

Consolidated School District of New Britain

Food Service Truck Fleet Preventative Maintenance

Bid Specification

Inquiries or Questions Due by February 17, 2026 to Murphycat@csdnb.org
Sealed Bids Due March 12, 2026 by 9am at 250 John Downey Drive, New Britain, CT 06051

1.0 GENERAL INFORMATION:

No alleged "verbal interpretation" shall be held valid. No oral interpretations shall be made to any respondent as to the meaning of any of these documents or to be effective to modify and of the provisions of this request. Every request for an interpretation shall be made in writing via e-mail to Kate Murphy (Murphycat@csdnb.org) by February 17, 2026.

All questions received as above provided, and the decision regarding each, will be arranged as addenda. Any related addenda will be published on www.csdnb.org/bids and emailed to vendors, and shall become part of the contract. Prospective respondents may obtain a copy of the addenda, if any, via e-mail and/or online at the District's website at <http://www.csdnb.org/bids>

Non-receipt of said addenda shall not excuse compliance with said addenda. It is the responsibility of each respondent to determine whether any addenda have been issued and if so, whether the respondent has received a copy of each. Addenda issued during the bidding period shall supersede any previous information.

Each bidder is considered to have examined the work to fully acquaint themselves with the exact existing conditions relating to the work and has fully informed himself as to the work involved and the difficulties and restrictions attending the performance of this bid. The submission of a bid will be considered as conclusive evidence that the bidder has made such an examination.

Each bidder contemplating the use of any subcontractor shall submit a list of subcontractors. The apparent low bidder shall file with CSDNB within five (5) days after the date of bid opening, a complete list of the names and addresses of competent, responsible and qualified subcontractors who are actually to perform major portions of the work. This in no way restricts or limits the requirement that all subcontractors must be approved by CSDNB. Subcontractors listed on the Bid Form or those previously approved may not be changed without the approval of CSDNB.

Inasmuch as this work concerns a needed public improvement, the provisions of this bid relating to the time of delivery, performance and completion of the work are of the essence of this bid. Accordingly, the successful bidder shall commence work upon receipt of the signed Purchase Order unless CSDNB shall authorize or direct a further delay. Time of delivery shall be stated as the number of calendar days following receipt of the Purchase Order by the Bidder to receipt of the goods or services by Consolidated School District of New Britain. Prices quoted must include delivery to the Consolidated School District of New Britain as specified on the Purchase Order. No charges will be allowed for parking, crating, freight, express or cartage unless specifically stated and included in this bid.

Consolidated School District of New Britain

Food Service Truck Fleet Preventative Maintenance

1.1 SCOPE OF WORK - PROPOSAL OVERVIEW

The Consolidated School District of New Britain seeks to contract with a qualified vendor to provide Preventative Maintenance and service or repair work for our fleet of refrigerated box trucks and vans.

The Food Service Department operates a fleet of delivery trucks used to transport food, supplies, and equipment to district schools and facilities. These vehicles require routine preventative maintenance and timely repair services to remain in safe and operable condition.

The District intends to award a contract to a vendor with demonstrated experience servicing commercial vehicles used in school or institutional food service operations.

1.2 SPECIAL INSTRUCTIONS

Respondents are hereby notified that all proposal submittals and information contained therein are attached thereto shall become public information upon selection of the successful bidder.

Comprehensive responses to the RFQ are expected. Additional information, not specifically requested, will be considered if provided.

The District reserves the right to reject any or all proposals for any reason it determines to be in its best interest or, in the alternative, to abandon the selection process in whole or in part. The district is not obligated to select the lowest priced vendor or lowest price submission. The District reserves the right to request additional information from any vendor at any time after proposals are submitted or opened.

No fee or mark-up may be charged for reimbursable expenses. Expenses of outside printing, copying and reproducible drawings shall be reimbursed at the vendors direct cost.

Please be advised that the person signing the formal proposal must be authorized by your organization to contractually bind your firm with regard to prices and related contractual obligations for the request.

Consolidated School District of New Britain

Food Service Truck Fleet Preventative Maintenance

1.3 Fleet Description

- Number of vehicles: **7**
- Vehicle types: **refrigerated box trucks, refrigerated vans**
- Fuel types: **gasoline and diesel**

Make	Model	Year	Type	Mileage
<i>Ford</i>	<i>Transit</i>	<i>2020</i>	<i>Van</i>	<i>15,537</i>
<i>Ram</i>	<i>Promaster</i>	<i>2018</i>	<i>Van</i>	<i>27,477</i>
<i>Isuzu</i>	<i>NQR</i>	<i>2021</i>	<i>Box</i>	<i>27,380</i>
<i>Isuzu</i>	<i>NQR</i>	<i>2023</i>	<i>Box</i>	<i>12,300</i>
<i>Isuzu</i>	<i>NRR</i>	<i>2023</i>	<i>Box</i>	<i>7,620</i>
<i>Isuzu</i>	<i>NRR</i>	<i>2024</i>	<i>Box</i>	<i>13,313</i>
<i>Isuzu</i>	<i>NPR</i>	<i>2016</i>	<i>Box</i>	<i>35,880</i>

The fleet may change during the contract term.

1.4 Services to be provided:

A. Preventative Maintenance Services

The vendor shall provide a scheduled preventative maintenance program that meets or exceeds manufacturer recommendations and industry standards, including but not limited to:

- Routine inspections
- Oil and filter changes
- Brake inspections and service
- Tire inspection, rotation, balancing, and replacement
- Battery testing and replacement
- Fluid checks and replacements
- Belts, hoses, and filters
- Safety and compliance inspections
- DOT inspections (if applicable)
- Refrigeration unit preventative maintenance (if applicable)

The proposal shall describe:

- Maintenance intervals
- Scheduling procedures
- Service locations
- Recordkeeping practices

Consolidated School District of New Britain

Food Service Truck Fleet Preventative Maintenance

B. Repair Services

The vendor shall provide repair services, including:

- Mechanical repairs
- Electrical system repairs
- Engine and transmission repairs
- HVAC and refrigeration system repairs (if applicable)
- Suspension and steering repairs
- Emergency and breakdown repair services

The proposal must include:

- Labor rates
- Parts sourcing (OEM or equivalent)
- Warranty on parts and labor
- Estimated response times for emergency repairs

C. Emergency and Breakdown Support

Vendors shall outline procedures for:

- Emergency repair requests
- Roadside assistance (if available)
- After-hours or weekend service
- Towing coordination (if applicable)

D. Fleet Records and Reporting

The vendor shall maintain detailed electronic service records for each vehicle, including:

- Description of services performed
- Dates and mileage
- Parts replaced
- Cost of labor and parts

Records must be made available to the District upon request via email or web portal access.

1.5 Vendor Qualifications

Proposers must demonstrate:

- Experience servicing commercial vehicle fleets
- Experience working with school districts, government agencies, or similar institutions (preferred)
- Adequate facilities and staffing to support the District's fleet
- Required licenses, certifications, and insurance coverage

Proposals shall include at least **three (3) references** from comparable clients.

Consolidated School District of New Britain

Food Service Truck Fleet Preventative Maintenance

1.6 Pricing Proposal

Proposals must include a detailed cost structure, including:

- Preventative maintenance pricing (per service and/or per vehicle)
- Hourly labor rates for repairs
- Parts pricing methodology (markup, discounts, etc.)
- Emergency service rates
- Any additional or optional fees

All pricing shall be clearly stated and valid for the contract term.

1.7 Contract Term

The anticipated contract term is **3 years**, with the option to renew for **2 additional years**, subject to satisfactory performance and approval by the District.

1.8 Evaluation Criteria

Proposals will be evaluated based on:

- Compliance with RFP requirements
- Vendor experience and qualifications
- Quality and completeness of maintenance and repair program
- Response times and service availability
- Cost and overall value
- References

1.9 Proposal Submission Requirements

Proposals must include:

- Cover letter signed by an authorized representative
- Narrative response to each RFP section
- Pricing proposal
- References
- Proof of licensing and insurance

2.0 PROPOSAL SUBMISSION GUIDELINES AND FORMAT

All submissions shall be provided in sealed big packages to Kate Murphy: 250 John Downey Dr. New Britain, CT 06052. Please label your envelope "CSDNB Food Service Fleet Services"

Sealed bid packages are due by March 12, 2026 by 9am.

All blank spaces for proposal prices must be completed in ink or be typewritten; proposal prices must be stated in both words and figures. The person signing the Proposal Form must initial any errors,

Consolidated School District of New Britain

Food Service Truck Fleet Preventative Maintenance

alterations or corrections on that form. Ditto marks or words such as "SAME" shall not be used in the Proposal Form.

Proposals may be withdrawn personally or in writing provided that the Board of Education receives the withdrawal prior to the time and date the proposals are scheduled to be opened. Proposals are considered valid, and may not be withdrawn, canceled or modified, for sixty (60) days after the opening date, to give the District sufficient time to review the proposals, investigate the proposers' qualifications, secure any required municipal approvals, and execute a binding contract with the successful proposer. Upon award of the RFP, the winning respondent shall be bound by the proposal price throughout the contract period. An authorized person representing the legal entity of the proposer must sign the Proposal Form and all other forms included in this RFP.

All proposals will be publicly opened and received on the date, at the time, and at the place identified in this RFP. Proposers may be present at the opening. The District reserves the right to correct, after proposer verification, any mistake in a proposal that is a clerical error, such as a price extension, decimal point error or FOB terms. If an error exists in an extension of prices, the unit price shall prevail. In the event of a discrepancy between the price quoted in words and in figures, the words shall control.

The District reserves the rights to accept all or any part of a proposal, reject all proposals, and waive any informalities or non-material deficiencies in a proposal. The District also reserves the right, if applicable, to award the purchase of individual items under this RFQ to any combination of separate proposals or proposers.

The District will accept the proposal that, all things considered, the District determines is in its best interests. Although price will be an important factor in most RFPs, it will not be the only basis for award. Due consideration may also be given to a proposer's experience, references, service, ability to respond promptly to requests, past performance, and other criteria relevant to the District's interests, including compliance with the procedural requirements stated in this RFP. The District will not award the proposal to any business that or person who is in arrears or in default to the District with regard to any tax, debt, contract, security, or any other obligation.

The award may be subject to further discussions with the proposer. The making of a preliminary award to a proposer does not provide the proposer with any rights and does not impose upon the District any obligations. The District is free to withdraw a preliminary award at any time and for any reason. A proposer has rights, and the Board has obligations, only if and when a Contract is executed by the District and the proposer.

The Consolidated School District of New Britain and the City of New Britain are not responsible for any costs incurred by any Responder in connection with this RFP. The expenses incurred by any Responder in the presentation, submission, and presentation of their proposal are the sole responsibility of the Responder and shall not be charged to the Board of Education, the City of New Britain.

Consolidated School District of New Britain

Food Service Truck Fleet Preventative Maintenance

Each proposer is responsible for having read and understood each document in this RFP and any addenda issued. A proposer's failure to have reviewed all information that is part of or applicable to this RFQ, including but not only any addenda posted on the District's website, shall in no way relieve it from any aspect of its proposal or the obligations related thereto. Each proposer is deemed to be familiar with and is required to comply with all federal, state, and local laws, regulations, ordinances, codes and orders that in any manner related to this RFP or the performance of the work described herein.

By submitting a proposal, each proposer represents that it has thoroughly examined and become familiar with the scope of work outlined in this RFQ, and it is capable of performing the work to achieve the District's objectives. If applicable, each proposer shall visit the site, examine the areas and thoroughly familiarize themselves with all conditions of the property, project or service before preparing its proposal.

The District reserves the right, either before or after the opening of proposals, to ask any proposer to clarify its proposal or to submit additional information that the District in its sole discretion deems desirable.

2.1 Wages and Salaries

- A. Attention of bidders is particularly called to the requirements concerning the payment of not less than the prevailing wage (**Federal Davis Bacon wages**) and salary rates specified in the Contract Documents and the conditions of employment with respect to certain categories and classifications of employees; if the total amount of project is more than \$100,000.

Prevailing wage is required for this service agreement based on the funding source.

(This is not state wages.) Please visit the the site listed here for information:
(dol.gov/agencies/whd/forms/wh347)

- B. The rates of pay set forth within the Contract Documents are the minimum to be paid during the life of the contract. It is therefore the responsibility of bidders to inform themselves as to local labor conditions, such as the length of work day and work week, overtime compensation, health and welfare contributions, labor supply and prospective changes or adjustments of rates.
- C. The bidder is advised of the requirement under this contract for compliance with the Federal Labor Standards Provisions including the "Anti-Kickback Act" and Labor Standards for Ratios of Apprentices and Trainees to Journeymen.

2.2 GENERAL CONDITIONS

- A. Non-Discrimination and Affirmative Action - Respondent, in performing under this contract shall not discriminate against any worker, employee or applicant, or any member of the public, because of race, creed, color, age, marital status, sexual orientation, national origin, ancestry,

Consolidated School District of New Britain

Food Service Truck Fleet Preventative Maintenance

sex, mental retardation or physical disability, including but not limited to blindness, unless it is shown by the Respondent that such disability prevents performance of the work involved in any manner prohibited by the laws of the United States or the State of Connecticut, nor otherwise commit an unfair employment practice. Respondent further agrees that this article, (and any additional provisions required by law), will be incorporated by Respondent in all contracts entered into in connection with this contract. Every contract to which the State is party must contain the nondiscrimination and affirmative action provisions provided by the Connecticut General Statutes Section 4a-60a.

- B. Each proposer must submit a completed Proposer's Certification Concerning Equal Employment Opportunities and Affirmative Action Policy form included with this RFP. Proposers with fewer than ten (10) employees should indicate that fact on the form and return the form with their proposals.
- C. Executive Orders - The contract is subject to the provisions of Executive Order No. Three of Governor Thomas J. Meskill, promulgated June 16, 1971, concerning labor employment practices, Executive Order No. Seventeen of Governor Thomas J. Meskill promulgated February 15, 1973, concerning the listing of employment openings and Executive Order No. Sixteen of Governor John G. Rowland promulgated August 4, 1999, concerning violence in the workplace, all of which are incorporated into and are made part of the contract as if they had been fully set forth in it. The contract may also be subject to Executive Order NO. 7C of Governor M. Jodi Rell, promulgated July 13, 2006, concerning contracting reforms and Executive Order No. 14 of Governor M. Jodi Rell, promulgated April 17, 2006, concerning procurement of cleaning products and services, in accordance with their respective terms and conditions.
- D. Compliance with Immigration Laws - By submitting a proposal, each proposer confirms that it has complied, and during the term of the Contract will comply, with the Immigration Reform and Control Act ("IRCA") and that each person it provides under the Contract will at all times be authorized for employment in the United States of America. Each proposer confirms that it has a properly completed Employment Eligibility Verification, Form 1-9 for each person who will be assigned under the Contract. The successful proposer shall defend, indemnify, and hold harmless the Consolidated School District of New Britain, its employees, officers, officials, agents, volunteers and independent contractors, including any of the foregoing sued as individuals (collectively, the "Town Indemnified Parties"), against any and all proceedings, suits, actions, claims, damages, injuries, awards, judgements, losses or expenses, including fines, penalties, punitive damages, attorney's fees and costs, brought or assessed against, or incurred by, the District indemnified Parties related to or arising from the obligations under IRCA imposed upon the successful proposer or its subcontractor. The successful proposer shall also be required to pay any and all attorney's fees and costs incurred by the District's Indemnified Parties in enforcing any of the successful proposer's obligations under this provision, whether or not a lawsuit or other proceeding is commenced, which obligations shall survive the termination or expiration of the Contract.

Consolidated School District of New Britain

Food Service Truck Fleet Preventative Maintenance

- E. Payment Bond/Performance Bond State Law Requirements - Conn. Gen. Stat. Sec. 49-41, known as the Little Miller Act, requires that the District ensure that payment bonds a/k/a labor and materials bond in the amount of the contract are provided for public works projects over \$100,000. When a contract for construction, alteration, remodeling, repair or demolition of any public building is estimated to cost more than \$500,000 additional laws/requirements apply. The contractor should familiarize themselves with all aspects of state law and any applicable regulations pertaining to these requirements in order to ensure full compliance.
- F. Equal Employment Opportunity (EEO) - Minority Business Enterprises (MBE). If a project is funded in whole or in part by state or federal funds, there may be a requirement that the contractor comply with Conn. Gen. Stat. Sec. 4a-60 and applicable State regulations. On these projects it will depend upon which set-aside requirements are imposed by the funding agency. If no set-aside requirement is imposed, a statement that the contractor is required to undertake good faith efforts to include subcontractors and suppliers who are minority business enterprises will suffice and shall be deemed to be incorporated into the Contract with the District. If there is a set-aside goal, the District and contractor shall comply with the Small Contractors Set-Aside Program and the hiring goals identified by the State Commission on Human Rights and Opportunities (CHRO).
- G. Tax Exemptions - The District is exempt from the payment of federal excise taxes and Connecticut sales and use taxes. The District is exempt from State sales tax.
- H. Assigning, Transferring of Agreement - The successful Respondent is prohibited from assigning, transferring, converting, subletting or otherwise disposing of this agreement, its rights, title or interest therein or its power to execute such agreement by any other person, company, or corporation without the prior consent and approval in writing by the Town.
- I. Advertising - The successful proposer shall not name the District in its advertising, news releases, or promotional efforts without the District's prior written approval. If it chooses, the successful proposer may list the District in a Statement of References or similar document required as part of its response to a public procurement. The District's permission to the successful proposer to do so is not a statement about the quality of the successful proposer's work or the District's endorsement of the successful proposer.
- J. W-9 Form - The successful proposer must provide the District with a completed W-9 form before Contract execution.
- K. Non-Employment Relationship - The District and successful proposer are independent parties. Nothing contained in the Contract shall create, or be construed or deemed as creating, the relationships of principal and agent, partnership, joint venture, employer and employee, and/or any relationship other than that of independent parties contracting with each other solely for the purpose of carrying out the terms and conditions of the Contract. The successful proposer understands and agrees that it is not entitled to employee benefits, including but not limited to

Consolidated School District of New Britain

Food Service Truck Fleet Preventative Maintenance

worker's compensation and employment insurance coverage, and disability. The successful proposer shall be solely responsible for any applicable taxes.

- L. Amendment/Termination - The District may, before and after proposal opening and in its sole discretion, clarify, modify, amend or terminate this RFP if the District determines it is in the District's best interest. Any such action shall be effected by a posting on the District website, www.csdnb.org. under "Departments", "Finance and Contracted Services". Each proposer is responsible for checking the District website to determine if the District has issued any addenda and, if so, to complete its proposal in accordance with the RFP as modified by the addenda.
- M. Penalties- The District may apply penalties to the contract for any extensive delay in delivery of materials or construction and services as required in this bid and subsequent contract in the amount of \$500 per day per instance until materials or services are delivered. Stop work, abandonment or termination of the contract by contractor is also subject to penalties of \$500 per day including termination of contract by the Consolidated School District of New Britain and any associated legal or court fees necessary to settle any dispute.

2.3 CRITERIA FOR EVALUATING PROPOSAL SUBMISSIONS

- A. The Facilities Department will evaluate the proposals and establish a shortlist of finalists based on the lowest responsible bid in the best interest of CSDNB. The shortlisted vendors will be evaluated and one will be considered based on:
 - 1. Compliance with RFP requirements
 - 2. Vendor Experience and qualifications
 - 3. Quality and completeness of maintenance and repair program
 - 4. Response times and service availability
 - 5. Costs
 - 6. References
- B. The Committee's recommendation for the most responsive and responsible respondent shall be presented to the Board of Education for approval and for final negotiations to finalize the contract(s) in conformance with the District requirements and subject to BOE approvals and possible review by the District attorney. The contract will not be deemed to be awarded until a written contract, in a form acceptable to the District, has been fully executed by both parties.

Consolidated School District of New Britain

Food Service Truck Fleet Preventative Maintenance

2.4 INSURANCE REQUIREMENTS

The Contractor shall provide and maintain insurance coverage related to its services in connection with the Project in compliance with the following requirements.

The insurance required shall be written for not less than the scope and limits of insurance specified hereunder, or required by applicable federal, state and/or municipal law, regulation or requirement, whichever coverage requirement is greater. It is agreed and understood that the scope and limits of insurance specified hereunder are minimum requirements and shall in no way limit or preclude the District from requiring additional limits and coverage to be provided under the Contractor's policies.

Minimum Scope of Limits of Insurance

The Contractor awarded shall agree to maintain in force at all times during the contract the following minimum coverages and shall name "The City of New Britain and the Consolidated School District of New Britain" as an Additional Insured on a primary and noncontributory basis to all policies, except Workers Compensation. All policies should also include a Waiver of Subrogation. Insurance shall be written with Carriers approved in the State of Connecticut and with a minimum AM Best's rating of "A-"VIII.

General Liability	(Minimum Limits)
Each Occurrence	\$1,000,000
General Aggregate	\$2,000,000
Products/Completed Operations Aggregate	\$2,000,000
Auto Liability	
Combined Single Limit Including Hired /Non Owned Auto Liability	\$1,000,000
Professional Liability	
Each Claim or Each Occurrence	\$1,000,000
Aggregate	\$1,000,000
Umbrella	
Each Occurrence	\$1,000,000
(Excess Liability)	
Aggregate	\$1,000,000

Consolidated School District of New Britain

Food Service Truck Fleet Preventative Maintenance

If any policy is written on a "Claims Made" basis, the policy must be continually renewed for a minimum of two (2) years from the completion date of this contract. If the policy is replaced and/or the retroactive date is changed, then the expiring policy must be endorsed to extend the reporting period for claims for the policy in effect during the contract for two (2) years from the completion date.

Workers' Compensation and Employers' Liability	WC Statutory Limits
EL Each Accident	\$1,000,000
EL Disease Each Employee	\$1,000,000
EL Disease Policy Limit	\$1,000,000

The Contractor must provide a current Certificate of Insurance to the Consolidated School District of New Britain prior to commencement of work. The Contractor agrees to provide replacement/renewal certificates at least 30 days prior to the expiration date of the policies. Should any of the above described policies be canceled, limits reduced or coverage altered, 30 days written notice must be given to the Consolidated School District of New Britain.

Subcontractors

The Contractor shall require all subcontractors to provide the same "minimum scope and limits of insurance" as required herein, with the exception of Errors and Omissions/Professional Liability insurance, unless Errors and Omissions/Professional Liability insurance is applicable to the Work performed by the subcontractors. All Certificates of Insurance shall be provided to the Consolidated School District of New Britain as required herein.

Aggregate Limits

Any aggregate limits must be declared to and be approved by the Consolidated School District of New Britain. It is agreed that the Contractor shall notify the Consolidated School District of New Britain whenever fifty percent (50%) of the aggregate limits are eroded during the required coverage period. If the aggregate limit is eroded for the full limit, the Contractor agrees to reinstate or purchase additional limits to meet the minimum limit requirements stated herein.

Any premium for such shall be paid by the Contractor.

Deductibles and Self-Insured Retentions

Any deductible or self-insured retention must be declared to and approved by the Consolidated School District of New Britain. All deductibles or self-insured retentions are the sole responsibility of the Contractor to pay and/or to indemnify.

Waiver of Governmental Immunity

Consolidated School District of New Britain

Food Service Truck Fleet Preventative Maintenance

Unless requested otherwise by the Consolidated School District of New Britain, the Contractor and its insurer shall waive governmental immunity as defense and shall not use the defense of governmental immunity in the adjustment of claims or in the defense of any suit brought against the Consolidated School District of New Britain.

2.4 BID PROTEST PROCEDURES

CONSOLIDATED SCHOOL DISTRICT OF NEW BRITAIN PROTEST PROCEDURE

A. Submission of Protest

1. In the event a bidder wishes to protest the award of a bid, the protesting party may submit a protest to the Chief Operations Officer within five (5) business days after the delivery of bid results, in writing, setting forth the basis on which the protesting party challenges a contract awarded by the selection committee.
2. A protest must be submitted to the Chief Operations Officer at the address provided in the RFP and include the following:
 - a. Name, address, e-mail address and telephone number of the protesting party.
 - b. Bid, proposal, or contract number.
 - c. Detailed statement of the legal and factual grounds for the protest, including a description of resulting prejudice to the protesting party.
 - d. Copies of all relevant documents.
 - e. Request for a determination by the Chief Operations Officer.
 - f. Statement of the relief requested.
 - g. Information establishing that the protest was timely filed in accordance with this protest procedure.
3. The successful bidder may, but is not required to, file an answer to the protest with the Chief Operations Officer. Any answer by the successful bidder must be postmarked no later than ten (10) business days after the successful bidder's receipt of the protest.
4. Any untimely protest will not be considered and will be returned to the protesting party.

B. Review of Protest and Determination:

1. Upon receipt of the protest, the Chief Operations Officer shall review the protest, supporting documents, and any other documents, including an answer by the successful bidder, if any, and issue a written determination within forty-five (45) business days after receipt of the protest. The protest office may take any action or make any requests he or she deems necessary to

Consolidated School District of New Britain

Food Service Truck Fleet Preventative Maintenance

investigate the protest, including extending the time to issue a decision to obtain all evidence and other pertinent information.

2. A conference with respect to the protest shall be scheduled by the Chief Operations Officer and shall be attended by their designee and such other persons as the Chief Operations Officers shall be required to attend. The subject matter of the conference shall be limited to the reasons for the protest specified in the written request for the conference. The conference shall also include a discussion of the notice of determination with the reason(s) upon which it is based. The protesting party shall be advised their right to appeal an unfavorable determination.

C. Appeals

1. The determination rendered by the Chief Operations Officer to resolve the protest shall be the conclusive and final determination of the protest, unless, within ten (10) business days after the protest conference, an appeal is postmarked by the protesting party or successful bidder. The appeal shall be in writing and sent to the appeals officer at the address provided for in the bid or proposal, or as provided at the protest conference. The successful bidder may, but is not required to, submit an answer or further documentation in opposition to an appeal filed by the protesting party.
2. The appeals officer will consider all information relevant to the protest, and may, at its discretion, suspend, modify, or cancel the disputed procurement action prior to issuance of a formal dispute decision.
3. No evidence or information may be introduced or relied upon in the appeal that has not been presented to the Assistant Director of Finance. The appeals officer shall review the appeal and supportive documents. The appeals officer will issue a written decision within ten (10) business days of receipt of the appeal. The appeals officer may take any action or make any requests he or she deems necessary including extending the time to issue a written determination. A copy of the written determination, stating the reason(s) upon which it is based shall be sent to the protesting party and the successful bidder by mail. The determination of the appeals officer shall be the District's conclusive and final determination of the protest.

Consolidated School District of New Britain

Food Service Truck Fleet Preventative Maintenance

Pursuant to and in compliance with the proposed contract documents prepared by The Consolidated School District of New Britain, the undersigned, having become thoroughly familiar with the terms and conditions of the contract documents and with local conditions affecting performance and costs of the work at the place where the work is to be completed, hereby proposes and agrees to furnish all labor and materials required to perform the work within the time stated, in strict accordance with the proposed contract documents for the prices specified below:

Category	Notes	Price in Numbers	Price written in words
Preventative Maintenance	Per Service, Per Vehicle	\$	
Hourly Labor Rate	Labor rate for repairs	\$	
Markup	% markup or discounts	\$	
Emergency Service	Before / After business hours	\$	
Additional Fees		\$	

The above price totals will remain valid for 90 days from the signed date below.

Vendor: _____

Signed: _____

Date: _____

Printed Name: _____

Phone: _____

Email: _____

Consolidated School District of New Britain

Food Service Truck Fleet Preventative Maintenance