

PURCHASING DIVISION  
CITY OF WORCESTER  
MASSACHUSETTS 01608-1895  
ROOM 201 - CITY HALL, 455 MAIN ST.  
PHONE (508) 799-1220

SEALED BID INVITATION  
(Supplies, Material, Equipment, Services)

SEALED BID NO. CR-8694-W6
DATE: April 22, 2026
CITY OF WORCESTER Christopher J. Gagliastro, MCPPO Purchasing Agent
BUYER: Christopher J. Gagliastro

AN EQUAL OPPORTUNITY AFFIRMATIVE ACTION EMPLOYER

NOTICE TO BIDDERS  
TERMS AND CONDITIONS

All bids are subject to the terms and conditions and specificity herein set forth except where specifically deleted by the City of Worcester in Section No. 6 below.

**COMPLETE ORIGINAL COPY (including ALL pages) OF THIS BID MUST BE SUBMITTED IN A SEALED ENVELOPE:**

DATE: MAY 13, 2026 TIME: 10:00 A.M. LOCAL TIME

PLACE: Purchasing Division, Room 201, City Hall, Worcester, Massachusetts

MARK SEALED ENVELOPE **"Sealed Bid No. CR-8694-W6, Automotive Supplies / City"**

The name and address of the bidder must appear in the upper left hand corner of the envelope. The City of Worcester is not responsible for bids not properly marked.

**GENERAL**

1. This Bid Invitation covers: Furnish and deliver automotive supplies as per the requirements and specifications of the City of Worcester for a period of three (3) years from July 1, 2026 through June 30, 2029.
2. A certified check or bid bond made payable to the "City Treasurer, City of Worcester" in the Amount of \$ N/A must accompany this bid.
3. All bids received will be publicly opened and read in the Bid Room at City Hall at date and time shown above.  
**NO BID WILL BE ACCEPTED AFTER TIME AND DATE SPECIFIED**
4. A performance bond in the amount of \$ N/A of the total dollar award is required.
5. A payment bond in the amount of \$ N/A of the total dollar award is required.
6. All terms and conditions are applicable to this proposal except the following section numbers which are hereby deleted from this invitation: all apply
7. **Questions pertaining to this bid must be directed to Christopher J. Gagliastro via e-mail at [gagliastroc@worcesterma.gov](mailto:gagliastroc@worcesterma.gov)**

8. The following meanings are attached to the defined words when used in this bid form.
  - (a) The word “City” means The City of Worcester, Massachusetts.
  - (b) The word “Bidder” means the person, firm or corporation submitting a bid on these specifications or any part thereof.
  - (c) The word “Contractor” means the person, firm or corporation with whom the contract is made by carrying out the provisions of these specifications and the contract.
  - (d) The words “Firm Price” shall mean a guarantee against price increases during the life of the contract.
9. Any prospective bidder requesting a change in or interpretation of existing specifications of terms and conditions must do so within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date. All requests are to be in writing to the Purchasing Division (or e-mailed at: [gagliastroc@worcesterma.gov](mailto:gagliastroc@worcesterma.gov)). *No changes will be considered or any interpretation issued unless the request is in our hands within five (5) days (Saturdays, Sundays and Holidays excluded) BEFORE scheduled bid opening date.*
10. The contractor will be required to indemnify and save harmless the City of Worcester, for all damages to life and property that may occur due to his negligence or that of his employees, subcontractors, etc., during this contract.
11. The Contract Agreement will be in the form customarily employed by the City of Worcester and is on file in the Purchasing Division at City Hall.
12. Bids which are incomplete, not properly endorsed, or signed, or otherwise contrary to these instructions will be rejected as informal by the Purchasing Agent. **Conditional bids will not be accepted.**
13. The Bidder must certify that no official or employee of the City of Worcester, Massachusetts is pecuniarily interested in this proposal or in the contract which the bidder offers to execute or in expected profits to arise therefrom, unless there has been compliance with provisions of G.L. C. 43 Sec. 27, and that this bid is made in good faith without fraud or collusion or connection with any other person submitting a proposal.
14. As the City of Worcester is exempt from the payment of Federal Excise Taxes and Massachusetts Sales Tax, prices quoted herein are not to include these taxes.
15. All prices are to be firm F.O.B. Destination, City of Worcester, Massachusetts, unless otherwise indicated by the City. **Time reserved for award is ninety days.**
16. In case of error in the extension prices quoted herein, the unit price will govern.
17. It is understood and agreed that should any price reductions occur between the opening of this bid and delivery of any order, the benefit of all such reductions will be extended to the City.
18. The City of Worcester reserves the right to reject any and all bids, wholly or in part, and to make awards in a manner deemed in the best interest of the City.
19. Awards will be made to the bidder quoting the lowest net price in accordance with the specifications.
20. The supplier will be bound by all applicable statutory provisions of law of the Federal Government, the Commonwealth of Massachusetts, the City of Worcester, and the Department of Public Safety of the Commonwealth of Massachusetts.
21. Any bid withdrawn after time and date specified, the bidder shall forfeit deposit on bid as liquidated damages.
22. The contractor will not be permitted to either assign or underlet the contract, not assign either legally or equitably any monies hereunder, or its claim thereto without the previous written consent of the City Treasurer and of the Purchasing Agent of the City of Worcester.
23. If this bid shall be accepted by the City, and the bidder shall fail to contract as aforesaid and to give a bond in the amount as specified in Section 4, within ten (10) days, (not including Sunday or a legal Holiday) from the date of the mailing of a notice from the City to him/her, according to the address given herewith, that the contract is ready for signature, the City may by option determine that the bidder has abandoned the contract and thereupon the proposal and

acceptance shall be null and void and the bid security accompanying this proposal shall become the property of the City as liquidated damages.

24. When quoting, the bidder shall submit a signed copy of this bid form, and if bid accepted by the City shall constitute part of the contract of purchase. Do not detach any part of this form 30B (Sealed Bid Goods & Services) when submitting a bid. Bidder must sign and return complete form 30B (Sealed Bid Goods & Services).
25. If in the judgment of the Purchasing Agent any property is needlessly damaged by an act or omission of the contractor or his/her employees, servants or agent, the amount of such damages shall be determined by the Purchasing Agent of the City of Worcester and such amount shall be deducted from any money due the contractor or may be recovered from said contractor in actions at law.
26. It is agreed that deliveries and/or completion are subject to strikes, lockouts, accidents and/or Acts of God.

### **INSURANCE AND WORKER'S COMPENSATION**

27. COMMERCIAL GENERAL LIABILITY INSURANCE: Contractor to supply the City of Worcester with certificates of insurance evidencing general liability coverage of not less than \$ 1,000,000.00 per occurrence / \$ 2,000,000.00 aggregate.
28. AUTOMOBILE LIABILITY INSURANCE: Contractor to supply the City of Worcester with certificates of insurance evidencing automobile liability coverage, bodily injury and property damage combined single limit, of \$ 1,000,000.00 (all owned, hired, and non-owned autos).
29. COMPENSATION INSURANCE: The contractor shall furnish the City of Worcester with certificates showing that all of his/her employees who shall be connected with this work are protected under Massachusetts' statutory worker's compensation insurance policies.
30. The Contractor shall carry public liability insurance with an insurance company satisfactory to the City so as to save the City harmless from any and all claims for damages arising out of bodily injury to or death of any person or persons, and for all claims for damages arising out of injury to or destruction of property caused by accident resulting from the use of implements, equipment or labor used in the performance of the contractor or from any neglect, default or omission, or want of proper care, or misconduct on the part of the Contractor or for anyone of his employ during the execution of the contract.
31. Prior to starting on this contract, the Contractor shall deposit with the Contracting Officer certificates from the insurer to the effect that the insurance policies required in the above paragraphs have been issued to the Contractor. The certificates must be on a form satisfactory to the Purchasing Agent.
32. Except as may otherwise be stated herein, the Contractor shall also carry bodily injury and property damage insurance in an amount not less than those set forth above covering the operation of all motor powered vehicles owned or operated by the Contractor and engaged in this contract.

### **DISCOUNT**

33. Prompt pay discounts will be considered when determining the low bid except when discounts are for a period of less than 30 days. In this event discounts will not be taken into consideration when determining low bid.
34. Time, in connection with discount offered, will be computed from date of completion and/or delivery and acceptance at destination, or from date correct bill or voucher properly certified by the contract is received if the latter date is later than the date of completion and acceptance and/or delivery and acceptance.

### **GUARANTEE**

35. The bidder to who a contract is awarded guarantees to the City of Worcester all equipment, materials and or workmanship for a period of one (1) year after final inspection and acceptance and shall replace promptly any defective equipment, materials and/or workmanship required without additional cost to the City.

## **DELIVERIES AND COMPLETION**

36. It is understood and agreed that in the event of failure on the part of the bidder to indicate date of delivery and/or completion, delivery and/or completion will be made within twelve (12) days from date of notification. Should the successful bidder fail to make delivery or complete contract within time specified, the City reserves the right to make the purchase on such orders at the open market and charge any excess over contract price to the account of the successful bidder, who shall pay the same.
37. The contractor shall familiarize himself with the location and facilities for storage.
38. The City through its Purchasing Division reserves the right to divert delivery from one location to another, and to allow for any change in operating conditions or for any other cause not now foreseen and to proportion deliveries according to available storage facilities.

## **SAMPLING AND ANALYSIS**

39. Each bidder must state the commercial name of the product quoted, name, and address of operator or agent from whom the product will be purchased and in addition shall furnish an analysis of the product, date of analysis, by whom made and their address.
40. Samples of the product to be delivered may be taken by a representative of the City, either prior to delivery or while it is being delivered in the storage facilities at destination, or will be taken from the storage facilities to which the product has been delivered as determined from time to time by the Purchasing Agent. Bidder agrees to furnish the necessary manual labor, without additional cost required to assemble the physical samples, which is to be performed under the direction of the City representative.
41. The representative of the City taking the samples shall be given the opportunity, while sampling, to affix his or her signature to the delivery slip each item represented in his/her sample.
42. Any product after the sampling and analysis, not found meeting the requirements of the contract shall be sufficient cause for the cancellation of the contract at the option of the Purchasing Agent.
43. If any product is found that does not meet the analysis submitted by the bidder in his/her proposal, the Purchasing Agent may, at his or her option, exercise his/her right to reject the product and require that all or any part thereof shall be removed promptly by and at the expense of the contractor and replace it forthwith with a product satisfactory to the Purchasing Agent, or to retain the product and compensate the contractor in an amount as determined by the Purchasing Agent and the City Manager.
44. It is understood and agreed that it shall be a material breach of any contract resulting from this bid for the Contractor to engage in any practice which shall violate any provisions of Massachusetts General Laws, Chapter 151B, relative to discrimination in hiring, discharge, compensation, or terms, conditions or privileges of employment because of race, color, religious creed, national origin, sex, age or ancestry.
45. The undersigned as bidder, declares that the only parties interested in this proposal as principals are named herein; that this proposal is made without collusion with any other person, firm or corporation, that no officer or agent of the City is directly or indirectly interested in this bid; and he/she proposes and agrees that if this proposal is accepted he/she will contract with the City in accordance with the specifications, also the terms and conditions as spelled out in this bid form.
46. No Person, including but not limited to corporations, partnerships, limited partnerships or limited liability corporations, shall be eligible to receive a contract under this invitation to bid and/or requires for proposal if that person has been convicted of any felony offense involving the distribution of controlled substances as that term is defined under Chapter 94C of the General Laws and, for contracts to be performed for on-site services to the Worcester Public Schools, if that person or any person to be employed by that person in the performance of such on-site services has been convicted of a "sex offense" or a "sex offense involving a child" or a "sexually violent offense" or would meet the definition of "sexually violent predator" as those terms are defined in Section 178C of the General Laws and who must register with the sex offender registry board.

47. The Contractor shall at all times enforce strict discipline and good order among his employees and shall not employ for work or services relating to this contract any unfit person or anyone not skilled in the task assigned to him. In light of the fact that the performance of this contract requires the Contractor and its employees to have significant interaction with the public, the Contractor shall require all employees who may perform services under this contract to conduct themselves in a courteous, professional manner. If the Contractor is notified by the Contract Officer that any person engaged upon the work is incompetent, unfaithful, disorderly, discourteous, or otherwise unsatisfactory, then such person shall be discharged from providing services or work pursuant to this contract. Without limiting the generality of the foregoing, intimidation, threats and/or violent conduct of any kind or nature directed to members of the public are absolutely prohibited. Failure to comply with this requirement shall be grounds for termination of the contract.
48. The Contractor's performance may be evaluated on an ongoing basis including but not limited to consideration of complaints received from members of the public. In order to facilitate this evaluation, the Contractor shall provide the City with documents and records upon request. The Contractor shall further obtain from its employees authorization that appropriate City personnel may obtain all available criminal offender information ("CORI") from the Criminal History Systems Board. A high number of unresolved complaints, any number of complaints that are particularly severe, or employment of individuals who have been convicted of assault or other violent crimes shall be grounds for the early termination or non-renewal of the contract by the City.
49. The procurement officer shall award the contract to the lowest responsible and responsive bidder. The term "responsible bidder" means "a person who has the capability to perform fully the contract requirements, and the integrity and reliability which assures good faith performance." Consistent with its duty to maintain public order and promote public safety, the City has determined that this contract is of a type and nature so as to be particularly sensitive due, at least in part, to the contractor's inherent access and dealings with the members of the general public. Therefore, the City has concluded that additional scrutiny is justified as it determines whether a particular bidder is responsible, having the integrity and reliability to properly perform the requested services. This may entail consideration of the contractor's system of oversight, training and supervision of its employees, including but not limited to its requirement of a high standard of customer service and courtesy in its dealings with the public. The bidder's care and diligence in hiring and assigning its employees will also be considered. In making its determination, the City reserves the right to examine any and all information at its disposal, including but not limited to prior City contracts, the experiences and information obtained from current and former customers (whether identified by the bidder as references or not), as well as other sources available to the City, including but not limited to court documents, newspapers, financial reports (such as DUNS), and certain police data and reports.
50. The Contractor, acting through its owner(s) or any of its employees, or its agents or sub-contractors and any of their employees, shall not engage in any behavior, whether during the course of its duties under this contract or at any other time, that is illegal, criminal or otherwise shocking or offensive to the general public. The determination whether any particular behavior is illegal, criminal or shocking to the general public shall rest in the sound judgment of the Contracting Officer or the City Manager. In making such determination, the Contracting Officer or the City Manager shall apply the general standards of the community. No criminal conviction or formal charges shall be required to make such determination. Such behavior need be something more than trivial and something which would cause the general public to have concerns either about the safety of individuals coming in contact with the Contractor or about the character and integrity of the individuals with which the City does business. Violation of this provision shall be grounds for immediate and unilateral termination of this contract by the City upon five days' notice as otherwise provided herein

GIVE FULL NAMES AND RESIDENCES OF ALL PERSONS INTERESTED IN THE FOREGOING PROPOSAL.

(NOTICE: Give first and last name in full; in case of corporations, give corporate name and names of President, Treasurer, and Manager; and in case of firms give names of the individual members)

Name Address Zip Code

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KINDLY FURNISH THE FOLLOWING INFORMATION REGARDING BIDDER:

(1) If a Proprietorship

Name of Owner \_\_\_\_\_

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

Zip Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

Home Address \_\_\_\_\_

Zip Code \_\_\_\_\_ Telephone No. \_\_\_\_\_

(2) If a Partnership

Full names and addresses of all partners

Name Address Zip Code

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Business Address \_\_\_\_\_ Zip Code \_\_\_\_\_

Tel. No. \_\_\_\_\_

(3) If a Corporation

Full Legal Name \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Qualified in Massachusetts ? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

Place of Business in Massachusetts \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

GIVE THE FOLLOWING INFORMATION REGARDING SURETY COMPANY

Full Legal Name of Surety Company \_\_\_\_\_

State of Incorporation \_\_\_\_\_ Admitted in Massachusetts ? Yes \_\_\_\_\_ No \_\_\_\_\_

Principal Place of Business \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Place of Business in Massachusetts \_\_\_\_\_

Street \_\_\_\_\_ P.O. Box \_\_\_\_\_

City/Town \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Telephone No. \_\_\_\_\_

NOTE

The Office of the Attorney General, Washington, D.C. requires the following information on all bid proposals amounting to \$1,000.00 or more.

F.I.D. Number of bidder \_\_\_\_\_

This number is regularly used by companies when filing their "EMPLOYER'S FEDERAL TAX RETURN, U.S." Treasury Department Form 941.

AUTHORIZED SIGNATURE OF BIDDER \_\_\_\_\_ TITLE \_\_\_\_\_  
PLEASE SIGN

DATE \_\_\_\_\_ BID SECURITY \$ N/A \_\_\_\_\_

The name of Customer Service Representative and the Contract Administrator responsible for servicing this account in the event of contract award are:

NAME (PLEASE PRINT) *Customer Service Rep.* \_\_\_\_\_ TEL. NO. \_\_\_\_\_

NAME (PLEASE PRINT) *Contract Administrator* \_\_\_\_\_ TEL. NO. \_\_\_\_\_

FAX NUMBER \_\_\_\_\_ FAX # \_\_\_\_\_

E-MAIL (Customer Service Rep.): \_\_\_\_\_

E-MAIL (Contract Administrator): \_\_\_\_\_

UNDER MASSACHUSETTS GENERAL LAWS, CHAPTER 30B: SECTION 10, THE FOLLOWING CERTIFICATION MUST BE PROVIDED:

Section 10. A person submitting a bid or a proposal for the procurement or disposal of supplies, or services to any governmental body shall certify in writing, on the bid or proposal, as follows:

" The undersigned certifies under penalties of perjury that this bid or proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club, or other organization, entity, or group of individuals."

(Please Print) \_\_\_\_\_  
Name of Person Signing Bid

\_\_\_\_\_  
Signature of Person Signing Bid

\_\_\_\_\_  
Company

**No award will be made without vendor certification of the above.**

Bidders must state and identify the product offered, such as manufacturer's name, trade name, brand name and quality next to each item. WE MUST KNOW WHAT HAS BEEN OFFERED.

The quantities shown herein are estimated only and the Contractor will be required to furnish all quantities ordered by the City during the period of the contract.

YES  NO

Delivery to be made to: Various City locations as required

This Bid includes addenda numbered \_\_\_\_\_

**NO PRICE ADJUSTMENTS ALLOWED. PRICES QUOTED ARE FINAL. CHECK BEFORE SIGNING!**

**BIDDER TO COMPLETE ITEMS BELOW**

Item No.	Estimated Quantity	Description			Unit Price	Total Amount
		<p align="center"><b>Furnish and deliver automotive parts &amp; supplies for a three year period as per City requirements and specifications.</b></p> <p><b><u>Category 1: Non-OEM parts</u></b>                      Bidders must bid <b><u>ALL</u></b> items in Category 1 in order to be eligible for award.                      Award will be based on the highest discount percentage on each parts pricing section. Discount percentage to be from most recently available manufacturer price list / MSRP.</p> <p>Bidders will be given a score in each parts pricing section.                      Highest discount % will receive 5 points                      Second Highest discount % will receive 4 points                      Third Highest discount % will receive 3 points                      Fourth Highest discount % will receive 2 point                      Fifth highest discount % will receive 1 point</p> <p>Multi-Award Contract: The bidders with the five highest point totals may be awarded a contract as they would provide the greatest overall discount to the City. A minimum of three awards will be made, but additional awards are possible.</p> <p><i>Questions pertaining to this bid may be directed via email to <a href="mailto:gagliastroc@worcesterma.gov">gagliastroc@worcesterma.gov</a></i></p>				See Pricing & Specification Pages

TERMS, PROMPT PAY DISCOUNT \_\_\_\_\_ % 30 DAYS, NET 45 DAYS.

DELIVERY AND/OR COMPLETION TO BE MADE WITHIN as required by the City DAYS FROM DATE OF NOTIFICATION BY THE CITY.

NAME OF BIDDER \_\_\_\_\_

# SPECIFICATIONS / REQUIREMENTS FOR AUTOMOTIVE SUPPLIES / CITY BID # CR-8694-W6

## General Requirements:

- The City of Worcester is seeking competitive bids for supplying repair parts for vehicles with a GVW under 25,000 Lbs.
- Multiple, non-exclusive awards will be made under this bid with a maximum of five suppliers selected. Departments will be able to utilize any of the suppliers awarded for automotive parts during the course of the contract.
- Suppliers must pick up and deliver to, but not limited to, the following addresses;
  - 20 East Worcester Street, Worcester, MA
  - 29 Albany Street, Worcester, MA
  - Moy Ranch Reservoir, 55 Moy Ranch Road, Holden, MA
  - 9-11 Lincoln Square, Worcester, MA
  - 141 Grove Street, Worcester, MA
  - 115 Northeast Cutoff, Worcester, MA (WPS Bus Yard)
- Suppliers will furnish the supplies described below, as will be needed and ordered by all City of Worcester Departments/Divisions, including, but not limited to, the Worcester Public Schools, The Worcester Police and Fire Departments, Department of Public Works and Department of Parks, Recreation & Cemetery.
- Suppliers must pick up and deliver repair parts as requested by the various departments of the City of Worcester after the order has been initiated.
- The City of Worcester reserves the right to request same day delivery in the case of an emergency. Awarded suppliers shall agree to make “good faith” effort to supply products when same-day delivery is requested.
- In the event of late orders, or unavailability of product from the first supplier contacted, the City of Worcester may source the product from another supplier awarded this Contract. Suppliers shall be expected to make every effort to fulfill orders by requesting departments.
- Suppliers will have electronic website available for Central Garage, and other departments, to access, look up and order parts by vehicle year, make and model derived from the fleet survey
- All cores will be picked up and documented daily during parts deliveries by the supplier’s drivers and credited within three (3) business days.

## Invoicing, Payment & Vendor Reporting Requirements

- No shipping charges, restocking charges for authorized returns of unused products, or minimum order requirements, shall be imposed on products to be purchased under this contract.
- All products delivered to the City of Worcester will be new and in unopened cases or boxes, or in a condition acceptable to the user/purchaser. The only exception to this is in the case of remanufactured parts, which must be clearly identified, and the user/purchaser has full knowledge and understanding that the part is not new. Unauthorized substitutions are not acceptable. Substitution of one product for the product ordered shall require the approval of the ordering agency.
- A quarterly report is to be prepared of all items ordered and shall be established by mutual agreement by the DPW Central Garage Manager and each of the awarded vendors.
  - **All vendors shall also provide an annual usage report to the Purchasing Director, City Hall Room 201, 455 Main Street, Worcester, MA 01608. This report shall include a list of any and all items ordered under the contract and be on a form and format acceptable to the Purchasing Director. Vendors that fail to provide a complete and accurate annual report may not be eligible for future contract awards.**

- Suppliers will provide Software (if available) that will identify part to application.
- Suppliers will provide Technical Bulletins for all light vehicles as they are issued.
- Suppliers must provide access to electronic software that will identify, request, and state cost of the part to the city of Worcester. Software will be at no cost to the City of Worcester.
- Suppliers may be required to conduct a fleet survey within 30 days after bid is awarded and make recommendations on what to stock based on high usage.
- Suppliers will assist the City of Worcester in organization and re-identifying repair parts with the Central Garage Repair Parts storage room and other departments if so requested.
- All parts must have a minimum one-year unconditional warranty, including electrical parts.
- Only OEM or Equivalent repair parts will be priced and utilized.
- WIX or Baldwin oil, air, or fuel filters are required by DPWP Central Garage. Other departments do NOT require these filters. Other brands may be offered / provided to these departments.
- The City of Worcester has approximately 650 vehicles that fall under the category of 25,000 lbs. and under. There are various makes and models under this class including, but not limited to, the following:  
Ford – Taurus, Interceptor, Crown Victoria, Focus, Fusion, Expedition, Explorer, Escape, Utility Police Cruiser, F-Series Pick Up, E-Series Vans  
Dodge – Charger Cruiser, Durango  
GM / Chevrolet – Silverado, Equinox, Impala, Malibu, Tahoe, Traverse, Trax, Colorado, Trailblazer,  
Various – Vans, Pick-Ups, Passenger Vehicles, and Electric Vehicles
- The list included below identifies the vehicles for which parts are most often required. These represent the majority of vehicles within our fleet, but other parts required by City departments may be purchased via contracted suppliers.
  - **The quantities included in the list below are the estimated amount purchased in a recent fiscal year.** There is no guarantee or commitment by the City of Worcester that this volume of supplies will be purchased. These quantities are included to advise of typical annual purchases and are for bidding purposes only.

**Chevrolet/GMC 1500**

Front Rotors	UI	Each	15
Loaded Caliper	UI	Each	15
Premium Brake Pd	UI	Each	15
Rear Drum	UI	Each	15
Premium Rear Shoe	UI	Each	15
Combination Kits	UI	Each	25
Air Filter	UI	Each	50
Oil Filter	UI	Each	40
Tie Rod End	UI	Each	25
Front Wheel Brgs	UI	Kit	25
Front Wheel Seals	UI	Each	25
Headlamps	UI	Each	50
Spark Plug	UI	Each	50
Transmission Filter	UI	Kit	15

**Chevrolet/GMC 2500**

Front Rotors	UI	Each	25
Loaded Caliper	UI	Each	25
Premium Brake Pads	UI	Each	25
Rear Drum	UI	Each	25
Premium Rear Shoe	UI	Each	25
Combination Kits	UI	Each	25

Air Filter	UI	Each	25
Oil Filter	UI	Each	25
Tie Rod End	UI	Each	25
Front Wheel Brng	UI	Kit	25
Front Wheel Seals	UI	Each	25
Headlamps	UI	Each	25
Spark Plug	UI	Each	25
Transmission Filter	UI	Kit	15

**Chevrolet/GMC 3500**

Front Rotors	UI	Each	10
Loaded Caliper	UI	Each	10
Premium Brake Pd	UI	Each	10
Rear Drum	UI	Each	10
Premium Rear Shoe	UI	Each	10
Combination Kits	UI	Each	10
Air Filter	UI	Each	10
Oil Filter	UI	Each	10
Tie Rod End	UI	Each	10
Front Wheel Brng	UI	Kit	10
Front Wheel Seals	UI	Each	10
Headlamps	UI	Each	10
Spark Plug	UI	Each	25
Transmission Filter	UI	Kit	10

**Ford Utility Police Cruiser (2020 or newer)**

Front Rotors	UI	Each	200
Caliper FT	UI	Each	25
Premium Brake Pd	UI	Each	200
Rear Disk Rotors	UI	Each	200
Premium Rr Caliper	UI	Each	25
Premium Rear Pads	UI	Each	200
Air Filter	UI	Each	120
Oil Filter	UI	Each	600
Tie Rod End	UI	Each	50
Front Wheel Bng	UI	Kit	50
Headlamps	UI	Each	200
Spark Plug	UI	Each	300

**Ford Taurus Police Cruiser / Interceptor**

Front Rotors	UI	Each	200
Caliper FT	UI	Each	25
Premium Brake Pd	UI	Each	200
Rear Disk Rotors	UI	Each	200
Premium Rr Caliper	UI	Each	25
Premium Rear Pads	UI	Each	200
Air Filter	UI	Each	120
Oil Filter	UI	Each	600
Tie Rod End	UI	Each	20
Front Wheel Bng	UI	Kit	30
Front Wheel Seals	UI	Each	10
Headlamps	UI	Each	100
Spark Plug	UI	Each	300
Transmission Filter	UI	Kit	50

**Dodge Charger Cruiser**

Front Rotors	UI	Each	100
Caliper FT	UI	Each	10
Premium Brake Pd	UI	Each	100
Rear Disk Rotors	UI	Each	100
Premium Rr Caliper	UI	Each	10
Premium Rear Pads	UI	Each	100
Air Filter	UI	Each	50
Oil Filter	UI	Each	300
Headlamps	UI	Each	100
Spark Plug	UI	Each	100

**Dodge Durango**

Front Rotors	UI	Each	50
Rear Rotors	UI	Each	50
Front Pads	UI	Each	25
Rear Pads	UI	Each	25
Oil Filter	UI	Each	100

<b>CATEGORY 1 - NON OEM PARTS</b>		
<b>Bidder to bid a discount percentage off manufacturer's latest price list / MSRP in the categories below.</b>		
<b>Discount percentage must remain firm for the length of the contract</b>		
<b>Bidders must bid on all parts pricing sections in order to be eligible for award.</b>		
Parts Pricing Section	Name of Manufacturer	Discount %
Air Conditioning Parts		%
Air Filters		%
Bearings		%
Chemicals		%
Drive Line Parts		%
Fan and Serpentine Belts		%
Front Rotors		%
Front Suspension & Steering		%
Front Wheel Bearings		%
Front Wheel Seals		%
Gauges		%
Headlamps and Lighting		%
Heaters and Heater Core		%
Ignition Parts		%
Loaded Calipers		%
Oil Filters		%
Premium Brake Pads		%
Premium Rear Shoes		%
Rear Drums		%
Seals Engine/Transmission		%
Shocks and Struts		%
Spark Plugs		%
Tie Rod Ends		%
Transmission Filters		%

Bidder Name: \_\_\_\_\_

<b>CATEGORY 1 - NON OEM PARTS</b>		
<b>Bidder to bid a discount percentage off manufacturer's latest price list / MSRP in the categories below.</b>		
<b>Discount percentage must remain firm for the length of the contract</b>		
<b>Bidders must bid on all parts pricing sections in order to be eligible for award.</b>		
<b>Parts Pricing Section</b>	<b>Name of Manufacturer</b>	<b>Discount %</b>
Wiper Arms and Blades		%
Air Brake Anti Freeze		%
Anti Freeze (Gallons)		%
Brake Cleaner/Aerosol		%
Brake Fluid, 3 DOT		%
Dri-Gas		%
Lube Oil Aerosol		%
Penetrating Oil/Aerosol		%
Starting Fluid/Aerosol		%
Windshield Washer Solvent (Gallon)		%
The City of Worcester reserves the right and will perform random price audits to ensure pricing integrity.		
Supplier shall provide City, upon request, any invoice detailing their cost for each item so that City may		
may ensure contract compliance.		
Contract termination and derbarment may result in the event of violation of this requirement.		
No other fees may be charged to the City unless otherwise noted within this bid document.		

Bidder Name: \_\_\_\_\_