____				
_____				

RCRA Form

**Attachment 5 - Hazardous Material Response Equipment Checklist**

HAZARDOUS MATERIAL RESPONSE EQUIPMENT Weekly Check List			
<input checked="" type="checkbox"/> OK <input checked="" type="checkbox"/> Adjustment Made <input type="checkbox"/> Repairs Required <small>RCRA Deterioration Inspection [ ] YES [ ] NO</small> (Record any deficiencies and corrective actions in comments) AR Written [ ] Yes [ ] No      AR # _____ (check or complete appropriate information)			
ITEM	Min. #	Present #	Comments/Corrective Action
SPILL-X model SC-30-A (gun)	1		
SPILL-X model XC-30-C (gun)	1		
SPILL-X model SC-30-S (gun)	1		
A-Acid, (Recharge Powder)	1		
C-Caustic, (Recharge Powder)	1		
S-Solvent, (Recharge Powder)	1		
Absorbent sheets	1		
Grab and Go container: for solvents and neutralizing absorbent;	1		
Grab and Go container: for acids/caustics;	1		
100 ft. rolled "Pig" for general liquid`	1		
100 ft. rolled "Pig" for oil	1		
Drum spreader	1		
Hand operated pump - chemical transfer	1		
Hand operated pump - petroleum transfer	1		
Floor squeegee, non-wood handle	1		
Gas cylinder leak control kit; Class A	1		
5-gallon plastic pail with lids	3		
Portable lighting unit	1		
1-gallon plastic jugs	4		
Patching kit, Series A	1		

**Attachment 5 - Hazardous Material Response Equipment Weekly Check List (cont.)**

ITEM	Min. #	Present #	Comments/Corrective Action
Scoop, metal	1		
Shovel, plastic	3		
Fully encapsulated Level A suits	4		
Level B suits	4		
Acid suits, green	4		
Inner-cloth gloves	12 pair		
Outer-pvc gloves	12 pair		
Outer-viton gloves	5 pair		
L. adjustable pipe wrench	1		
Multi-opening bung wrench	1		
Hammer/crate opener	1		
Pipe pliers	1		
Phillips screwdriver	1		
#2 screwdriver	1		
Standard blade screwdriver	1		
Claw hammer	1		
Right front tire (35-50 psi)	N/A	N/A	
Right rear tire (35-50 psi)	N/A	N/A	
Left rear tire (35-50 psi)	N/A	N/A	
Left front tire (35-50 psi)	N/A	N/A	
Inspected by: _____			
Print Name	Signature	Time/Date	
Inspected by: _____			
Print Name	Signature	Time/Date	
Reviewed by: _____			
Print Name	Signature	Time/Date	
Comments: _____			
_____			
_____			

RCRA Form