

**LEGAL NOTICE
COUNTY OF COLUMBIA
NOTICE TO VENDORS**

PLEASE TAKE NOTICE that sealed proposals will be received for

Auto Body Repair & Related Services

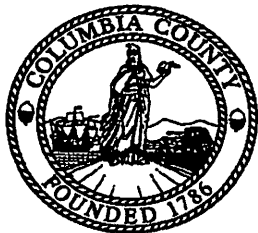
at the office of Columbia County Central Services, 401 State St., Hudson, New York 12534 until **3:00 P.M., Friday, April 13, 2018**. Proposals shall be contained in a sealed envelope, clearly marked "**Auto Body Repair & Related Services Proposal**". Proposals will be publicly opened and read at the Columbia County Office Building, Committee Room, 401 State Street, Hudson, New York, at 3:15 P.M., Friday, April 13, 2018.

Proposal packages shall be prepared in accordance with the forms contained in the proposal package and can be obtained by any bidder at the Columbia County Department of Central Services, 401 State Street, Hudson, New York, or can be viewed on the Columbia County Government website – www.columbiacountyny.com by following the link to the "Public Notices and Requests for Proposals".

No proposal may be withdrawn for a period of forty-five (45) days from the date of the proposal opening. The County of Columbia reserves the right to reject any and all proposals.

RFP#: Finance #2-2018

Dated: March 20, 2018



OFFICE OF THE
Columbia County Controller
401 STATE STREET OFFICE BUILDING HUDSON, NY 12534
TELEPHONE (518) 828-8561 FAX (518) 822-0684

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CHIEF ACCOUNTS PAYABLE CLERK
ADELA ROZS

COUNTY OF COLUMBIA, NEW YORK
REQUEST FOR PROPOSALS (FINANCE#2-2018)
AUTO BODY REPAIR AND RELATED SERVICES

OVERVIEW

The County of Columbia (The County) is seeking proposals from qualified auto body repair shops to provide collision repair services for County owned vehicles as detailed herein.

PROPOSAL DUE DATE

Proposals will be accepted up until **3:00 pm on April 13, 2018** in the Central Services Department, 401 State Street Hudson, N.Y. 12534 and mailed to the attention of Michael Myers, Purchasing Agent.

PRE-PROPOSAL QUESTIONS

All questions must be submitted in writing via e-mail to becky.v@columbiacountyny.com no later than **March 29, 2018**

The County reserves the right to amend the RFP based on questions and issues raised at any time prior to the RFP submission deadline.

Please contact Rebecca Vinchiarello, Assistant to the Controller, to confirm your participation in the proposal process via e-mail at the address above.

INTENT

It is the County's intent to utilize the services of a qualified auto body repair service provider (contractor) for non-exclusive auto body repairs to County owned cars and trucks.

SCOPE OF WORK and PROCEDURE REQUIREMENTS

Awarded contractors shall:

- A) Provide car and truck body repairs, and major collision repairs, which may include (but not limited to) bodywork, painting, chassis/frame straightening, mechanical repairs, glasswork, air conditioning, and front/rear wheel alignment. Contractor will complete all repairs necessary to restore the vehicle to its pre-accident condition in terms of form, fit,

finish, appearance, durability, functionally, safety, and value. All such repairs shall be completed in accordance with or shall exceed industry standards in effect at time of repair.

- B) Provide free estimates for County vehicles at their facility or the County Facility that the damaged vehicle is parked at. All estimates shall be complete and include all parts and charges with the exception of "hidden" damage, which may not be obvious until repairs are initiated. In some cases of severe body damage, a vehicle may be towed to the vendors shop and be taken apart for further inspection to assure no damage is overlooked. All estimates shall be typed or computer generated, completed and submitted for review within twenty- four (24) hours of receipt of vehicle. All estimates shall be provided at no cost to the county. All Estimates shall be itemized and include the hours, parts and materials necessary for repairs. The hours and prices shall be based on the Certified Collateral Cooperation (CCC ONE Crash)- Estimating Guide in effect at that time. All estimates must detail, line by line, each part being repaired or replaced. References must include page and line numbers from the current CCC ONE Crash Estimating Guide in effect at the time. If a part is not listed in the CCC ONE Crash Estimating, the vendor must provide a copy of the manufacturer's list price sheet in addition to charging the same discount as bid upon off the list price.
- C) No repairs shall be initiated until estimates are presented and approved by the County. A vehicle may be withdrawn at this point at the sole discretion of the County. The County must approve any variations from the original estimate before any work is done. These variations must be presented in writing, with detailed information to be included in the original estimate. The County shall reserve the right to verify, through independent appraisal, if the estimate is complete and reasonable.
- D) An estimated time for the completion of repairs must be provided. Repeated failure by the Contractor to complete jobs within the agreed time frame may result in contract termination.
- E) All replacement repair parts used shall be new, unused, Original Equipment Manufactured parts, unless otherwise authorized by the County. At its option, the County may supply any tires or parts required for a vehicle repair.
- F) The County reserves the right to supply the vendor with parts. It shall be incumbent upon the successful contractor to supply the County with one (1) copy of the current CCC ONE Crash Estimating Guide, prior to the start of repairs and one copy of updates thereafter.
- G) Periodically during the Contract term, replacement repair parts invoiced may be audited for compliance to the above terms, conditions, and specifications.
- H) Billing - Invoices shall be typed or computer generated and submitted by the vendor upon completion of repairs to the County. Invoices must itemize cost of materials, parts, and labor costs with part-numbers and description of all items used to complete the repair.

Vendor shall be paid only when the County has given their satisfactory approval for work that has been completed. The Contractor may be asked to provide pictures of each vehicle prior to any repair being made, and submit with the financial invoice.

- I) Pickup and Delivery - If the vehicle is unable to be driven, it shall be the responsibility of the contractor to have the vehicle towed to their repair facility. This service shall be provided at no cost to the County. Upon completion of repairs, the County will inspect the vehicle. If it is determined that the vehicle is not properly repaired, the vehicle is to remain at the repair shop until the repairs are completed and approved by an authorized employee of the County.

VEHICLE TYPES

The contract shall cover the following types of vehicles:

Passenger vehicles (sedans, light trucks up to 14,500 GVW or equivalent and similar equipment such as vans, etc. including fiberglass work.

Trucks (Vehicles over the sizes indicated above), including fiberglass work.

Specialty vehicles (other than indicated above requiring higher than usual standards in quality of repairs, finish, etc.), including fiberglass work.

NOTE: First Responder Vehicles are *NOT* included in this Request For Proposals. Due to the specialized nature of first responder vehicles (police / fire vehicles) those vehicles shall be subject to a separate Request for Proposals.

The County reserves the right to assign vehicles which require specialized or proprietary repairs, finish, etc. to any other contractor at its discretion depending on the nature and extent of the specialized or proprietary work required.

AWARD CRITERIA

The award of a contract for the described services will be determined by the County based on the respondent's qualifications including, but not limited to, the following: cost of service, references, knowledge and interpretation of the County's needs, and experience.

Proposals will be evaluated and scored on the basis of the following criteria:

A. Experience and Qualifications of the Proposer

Consideration will be given to proposers demonstrating strong capabilities, experience and reputation in undertakings similar to those described in this RFP. Qualification requirements are detailed on page 4.

B. Proposal Completion

Proposal responses will be evaluated on completeness, clarity/accuracy of the information requested, and proposal presentation. Include a completed "Exhibit A" and "Schedule B" (attached hereto) with your response. Include information to support qualification requirement.

C. Financial Terms

Consideration will be given to proposals that present the best value to the County over the term of the contract and cost estimate as per "Schedule B" (attached hereto).

QUALIFICATION REQUIREMENTS

Qualification requirements will include, but not be limited to:

- a) Demonstration of all required permits, licenses and certifications to perform the required work.
- b) Demonstration that the primary business is auto body repair work.
- c) The proposer's place of business must be geographically located so that transportation of damaged vehicles is feasible in relation to the work to be performed.
- d) Facility requirements include, a paint booth, automotive frame straightening machine with a qualified operator (on-site), ability to perform front/rear wheel alignment, mechanical repairs, glasswork, and air conditioning service.
- e) Ability to keep County vehicles at a secured facility.
- f) Capability to do body, paint and mechanical work indoors.
- g) Must have a successful record of compliance with all applicable Local, State and Federal guidelines, and all Fire Codes.

TERMS OF CONTRACT

The contract shall be awarded for a term of two (2) years with an option to renew the agreement for an additional two (2) years upon mutual consent.

RIGHT TO REJECT PROPOSALS

This RFP does not commit the County to award a contract, pay any cost incurred in the preparation of a proposal in response to this RFP or to procure or contract for services. The County intends to award a contract on the basis of the best interest and advantage to the County, and reserves the right to accept or reject any or all proposals received as a result of this request, to negotiate with all qualified proposers or to cancel this RFP in part or in its entirety, if it is in the best interest of the County to do so.

CANCELLATION CLAUSES

Any violation of the terms, conditions, requirements and/or non-performance of the agreement resulting from this RFP shall result in immediate cancellation. The agreement may be cancelled by the County for any other reason(s) upon sixty (60) days written notice.

ASSIGNMENT

The awarded vendor shall not assign the contract or any part thereof without the prior written approval from the County.

LIABILITY REQUIREMENTS

The successful company must furnish the County with Certificates of Insurance prior to commencement of work. The required coverage shall not be less than the following:

- Workers Compensation Statutory Requirements
- New York State Disability Coverage Statutory Requirements

- Commercial General Liability insurance with minimum limits of \$1,000,000.00 per occurrence, subject to a \$2,000,000.00 annual aggregate. Coverage shall include bodily injury, property damage, personal injury, and blanket contractual liability.
- Automobile Liability insurance with minimum limits of \$1,000,000.00 each accident. Coverage shall provide for any vicarious liability of the County of Columbia and be applicable to all owned, non-owned, hired, borrowed or temporality used vehicles by the Contractor.

Insurance certificates shall name the County of Columbia as additional insured party.

COUNTY CONTACT PERSON

If there are any questions concerning this Request for Proposal, please contact Rebecca Vinchiarello, Assistant to the Controller. 518-828-8561\Becky.v@columbiacountyny.com

GENERAL

New York Law and Venue

The contract/agreement resulting from this RFP shall be construed under the laws of the State of New York. All claims, actions, proceedings, and lawsuits brought in connection with, arising out of, related to, or seeking enforcement of this contract/agreement shall be brought in the Supreme Court of the State of New York, Columbia County.

In addition, all County contractors not incorporated in the State of New York shall produce a Certificate to Do Business in the State of New York from the New York Secretary of State prior to executing their contract with the County.

SUBMISSION REQUIREMENTS

Please include the following qualifications and requirements information with your bid response.

- a) *Submit* a copy of all applicable licenses, permits, and certificates needed to perform required work.**
- b) *Submit* a list of at least three (3) references (including contact person's names and phone number) for which similar services have been provided.**
- c) *Submit* the name and title of the executive in charge.**
- d) *Submit* statement of the number of years the company has been in business and the number of that you have been an auto body repair shop.**
- e) *Submit* contact person(s) name and phone number(s).**
- f) *Submit* emergency phone number(s).**
- g) *Submit* completed and signed "Schedule B" rate sheet attached hereto.**
- h) *Submit* completed and signed "Exhibit A" attached hereto.**
- i) *Submit* an equipment list showing that your business meets the equipment and facility qualification requirements (indoor work area and storage area). Refer to bullet D under the Qualification Requirements Section of this document. Please be prepared to schedule a tour of your facility at the County's request.**

EXHIBIT A

REQUEST FOR PROPOSAL SPECIFICATION #2-2018

All terms, conditions and requirements as set forth in this Request for Proposal are acceptable as specified therein. Yes _____ No _____

If "NO", please provide a detailed description and/or explanation of any deviation in your proposal from the specification detailed in the Request for Proposal with your proposal response. By submission of this proposal, each bidder, and each person signing on behalf of any bidder, and in the case of a joint bid, each party thereto as to its own organization, under penalty of perjury, certifies that to the best of its knowledge and belief:

- A. The prices in this proposal have been arrived at independently without collusion, consultation, communication or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or any competitor; and
- B. Unless otherwise required by law, the prices which have been quoted in this proposal have not been knowingly disclosed by the bidder prior to the opening, directly or indirectly, to any other bidder or to any competitor; and
- C. No attempt has been made or will be made by the bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

The bidder certifies that this proposal is made without any connection with any other person making a proposal for the same purpose, and is in all respects fair and without collusion or fraud, and that no elected official or other officer or employee or person whose salary is payable in whole or in part from the County of Columbia treasury is directly or indirectly interested therein, or in any portion of the profits thereof.

As an authorized representative of the identified company, I accept all the terms and conditions identified in Request for Proposal Spec. #2-2018 except as identified.

Company Name and Address

Signature Date

Name & Title Phone Number

SCHEDULE "B"
COST PROPOSAL

Labor Rate: (to include, bodywork, mechanical, frame straightening, detailing, and shop materials.)

<u>Type of Labor</u>	<u>Hourly Rate</u>

Hours and days of operation:

Company Name

Address of shop where work will be performed.

County/ State/ Zip

Telephone

Federal Tax ID #

Print Name of Bidder Authorized Representative Title Signature

Appendix

Non-Collusive Bidding Certification

By submission of this bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid each party thereto certifies as to its own organization under penalty of perjury, that to the best of his/her knowledge and belief:

1. The prices of this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other bidder or with any competitor;
2. Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not knowingly be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any competitor; and
3. No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

Bidder's Name

By:

Dated: