

**PUBLIC NOTICE**

**REQUEST FOR PROPOSALS**

THE BOROUGH OF HIGHLANDS, STATE OF NEW JERSEY, is requesting proposals from providers of auto and truck repairs for the motor vehicles of the Borough of Highlands for a period of July 1, 2026 to June 30, 2027. Copies of the documents setting forth the scope of services, contract terms and conditions, proposal requirements, criteria for evaluation of proposals, and proposal submission requirements may be obtained from the Borough Administrator of the Borough of Highlands via email at [mmuscillo@highlandsnj.gov](mailto:mmuscillo@highlandsnj.gov). Proposals will be accepted up to 10:00am on Thursday, May 14, 2026 (prevailing time). All necessary documents may be downloaded from the official Borough of Highlands website: <https://highlandsnj.gov/bids-and-rfps/>.

Michael F Muscillo, MPA

Borough Administrator

## REQUEST FOR PROPOSALS

**THE BOROUGH OF HIGHLANDS** is accepting Proposals from providers of auto and truck repairs for the motor vehicles of the Borough of Highlands for a period from July 1, 2026 through June 30, 2027. The approved vendor must provide the following services:

1. Tax Exemption  
Prices quoted in all bids shall include delivery (FOB destination) and exclusive of all Federal, State or local taxes from which the Borough is exempt.
2. Contract Period  
The contract shall be for a period of twelve (12) months.
3. Estimates  
The quantity of the hours and or items listed in the technical section of this document are estimates. These estimates, to the best of the Boroughs knowledge, are accurate and concise. However, the Borough makes no representation that these are the exact quantities required during the period of the contract.
4. Purchase of Necessary Parts or Equipment  
Please include the percent discount off of the manufacturer's suggested retail price of parts sold to the Borough. The Borough requests a minimum ten (10) percent discount off of parts sold. Upon execution of this contract, relevant parts catalogues will be submitted to the Business Administrator.
5. Trained Personnel  
The successful bidder must satisfactorily furnish to the Borough evidence that it has trained personnel with appropriate experience and knowledge to service the specific make and models identified. A certified Class A Mechanic must supervise all maintenance.
6. Service  
The successful bidder will immediately respond to a Borough request for corrective service of the listed vehicles, during regular business hours for Borough Departments, with the exception of the Police and Public Works Departments. Regular business hours are from 8:30am – 4:30pm, Monday through Friday. The Borough reserves the right to change its normal business hours upon immediate notice to the vendor. In the event the vehicle cannot be serviced by the successful bidder, it may be subcontracted, upon Borough approval, to another vendor. The successful bidder will bill the Borough the cost of the subcontractor plus an additional ten percent (10%) mark-up.
7. Location  
The successful bidder must maintain its facility within a ten (10) mile radius for the Borough Hall located at 151 Navesink Ave., Highlands, NJ 07732.
8. Only Authorized Work Performed  
Work may not begin on any vehicle until it has first been approved by an authorized representative of the Borough. Any bill sent to the Borough and not conforming to the

requirement will not be paid. Bills will include, at a minimum, service dates, number of hours worked, and parts sold. A bill will not be paid unless it includes these items.

9. Hourly Rate

The Borough will be billed on an hourly rate to be in accordance with the Chilton Labor Rate guide (as per industry standard). The successful bidder will be the one submitting the lowest hourly rate for the following service:

Front End and Wheel Adjustment/Alignment  
Replace Motors/Engine  
Air Conditioning Repair  
Electrical Work  
Brake Jobs/Replacement  
Oil Change/Service  
Fuel Injection Service  
Fluid Replacements  
Other Miscellaneous Repairs

10. Vehicle Inspection

The successful bidder will be responsible to ensure that the Borough fleet will pass the NJ Department of Motor Vehicles Inspection/NJ Department of Transportation Inspection.

11. Emergency Road Repair Service

The Borough will be billed at the contracted hourly rate for emergency road repair service. Travel time will be included for emergency road repair service.

12. Towing

Please submit a proposal for towing vehicles to your facility. Please include a rate for light, medium, and heavy tows. The rates should include a basic fee for light, medium, and heavy tow, as well as any additional mileage fee. These prices will not affect the bid calculations.

13. Review of Hours Worked

Services provided by the successful bidder and bills submitted for such work will be consistent with flat rate guides utilized by insurance companies for auto repair. If a bill for a particular service varies significantly from these insurance guides, the Borough reserves the right to adjust a bill to reflect its consistency with these guides.

14. List of Vehicles

Attached is a list of Borough vehicles. The vehicles are available for inspection at a convenient time determined by the Borough.

**PROPOSAL SUBMISSION**

All persons interested in submitting a proposal for providing auto and truck repairs shall submit a proposal. Proposals shall be delivered to the Business Administrator at his office at:

Borough of Highlands  
151 Navesink Ave.  
Highlands, NJ 07732

On or about – Date – Time

All persons submitting a proposal are encouraged to contact Michael Muscillo, Business Administrator, regarding any questions relative to the submission of a proposal.

**PROPOSAL FORMAT:**

1. Must include a completed and signed Proposal outlining responses to conditions raised in services sought.
2. Must include a Certificate of Insurance.
3. Must include copies of relevant licenses necessary to provide said services.
4. Must provide a cost outline.
5. New Jersey Business Registration Certificate.

**CONTRACT AWARD:**

It is the intent of the Borough of Highlands to award a Contract for the service required hereunder in accordance with competitive proposal procedures based on the best cost provided by the vendor who meets all of the cited requirements.

The Borough of Highlands retains the right to reject any and all proposals or to award a Contract to the respondent whose proposal is deemed to be most advantageous to the Municipality, taking into consideration the factors cited above. Each unsuccessful offeror will be notified in writing promptly if a Contract award is made under this Request for Proposals, such notice will identify the successful contractor, and provide an opportunity for a debriefing meeting with the Municipality's Business Administrator to discuss any questions.

**SUBMISSION OF PROPOSALS:**

Proposals (1 original + 2 thumb drives) shall be delivered to the Business Administrator at his office located at  
151 Navesink Avenue, Highlands, New Jersey no later than 10:00am (prevailing time) on May 14, 2026.  
Same shall be addressed as follow:  
Michael F Muscillo, Borough Administrator  
Borough of Highlands  
151 Navesink Avenue  
Highlands, NJ 07732

All proposals shall be submitted in sealed envelopes with the wording:

**AUTO AND TRUCK REPAIRS**

Michael F Muscillo  
Borough Administrator

**REQUIRED BOILERPLATE FORMS**

<https://highlandsnj.gov/wp-content/uploads/2025/11/Bid-Documents-Fillable.pdf>