



Department of Management Services
Purchasing Division
241 West South Street
Kalamazoo, MI 49007-4796
Phone: 269.337.8020
Fax: 269.337.8500
www.kalamazoocity.org
purchasing@kalamazoocity.org

INVITATION FOR BID (IFB)

The City of Kalamazoo, Michigan is soliciting sealed bids for:

PROJECT NAME: Packer Truck Rental

BID REFERENCE #: 97586-004.0

IFB ISSUE DATE: July 9, 2024

BID DUE/OPENING DATE: July 30, 2024 at 3:30 p.m.

Facsimile Bids Will Not Be Accepted.

MAILING ADDRESS & INSTRUCTIONS

Mail to:

Purchasing Division
241 W. South Street
Kalamazoo, MI 49007

Questions about this IFB should be directed to:

Department Contact: Wendy Burlingham,
Public Services, Administrative Support
Manager, at (269) 337-8742 or
burlinghamw@kalamazoo.org

Include on the Envelope the Project Name and Bid Reference Number. All Envelopes Must Be Sealed.

You are invited to submit a bid for this project. Specifications, terms, conditions and instructions for submitting bids are contained herein. This Invitation for Bid with all pages, documents and attachments contained herein, or subsequently added to and made a part hereof, submitted as a fully and properly executed bid shall constitute the contract between the City and the successful bidder when approved and accepted on behalf of the City by an authorized official or agent of the City. Please review the bid document as soon as possible and note the **DEADLINE FOR QUESTIONS** in the Instructions to Bidders.

All bidders shall complete and return the Bid and Award page(s) and submit all information requested herein in order for a bid to be responsive. The bid document shall be returned in its entirety, in a properly identified and sealed envelope to the Purchasing Division at the above address. **BIDS MUST BE RECEIVED BEFORE THE DUE DATE - LATE BIDS WILL NOT BE CONSIDERED.** The City reserves the right to postpone the bid opening for its own convenience.

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STATEMENT OF NO BID

NOTE: If you DO NOT intend to bid on this commodity or service, please complete and return this form immediately. Your response will assist us in evaluating all responses for this important project and to improve our bid solicitation process.

The Purchasing Division of the City of Kalamazoo wishes to keep its bidders list file up-to-date. If, for any reason you cannot supply the commodity/service noted in this bid solicitation, this form must be completed and returned to remain on the particular bid list for future projects of this type.

If you do not respond to this inquiry within the time set for the bid opening date and time noted, we will assume that you can no longer supply this commodity/service, and your name will be removed from this bid list.

- _____ Specifications too “tight”, i.e. geared toward one brand or manufacturer only (explain below).
- _____ Specifications are unclear (explain below).
- _____ We are unable to meet specifications.
- _____ Insufficient time to respond to the Invitation for Bid.
- _____ Our schedule would not permit us to perform.
- _____ We are unable to meet bond requirements.
- _____ We are unable to meet insurance requirements.
- _____ We do not offer this product or service.
- _____ Remove us from your bidders list for this commodity or service.
- _____ Other (specify below).

REMARKS: _____

SIGNED: _____ NAME: _____
(Type or Print)

TITLE: _____ DATE: _____

FIRM NAME: _____
(if any)

ADDRESS: _____
(Street address) (City) (State) (Zip)

PHONE: _____ FAX: _____

EMAIL: _____

**SECTION I
INSTRUCTIONS TO BIDDERS**

1. **EXAMINATION OF BID DOCUMENT**-Before submitting a bid, bidders shall carefully examine the specifications and shall fully inform themselves as to all existing conditions and limitations. The bidder shall indicate in the bid the sum to cover the cost of all items included on the bid form.
2. **PREPARATION OF BID**-The bid shall be legibly prepared in ink or typed. If a unit price or extension already entered by the bidder on the Bid and Award form is to be altered, it shall be crossed out and the new unit price or extension entered above or below and initialed by the bidder with ink. The bid shall be legally signed and the complete address of the bidder given thereon.

All bids shall be tightly sealed in an envelope plainly marked SEALED BID and identified by project name, bid opening date and time. Bids opened by mistake, due to improper identification, will be so documented and resealed. The Purchasing Division will maintain and guarantee confidentiality of the contents until the specified opening date and time. Bids submitted electronically will not be accepted.

3. **EXPLANATION TO BIDDERS**-Any binding explanation desired by a bidder regarding the meaning or interpretation of the Invitation for Bids (IFB) and attachments must be requested in writing, **at least 5 business days before the bid opening** so a reply may reach all prospective bidders prior to the submission of bids. Any information given to a prospective bidder concerning the IFB will be furnished to all prospective bidders as an amendment or addendum to the IFB if such information would be prejudicial to uninformed bidders. Receipt of amendments or addenda by a bidder must be acknowledged in the bid by attachment, or by letter or fax received before the time set for opening of bids. Oral explanation or instructions given prior to the opening will not be binding.
4. **CASH DISCOUNTS**-Discount offered for payment of less than thirty (30) days will not be considered in evaluating bids for award. Offered discounts of less than thirty (30) days will be taken if payment is made within the discount period, even though not considered in evaluation of the bid.
5. **WITHDRAWAL OF BIDS**-Bids may be withdrawn in person by a bidder or authorized representative, provided their identity is made known and a receipt is signed for the bid, but only if the withdrawal is made prior to the exact time set for receipt of bid. No bid may be withdrawn for at least ninety (90) days after bid opening.
6. **ALTERNATE BIDS**-bidders are cautioned that any alternate bid, unless specifically requested or any changes, insertions or omissions to the terms and conditions, specifications or any other requirement of this IFB may be considered non-responsive, and at the option of the City, result in rejection of the alternate bid.
7. **LATE BIDS**-Any bid received at the office designated herein after the exact time specified for receipt will not be considered. (Note: The City reserves the right to consider bids that have been determined by the City to be received late due to mishandling by the City after receipt of the bid and no award has been made.)
8. **UNIT PRICES**-If there is a discrepancy between unit prices and their extension, unit prices shall prevail.
9. **BID SUBMITTAL**- Bidders can submit sealed bids in one of the following ways:
 - 9.1. **Mail your bid**, to be received before the bid due date and time indicated in the bid document, to the City of Kalamazoo at the following address:

City of Kalamazoo
Purchasing Division
241 West South Street
Kalamazoo, MI 49007

- 9.2. **Deliver your bid to City Hall In-Person** before the bid due date and time indicated in the bid document.
- 9.3. **Deliver your bid to the Treasurer’s Office Payment Drop Box** located in the northwest corner of City Hall (see photos below) before the bid due date and time indicated in the bid document.



1. Open drop box located at City Hall.

2. Insert SEALED BID here.



- 10. **BID TABULATIONS-** The Purchasing Division makes an effort to post bid tabulations to the City of Kalamazoo website within 24 hours after the bid opening date and time at: <https://www.kalamazoo.org/bidopportunities>. However, in certain cases the posting of the bid tabulation may extend beyond the 24-hour window.

SECTION II
BID AND AWARD

The undersigned having become thoroughly familiar with and understanding all the contract documents incorporated herein by reference, the project site and local conditions affecting the work, hereby proposes to provide compactor trucks in accordance with the specifications herein for the unit prices stated below:

The City of Kalamazoo is soliciting bids from qualified companies to rent Cubic Yard Rear Loading Compactor Trucks for approximately seven (7) weeks (Last week of October- First week of December)

October – December 2024

25 to 32 Cubic Yard Rear Compactor Truck

Weekly rate (up to 60 hours) **without operator** \$ _____ / Unit Price per Week

Cost Per Truck for 7 Weeks **Grand Total Cost for 5 Trucks for 7 Weeks**

\$ _____ x 5 = \$ _____

October – December 2025

25 to 32 Cubic Yard Rear Compactor Truck

Weekly rate (up to 60 hours) **without operator** \$ _____ / Unit Price per Week

Cost Per Truck for 7 Weeks **Grand Total Cost for 5 Trucks for 7 Weeks**

\$ _____ x 5 = \$ _____

October – December 2026

25 to 32 Cubic Yard Rear Compactor Truck

Weekly rate (up to 60 hours) **with operator** \$ _____ / Unit Price per Week

Cost Per Truck for 7 Weeks **Grand Total Cost for 5 Trucks for 7 Weeks**

\$ _____ x 5 = \$ _____

TOTAL FOR ALL THREE YEARS: \$ _____

Bidder/Contractor has examined and carefully studied the bidding documents and attachments, and acknowledges receipt of the following addenda:

Addendum No: _____

Dated: _____

Bidder shall provide all of the information as requested herein with their bid. **Failure to do so and/or failure to provide post-bid requested information may be cause for rejecting the bid as non-responsive.**

The City encourages the use of local labor in fulfilling the requirements of this contract.

This contract is governed by the laws of the State of Michigan

By my signature below, I certify that the firm bidding on this contract, when making hiring decisions, does not use a past criminal conviction as a bar to or preclude a person with a criminal conviction from being considered for employment with the bidding firm unless otherwise precluded by federal or state law. I further certify that I have read and agree to be bound by the provisions of the City's Non-Discrimination Clause found in Appendix A as updated by City Ordinance 1856.

Signed: _____ Name: _____

Title: _____

CITY OF KALAMAZOO EX-OFFENDER POLICY CHECKLIST

As part of the City’s commitment to reducing unacceptable poverty, encouraging rehabilitation, reducing recidivism and strengthening families in Kalamazoo, the City has updated its Purchasing Policy to ensure that firms with whom the City does business share in this commitment by utilizing hiring practices that do not unfairly deny people with arrest and conviction records gainful employment. (*Important: This requirement also extends to any subcontractors the bidder intends to use to fulfill the contract for goods or services being sought from the City.*)

Part I: Proof that the bidder does not inquire about an individual’s past arrest or criminal history on the bidders employment application form

- Attach a copy of the current application for employment being used by the bidder.

Part II: Certification that the bidder does not use an individual’s past arrest or criminal history to unlawfully discriminate against them by checking *one or more* of the following:

- That pursuant to federal or state law bidder is precluded from hiring persons with certain criminal records from holding particular positions or engaging in certain occupations by providing a cite to the applicable statute or regulation; if checking this box, provide a citation to the applicable statute or rule upon which the bidder is relying:_____
- That bidder conducts criminal history background checks only as necessary, and only after making a conditional offer of employment; that any withdrawal of an offer of employment to an individual because of a past criminal history is job-related and consistent with business necessity after the individual has been provided an individualized assessment opportunity to review and challenge or supplement the history of past criminal conduct being relied upon by the bidder.
- That the use by bidder of criminal history background checks complies with the U.S. Equal Employment Opportunity Commission’s Enforcement Guidance on the Consideration of Arrest and Conviction Records in Employment Decisions and that the bidder has not had a determination rendered against it in the past 7 years that it discriminated against a person through the use of an individual’s arrest or criminal history.

I CERTIFY THAT THE ABOVE STATEMENTS ARE TRUE.

Date

Signature

Printed Name

Position

CITY OF KALAMAZOO
LOCAL PREFERENCE POLICY AND CERTIFICATION

The lowest responsive Kalamazoo County bidder whose bid is not low but falls within 2% of the lowest responsive bid is afforded the opportunity to become the successful bidder if it agrees to reduce its bid to match the lowest responsive bid. The City of Kalamazoo is the sole determiner whether a bidder is responsible, qualifies as a Kalamazoo County bidder, and if its bid is responsive to the City's specifications, terms, and conditions.

If the lowest Kalamazoo County bidder chooses not to match the lowest bid, the next lowest responsive Kalamazoo County bidder whose bid falls within 2% of the lowest bid, is given the opportunity to match the lowest responsive bid.

To qualify as a Kalamazoo County bidder, the bidder must meet both the following criteria:

1. Have a physical presence in Kalamazoo County by maintaining a permanent office, factory or other facility in Kalamazoo County with employees working in Kalamazoo County.
2. Have paid real or personal property taxes related to said business to the City of Kalamazoo, County of Kalamazoo or other municipal corporation within Kalamazoo County in the previous tax year, except that a non-profit entity need not meet this requirement.

This local preference policy applies only to purchases for materials, supplies, capital outlay, and services for maintenance, repair or operation of City facilities that are over \$25,000. If more than 50% of the contract is sub-contracted to firms located outside of Kalamazoo County that bid does not qualify for the local preference policy outlined above. The local preference policy will not apply if prohibited by law. The Purchasing Agent has the authority to finally determine if the bidder qualifies as a Kalamazoo County bidder as set forth herein. The Purchasing Agent may consider the permanency of the business in Kalamazoo, and whether the business appears to be claiming to be a Kalamazoo County business solely or primarily to qualify as a Kalamazoo County business under this Resolution, and any other material factors.

CERTIFICATION

If you qualify as a Kalamazoo County bidder and wish to be considered for the local preference provisions as provided above please certify that fact by providing the information requested below and attesting to its accuracy.

Firm Name: _____

Street Address of Business: _____

City, State, and Zip Code: _____

Number of employees working in Kalamazoo County: _____

Name the city or township to which business real and/or personal property taxes are paid or provide non-profit status:

The above information is accurate:

Signature: _____

Date: _____

Title: _____

SUB-CONTRACTING INFORMATION

Using the table below provide information regarding the sub-contractors that will be working to fulfill the requirements of this contract. Submit as complete a list as possible at the time of your bid. You will have two business days after the bid opening to update the list as needed. The information provided will be used for evaluating your bid and to assist in determining if you qualify as a Kalamazoo County Bidder.

INSTRUCTIONS:

Nature of Contract – State a brief description of the work or product that will be provided.

BIDDER – Provide the percentage of services or construction activity that will be provided by your firm.

Subcontractors:

- Provide the Name and Address for each subcontractor providing services or construction activities for this contract.
- Indicate with **YES** or **NO** under the “Local?” box if they qualify as a “Kalamazoo County bidder” (see local preference certification page)
- Provide the percentage for the dollar amount of the contract work they will be performing.

If there are not enough lines in the table below make additional copies as needed.

Nature of Contract:		
Subcontractor Name/Address	Local?	% Of Total Contract
<i>BIDDER</i>		

Does this List of Subcontractors need to be updated after the bid opening? **Yes** ___ **No** ___

REFERENCE QUESTIONNAIRE

Please answer the following questions completely.

1. Firm name: _____

2. Established: Year _____ Number of Employees: _____

3. Type of organization:
 - a. Individual: _____
 - b. Partnership: _____
 - c. Corporation: _____
 - d. Other: _____

4. Former firm name(s) if any, and year(s) in business:

5. Include at least 3 references of contracts for similar work performed over the last five (5) years. Include: owner, contact person and phone number and description of work performed.
 - 5.1 Company Name: _____
Address: _____
Phone: _____
Contact: _____
Type of work or contract: _____

 - 5.2 Company Name: _____
Address: _____
Phone: _____
Contact: _____
Type of work or contract: _____

 - 5.3 Company Name: _____
Address: _____
Phone: _____
Contact: _____
Type of work or contract: _____

I hereby certify that all of the information provided is true and answered to the best of my ability.

Signed: _____ Name: _____
(type or print)

Title: _____ Date: _____

I hereby state that all of the information I have provided is true, accurate and complete. I hereby state that I have the authority to submit this bid which will become a binding contract if accepted by the City of Kalamazoo. I hereby state that I have not communicated with nor otherwise colluded with any other bidder, nor have I made any agreement with nor offered/accepted anything of value to/from an official or employee of the City of Kalamazoo that would tend to destroy or hinder free competition.

The firm's identification information provided will be used by the City for purchase orders, payment and other contractual purposes. If the contractual relationship is with, or the payment made to, another firm please provide a complete explanation on your letterhead and attach to your bid. Please provide for accounts payable purposes:

Tax Identification Number (Federal ID): _____

Remittance Address: _____

Financial Contact Name: _____ Financial Contact Phone Number: _____

Financial Contact Email Address: _____

I hereby state that I have read, understand and agree to be bound by all terms and conditions of this bid document.

SIGNED: _____ NAME: _____
(Type or Print)

TITLE: _____ DATE: _____

FIRM NAME: _____
(if any)

ADDRESS: _____
(Street address) (City) (State) (Zip)

PHONE: _____ FAX: _____

EMAIL ADDRESS: _____

FOR CITY USE ONLY – DO NOT WRITE BELOW

SECTION III
CITY OF KALAMAZOO
INDEMNITY AND INSURANCE

Contractor, or any of their subcontractors, shall not commence work under this contract until they have obtained the insurance required under this paragraph, and shall keep such insurance in force during the entire life of this contract. All coverage shall be with insurance companies licensed and admitted to do business in the State of Michigan and acceptable to the City of Kalamazoo within ten (10) days of the Notice of Award. The requirements below should not be interpreted to limit the liability of the Contractor. All deductibles and SIR's are the responsibility of the Contractor.

The contractor shall procure and maintain the following insurance coverage:

Workers' Compensation Insurance including Employers' Liability Coverage, in accordance with all applicable statutes of the State of Michigan.

Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and aggregate. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent, if not already included and I XCU coverage if the nature of the contract requires XC or U work.

Automobile Liability in accordance with all applicable statutes of the State of Michigan, with limits of liability not less than \$1,000,000 per occurrence, combined single limit for Bodily Injury, and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.

Additional Insured: Commercial General Liability and Automobile Liability, as described above, shall include an endorsement stating that the following shall be *Additional Insureds*: The City of Kalamazoo, all elected and appointed officials, all employees and volunteers, all boards, commissions, and/or authorities and board members, including employees and volunteers thereof. It is understood and agreed that by naming the City of Kalamazoo as additional insured, coverage afforded is primary and any other insurance the City of Kalamazoo may have in effect shall be considered secondary and/or excess.

To the fullest extent permitted by law the Contractor agrees to pay on behalf of, indemnify, and hold harmless the City of Kalamazoo, its elected and appointed officials, and employees against any claims, demands, suits, or loss, including all costs connected therewith, and for any damages which may be asserted, claimed, or recovered against or from the City of Kalamazoo, by reason of personal injury, including bodily injury or death and/or property damage, including loss of use thereof, caused in whole or part by any negligent act or omission by the Contractor, its employees, agents, or officers which arises out of, or is in any way connected or associated with, this contract.

Cancellation Notice: All policies, as described above, shall include an endorsement stating that it is understood and agreed that thirty (30) days, or ten (10) days for non-payment of premium, Advance Written Notice of Cancellation, Non-Renewal, Reduction, and/or Material Change shall be sent to: City of Kalamazoo, Purchasing Division, 241 W. South Street, Kalamazoo, MI 49007.

Proof of Insurance Coverage: The Contractor shall provide the City of Kalamazoo at the time that the contracts are returned by him/her for execution, or within 10 days of Notice of Award, whichever is earlier, a Certificate of Insurance as well as the required endorsements. In lieu of required endorsements, if applicable, a copy of the policy sections where coverage is provided for additional insured and cancellation notice would be acceptable. Copies or certified copies of all policies mentioned above shall be furnished, if so requested.

INDEMNITY AND INSURANCE
Continued

If any of the above coverages expire during the term of this contract, the Contractor shall deliver renewal certificates and/or policies to City of Kalamazoo at least ten (10) days prior to the expiration date.

Scope of Coverage: The above requirements and conditions shall not be interpreted to limit the liability of the Contractor under this Contract but shall be interpreted to provide the greatest benefit to the City and its officers and employees. The above listed coverages shall protect the Contractor, its employees, agents, representatives, and subcontractors against claims arising out of the work performed. It shall be the Contractor's responsibility to provide similar insurance for each subcontractor or to provide evidence that each subcontractor carries such insurance in like amount prior to the time such subcontractor proceeds to perform under the contract.

SECTION IV
SPECIFICATIONS AND GENERAL CONDITIONS

1. SCOPE

The City of Kalamazoo Department of Public Services is soliciting bids from qualified companies to rent five (5) Diesel Powered 25 to 32 Cubic Yard Rear Loading Compactor Trucks for Fall Leaf Pickup.

2. COMPACTOR TRUCK SPECIFICATIONS

The Fall leaf pick up program is scheduled to being on or about the last week in October through the first week of December. However, additional time may be required to complete the program.

Delivery of trucks shall be a minimum of two business days before the scheduled collection. At that time City staff will perform a vehicle safety inspection and install their rear chutes on the vehicles so that the vehicles are ready for City use. Any safety issues that may arise at that time must be corrected by the vendor immediately so that the vehicles are approved for use prior to the beginning of the collection program, or the vendor may be subject to penalties as stated under the Contractor requirement section of the bid. Once the program is complete the Contractor will pick up the vehicles as well.

Trucks must have hour meters and be in good working condition meeting all MDOT regulations. Trucks must be able to pass the same safety inspections that City vehicles must pass before leaving the yards. All tires, springs, lights, glass, heaters, and safety equipment must be in good working condition.

Contractor is to provide compactor trucks, as specified. Compactor trucks shall be rear-loading and able to be equipped with rear chute, which will be provided and installed by the City.

Vehicles will be delivered full of fuel and will be full when the Contractor returns for pick up.

No fuel surcharges/modifications will be permitted during the life of this contract.

SUMMARY OF SPECIFICATIONS:

- Minimum of 25 cubic yard trucks.
- All trucks must be rear load units.
- Lower receptacles capable of attaching leaf deposit chutes to the back of the compactor truck.
- Truck fenders, cab, doors, and floor must be intact with no rust through.
- Equipped with all required Department of Transportation safety devices and equipment.
- All trucks must be in good mechanical working condition.
- Replacement trucks must be available within 24 hours of notification.

3. DELIVERY AND PICKUP

Price quoted to include delivery to and pickup from the City of Kalamazoo Department of Public Services, 415 Stockbridge, Kalamazoo, MI 49001 as specified.

All trucks must be delivered to the City of Kalamazoo in good working order.

4. SUB-CONTRACTOR REQUIREMENTS

If trucks will be subcontracted from another source, that source must provide a letter guarantee that the vehicles as bid will be available for the work at the time specified in Item #2 of the General Specifications.

Also, the City reserves the right to inspect, approve or reject vehicles proposed for use in program prior to contract award.

The Contractor shall have replacement equipment parts available within twenty-four (24) hours in the event of primary equipment failure/breakdown. FAILURE to do so will result in a minimum penalty of \$500 per occurrence plus reimbursement for any costs incurred by the City necessary to maintain the published schedule.

5. COMPACTOR TRUCK MAINTENANCE

The equipment provided to the City by the Contractor shall be properly maintained and in good repair. The Contractor shall provide the most recent service record of proposed equipment. The Contractor shall specify types of maintenance activity that will be provided by the Contractor, and that which the City will be responsible for providing. Contractor will have performed all routine maintenance on vehicles prior to their delivery for program.

Any truck(s) leased shall be guaranteed to be fully functional and capable of performing the task(s) it was designed to perform under the manufacturer's guidelines. All safety equipment/attachments shall be in place and functioning per the manufacturer's design. At the time the City takes possession of the

equipment, the supplier shall provide information regarding current condition and any visual, pre-existing damage to the equipment. The supplier and the City's representatives will review the equipment condition at point of delivery, as well as, point of return. No fees may be charged to the City without a signed receipt of acceptance of the equipment.

All needed repairs will be reported to the lessor for approval before repairs are made by City of Kalamazoo certified mechanics.

All repair costs, (including lost time due to unit being out of service) that are authorized by the lessor will be deducted from the rental, before final payment will be made.

Bidders shall complete a listing of equipment they propose to use in order to meet all the requirements to perform the services as stated in the bid document.

6. INVOICING

Upon delivery the vendor shall leave an itemized copy of the packing slip with the using agency and obtain signature of proof of delivery. The vendor shall submit an invoice in duplicate listing detail of items and cost.

All original invoice(s) will be sent to the Budget and Accounting Division, 241 W. South Street, Kalamazoo, MI 49007 or via email at apinvoice@kalamazoocity.org. Faxed copy of invoice(s) will not be accepted, unless it is to replace an original invoice that was lost in the mail. The Budget and Accounting Division processes payments after receipt of an original invoice from the Contractor and approval by the department.

The City of Kalamazoo policy is to pay invoice(s) within 30 days from the receipt of the original invoice if the services or supplies are satisfactory and the proper paperwork and procedures have been followed. To guarantee payment to the vendor on a timely basis, the vendor needs to receive a purchase order number before supplying the City of Kalamazoo with goods or services. All original, and copies of original invoice(s), will clearly state which purchase order they are being billed against.

The City of Kalamazoo is a government municipality and therefore is tax exempt from all sales tax. Our tax-exempt number is 38-6004627.

The vendor is responsible for supplying the Budget and Account Division with a cop of their W-9 if they are providing a service to the City of Kalamazoo.

7. CONTRACT PERIOD/RENEWALS

The contract shall be in effect for a three (3) year period commencing on or about **October 15, 2024**, subject to availability of funds and the following renewal options. The City may opt to renew this contract for two (2) additional 1-year periods. All renewals shall be upon mutual agreement of both parties and upon availability of funds.

8. PRICING

8.1 No increases over the base bid period will be allowed the Contractor without prior written authorization from the City Purchasing Agent, and then only after receipt of documentation from the Contractor's suppliers(s) showing the basis for and the amount of increase, and that the increase applies to all customers. In the event that a price increase is not approved by the Purchasing Department, the City of Kalamazoo reserves the right to terminate this contract.

8.2 No increases over the base bid price will be permitted to compensate the Contractor for inefficiency or errors in judgment, increases in labor cost or profit.

8.3 Prices shall remain firm for the term of this contract.

9. QUANTITIES

9.1 Exact quantities cannot be determined. The quantities provided are projected one-year requirements.

9.2 Quantities are not intended as a guarantee of minimum or maximum purchase under this contract.

9.3 Actual purchase may be more or less than indicated.

10. AWARD

The following award criteria shall be used and considered in evaluating and awarding the contract for electrical services.

10.1 Bidders ability to provide the required number of trucks.

10.2 Condition of fleet.

10.3 Price.

11. VARIATIONS TO SPECIFICATIONS

For purposes of evaluation, the bidder **MUST** indicate any variances from our specifications, terms and/or conditions, no matter how slight. If variations are not stated in the proposal, it will be assumed that the product or service fully complies with our specifications, terms, and conditions.

12. QUESTIONS

Questions relative to the terms and conditions and bidding procedures may be addressed to Kyle Dunn Buyer, at (269) 337-8720 or dunnk@kalamazoocity.org. Questions relative to the specifications may be addressed to Wendy Burlingham, Public Services Administrative Support Manager (269) 337-8742 or burlinghamw@kalamazoocity.org. This does not, however, relieve the requirements of Page 1, Item 3.

SECTION V
TERMS AND CONDITIONS

1. AWARD OF CONTRACT

- A. This contract will be awarded to that responsible bidder whose bid, conforming to this solicitation, will be most advantageous to the City, price and other factors considered. The City reserves the right to accept or reject any or all bids and waive informalities and minor irregularities in bids received. Other factors include, as an example but not limited to, delivery time, conformance to specifications, incidental costs such as demurrage and deposits, etc.

Notification of award will be in writing by the Purchasing Agent. Upon notification, the Contractor shall submit to the Purchasing Division all required insurance certificates (if required) and such other documentation as may be requested or required hereunder. Upon their receipt and subsequent approval by the City, the Purchasing Agent will forward to the Contractor a written **NOTICE TO PROCEED**. Work shall **NOT** be started until such **NOTICE TO PROCEED** is received by the Contractor.

- B. Unilateral changes in bid prices by the bidder shall not be allowed. However, the City, at its sole option, reserves the right to negotiate with bidders in the event of, but not limited to:

- 1) No bids received;
- 2) A single bid being received; or
- 3) Prices quoted or bid are over budget and/or unreasonable.

2. COMPLETE CONTRACT

This bid document together with its addenda, amendments, attachments and modifications, when executed, becomes the complete contract between the parties hereto, and no verbal or oral promises or representations made in conjunction with the negotiation of this contract shall be binding on either party.

3. SUBCONTRACTORS - NON-ASSIGNMENT

Bidders shall state in writing any and all sub-contractors to be associated with this bid, including the type of work to be performed. The Contractor shall cooperate with the City of Kalamazoo in meeting its commitments and goals with regard to maximum utilization of minority and women-owned business enterprises.

The Contractor hereby agrees and understands that the contract resulting from this solicitation shall not be transferred, assigned or sublet without prior written consent of the City of Kalamazoo.

4. TAXES

The City of Kalamazoo is exempt from all federal excise tax and state sales and use taxes.

5. INVOICING

All original invoice(s) will be sent to the Financial Services Division, 241 W. South Street, Kalamazoo, MI 49007 or via email at apinvoice@kalamazoocity.org. The Finance Division processes payments after receipt of an original invoice from the Contractor and approval by the department. The City of Kalamazoo’s policy is to pay invoice(s) within 30 days from the receipt of the original invoice, if the services or supplies are satisfactory and the proper paperwork and procedures have been followed. **In order to guarantee payment to the vendor on a timely basis, the vendor needs to receive a purchase order number before supplying the City of Kalamazoo with goods or services.** All original, and copies of original invoice(s), will clearly state which purchase order they are being billed against.

The City of Kalamazoo is a government municipality and therefore is tax exempt from all sales tax.

The vendor is responsible for supplying the Finance Division with a copy of their W9 if they are providing a service to the City of Kalamazoo.

6. PAYMENTS

Unless otherwise specified by the City in this contract, the Contractor will be paid in not more than thirty (30) days after receipt of a properly executed invoice, the sum stipulated herein for supplies delivered and accepted, or service rendered and accepted. Payments are processed by the Management Services Financial Services Division after receipt of an original invoice from the Contractor and approval by the department.

7. CHANGES AND/OR CONTRACT MODIFICATIONS

The City reserves the right to increase or decrease quantities, service or requirements, or make any changes necessary at any time during the term of this contract, or any negotiated extension thereof. Price adjustments due to any of the foregoing changes shall be negotiated and mutually agreed upon by the Contractor and the City.

Changes of any nature after contract award which reflect an increase or decrease in requirements or costs shall not be permitted without prior approval by the Purchasing Agent. City Commission approval may also be required.

ANY CHANGES PERFORMED IN ADVANCE OF PURCHASING AGENT APPROVAL MAY BE SUBJECT TO DENIAL AND NON-PAYMENT.

8. LAWS, ORDINANCES AND REGULATIONS

The Contractor shall keep himself/herself fully informed of all local, state, and federal laws, ordinances and regulations in any manner affecting those engaged or employed in the work and the equipment used. Contractor and/or employees shall, at all times, serve and comply with such laws, ordinances and regulations.

Any permits, licenses, certificates or fees required for the performance of the work shall be obtained and paid for by the Contractor.

This contract shall be governed by the laws of the State of Michigan.

9. RIGHT TO AUDIT

The City or its designee shall be entitled to audit all of the Contractor's records, and shall be allowed to interview any of the Contractor's employees, throughout the term of this contract and for a period of three years after final payment or longer if required by law to the extent necessary to adequately permit evaluation and verification of:

- A. Contractor compliance with contract requirements,
- B. Compliance with provisions for pricing change orders, invoices or claims submitted by the Contractor or any of his payees.

10. HOLD HARMLESS

If the negligent acts or omissions of the Contractor/Vendor or its employees, agents or officers, cause injury to person or property, the Contractor/Vendor shall indemnify and save harmless the City of Kalamazoo, its agents, officials, and employees against all claims, judgments, losses, damages, demands, and payments of any kind to persons or property to the extent occasioned from any claim or demand arising therefrom.

11. DEFAULT

The City may at any time, by written notice to the Contractor, terminate this contract and the Contractor's right to proceed with the work, for just cause, which shall include, but is not limited to the following:

- A. Failure to provide insurance and bonds (when called for), in the exact amounts and within the time specified or any extension thereof.
- B. Failure to make delivery of the supplies, or to perform the services within the time specified herein, or any extension thereof.
- C. The unauthorized substitution of articles for those bid and specified.
- D. Failure to make progress if such failure endangers performance of the contract in accordance with its terms.
- E. Failure to perform in compliance with any provision of the contract.
- F. **Standard of Performance** - Contractor guarantees the performance of the commodities, goods or services rendered herein in accordance with the accepted standards of the industry or industries concerned herein, except that if this specification calls for higher standards, then such higher standards shall be provided.

Upon notice by the City of Contractor's failure to comply with such standards or to otherwise be in default of this contract in any manner following the Notice to Proceed, Contractor shall immediately remedy said defective performance in a manner acceptable to the City. Should Contractor fail to immediately correct said defective performance, said failure shall be considered a breach of this contract and grounds for termination of the same by the City.

In the event of any breach of this contract by Contractor, Contractor shall pay any cost to the City caused by said breach including but not limited to the replacement cost of such goods or services with another Contractor.

The City reserves the right to withhold any or all payments until any defects in performance have been satisfactorily corrected.

DEFAULT (cont.)

In the event the Contractor is in breach of this contract in any manner, and such breach has not been satisfactorily corrected, the City may bar the Contractor from being awarded any future City contracts.

- G. All remedies available to the City herein are cumulative and the election of one remedy by the City shall not be a waiver of any other remedy available to the City either listed in this contract or available by operation of law.

12. TERMINATION OF CONTRACT

The City may, at any time and without cause, suspend the work of this contract for a period of not more than ninety days after providing notice in writing to the Contractor. The Contractor shall be allowed an adjustment in the contract price or an extension of the contract times, or both, directly attributable to the suspension if Contractor makes an approved claim.

The City may, without prejudice to any other right or remedy of the City, and with or without cause, terminate the contract by giving seven days written notice to the Contractor. In such case the Contractor shall be paid, without duplication, for the following items:

- A. Completed and acceptable work executed in accordance with the contract documents prior to the effective date of termination, including fair and reasonable sums for overhead and profit on such work;
- B. Expenses sustained prior to the effective date of termination in performing services and furnishing labor, materials or equipment as required by the contract documents in connection with uncompleted work, plus fair and reasonable sums for overhead and profit on such expenses;
- C. All documented claims, costs, losses and damages incurred in settlement of terminated contracts with Subcontractors, Suppliers and others; and
- D. Reasonable expenses directly attributable to termination.

The Contractor shall not be paid on account of loss of anticipated profits or revenue or other economic loss arising out of or resulting from such termination.

13. INDEPENDENT CONTRACTOR

At all times, the Contractor, any of his/her employees, or his/her sub-contractors and their subsequent employees shall be considered independent contractors and not as City employees. The Contractor shall exercise all supervisory control and general control over all workers' duties, payment of wages to Contractor's employees and the right to hire, fire and discipline their employees and workers. As an independent contractor, payment under this contract shall not be subject to any withholding for tax, social security or other purposes, nor shall the Contractor or his/her employees be entitled to sick leave, pension benefit, vacation, medical benefits, life insurance or workers' unemployment compensation or the like.

14. MEETINGS

The Contractor and/or Project Supervisor shall be available to meet with the Department Head or Project Manager at a mutually agreeable time to discuss problems, issues or concerns relative to the contract. Either party may call a meeting at any time. When such a request for a meeting is made, the meeting date shall, in no case exceed five (5) working days after the request; and, if in the sole opinion of the Department Head, the severity of the circumstance warrants, no more than one (1) working day.

15. INSPECTION OF WORK SITE

Before submitting bids or quotes for work, the Contractor shall be responsible for examining the work site and satisfying himself/herself as to the existing conditions under which he/she will be obligated to operate, or that in any way affects the work under this contract. No allowance shall be made subsequently, in behalf of the Contractor, for any negligence on his/her part.

16. CONTRACT PERIOD, EXTENSIONS, CANCELLATION

- A. The contract shall be in effect for the term stated in the specifications.
- B. The City may opt to extend this contract upon mutual agreement of both parties. The number of extensions shall be limited to that stated in the specifications.
- C. The City may, from time to time, find it necessary to continue this contract on a month-to-month basis only, not to exceed a six (6) month period. Such month-to-month extended periods shall be by mutual agreement of both parties, with all provisions of the original contract or any extension thereof remaining in full force and effect.
- D. All contracts, extensions and cost increases are subject to availability of funds and the approval of the City Commission (if required).
- E. The City reserves the right to cancel the contract due to non-appropriation of funds by the City with thirty (30) days written notice.
- F. Either party may terminate the contract (or any extension thereof) without cause at the end of any twelve (12) month term by giving written notice of such intent at least 60 days prior to the end of said twelve (12) month term.
- G. All notices are in effect commencing with the date of mailing. Written notices may be delivered in person or sent by First Class mail; faxed or emailed to the last known address.
- H. If cancellation is for default of contract due to non-performance, the contract may be canceled at any time (see Item 11, DEFAULT)

APPENDIX A
NON-DISCRIMINATION CLAUSE FOR ALL CITY OF KALAMAZOO CONTRACTS

The Contractor agrees to comply with the Federal Civil Rights Act of 1964 as amended; the Federal Civil Rights Act of 1991 as amended; the Americans With Disabilities Act of 1990 as amended; the Elliott-Larson Civil Rights Act, Act. No. 453, Public Act of 1976 as amended; the Michigan Handicappers Civil Rights Act, Act No. 220, Public Act of 1976 as amended, City Ordinance 1856 and all other applicable Federal and State laws. The Contractor agrees as follows:

1. The Contractor will not discriminate against any employee or applicant for employment because of race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability, family status, sexual orientation or gender identity that is unrelated to the individual's ability to perform the duties of the particular job or position. Such action shall include, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment advertising, layoff or termination; rates of pay or other forms of compensations; and selection for training, including apprenticeship.
2. The Contractor will, in all solicitations or advertisements for employees placed by or on behalf of the Contractor, state that all qualified applicants will receive consideration for employment without regard to race, color, religion, national origin, sex, age, height, weight, marital status, physical or mental disability family status, sexual orientation or gender identity that is unrelated to the individual's ability to perform the duties of the particular job or position.
3. If requested by the City, the Contractor shall furnish information regarding practices, policies and programs and employment statistics for the Contractor and subcontractors. The Contractor and subcontractors shall permit access to all books, records and accounts regarding employment practices by agents and representatives of the City duly charged with investigative duties to assure compliance with this clause.
4. Breach of the covenants herein may be regarded as a material breach of the contract or purchasing agreement as provided in the Elliott-Larsen Civil Rights Act and City Ordinance 1856.
5. The Contractor will include or incorporate by reference the provisions of the foregoing paragraphs 1 through 4 in every subcontract or purchase order unless exempted by the rules, regulations or orders of the Michigan Civil Rights Commission* and will provide in every subcontract or purchase order that said provision will be binding upon each subcontractor or seller.
6. The Contractor will not preclude a person with a criminal conviction from being considered for employment unless otherwise precluded by federal or state law. (for contracts over \$25,000)

The Elliott-Larson Civil Rights Act, Sec. 202 of Act. No. 453 of 1976 reads in part as follows:

Sec. 202. (1) An employer shall not:

- (a) Fail or refuse to hire, or recruit, or discharge or otherwise discriminate against an individual with respect to employment, compensation, or a term condition or privilege of employment because of religion, race, color, national origin, age, sex, height, weight or marital status.
- (b) Limit, segregate or classify an employee or applicant for employment in a way which deprives or tends to deprive the employee or applicant of an employment opportunity or otherwise adversely affects the status of an employee or applicant because of religion, race, color, national origin, age, sex, height, weight or marital status.
 - I Segregate, classify or otherwise discriminate against a person on the basis of sex with respect to a term, condition or privilege of employment, including a benefit plan or system.

* Except for contracts entered into with parties employing less than three employees.



Attachment A

PACKER TRUCK INSPECTION PROCEDURES

PACKER TRUCK RENTAL

Bid Reference #: 97586-004.0

July 2024

Packer Truck Inspection Procedure

Packer Truck Rental

Bid Reference #: 97586-004.0

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Purpose:

The Code of Federal Regulations can be found in the [Federal Motor Carrier Safety Regulations Handbook](#). Every attempt has been made to include all items found during a safety inspection, however, due to different body styles, some items may not be identified in this manual. Any defects or deficiencies found during the inspection should be repaired to meet or exceed Original Equipment Manufacturer (OEM) Standards.

Drivers Compartment:

Driver's Seat and Seat Belts. [CFR 393.93](#), Reject if:

- a. Seat is loose or will not hold adjustments
- b. Seat belts are missing or damaged

Driver Controls. [CFR 393.209J](#). Reject if:

- a. Steering wheel is loose or binds
- b. Steering wheel has a spoke cracked through or missing
- c. Steering wheel lash exceeds the following parameters:

Steering Wheel Diameter	Manual Steering System	Power Steering System
16" or less	2" +	4¼" +
18"	2 ¼"+	4¾" +
19"	2 3/8"+	5" +
20"	2 ½"+	5 ¼"+
21"	2 5/8"+	5 ½"+
22"	2¾"+	5¾"+

- d. Steering column is not securely fastened
- e. Parking brake does not comply with [CFR 393.41](#)
- f. Telescopic steering column does not lock into position
- g. Tilt steering column does not lock in at least one position
- h. Power steering will not turn wheels through its full range with standard O.E.M effort (lock to lock) while vehicle is motionless and idling.
- i. Horn does not operate properly [CFR 393.81](#)

Accelerator, Clutch and Brake pedal. [CFR 396.3\(a\)\(1\)](#), Reject if:

- a. Pedals stick, bind, or fail to return
- b. Power booster for hydraulic brake system fails to operate. (Pump brake pedal to exhaust power assist supply and start engine with foot on brake pedal checking for power boost operation)
- c. Power steering pump hydraulic brake assist fails to operate as designed
- d. Electric motor brake booster fails to activate when key is in off position or as designed.

Windshield. [CFR 393.60\(c\).i](#). Reject if:

- a. Glass is other than approved safety glass
- b. Any non-transparent material obstructs or impairs driver's clear view of highway or any intersecting highway
- c. Stone chips larger than a 25 cent piece are present within the wiper sweep area on the driver's side
- d. Cracks extend above the height of the steering wheel or are more than 2" from the top or 1" from a side
- e. Any windshield defect that could damage a windshield wiper blade
- f. Any accessories are located more than 4" from the top of the wiper sweep area

Windshield wipers and washer operation. [CFR 393.78.i](#). Reject if:

- a. Windshield wipers do not operate as specified by the manufacturer or 45 cycles per minute
- b. Wiper blades are torn, smear or streak windshield
- c. Wipers do not clear windshield of washer fluid after 5 strokes
- d. Washers do not operate

Mirrors. [CFR 393.80.1](#). Reject if:

- a. There is not one at each side located to reflect to the driver a clear vision of the highway
- b. The glass is fogged, cracked or missing
- c. Missing a convex type mirror on right side

Heaters and defrosters. Reject if:

- a. Defroster and blower are not capable of working as designed [CFR 393.79](#)
- b. Heater cores are leaking coolant
- c. Heaters do not conform to [CFR 393.77](#)

Brake Warning devices and gauges [CFR 393.51](#):

Hydraulic Brakes:

- a. A warning signal, audible or visible, fails to operate before or upon application of the brakes in the event of a complete failure of a partial system
- b. Inoperative antilock brake system on any vehicle built after March 1, 1999, unless equipped when manufactured at an earlier date. [CFR 393.55](#)

Air Brakes:

- a. A warning signal, audible and visible, fails to operate continuously whenever the pressure of the compressed air is below a specified pressure, which must be at least one-half of the compressor governor cutout pressure
- b. The pressure gauge indicating the pounds per square inch (psi) or kilopascals (kPa) available for braking is missing, inoperative or inaccurate
- c. Antilock brakes are inoperative on any commercial vehicle built after March 1, 1998, unless equipped when manufactured at an earlier date. [CFR 393.55\(c\)\(2\)](#)

Hydraulic Brakes Applied or Assisted By Air or Vacuum: [CFR393.51](#)

- a. A warning signal, audible or visible, fails to operate continuously whenever the pressure or vacuum does not meet the requirements listed above

Passenger Compartment:**Lighting. [CFR 393.11](#) Reject if:**

- a. Step lights do not operate or bulb protection lens or lenses missing
- b. Aisle or under seat lighting does not operate if so equipped
- c. Restroom "low intensity" light inoperative
- d. Restroom emergency indicator inoperative, if so equipped

Flooring. [CFR 393.84](#) Reject if:

- a. Floor damage allowing road debris or exhaust to enter interior compartment
- b. Any carpet or molding could cause trip hazard
- c. Oil or grease accumulation on a traction surface
- d. Flooring or Step structure is not sufficient to support weight

Seating. [CFR 393.91](#) Reject if:

- a. Torn upholstery that exposes sharp metal or springs
- b. Seating is not securely attached
- c. Adjustment mechanisms are not operating properly
- d. Perform seating verification. (14 inches of lateral measurement is equal to one seat, allowing for 7 inches of leg room at corners per CFR571.10.)

Windows. Reject if:

- a. Separated, cracked or shattered glass is exposed to passengers
- b. Window tinting that exceeds specifications defined under the Michigan Vehicle Code being Public Act 300 for driver's windows
- c. Glazing is other than a type specified in [CFR 393.60](#)

Doors. [CFR 396.3\(a\) \(1\)](#) Reject if:

- a. Missing or unable to stay closed
- b. Door cannot operate properly

Exterior:

Lighting. CFR 393.11 Reject if any fail to operate or are dim or lack the proper color lens:

- a. Headlamps, hi and low beams
- b. Turn signal lamps
- c. Identification and clearance lamps for vehicles over 80" wide
- d. One back up lamp
- e. License plate lamp
- f. Tail lamps
- g. Side marker lamps
- h. Center marker lamps if over 30' in length (does not have to operate with turn signals.)
- i. Hazard warning flashing lamps
- j. Stop lamps including 3 brake lamp if equipped

Reflectors. CFR 393.11 Reject if missing or lack the proper color:

- a. Rear
- b. Front Side
- c. Rear side
- d. Center (if over 30' in length)
- e. Not marked with letters SAE or DOT

Tires. CFR 393.75 Reject if:

- a. Any tire, other than a steering axle, with less than $\frac{2}{32}$ inches of tread when measured at any point on a major groove
- b. Any tire on a steering axle with less than $\frac{4}{32}$ inch tread when measured at any point on a major tread groove
- c. Any part of ply, belt, or cord is exposed
- d. There is any bump, bulge or separation
- e. Tire is marked "not for highway use" or any similar designation
- f. Any other conditions or markings believed to render the tire as unsafe
- g. Front tire is retreaded, recapped or re-grooved
- h. Any tire has been re-grooved or recut below original tread design depth, except tires which are identified as having extra under tread rubber
- i. Tires used on same axle are not same size or type of construction (Mixed bias, belted, radial or snow)
- j. Tire is flat or has an audible leak
- k. Any tire carries a greater weight than is specified on the tire
- l. Any tire is not properly inflated

Wheels and Attachments. CFR 393.205 Reject if:

- a. Wheels or rims are cracked or broken
- b. Stud or bolt holes are elongated
- c. Nuts or bolts are missing or loose
- d. No visible or measurable amount of lubricant showing in hub
- e. Any wheel carries a greater weight than is specified on the wheel

Fuel Tank Filler and Cap. CFR 393.65 thru CFR 393.69 Reject if:

- a. Cap is not present
- b. Cap does not fit or seal is missing or damaged
- c. Fill pipe opening is located inside passenger or cargo compartment
- d. Fuel can spill onto exhaust or electrical system

Battery compartment. [CFR 393.30](#) Reject if:

- a. Battery cables are loose, worn or frayed
- b. Accessory feeds and wiring are not overload protected
- c. Battery is cracked or leaking
- d. Battery is not protected from terminals shorting out by excess movement (Hold Downs)
- e. Unsuitable insulated protection to electrical components [CFR 393.28](#)

Engine Compartment. [CFR 396.3](#) Reject if:

- a. Oil, fuel or coolant lines or hoses are leaking or damaged
- b. Drive belts are cracked, frayed, oil soaked, or damaged
- c. Power steering system leaks ([CFR 393.209\(e\)](#))
- d. Throttle will not return properly or springs are missing and worn
- e. Motor mounts are broken or worn to allow excessive movement
- f. Master cylinder fluid level is less than $\frac{3}{4}$ full
- g. Brake fluid reservoir is leaking or damaged
- h. Brake fluid is contaminated
- i. Any visual leak from an electrical component such as an alternator, auxiliary heater, etc.
- j. Any electrical cable insulation that is chafed, frayed, damaged or burnt and causing bare cable to be exposed

Bumpers. Reject if: [CFR 393.203](#)

- a. Bumper is not firmly attached to frame or chassis
- b. Bumper is not within 30 inches above a level ground
- c. Bumper is less than 18 inches from the widest part of the bus
- d. Bumper extends beyond the widest part of the vehicle

Body. [CFR 393.203](#) Reject if:

- a. Vehicle is not free of any deformations arising from a collision, crash or other impact, excepting minor dents and blemishes
- b. Structural integrity of the body panels including floor, sides and other portions of the outer shell are not sturdy, rigid and complete

Underbody:

Suspension. [CFR 393.207](#) Reject if:

- a. Axle positioning part is cracked, broken, loose or missing
- b. Axle is not in proper alignment
- c. Leaf spring is cracked, broken, missing or shifted out of position
- d. Coil spring is cracked or broken
- e. Torsion bar or system is cracked or broken
- f. Air system is worn, damaged or leakage is greater than 3 psi in a 5 minute period
- g. Air is allowed into suspension system before at least 55 psi is in the braking system.
- h. Air suspensions must be level when in operation (not tilting to left or right)
- i. Rubber Shear Spring (Mor/ryde) has a tear across the spring over 3" wide and more than $\frac{1}{4}$ " deep

Steering. CFR 393.209 Reject if:

- a. Steering universal joints are worn, faulty or repaired by welding
- b. Steering gear box is loose or missing mounting bolts
- c. Steering gear box or mounting bracket is cracked
- d. Pitman arm on the steering gear is loose
- e. Power steering will not turn wheels through its full range with standard O.E.M effort (lock to lock) while vehicle is motionless and idling
- f. There is any movement under steering load of a stud nut
- g. Any motion, other than rotational, between any linkage member and its attachment point
- h. Loose clamp or clamp bolt on tie rod or drag link
- i. Linkage components are not secured with proper pins or devices
- j. Power steering leaks
- k. Any movement in a ball joint other than rotational while suspension is supported by a floor jack, hoist, or jack stand.

Brakes. CFR 393.40 Reject if:

- a. Air or hydraulic leaks are present
- b. Any brake part is missing, excessively worn, loose or broken
- c. There is no braking action at any wheel
- d. Any brake hose or tubing that is leaking, restricted, deteriorated, insecurely fastened or retained, improperly joined or damaged
- e. Any brake hose or tubing contacts a wheel, tire, steering component or frame
- f. Brake lining is broken, not firmly attached to shoe, contaminated with oil, fluid or grease
- g. Brake drum is scored greater than .060 inches
- h. Brake drum that has a thickness less than the minimum stamped on the assembly or as stated by the manufacturer
- i. Brake drum that is broken or has a crack extending to an open edge
- j. Air drum brake lining thickness is less than 1/4 inches at shoe center
- k. Hydraulic or electric drum brake lining thickness is less than 1/16 inches at shoe center
- l. Disc brake lining is less than 1/8 inches at thinnest point
- m. There is a mismatch of air chamber sizes or slack adjuster lengths
- n. Automatic Slack Adjusters missing from a vehicle built after 10/20/1994
- o. Evidence of metal to metal contact to a rotor
- p. Evidence of rusted or discolored rotor surface or cracked to the edge
- q. Any wheel seal is leaking that shows evidence of contamination to the braking surfaces
- r. Any automatic slack adjuster is out of adjustment

Frame and cross members. CFR 393.201 Reject if:

- a. Frame is cracked, loose, sagging or broken
- b. Holes have been drilled in the top or bottom rail flanges, except as specified by the manufacturer
- c. Frame components are missing, cracked, rust holes, broken, loose or in deteriorated condition
- d. Body support components are missing, cracked, rust holes, broken, loose or in deteriorated condition

Drive Shaft. [CFR 393.89](#) Reject if:

- a. Universal joints, Slip joints, or carrier bearings show excessive wear
- b. Shaft safety guard(s)/Loops are missing or ineffective

Exhaust System. [CFR 393.83](#) Reject if:

- a. Any part of the system is temporarily repaired with wrap or patches
- b. There are holes, cracks, loose or leaking seams
- c. A muffler cutout or similar device is present
- d. Any part of the system passes through the passenger compartment
- e. System is not securely fastened with proper clamps and hangers
- f. Exposed system does not have adequate heat shields to protect electrical wiring, fuel supply, suspension components or other combustible parts of the vehicle from damage
- g. Exhaust discharges immediately below the fuel tank or fuel filler pipe
- h. Exhaust discharges at or more than 6 inches forward of the rearmost part of a bus powered by a gasoline engine
- i. Exhaust discharges at or more than 15 inches forward of the rearmost part of the bus or to the rear of all doors or windows designed to be opened, except emergency exits, on a bus powered by fuels other than gasoline

Fuel System. [CFR 393.65](#) thru [CFR 393.69](#) Reject if:

- a. There is fuel leakage at any point in any system
- b. Any part of the fuel system is not securely fastened
- c. Any fuel tank or line not specifically designed or manufactured in accordance with FMCSA 393 Subpart E
- d. Any fuel line is contacting high temperature surfaces or moving parts
- e. Fuel tank or line intrudes into or above any driver or passenger compartment
- f. Any part of the fuel tank is forward of the front axle
- g. Any part of the system extends beyond the widest part of the bus