

INSTRUCTIONS TO BIDDERS

ATTENTION: Bidder Must Read the Entire Instructions to Bidders Section and Sign Last Page

Sealed bids will be received by the Village of Sleepy Hollow for the furnishing of all necessary labor, equipment and material for **One (1) 2017 New Custom Heavy Duty Mid Mount Platform no greater than 9' 10" OVERALL HEIGHT** and other equipment as outlined in the following specifications. **NO EXCEPTION.**

Sealed proposals will be received by the Village of Sleepy Hollow, until 3:00 P.M. November 14, 2016 to furnish and deliver One (1) 2017 New Custom Heavy Duty Mid Mount Platform no greater than 9' 10" OVERALL HEIGHT and other equipment, in accordance with the attached documents.

Bid Opening Date: November 14, 2016
Time: 3:00 PM
Place: Village of Sleepy Hollow
Office of the Village Administrator
28 Beekman Avenue
Sleepy Hollow, New York 10591

THE VILLAGE BOARD OF TRUSTEES RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS.

Bidder is not to take documents apart, but must return same properly signed, complete with his/her bid on this form. All sections of this bid package will be used to evaluate the prospective contract.

This proposal is signed by the bidder with full knowledge and acceptance of all the provisions contained in the bid package.

The award of this contract will be made to the lowest responsible bidder in accordance with General Municipal Law.

No bid will be accepted from, or contract awarded to, a bidder in default of any obligation to the Village of Sleepy Hollow.

Due to the geographical location of the Village of Sleepy Hollow, the following apparatus design and construction requirements are **MANDATORY**:

- Apparatus **MUST** be not greater than 9'10" overall height.
- Ladder can be walkable or box beam
- Cummins ISX-15 550 HP
- 3/16" minimal marine grade aluminum cab and body
- Must be delivered to and fit in firehouse
- Must be delivered within 300 calendar days from pre-build sign off

Bids will be addressed and submitted in accordance with the instructions provided. The type of bid, the date and bid opening time will be stated on the front of the bid envelope.

In addition to the original copy of the bid proposal to be provided, two (2) additional duplicate copies, each marked "COPY", shall be provided for use during bid review by the Village of Sleepy Hollow.

In order to be valid, all bids must be properly signed and received by the Village by the time and date specified. **DO NOT REMOVE ANY SHEETS FROM THIS BID DOCUMENT.**

All specifications herein contained are considered as minimum. No exceptions to these minimum standards will be allowed relating to gauge, alloy, and type of metal, size of compartments and overall design. Bidders must state the brand of any item provided which is a substitute for the brand or model specified for evaluation by the bidder. The buyer reserves the right to require a bidder to provide proof in each case that a substituted item is equal to that specified. The Village of Sleepy Hollow will be the sole judge in the determination of acceptable substitutes.

Submit only one (1) bid that meets or exceeds the minimum specifications herewith. No substitutes, or alternates will be permissible unless such units are requested later in the specifications. If this is done, then the bidder will be automatically disqualified.

The Village of Sleepy Hollow specifications shall, in all cases, govern the construction of the apparatus, unless properly documented exceptions or deviations are approved by the Village. Each Bidder shall list each exception in the space provided.

All bids must be signed. Failure to do so will cause the bid to be non-responsive and rejected.

If the bidder is a corporation, the bid shall be signed in its correct corporate name by a duly authorized officer. If the bidder is a partnership, the bid shall be signed in the full name of the partnership by a duly authorized partner. If the bidder is an unincorporated business firm other than a partnership and a trade name is used, the bid shall be signed in the full trade name of the person(s) conducting the business.

The competency and responsibility of Bidders will be considered in making the award. The Village of Sleepy Hollow reserves the right to reject any or all bids, or to reject the bid of the bidder who, in the judgment of the buying authority is not in a position to perform the Contract. These specifications, together with any other documents required herein, will be included in the final contract. Each bidder will submit a copy of his proposed contract form.

It will be the responsibility of the bidder to assure that their proposal arrives at the proper location by the time indicated. Late proposals, telegrams, facsimile, or telephone bids will not be considered. Bids will not be considered from firms, individuals or the same owners of separate companies submitting more than one bid.

Any erasures, strike over's and/or changes to prices written in numerals should be initialed by the bidder. Failure to initial may be cause to reject the bid as irregular and disqualified from consideration.

A written review of the company, in chronological order, detailing the background of the manufacturer shall be provided as part of the Bid proposal.

If a vendor represents more than one Fire Apparatus Company, they will only bid the top of the line product that meets specifications.

[IF APPLICABLE] All bids must be priced per unit, if requested, as specified in the bid specifications. All prices in the proposal must be plainly stated in figures and words. In case of conflict, words will take precedence over figures. Any omissions, erasures, alterations, additions or items not called for in the itemized proposal, or that contain irregularities of any kind, will invalidate the proposal.

ADDENDA AND INTERPRETATION

No interpretation of the meaning of the specifications or other contract documents will be made to any bidder orally. Every request for such interpretation should be in writing addressed to the Village Administrator, Village of Sleepy Hollow, 28 Beekman Avenue, Sleepy Hollow, NY 10591, and to be given consideration must be received at least five days prior to the date fixed for the opening of the bids. Any and all such interpretations and any supplemental instructions will be in the form of written addenda to the specifications which, if issued, will be mailed by certified mail with return receipt requested to all prospective bidders, at the respective addresses furnished for such purpose, not later than three days prior to the date fixed for the opening of bids. Failure of any bidder to receive any other form, instrument or document shall bid as submitted. All addenda so issued shall become part of the contract documents. Prospective bidders are cautioned concerning the use of a Post Office box address as telegraphic addenda cannot be sent to Post Office Boxes.

The successful bidder shall execute the contract within five (5) business days after mailing of notice of award to him/her, in default of which the Village Administrator may declare the bid abandoned by the contractor, who shall then be deemed to consent to the application of his/her bid deposit toward the Village's liquidated damages.

The Non-Collusive Bidding Certification must be executed and returned with the above bid or bid will be void.

SINGLE SOURCE MANUFACTURER

It is the desire of the Village of Sleepy Hollow to eliminate divided responsibility on the part of the manufacturers. Only Manufacturers who build their own fire , cab's, ladders and chassis in the same manufacturing site and facility shall be considered. This will ensure compatibility and serviceability of the proposed fire apparatus.

Statements indicating that the bidder's service center will honor all warranties or that a chassis is manufactured to the bidder specifications do not comply with the intent of this requirement.
NO EXCEPTION.

THE PURCHASER WILL NOT ACCEPT ANY BIDS WHICH DOES NOT MEET THESE SPECIFICATIONS AND IS THE SOLE DECIDER TO DEEM WHICH BID IS IN THE BEST INTEREST OF THE PURCHASER.

INFORMATION REQUIRED WITH BID

The fire apparatus and equipment to be furnished in meeting these specifications must be the product of an established reputable fire apparatus manufacturer of twenty - (20) years or more. **The apparatus manufacturer must be a United States owned and operated corporation.** Each bidder will furnish satisfactory evidence of the manufacturer's ability to construct, supply service, parts and technical assistance for the apparatus specified. The bidder must state the location of the factory and full service center.

The general construction of the apparatus will give due consideration to the nature and distribution of the load to be sustained and the general character of the service to which the apparatus is to be subjected when placed in service. The body will be modular in design and construction of the latest modern type, for transfer of body to another chassis without cutting or welding.

Each bidder must submit a detailed proposal which accurately specifies the construction method to be used in the apparatus. The purchaser will utilize this proposal to compare the unit proposed with the specifications. **To facilitate comparison all bid proposal specifications will be submitted in the same sequence as the advertised specification.** Any bidder who fails to submit a set of construction specifications, or who photo copies and submits these specifications as their own construction details will be considered non-responsive. This shall render such proposal ineligible for award. **No Exception.**

Bids must be accompanied by circulars, brochures, specification sheets and/or samples. Bidder must check each and every paragraph in the appropriate column provided on the right-hand edge of the paper as to compliance or non-compliance with specifications. Any deviation from specifications or the indicated brand shall be clearly stated and fully explained on "Explanation of Exceptions" sheet and by accompanying circulars, specification sheets or samples with submitted bid. Explanation of exception list shall refer to specification page number and paragraph. Failure to complete this information may result in rejection of the bid. The Village reserves the right to accept equals approved by it.

If requested by the Village of Sleepy Hollow and in order to properly evaluate the construction and components of the materials that make up the fire apparatus body of the various vendors, each bidder will supply, a full scale cross section of a side body compartment of no smaller than 1/4 scale model using full size components, including compartment door and door hardware.

PAYMENT TERMS

Bidder must state the terms for payment in their proposal. Any discounts for pre-payment must be in proposal. No discounts or prepayments shall be deducted from the bid price.

BIDDER MUST HOLD THE BID PRICE FOR A PERIOD OF SIXTY (60) DAYS FROM TIME OF BID.

The Village reserves the right to consider all bids submitted for a period of sixty (60) days and no bidder will be permitted to withdraw their bid during this period. The bid will be awarded to the lowest responsible bidder whose bid complies with the conditions of the bid, provided their bid is reasonable and it is to the interest of the Village to accept it. The successful bidder will be notified at the earliest possible date. The Village reserves the right to reject any and all bids or any portion thereof and to waive any informalities in bids received whenever such rejection or waiver is in the best interest of the Village. The Village also reserves the right to reject the bid of any bidder who has previously failed to perform properly or complete on time work of a similar nature, who is not in a position to perform the work or who has habitually and without just cause neglected the payment of bills or otherwise disregarded their obligations to subcontractors, material men or employees.

Purchases by the Village of Sleepy Hollow are not subject to any Federal, State or local taxes. Do not include any of these taxes when bidding or invoicing. Exemption Certificates will be furnished upon request.

LUMP SUM PAYMENT

Payment for the equipment will only be made after receipt in the Village of Sleepy Hollow of the completed successful testing and acceptance of all specified equipment by the Village of Sleepy Hollow Fire department and upon successful comparison of the all equipment to the specifications, as well as completion of any training program and/or testing required or receipt of additional training literature and/or documentation. Payment for delivery will be made after submission of executed voucher on form provided by the Village, verification of delivery and satisfactory acceptance and testing by the Village Administrator and approval by the Board of Trustees.

NOTICE

No payment for vehicles or equipment will be made to any successful bidder unless and until he has provided the Village with satisfactory certification that he has paid all equipment and accessory suppliers for those items furnished with the vehicle.

EXCEPTIONS

These specifications are based upon design and performance criteria which have been developed by the Village of Sleepy Hollow as a result of extensive research and careful evaluation. Subsequently these specifications reflect the only type of fire apparatus that is acceptable. Therefore exceptions to specifications will not be accepted.

The bidder will make accurate statements as to the apparatus weight and dimensions. All bids shall include a complete set of detailed manufacturer's specifications. The Village of Sleepy Hollow standards for bidding Automotive Fire Apparatus must be strictly adhered to, and all bid forms and questions must be complete and submitted with the bid. Omissions and variations will result in immediate rejection of the bid.

Certified engineering performance information and thickness of materials used will be furnished in the bidder specifications.

To the right side of each paragraph of the Village of Sleepy Hollow specifications, the bidder shall check "YES" or "NO" indicating compliance with these specifications. **All deviations, or variations to these specifications no matter how slight, will be clearly explained in the attached sheets entitled "EXCEPTIONS TO SPECIFICATIONS". Each line item shall be addressed individually and no blanket exception statements will be accepted. Statements such as "Each Manufacturer Build's truck differently" shall be considered a blanket exception.**

Any bids deemed as taking total exception to these published specifications will result in immediate rejection of the bid. **Proposals that are found to have deviations without listing them will be rejected. No Exceptions.**

No prototype apparatus will be considered and all design, operational and material features must fully comply with the State and Federal Motor Vehicle Safety Standards.

BODY CONSTRUCTION MATERIAL

It is the intent of the Village of Sleepy Hollow to accept an apparatus cab, body and subframe constructed entirely of 3/16" aluminum.

A full description of construction method including grade, thickness and type of proposed material for body construction must be included with the bid. **No Exceptions to the above requirement.**

VEHICLE STABILITY

The height of the fully loaded vehicle center of gravity will not exceed the chassis manufacturer maximum.

The front to rear weight distribution of the fully loaded vehicle will be within the limits set by the chassis manufacturer. The front axle loads will not be less than the minimum axle loads specified by the chassis manufacturer, under full load and all other loading conditions.

The difference in weight on the end of each axle, from side to side, when the vehicle is fully loaded and equipped shall not exceed 7%.

PERFORMANCE TEST AND REQUIREMENTS

The apparatus will meet the performance requirements at elevations of 2000 feet (610m) above sea level.

The apparatus will meet the performance requirements while stationary on any grade of up to and including 6% in any direction.

From a standing start the vehicle will attain a true speed of 35 mph (56 kmph), within 25 seconds on a level road.

The apparatus will obtain a minimum top speed of 50 mph on a level road.

The apparatus will be able to maintain a speed of at least 20 mph (32 kmph), on any grade up to and including 6%.

The apparatus will be tested and approved by Underwriters Laboratories Incorporated in accordance with the standard practices for pumping engines.

ROAD TEST

Each manufacturer will conduct road test to verify that the complete apparatus is capable of compliance:

1. The test will be conducted on a dry, level, paved road that is in good condition. The engine will not operate in excess of the maximum no load governed speed.
2. Acceleration test will consist of two runs in opposite direction over the same route.
3. The vehicle will attain a true speed of 35 mph (56 kmph) from a standing start within 25 seconds.
4. The vehicle will attain a minimum top speed of not less than 50 mph (80 kmph).

5. If the apparatus is equipped with an auxiliary braking system, the apparatus manufacturers will road test the system to confirm that the system is functioning as intended by the auxiliary braking system manufacturer.
6. The service brakes will bring the fully laden apparatus to a complete stop from an initial speed of 20 mph (32 kmph) in a distance not exceeding 35 feet (10.7M) by actual measurement, on a substantially hard, level surface road that is free of loose material, oil, or grease.

In the event the apparatus fails to meet the test requirements of these specifications on the first trials, second trials shall be made at the option of the manufacturer within thirty (30) days from the date of the first trials.

Such trials will be final and conclusive and failure to comply with changes as the purchaser may consider necessary to conform to any clause of the specifications within thirty (30) days after notice is given to the manufacturer of such changes will also be cause of rejection of the apparatus.

Permission to keep or store the apparatus in any building owned or occupied by the purchaser or its use with the permission of the manufacturer will not constitute acceptance.

PRODUCT LIABILITY

Each bidder will supply proof of product liability and facility insurance equal to or exceeding \$25,000,000.00.

The bidder, if his bid is accepted will defend against any and all suits, assume all liability for the use of any patented process, advice or article forming a part of the apparatus of any appliance furnished under contact.

WARRANTIES

TO INSURE SINGLE POINT SERVICE SUPPORT, THE MANUFACTURER WILL CERTIFY THAT IT IS THE SINGLE SOURCE CONTACT FOR WARRANTY ON THE ENTIRE PRODUCT.

The following warranties will be provided:

- A. Chassis – Bumper to Bumper – One Year
- B. Chassis Frame Rails / Crossmembers – Twenty five
- C. Engine - Five Year
- D. Transmission - Five Year
- E. Rust - Ten Year
- F. Paint - Seven Years (non pro-rated)

A detailed list of all warranties shall be listed in the bidder's specifications.

SERVICE AND WARRANTY SUPPORT

TO INSURE FULL DEALER SUPPORT FOR SERVICE AFTER THE SALE, THE SELLING DEALER MUST BE CAPABLE OF PROVIDING FULL FACTORY SERVICE WHEN REQUIRED.

In order to assure the Village of Sleepy Hollow that prompt, knowledgeable, and professional representation is made on behalf of the manufacturer, the manufacturer must maintain a dealer within a reasonable distance from the purchaser. This representative must be competent and knowledgeable with respect to the sale and service of fire apparatus and emergency vehicles. The dealer must have represented the manufacture for a minimum of ten (10) years.

Each bidder must be able to display that they are actively in the fire apparatus service business. The successful bidder shall maintain an established service center and parts depot capable of satisfying the warranty service requirements and part requirements of the vehicle(s) being purchased. The successful bidder must have 24-hour in-house service capabilities to keep downtime to a minimum. The bidder must state the location of its authorized service center. This service center must have a staff of factory-trained service technicians, well versed in all aspects of service for all major components of the apparatus. The service center must be within 60 miles of the Village of Sleepy Hollow. The selling dealer and service center must be owned and operated by the same owner. The seller (dealer) shall operate its own service center and no warranty work shall be subcontracted to any other service facility. **NO EXCEPTIONS.**

APPARATUS DELIVERY TIME

All bidders will provide a delivery time for the apparatus. Due to the unprecedented need of the Village of Sleepy Hollow, the delivery of these apparatus is of critical nature.

Failure to deliver within the specified time may be cause of cancellation of the order and/or the removal of bidder's name from bidder's list.

All items delivered must be guaranteed against faulty materials and workmanship. Deliveries of incorrect or faulty items will be rejected and returned at vendor's expense.

Shipping terms will be considered F.O.B. destination and without charges for containers, packing, etc., unless specified in the bid and the cost thereof quoted.

The delivery time shall not exceed 300 calendar days from final sign off of apparatus after pre build meeting. NO EXCEPTION.

INFORMATION/CERTIFICATIONS

The following information and original certifications will be required at time of delivery. This information will be supplied by the apparatus manufacturer.

- 1) The manufacturer's record of apparatus construction details, including the following information:
 - a) Owner's name and address
 - b) Apparatus manufacturer, model, and serial number
 - c) Chassis make, model, and serial number
 - d) GVWR of front and rear axles
 - e) Front tire size and total rated capacity in pounds (kilograms)
 - f) Rear tire size and total rated capacity in pounds (kilograms)
 - g) Chassis weight distribution in pounds (kilograms) with manufacturer mounted equipment (front and rear)
 - h) Engine make, model, serial number, rated horsepower and related speed, and governed speed

- i) Type of fuel and fuel tank capacity
 - j) Pump make, model, rated capacity in gallons per minute (liters per minute where applicable), and serial number
 - k) Pump transmission make, model, serial number, and gear ratio
 - l) Water tank certified capacity in gallons or liters
 - m) Electrical system voltage and alternator output in amps
 - n) Battery make, model, and capacity in cold cranking amps (CCA)
 - o) Chassis transmission make, model, and serial number; and if so equipped, chassis transmission PTO(s) make, model, and gear ratio
 - p) Paint manufacturer and paint number(s)
 - q) Company name and signature of responsible company representative
- 2) Certification of slip resistance of all stepping, standing, and walking surfaces
 - 3) If the apparatus has a fire pump or an industrial supply pump, the pump manufacturer's certification of suction capability
 - 4) If the apparatus has a fire pump or an industrial supply pump, a copy of the apparatus manufacturer's approval for stationary pumping applications
 - 5) If the apparatus has a fire pump or an industrial supply pump, the engine manufacturer's certified brake horsepower curve for the engine furnished, showing the maximum governed speed
 - 6) If the apparatus has a fire pump or an industrial supply pump, the pump manufacturer's certification of the hydrostatic test
 - 7) If the apparatus has a fire pump or an industrial supply pump, the certification of inspection and test for the fire pump or the industrial supply pump
 - 8) The apparatus has a fixed line voltage power source, the certification of the test for the fixed power source
 - 9) Weight documents from a certified scale showing actual loading on the front axle, rear axle(s), and overall fire apparatus (without personnel, equipment, and hose)
 - 10) Written load analysis and results of the electrical system performance tests required in Chapter 13
 - 11) When the apparatus is equipped with a water tank, the certification of water tank capacity

The Fire Apparatus Manufacturer will also provide documentation of the following items for the entire apparatus and each major operating system or major component of the apparatus:

- 1) Manufacturer's name and address
- 2) Country of manufacture
- 3) Source for service and technical information
- 4) Parts replacement information
- 5) Descriptions, specifications, and ratings of the chassis and aerial device

- 6) Wiring diagrams for low voltage and line voltage systems to include the following information:
- 7) Pictorial representations of circuit logic for all electrical components and wiring
 - a) Circuit identification
 - b) Connector pin identification
 - c) Zone location of electrical components
 - d) Safety interlocks
 - e) Alternator-battery power distribution circuits
 - f) Input/output assignment sheets or equivalent circuit logic implemented in multiplexing systems
- 8) Lubrication charts
- 9) Operating instructions for the chassis, any major components such as an aerial device, and any auxiliary systems
- 10) Precautions related to multiple configurations of aerial devices, if applicable
- 11) Instructions regarding the frequency and procedure for recommended maintenance
- 12) Overall apparatus operating instructions
- 13) Safety considerations
- 14) Limitations of use
- 15) Inspection procedures
- 16) Recommended service procedures
- 17) Troubleshooting guide
- 18) Apparatus body, chassis, and other component manufacturer's warranties
- 19) Special data required by this standard
- 20) Copies of required manufacturer test data or reports, manufacturer certifications, and independent third-party certifications of test results
- 21) A material safety data sheet (MSDS) for any fluid that is specified for use on the apparatus

The Fire Apparatus Manufacture will deliver two (2) copies of all manufacturers' operations and service documents supplied with components and equipment that are installed or supplied.

BID BOND

A bid bond in the amount of 10% of the total bid amount shall be furnished with your bid. All bonds shall be provided by the manufacturer of the apparatus. The bond shall be countersigned by the appropriate Surety agent.

PRINCIPAL DIMENSIONS

Each bidder is required to list the dimensions of the apparatus being submitted. The dimensions listed below shall be strictly adhered to.

PROPOSAL DRAWING 22" x 30"

There shall be a proposal drawing submitted to the Village of Sleepy Hollow. This drawing shall be a visual interpretation of the apparatus proposed. The drawing submitted must show the left, right, front, rear and top view of the proposed apparatus.

APPROVAL DRAWING 22" x 30"

Prior to construction, the successful bidder shall provide three approval drawings of the apparatus for the fire's review. The drawings shall show such items as the chassis being utilized, lights, horns, sirens, and all compartment locations and dimensions. The blueprint shall be a visual interpretation of the unit as it is to be constructed. All drawings shall be signed by the buying authority. One print shall be retained by the Fire, one print shall be retained by the dealer and one print shall be returned to the manufacturer for future reference. The drawing submitted must show the left, right, front, rear and top view of the apparatus.

REVISED APPROVAL DRAWINGS

The original set of drawings, after being reviewed by the Village of Sleepy Hollow, shall be revised to reflect any changes made by the Village.

REPLACEMENT PARTS

Replacement parts will be available directly from the manufacturer and or the dealer.

CERTIFIED WELDERS

The manufacturer will employ individuals that are certified aluminum and stainless steel welders. The welders will be certified by an outside testing laboratory.

BODY WEIGHT DOCUMENTATION

The manufacturer will weigh each body prior to mounting on the chassis. The information will be included in the documentation of the finished vehicle. Each body produced by the manufacturer will be weighed, not just one body per model.

VIRTUAL MANUFACTURING

The manufacturer will have a website available for the Village of Sleepy Hollow to 'watch' their apparatus being produced. The 'Truck in Production' will be updated a minimum of 3 times per week. Customer will be able to access the website without the requirement of a password. **No Exception**

The website will also include documentation of cab and body crash tests, take a virtual tour of the production facility, videos of both current and new innovative products, updates on trade shows, photos of new deliveries.

TRANSPORTATION

To insure proper break-in of all components while still under warranty, the apparatus shall be delivered over the road under its own power. (Rail and/or truck freight shall not be acceptable)

INSTRUCTION

There shall be three (3) full days of instruction provided by a factory authorized representative. The representative shall provide instruction to the members of the Village of Sleepy Hollow Fire Department on the operation, maintenance and care of the apparatus delivered, as well as any equipment supplied with the apparatus. The times of the training shall be agreeable to both the manufacturer as well as the Village of Sleepy Hollow.

PRE-CONSTRUCTION CONFERENCE

A pre-construction conference shall be held prior to the actual construction of the vehicle. The conference shall be held at the Village of Sleepy Hollow Fire Department facility with representatives of the Fire Department and appropriate representatives of the successful bidder.

At the pre-construction conference, the successful bidder shall review, in detail with the Village of Sleepy Hollow the specifications of the unit as it is to be built. Specific component locations shall be determined and all pertinent information shall be noted for future reference. Details gathered at the pre-construction conference shall be utilized in formulating the approval drawings and final build specification. The successful bidder shall make all arraignments for the pre-construction conference.

FINAL DELIVERY INSPECTION

Once the vehicle is completed and is ready for delivery, a final inspection trip will be conducted at the bidders manufactures facility. The purpose of this inspection trip will be to ensure that he apparatus was manufactured as proposed and according to specification.

The apparatus will be capable of being road tested. Factory and Sales representatives will be available at the time of inspection. The bidder will be responsible for all travel, lodging and meals for Five (5) members of the Village of Sleepy Hollow.

I have read the above Specification Instructions it its entirety and fully understand the requirements requested by the Village of Sleepy Hollow.

NAME _____

SIGNATURE _____

DEALER _____

MANUFACTURER _____

DATE _____

END OF INSTRUCTIONS