BOARD OF COMMISSIONERS
PORT WASHINGTON POLICE DISTRICT
500 PORT WASHINGTON BOULEVARD
PORT WASHINGTON, NEW YORK 11050

BID NUMBER: **2026-01**

BID TITLE: **Service and Maintenance Contract for Departmental Fleet owned by the Port Washington Police District**

BID DEADLINE: MUST be received by
5:00 P.M. WEDNESDAY, NOVEMBER 18, 2026
BID OPENING: WEDNESDAY, NOVEMBER 18, 2026 at 7:00 PM.

ATTENTION ATTENTION ATTENTION ATTENTION

This bid may not be acceptable without completing the following information. For your protection, please review your bid package to ensure that all required information and forms are included as indicated below. If any pages are missing notify us immediately. Use this cover page as a checklist to ensure that you have received and completed all required items related to this bid.

THE FOLLOWING ITEMS/FORMS ARE ATTACHED IN SEQUENCE:

			Completed:
1.	**(X)**	Bid Form	( )
2.	**(X)**	Non-Collusive Bidding Certification	( )
3.	**(X)**	Corporate Resolution (If Required)	( )
4.	**(X)**	Evaluation of Bids	( )
5.	**(X)**	Scope and General Requirements	( )
6.	**(X)**	Exceptions, Variations or Clarifications	( )
7.	**(X)**	Specifications	( )
8.	**( )**	Terms of Sale	( )

THE FOLLOWING ITEMS/FORMS ARE ***REQUIRED*** IF CHECKED:

			Completed:
9.	**( )**	Warranty and Service Requirements	( )
10.	**( )**	Manufacturer's Service Requirements	( )
11.	**(x)**	Local Service and Support Requirements	( )
12.	**(x)**	Performance Bond	( )
13.	**( )**	Security Bond or Bid Bond	( )
14.	**( )**	Waiver of Liability and/or Transfer Agreement	( )
15.	**(x)**	Insurance Requirements	( )
16.	**(x)**	OTHER:Current Employees List w/Qualifications	( )

***TOTAL NUMBER OF PAGES*: 11**

DO NOT SEPARATE OR REMOVE ANY PAGES FROM THIS BID PACKAGE.
DOING SO MAY RENDER YOUR BID INVALID.
PLEASE RETURN THIS CHECKLIST/COVER PAGE WITH YOUR BID.

BOARD OF COMMISSIONERS
PORT WASHINGTON POLICE DISTRICT
500 PORT WASHINGTON BOULEVARD
PORT WASHINGTON, NEW YORK 11050

1. BID FORM

BIDS NOT SUBMITTED ON THIS FORM WILL BE
CONSIDERED INFORMAL AND MAY NOT BE ACCEPTED

The undersigned residing at or, if a company, having a principal place of business at:

Name of Company/Individual: _____

Address: _____

City: _____ State: _____ Zip: _____

Telephone: _____

and being experienced and responsible for the performance of same, propose to furnish (or if applicable, purchase) the following according to the specifications hereto annexed:

_____

_____

For the sum **total** of (in words): _____

_____

(In Figures):$ _____

It is understood that the attached bid specifications, including all instructions and conditions contained herein, shall be considered part of a contract if an award is made, and by submission of this bid, the Bidder (signed below) agrees to abide by these specifications in their entirety.

Signature (if company, Corporate Officer): _____

Type or Print Name: _____

Title: _____ Date: _____

NOTE: NON-COLLUSIVE STATEMENT MUST BE SIGNED AND ATTACHED.

BOARD OF COMMISSIONERS
PORT WASHINGTON POLICE DISTRICT
500 PORT WASHINGTON BOULEVARD
PORT WASHINGTON, NEW YORK 11050

2. NON-COLLUSIVE BIDDING CERTIFICATION

By submission of this bid the Bidder certifies that:

A. This bid has been independently arrived at without collusion with any other bidder, or with any competitor, or potential competitor.

B. This bid has not been knowingly disclosed prior to the opening of bids for this project to any other bidder, competitor, or potential competitor.

C. No attempt has been or will be made to induce any other person, partnership, or corporation to submit or fail to submit a bid.

D. The person signing this bid certifies that he has fully informed him/herself regarding the accuracy of the statements contained in this certification and under penalties of perjury, being applicable to the bidder as well as the person signing its behalf.

If bidder is a corporation:

E. The attached hereto (if a corporate bidder) is a certified copy of a resolution authorizing the execution of this certificate by the signer of this bid on behalf of the corporate bidder.

Signature:_____

Title (if corporation):_____

Date:_____

BOARD OF COMMISSIONERS
PORT WASHINGTON POLICE DISTRICT
500 PORT WASHINGTON BOULEVARD
PORT WASHINGTON, NEW YORK 11050

3. CORPORATE RESOLUTION (IF REQUIRED)

Resolved: That _____

is authorized to sign and submit the bid of this corporation for the following project:

BID #: 2026-01 - Service and Maintenance Contract for Departmental Fleet owned by the Port Washington Police District

and to include in such bid the certificate as to non-collusion required by section one hundred three-D of the General Municipal Law as the act and deed of such corporation and for any inaccuracies or misstatements in such certificate this corporate bidder shall be liable for under penalties of perjury.

The foregoing is a true and correct copy of the resolution adopted by

_____at a meeting of its

Board of Directors held on the _____ day of _____, 2026.

Seal of Corporation here: Signature:_____

Title:_____

Date:_____

4. EVALUATION OF BIDS

Bids received shall be evaluated by the purchaser to include the following criteria:

1) Completeness of the proposal, i.e., the degree to which it responds to all requirements of these specifications.

2) Vendor's demonstrated specifications and capabilities including ability to perform warranty work.

3) Design and engineering reliability factors of major structural components, including ease of maintenance of major components.

4) Qualifications and capabilities of the manufacturer to produce a described product.

5) Reasonableness of cost.

6) Manufacturing and delivery schedule of the equipment.

7) Planning documentation addressing: design and engineering data, drawings and schematic layouts, logistical support, training, operation and maintenance.

8) Number and degrees of exceptions taken to specifications.

9) Life cycle cost.

10) Financial worthiness of Manufacturer.

The District reserves the right to waive any informality in bids received when such waiver is in the best interest of the District; also to except any item in the bid, unless otherwise specified by the District or Bidder. The Bid award may be shared among vendors.

The competency and responsibility of Bidders will be considered in making the award. The purchaser reserves the right to reject the bid of a Bidder who, in the judgment of the purchaser is not in a position to perform the Contract. The District reserves the right to reject any and all bids.

A statement of financial condition and/or Dunn and Bradstreet rating may be required by the purchaser prior to any award of contract. The past and present financial condition of the Bidder will be seriously considered during bid evaluation.

The Bidder shall disclose any current or pending litigation alleging its failure to deliver or comply with any contract.

5. SCOPE AND GENERAL REQUIREMENTS

Each bid must give the full business address of the Bidder. Such address must be in full compliance with all building codes and be of proper zoning. Bids by a partnership must furnish the full name of all the partners and must be signed by the partners. Bids by a corporation must be followed by the name of the State of Incorporation; and by the signature and designation of the President, Vice President or Secretary. The name of each person signing shall also be typed or printed below the signature. The person who affixes a signature of "President", "Vice President" or "Secretary" must be a duly authorized officer as designated by Board of Directors. Affixed to all corporate bids shall be a resolution of the Board of Directors authorizing the submission of the bid.

All bids must be in the same sequence as these specifications for ease of comparison. Any bid not in this sequence may be disregarded and rejected.

Failure to comply with all conditions mentioned under "Instructions to Bidders", or the failure to conform to the specifications, will be reasonable cause for the rejection of any bid. Any bid not in accordance with the "Instructions to Bidders" or containing bids or options not asked for, or not containing all statements contained on the said bid form, may be rejected.

Bids shall be enclosed in a sealed envelope endorsed on the outside of the envelope "**Bid Number 2026-01 - Service and Maintenance Contract for Departmental Fleet owned by the Port Washington Police District"**, pursuant to specifications provided with the name of the Bidder noted thereon, and shall be delivered at the time and place stated in the Invitation to Bidders.

Bids may be withdrawn by certified mail or in person from Bidders prior to the time fixed for opening. Negligence on the part of the Bidder in preparing the bid confers no right for the withdrawal of the bid after it has been opened. No Bidder may withdraw his bid after the time set for the opening thereof.

The District's specifications, along with the Manufacturer's Specifications, and any forms, questionnaires and listed exceptions, shall be submitted as part of the Bidder's entire bid proposal.

In no case shall a Bidder photocopy purchaser's specifications and submit as their proposal specifications and bid. Each Bidder may be required to provide in his bid a "complete and accurate description" of their own detailed product and engineering specifications.

In addition, all Bidders are required to submit these specifications in their proposal, noting items where the Bidder's proposal differs and consecutively number each item. The number shall correspond with the Bidder's exception, variation or clarification page which must be attached to their proposal.

All specifications herein contained are considered as minimum. No exceptions to these minimum standards shall be allowed relating to overall design and materials.

5. SCOPE AND GENERAL REQUIREMENTS (Continued)

If any Bidder has questions in connection with these specifications, please contact **Sergeant Robert Cavalli** at **(516) 883-0500**, extension **170**. Nothing contained in these specifications shall be construed as creating any contractual relationship between any vendor and the District. The successful Bidder shall be fully responsible to the District for the acts and omissions of the bid.

Each Bidder shall not rely on representations, statements or explanations other than those contained herein or in official issued addenda. No interpretations of the meaning of the specification are to be made to any Bidder orally.

It is the Bidder's responsibility to see that his proposal arrives on time. Late proposals, fax, telegrams or telephone bids will not be accepted.

The Bidder shall be in compliance with all federal, state and local laws, ordinances, codes, rules and regulations. Ignorance on the part of the Bidder shall in no way relieve successful Bidder from that responsibility.

On a service contract the contract period will be from **January 1, 2027 through December 31, 2027; January 1, 2028 – December 31, 2028 and January 1, 2029 – December 31, 2029.**

If the winning vendor defaults during the contract period by not abiding by the terms of the agreement, for any reason, the contract will default to the next qualified Bidder for the remainder of the contract period.

Before awarding the bid, the Purchaser reserves the right to require a Bidder to submit such evidence of his qualifications, as it may deem necessary. Documentation that may be required is financial, technical, experience and other qualifications and abilities of a Bidder (including past performance with the Purchase in making the award in the best interest of the Purchaser).

The Port Washington Police District is unable to inform bid results individually.
Following a bid opening, the results will be posted at Police District Headquarters,
500 Port Washington Boulevard, Port Washington, New York.
Only the Successful Bidder will be notified of bid results.

6. EXCEPTIONS, VARIATIONS OR CLARIFICATIONS

These specifications are based upon design and performance criteria, which have been developed by the purchaser as a result of extensive research and careful analysis of the data. Subsequently, these specifications reflect only the type of equipment that is acceptable at this time. Therefore, major exceptions to specifications will not be accepted. Items have been specified by brand name or model number. These have been carefully selected because of their reliability, availability of replacement locally and or department standardization. No exceptions will be allowed on brand items specifically called for. Certain exceptions (not relating to brand name or model number) may be accepted if they are minor, equal or superior to that which is specified.

The Purchaser will not consider any proposals which require advance payments for any portion prior to the completion and final acceptance.

In case of any doubt or difference of opinion as to the items to be furnished herein, the decision of the District shall prevail. All matters relating to the validity, interpretation and performance of the obligations imposed on the parties pursuant to this bid will be governed by the laws of the State of New York.

All bid prices shall be based upon a completed operational basis. The total price must include all items listed in these specifications. Listing any items contained in this specification as an extra cost will automatically be cause for rejection, unless separate listing is specifically requested.

If non-compliance is indicated, a number must be inserted in that column which relates to the explanation on the page(s) entitled “Exceptions”, located at the end of these specifications.

Any exception or clarification to these specifications shall be noted on an individual sheet of paper referencing the section number and the exception or clarification offered. Any exception shall be clearly defined with details as to the proposed alternative referencing manufacturing and model where appropriate. A general exception cannot be taken for any paragraph. A full word-for-word WRITTEN COMPARISON must be included within the bid for any exception listed. Each exception will be considered by their degree of impact and total effect on their bid. Proposals taking total exception to the bid specifications shall not be considered by the Purchaser. The Purchaser shall determine which (if any) exceptions are acceptable and this determination shall be final.

BOARD OF COMMISSIONERS
PORT WASHINGTON POLICE DISTRICT
500 PORT WASHINGTON BOULEVARD
PORT WASHINGTON, NEW YORK 11050

7. BID SPECIFICATIONS

BID NUMBER: 2026-01
BID TITLE: Service and Maintenance Contract for Departmental Fleet owned by the Port Washington Police District

These specifications shall be construed as minimum. Should the manufacturer's current published data or specifications exceed these, they shall be considered minimum and furnished.

All bids shall reflect separate pricing for year 2027, year 2028 and year 2029.

All bids may be accepted in their entirety, or separately per year.

Flat hourly rates not detailed below shall be increased by a percentage specified by vendor for each year of contract. Unspecified amounts will be determined by the Board of Police District Commissioners at their discretion.

The Bidder will furnish a flat labor rate for the following repairs:

1. Front Brake Labor (Disc) – Pads and Rotors
2. Rear Brake Labor (Disc) – Pads and Rotors
3. Mount and Balance Tires
4. Flat Tire Repair
5. Alignments

Flat hourly rate to apply to all repairs not specified in the bid.

The Bidder will furnish a total rate on below services with parts supplied by Bidder.

Oil and Filter. Bidder is to use Original Equipment Manufacturer (OEM) motor oil or Pennzoil, Quaker State, Castrol, Valvoline or Mobil One motor oils. Motor oil used shall be either full synthetic, synthetic blend or conventional motor oils as is prescribed by the vehicle manufacturer. The motor oil used shall meet or exceed the manufacturer's warranty requirements. Motor oil used must be the manufacturer specified viscosity and quantity for the vehicle engine. Gas engine motor oil used shall be API Service Grade SP or higher, Diesel Engine CH-4 or higher, and be an energy conserving motor oil. The oil filter must be of Original Equipment Manufacturer (OEM) or a proper oil filter which meets or exceeds the manufacturers' required specifications.

At the time of all oil changes, all fluid levels will be checked and brought to proper levels. All others lubricants or fluids must meet or exceed the manufacturer's specifications for the application. A routine safety inspection will be performed on the vehicle with any deficiencies or anticipated problems reported to the District. The safety inspection will include a check of the following: Brakes, suspension components, tires, universal joints and running lights.

Bidder must provide names and addresses of all employees who are employed by bidder. Access to police district vehicles is limited to those employees specified.

11. LOCAL SERVICE AND SUPPORT REQUIREMENTS

All parts needed for repair will be obtained from District approved vendor unless otherwise authorized.

All parts and lubricants used on any District vehicle must meet or exceed manufacturer's specifications and must be approved by the District.

All repairs must conform to factory service manual procedures. Parts and labor performed by the vendor will be warranted for 90 days or 6000 miles.

For all repairs which are not specified in this bid, the flat hourly rate quoted will apply and the time allowed will be per the Mitchell Labor Guide or all data, unless prior notification is made to the District.

All necessary repairs must be approved by the fleet maintenance officer prior to commencement of the work.

The bidder shall be responsible for transporting District vehicles to and from his repair site.

15. INSURANCE REQUIREMENTS

The Bidder shall furnish proof of legal liability insurance in a minimum amount of $1,000,000.00 from a New York State carrier with a "Best" rating of no lower than "A", Worker's Compensation Insurance.
And, if applicable, Product Liability Insurance and Completed Operations Insurance. The insurance coverage are to protect the District from all liability and loss in case of accident, fire, theft, or other cause.

The successful Bidder shall upon request, provide proof of Garage Keepers Insurance policy, Garage Keepers Legal Liability Insurance, Products Liability Insurance and Completed Operations Insurance.

The Port Washington Police District is unable to inform bid results individually. Following a bid opening, the results will be posted at Police District Headquarters,
500 Port Washington Boulevard, Port Washington, New York.
Only the successful bidder will be notified of bid results.