

**NJ TRANSIT**  
**IFB NO. 26-302**

**PAINTING AND BODY REPAIR SERVICE FOR ALL NJ TRANSIT  
NON-REVENUE VEHICLES**

**1.0 SCOPE AND GENERAL INTENTION**

This bid covers a blanket agreement for five (5) years for painting, body repair services, and required parts for NJ TRANSIT's fleet of non-revenue vehicles. The work shall cover all required parts and labor.

**2.0 PRE-QUALIFICATION REQUIREMENTS**

**Step One (1)** will involve a pre-qualification process. All Contractors shall complete the Contractors Prequalification Form (Attachment B) prior to submitting a bid for this procurement. The Contractor shall submit the Contractors Pre-qualification Form on or before **Friday, April 17, 2026, by 4:00 P.M. (EST)**. The Contractor found to be acceptable at the completion of Step One (1) shall be deemed pre-qualified by **Thursday, May 7, 2026** and invited to participate in Step Two (2). **Late Pre-qualification Forms will not be accepted.**

**Step Two (2)** will involve the submission of bid prices from each pre-qualified Contractor. The award recommendation will be to the qualified and responsible Bidder whose Bid, conforming to the Invitation for Bid, is lowest in total price.

- 2.1 NJ TRANSIT reserves the right to inspect the bidder's facility before an award is made to determine the bidder's ability to perform the painting and body repair service for NJ TRANSIT.
- 2.2 Bidder shall have a minimum of five (5) years' experience in the automobile and truck bodywork repair and painting business.
- 2.3 Bidder shall have enough space to repair automobiles and Heavy-duty vehicles with multiple work bays and staff of permanent employees with Automotive Service Excellence (ASE) certification or equivalent. Bidder's facility shall have a minimum ceiling height of 15 feet.
- 2.4 Bidder shall have a paint booth of enough size to accommodate automobiles and Heavy-duty vehicles.
- 2.5 The bidder's repair facility shall be located within a 100 Mile radius of NJ TRANSIT- CMF Facility located at 601 Doremus Ave., Newark NJ 07105.

## 2.6 GENERAL REQUIREMENTS

2.6.1 Contractor's shop and personnel shall be capable of repairing all types of vehicle bodies/cabs and automobiles listed below:

- a. Automobiles
- b. Police automobiles
- c. Pick-up trucks
- d. Panel vans
- e. Specialized bodies on van/pick-up type chassis
- f. See **Appendix A** for vehicle types and manufacturer

2.6.2 Bidder shall have a professional staff for the trades listed below:

- a. Body
- b. Paint
- c. Welding
- d. Electrical
- e. Frame straightening

2.6.3 Bidder's repair facility shall be equipped with at least the following equipment to fabricate body panels.

- a. Metal shear
- b. Press brake
- c. Iron worker
- d. Plasma cutter
- e. Steel Press
- f. Surface Grinder
- g. Rollers for plates and structural extrusions

This or similar equipment is necessary to fabricate parts that are unavailable, or not timely to obtain. Bidder shall always have an ample stock of cold roll steel to perform this task.

2.6.4 Bidder shall be a State of New Jersey certified/licensed repair establishment.

2.6.5 Bidder shall have a secured storage area, complete with enough lighting, to provide a safe environment for NJ TRANSIT's equipment. Bidder shall have a security service or system in place for all non-business hours, seven (7) days a week including weekends and holidays.

2.6.6 The bidder shall have in place a "Quality Assurance Plan" as described in the Request for Prequalification.

### 3.0 PRICING AND AWARD BASIS

- 3.1 The contractor shall provide a labor rate per hour and repair parts cost mark-up (with cost defined as actual parts' cost paid by the contractor and evidenced by the contractor's invoice). The contractor shall submit a price for each line item. Failure to do so shall result in rejection of the bid submission.
- 3.2 Painting supplies and shop materials shall be included in the labor rate per hour.  
**NOTE: NO EXTRA CHARGES AND PRICE FORMULAS SHALL BE ALLOWED.**
- 3.3 Estimated quantities are used for the purpose of bid evaluation only and are not actual quantities.
- 3.4 Contractors are required to provide firm, fixed prices. All prices shall remain firm for the contract period.
- 3.5 The bidder shall provide a price based on labor rate per hour and repair parts' percentage rate (cost mark-up with cost as defined as actual parts' cost paid by the bidder and evidenced by an invoice). The bidder shall submit a price for each line item. In the bid price form, the Bidder shall submit their repair parts percentage in a **decimal only format** (For example 10% shall be entered as .10). Failure to do so shall result in rejection of the bid submission.
- 3.6 NJ TRANSIT intends to award a contract to the contractor with the lowest, responsible, responsive total bid price.
- 3.7 The period of this agreement shall be for five (5) years. All bidders are requested to provide prices for the entire Five (5) years. Failure to do so shall result in rejection of the entire bid. The award of the Contract shall be based upon the total bid price for all five (5) years.
- 3.8 Estimated hours and parts costs are estimates only and not guarantees of any minimum amount of work. Actual hours and quantities of parts are not guaranteed. NJ TRANSIT is not bound to any minimum guaranteed services nor to any maximum amounts.

### 4.0 SERVICE TO BE SUPPLIED

- 4.1 As may be directed by NJ TRANSIT, the Contractor shall complete body repairs and painting services as set forth below for all vehicles:
  - a. General body repair.
  - b. Manufacturing specialized body parts.
  - c. MIG or general welding.
  - d. Frame straightening.
  - e. Electrical work relating to body damage.
  - f. Mechanical work relating to body damage
  - g. Priming and painting with specified products.

- 4.2 All appropriate Society of Automotive Engineers (SAE), American National Standards Institute (ANSI), and American Society of Mechanical Engineers (ASME) specifications must be met when repairing these vehicles.

## **5.0 CONDITIONS**

### **5.1 INSPECTION AND ESTIMATES**

- 5.1.1 Written estimates shall be prepared for all painting and body repair work. Estimates shall be reviewed by an authorized NJ TRANSIT representative to determine actual work to be performed prior to work being scheduled or commenced. Once the NJ TRANSIT authorized representative approves the estimate in writing the Contractor can begin repairs. Any additional unforeseen work not included in the original estimate must have a supplemental estimate submitted. Dates and times for facility inspections will be mutually agreed upon. The contractor shall have 24 hours to respond to inquiries regarding all submitted estimates.
- 5.1.2 A NJ TRANSIT representative shall be contacted when work is completed. NJ TRANSIT reserves the right to inspect the contractor's establishment at the time of completion, or at any other Contractor normal work hours, during the work-in-process for quality of workmanship.

### **5.2 BODY REPAIR AND PAINTING ESTIMATES**

- 5.2.1 A copy of the estimate, proof of purchase of parts and pricing supplied by the contractor and digital photographs of the vehicle prior of repairs shall be emailed (in PDF format) to NJ TRANSIT's authorized representative (refer to Section 5.9).
- 5.2.2 Estimates shall include each of the following:
- a. NJ TRANSIT Fleet Number.
  - b. NJ TRANSIT Repair Order Number
  - c. NJ TRANSIT Purchase Order Number
  - d. Full Vehicle Identification Number (VIN)
  - e. NJ TRANSIT License Plate Number
  - f. Vehicle Mileage
  - g. Start Date
  - h. Estimated Completion Date
  - i. Contract Labor Rate Per Hour
  - j. Itemized Labor Hours Per Repair
  - k. Subtotal Labor
  - l. Contract Parts' Mark-Up Rate

- m. Itemized Parts' Prices (Cost plus Mark-Up)
- n. Subtotal Parts' Prices
- o. Part Number and Description
- p. Parts' Core Credit (if applicable)
- q. Core Charge for Non-Reusable Core (if applicable)
- r. Parts shall be identified as Original Equipment Manufacturer (OEM) or Remanufactured
- s. Grand Total

All labor time for repairs shall be estimated in accordance with Motor Crash Data, Chilton's/Nichol's, Motors, or Mitchell's Labor Guides (if applicable or available.) Where standard times have not been established, the labor time shall be mutually agreed upon and approved in writing by NJ TRANSIT's authorized representative. All billing shall be done in fifteen (15) minute intervals.

- 5.2.3 Estimates shall be provided at no additional cost to NJ TRANSIT. NJ TRANSIT shall not be charged for any pickup and / or drop off fees All estimates shall be submitted within 48 hours of vehicle pick-up.
- 5.2.4 Estimates shall be emailed directly to:  
NJT\_NONREV\_ESTIMATES@NJTRANSIT.COM
- 5.2.5 No work shall commence by the Contractor without a written authorized "Notice to proceed" issued by a NJ TRANSIT Non-Revenue Shop authorized representative.
- 5.2.6 All work must be completed within seven (7) business days of NJ TRANSIT's "notice to proceed" or by the completion date mutually approved in the estimate, whichever is earlier.

### **5.3 INVOICES FOR PAYMENT**

- 5.3.1 A copy of the original estimate and original invoice, accompanied by digital photographs of the complete repaired vehicle, shall be emailed (in PDF format) to:  
NONREVENUEINVOICE@NJTRANSIT.COM
- 5.3.2 The Contractor shall also send a copy of said invoice to NJ TRANSIT's Accounts Payable department for payment as per the following Purchase Order instructions:

REFERENCE PURCHASE ORDER NUMBER, PURCHASE ORDER LINE NUMBER, AND NJT CATLOG NUMBER ON ALL INVOICES, PACKING SLIPS AND BILLS OF LADING.

INVOICES WITHOUT PURCHASE ORDER NUMBERS WILL BE RETURNED. VENDOR MUST SUPPLY ORIGINAL NON-CONSTRUCTION INVOICE AND ANY FREIGHT BILLS IN EXCESS OF \$100 TO:

**E-MAIL: [INVOICES@NJTRANSIT.COM](mailto:INVOICES@NJTRANSIT.COM)**

**IMPORTANT - ONE INVOICE AND ALL OF ITS SUPPORTING DOCUMENTS MUST BE INCLUDED IN A PDF FORMAT.**

**PURCHASE ORDER NUMBER -INVOICE NUMBER. MULTIPLE FILES MAY BE INCLUDED IN ONE E-MAIL.**

CONSTRUCTION INVOICES SHOULD CONTINUE TO BE SENT TO THE CONSTRUCTION MANAGER.

VENDOR MUST ALSO SUPPLY A COPY OF INVOICE(S) TO CONSIGNEE.

VENDOR: IF PRICE ON PO DOES NOT MATCH, DO NOT SHIP MATERIAL, CONTACT BUYER.

5.3.3 Invoices shall include each of the following:

- a. NJ TRANSIT Purchase Order
- b. NJ TRANSIT Fleet Number
- c. NJ TRANSIT Repair Order Number
- d. Full Vehicle Identification Number (VIN)
- e. NJ TRANSIT License Plate Number
- f. Vehicle Mileage
- g. Start Date
- h. Completion Date
- i. Contract Labor Rate per Hour
- j. Itemized Labor Hours per Repair
- k. Subtotal Labor
- l. Contract Parts' Mark-Up Rate
- m. Itemized Parts' Prices (Cost plus Mark-Up)
- n. Subtotal Parts' Prices
- o. Part Number and Description
- p. Parts' Core Credit (if applicable)
- q. Core Charge for Non-Reusable Core (if applicable)
- r. Parts shall be identified as OEM or Remanufactured
- s. Grand Total

All labor hourly rates shall be in accordance with Motor Crash Data, Chilton's/Nichol's, Motors, or Mitchell's Labor Guides (if applicable or available.) All billing shall be done in 15-minute intervals.

#### **5.4 PAINTING AND BODY REPAIRS-GENERAL WORK REQUIRED:**

- 5.4.1 Exterior vehicle painting shall match NJ TRANSIT standard color (refer to section 5.5.13) and layout, including the proper paint preparation. Decals will be provided and installed by NJ TRANSIT.
- 5.4.2 Body repair shall include items such as: replacement panels, custom built body panels, specialized vehicles, repair of scratches, dents, and all accident damage.
- 5.4.3 Wheels for automobiles and all non-revenue vehicles (if required) shall be painted with OEM paint color as originally equipped on vehicle. In addition, wheels shall not be removed from the vehicle, unless removal is required to facilitate repairs.

#### **5.5 PAINTING**

- 5.5.1 Contractor shall strip paint and remove all decals.
- 5.5.2 Prepare surface for painting according to paint manufacturers recommended practices.
- 5.5.3 Clean all surface residues, i.e. sanding debris, decal remover, oil, grease, etc.
- 5.5.4 All exposed steel must be prepared, neutralized, and primed before painting according to vehicle manufacturers recommendations.
- 5.5.5 Remove surface corrosion. The area affected shall be cleaned, neutralized, filled with the appropriate body filler and primed.
- 5.5.6 Repair all scratches, dents and accident damage.
- 5.5.7 Contractor shall certify to NJ TRANSIT that OEM and industry standards are followed when refinishing vehicles using their preferred product.
- 5.5.8 All non-painted surfaces shall be masked off to prevent paint over spray from covering the surface below.
- 5.5.9 A self-etch primer, as specified by the paint manufacturer, shall be applied to all the non-masked surfaces. Paint mix shall be specified by the paint manufacturer.
- 5.5.10 Where applicable a reapplication of undercoating on replacement parts or panels is required.
- 5.5.11 The painted surfaces shall be the roof, sides, front and rear of the vehicle. Panel painting will be allowed; however, this type of painting shall be submitted in writing on a repair estimate and approved by NJ TRANSIT Representative.

5.5.12 Painting shall be done using the acrylic enamel paint preferred by the contractor.

5.5.13 Paint color: to match vehicle paint code.

\*If special colors or materials are required, approval must be given by a NJ TRANSIT representative prior to commencement of the job.

## **5.6 MATERIALS**

Body repair parts, and all other material required shall be new OEM (or approved equal). Reconditioned parts or aftermarket parts may be substituted only upon written authorization by the NJ TRANSIT representative. No used or salvaged parts shall be used.

## **5.7 FASTENERS**

5.7.1 All fasteners purchased and used by the contractor under this contract shall be new, manufactured in accordance with the requirements of ANSI, SAE and American Society for Testing Materials (ASTM) standards.

5.7.2 All fasteners shall be manufactured in the United States and shall comply with the "Fastener Quality Act" Public Law 101-592 (15 U.S.C. § 5401 et seq.).

5.7.3 If in the event contractor should supply counterfeit fasteners of any type, the contractor shall be found in default and the contract shall be terminated.

5.7.4 Graded fasteners requirements:

Body components: Grade 8 where specified by OEM (or approved equal).

Steering/front-end: Grade 8 only or as otherwise specified by OEM (or approved equal).

All other repairs: Grade 5 minimum, or as specified by OEM (or approved equal).

## **5.8 WORKMANSHIP**

Workmanship shall follow the general guidelines below:

5.8.1 Welding Repair Standards:

5.8.1.1 All weldments shall be properly repaired and shall perform satisfactorily in the service environment for which they were designed.

5.8.1.2 All visible welds shall be finished by chipping, grinding, machining, rolling, hammering or any other acceptable means to provide a product with a reasonable appearance that meets the Automotive or Light to Heavy Duty Truck Industry Standard. No sharp edges allowed.

5.8.1.3 In order to provide a sound paint finish over welds, the Contractor shall:

- a. Minimize weld spatter.
- b. Clean all welded and adjacent areas.

5.8.1.4 If welding is required; it shall be performed by a qualified and experienced welder for these types of products.

- a. Steel
- b. Cast Iron
- b. Cast Steel
- c. X-10
- d. Cor-Ten
- e. T-1

5.8.2 Electrical Repair Standards:

5.8.2.1 All wires, wire splices, connectors and terminations shall meet OEM specifications. All cables jackets shall be of American Trucking Association (ATA) or Truck Trailer Manufacturers Association (TTMA) recommended practice quality. All other wire bundles shall be protected by a plastic loom.

5.8.2.2 All wiring and cable shall have enough slack to allow for expansion and contraction. Harnesses shall use heat-resistant, P-clamp rubber-coated fasteners ("stick-ons" are not acceptable). All holes that the wires pass through shall be rubber-grommeted to prevent chaffing of the wire's insulation.

5.8.2.3 The entire installation shall be assembled with care to assure a sealed, dry system.

5.8.3 All repairs shall be performed by, or under the direct supervision of, an experienced body repair tradesman.

5.8.3.1 Manufacturing of specialized body parts, as required, in repairing specialized vehicles.

5.8.3.2 Frame straightening shall be done within the design tolerances of the OEM manufacturer.

**5.9 AUTHORIZED NJ TRANSIT REPRESENTATIVES**

Only those people listed below shall authorize final repair estimates, authorize repairs, approve any repair additions or changes, and shall inspect all vehicles.

- a. Sr. Technical Specialist, Maintenance & Contract Advocate
- b. Director of Central Maintenance Facility Shops

## **6.0 PICK-UP AND DELIVERY**

- 6.1 For vehicles authorized by NJ TRANSIT for repair, Contractor will be responsible for the pick-up and return of all vehicles. Contractor must pick up all vehicles within 24 hours of notification by NJ TRANSIT. All truck operators shall have a valid Commercial Drivers License (CDL) as required to move NJ TRANSIT vehicles over 26,000 lbs.
- 6.2 The point of pick-up and return shall be:  
  
NJ TRANSIT  
Central Maintenance Facility (CMF)  
601 Doremus Avenue  
Newark, NJ 07105  
Attn: Management, Non-Revenue Vehicle Shop
- 6.3 The Contractor shall deliver the repaired vehicle(s) within the time provided by the contractor in its approved estimate.
- 6.4 The Contractor shall be responsible for any risk of loss from the time of vehicle pick-up to delivery and final inspection of the vehicle by authorized NJ TRANSIT personnel.
- 6.5 The Contractor shall notify the management of Non-Revenue Shops within twenty-four (24) hours prior to delivery of the completed vehicle(s). Pick-up and delivery shall occur Monday through Friday, between the hours of 8 A.M. to 3:30 P.M., except holidays.
- 6.6 Delivery shall be determined by signed receipt of NJ TRANSIT's designated agent at the point of delivery. This signed receipt shall not constitute acceptance of the work performed. NJ TRANSIT reserves the right to reject any repairs they deem unsatisfactory and have them completed at the Contractor's expense
- 6.7 The vehicle shall not be deemed "delivered" until all items in these specifications are fully met, on-site inspection, and all work has been inspected and approved by NJ TRANSIT.
- 6.8 Contractor may be required to provide emergency towing at any time; towing services shall be on a twenty-four (24) hour basis and shall be deemed an in-scope service included in the Contractor's bid. The Contractor shall provide the contact information for 24-hour towing. These services will generally be required if the vehicle cannot be moved due to an accident or a major mechanical failure. These services shall be approved by an authorized NJ TRANSIT representative prior to movement of the vehicle. All requirements shall be met as per Section 6.1.
- 6.9 Prior to return and delivery of a completed vehicle to NJ TRANSIT's CMF, the Contractor shall prepare the vehicle as follows: wash exterior, clean and vacuum interior, clean and shine tires, and buff exterior of vehicle to match any painted repairs.

## **7.0 CONTRACTOR SAFETY AND ENVIRONMENTAL REQUIREMENTS:**

7.1 The contractor shall comply with all applicable provisions of Occupational Safety & Health Administration (OSHA) 29 Code of Federal Regulations (CFR) for work performed under this contract. The contractor shall also comply with applicable provisions of 40 CFR and New Jersey Administrative Code (NJAC) 7:26 for the handling and disposal of hazardous waste generated as the result of work performed under this contract.

## **8.0 QUALITY CONTROL/QUALITY ASSURANCE**

8.1 The Contractor shall establish and maintain a formal and documented quality assurance program to be compliant with International Organization for Standardization (ISO) standards as follows:

8.1.1 Contractors who are involved with only the final inspection and/or test of the vehicles or services rendered shall establish and maintain a formal and documented quality assurance program in accordance with ISO9003 (or latest revision).

8.1.2 The Contractor's quality assurance shall be subject to NJ TRANSIT's verification at any time. Verification will include but not be limited to: audit of quality assurance programs; surveillance of operations to determine that practice methods and procedures of the program are being properly implemented; inspection to measure the quality of items offered for acceptance; and inspection of items prior to release for shipment to ensure compliance with requirements of the contract.

8.1.3 The Contractor's quality assurance program shall ensure compliance with the requirements of the contract and its documents and shall include provisions ensuring compliance by subcontractors (and suppliers, where applicable) should any portion of the work be subcontracted. The contractor shall ensure the appropriate formal and documented quality program of its subcontractors. NJ TRANSIT reserves the right to audit the quality system of any subcontractors should the need arise.

8.2 Failure by the Contractor to promptly correct deficiencies by either the Contractor or subcontractors may be cause for suspension of the contract until corrective action has been taken, or until conformance of the work to prescribed criteria has been demonstrated to and approved by NJ TRANSIT. As result of such suspension, no adjustment will be made with respect to increases on the cost or time of performance of this contract.

## **9.0 WARRANTY**

- 9.1 All work shall be free from all defects in parts and workmanship and will meet the specifications for a period of one year (1) after acceptance of work by NJ TRANSIT.
- 9.2 All parts and components shall be warranted for a minimum period of one (1) year after acceptance of vehicle.
- 9.3 All warranty work shall be done at Contractor's location. All transportation costs shall be the Contractor's responsibility and not be billed.
- 9.4 The Contractor shall ensure that the work performed during this Contract period is completed to the highest quality standards possible. Contractor shall take the appropriate steps to maintain enough laborers and supervisors to perform the work required by the Contract. NJ TRANSIT reserves the right to inspect work in progress at any time during normal business hours throughout the term of the contract.