State of Rhode Island

Department of Administration
Division of Purchases
One Capitol Hill
Providence, RI 02908

REQUEST FOR QUOTE (RFQ) – BID# 7535377

AUTOMOTIVE AND TRUCK REPAIRS - (GROUP 3) - MPA #203 (SUPPLEMENTAL)

SUBMISSION DEADLINE: Monday, November 18, 2013 at 2:00 PM (ET)

PRE-BID CONFERENCE: ☒ **NO** ☐ **YES** _____

Mandatory: ☐ **NO**
☐ **YES:** Any vendor who intends to submit a bid proposal in response to this solicitation must have its designated representative attend the mandatory pre-bid conference. The representative must register at the pre-bid conference and disclose the identity of the vendor whom he/she represents. Because attendance at the pre-bid conference is mandatory, a vendor's failure to attend and register at the pre-bid conference shall result in disqualification of the vendor's bid proposal as non-responsive to the solicitation.

Lisa Hill

Buyer Name: LISA HILL
Title: CHIEF BUYER

QUESTIONS concerning this solicitation must be received by the Division of Purchases at (QUESTIONS@PURCHASING.RI.GOV) no later than (Tuesday, November 12, 2013, 4:00 PM (ET)). Questions should be submitted in a *Microsoft Word attachment*. Please reference the bid number (Bid #7535377) on all correspondence. Questions received, if any, will be posted on the Rhode Island Division of Purchases website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: **NO**

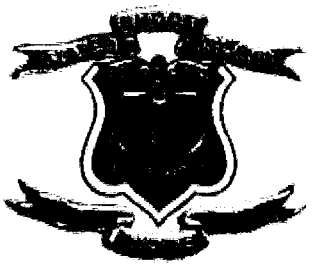
BOND REQUIRED: **NO**

PUBLIC COPY (R.I. Gen. Law 37-2-18(j): This requirement applies to all public works projects (vertical and horizontal) exceeding Five Hundred Thousand ($500,000) dollars and any combination of base bid plus all alternates.

DISK BASED BID: ☒ **NO**
☐ **YES:** See attached Disk Based Bidding Information

NOTE TO VENDORS:
Vendors must register on-line at the Rhode Island Division of Purchases website at www.purchasing.ri.gov. Offers received without the completed four-page Rhode Island Vendor Information Program (RIVIP) Generated Bidder Certification Cover Form attached may result in disqualification.

THIS IS NOT A BIDDER CERTIFICATION FORM



STATE OF RHODE ISLAND
DIVISION OF PURCHASES
AUTOMOTIVE AND TRUCK REPAIRS (GROUP 3) – MPA 203 (SUPPLEMENTAL)
Bid No. 7535377

The Rhode Island Division of Purchases, on behalf of State Fleet Operations, is soliciting prices from vendors who can supplement the State's existing Master Price Agreement to provide Auto Repairs for the State's Group 3 Vehicles, those vehicles whose gross vehicle weight is 26,000 lbs. or more.

This request is issued to enhance the current agreements and will require that vendors to be able to provide full service automotive repairs for a broad spectrum of maintenance and repair services as may be required.

Instructions for Bidding: All bidders must register on line at the Division of Purchases' website (Rhode Island Vendor Information Program –RIVIP) at www.purchasing.ri.gov, and submit the RIVIP generated Certification Cover Form (4 pages) along with their bid offer. The bid offer should include the following:

- RIVIP Generated Certification Cover Form
- Bid Pages 7 and 9-12
- Additional supporting documentation which will be helpful in evaluating the facility

CONTRACT PERIOD:

Contracts will be effective from the date of award through November 30, 2014 and will include two (12) month renewal periods at the State's sole option, based on a determination of continued need for the service and acceptable performance by participating contractors.

SCHEDULING:

The Office of State Fleet Operations will issue work orders to State agencies that will dispatch

The Office of State Fleet Operations will issue work orders to State agencies that will dispatch vehicles needing services to repair facilities on an as-needed basis throughout the contract term. Gross Vehicle Weight (GVW) must be checked prior to dispatching the vehicle to the vendor to ensure proper weight class, vendor group as noted in this bid. Where service appointments are required, it is expected that State vehicles will be given priority, and that, in any event, an appointment will be made for a date not to exceed five (5) days following the request. All drop-off services will be accomplished during the same business day unless prior approval has been granted by the State. In such cases where work cannot be completed in the same day, the vendor will provide a date of work completion. Failure of the vendor to meet the completion date may result in the vehicle being reassigned to another service location at the State's discretion.

Vendor must notify the State of any reason why completion date cannot be met.

BILLING FOR SERVICES RENDERED:

The Contractor shall render invoices for services performed directly to the ordering agency. When orders are placed under this arrangement, the Contractor is responsible for furnishing one (1) copy of the invoice at the time the service is completed and obtaining the signature of the person receiving the service on the original and copy of invoice. (See special DOT billing, paragraph D)

(a) Parts: Invoices shall cite the work order number, a copy of the parts price list attached if any single part is more than $200.00 or the total of all parts of a work order exceeds $500.00. Each invoice shall list separately the listing of parts used and price for parts less percent (%) discount. Vendor will also list all fluids used and the price for such fluids in accordance with fluids price list page. Labor: Invoices shall include a copy of the flat rate manual page or approved other standards (database printout) showing hours of work performed or page reference indicating page number, issue number and volume number, cost of labor (number of hours or fraction thereof) in accordance with appropriate flat rate manual (Shop Time). Sub-Contracting: Where subcontracting work is necessary, invoices will include subcontracted work itemized and separately noted/disclosed, a copy of the bill for services and markup charge bid. Failure of the contractor to provide and properly define all appropriate invoice information will result in NON-PAYMENT.

NOTE: ALL PRICING IS TO BE INVOICED WITHIN CATEGORIES OUTLINED. NO "Supplies", "Freight", "Hardware", or other miscellaneous charges will be accepted. No Charges for Road Testing will be permitted. ROAD TESTING WILL ONLY BE PERMITTED DURING NORMAL BUSINESS HOUR (M-F 8:00 AM – 5:00 PM) UNLESS PRIOR APPROVAL FROM THE AGENCY, IN WRITING, IS RECEIVED.

Road testing shall be limited to no more than ten (10) miles. Under no circumstances should a State vehicle be used for personal business, including parts pick up, errands, coffee, etc.

Violations will result in immediate termination of the contract.

Vendors are reminded that the percent (%) discount shall be subtracted from the manufacturer's suggested list price. Parts pricing cannot exceed manufacturer's list price as determined by the parts manufacturer. This price is constant, and shall only vary in accordance with legitimate, periodic increases or decreases by that particular parts manufacturer. This price is not set by the vendor, parts supplier, or any other person, firm, or corporation other than the legitimate manufacturer of a particular item. Any representation by the vendor of any price that is higher than the manufacturer's list price, for the purposes of subtracting the percentage (%) of discount to the state, shall be considered fraudulent, and any vendor making such representation may be subject to termination of their contract, and other sanctions including criminal prosecution.

Any or all parts replaced as the result of repair or routine maintenance shall be Manufacturer's original replacement parts (OEM) for the full term of the warranty period for the vehicle(s) involved.

The vendor may utilize "after market" parts subsequent to expiration of the manufacturer's warranty based on the earlier occurrence of time or mileage limitation.

(b) When parts are furnished by the State, they shall be itemized on the Contractor's invoice at no cost and indicated as "state-furnished parts". The original and one (1) copy of the repair order invoice or shop repair order shall be presented with the applicable equipment upon delivery to the State.
(c) The Contractor will bill monthly on an itemized statement form, which must cite work order number, contract number(s), vehicle tag number(s) and total amount from attached original invoice(s).
(d) DOT Billing: Invoicing for EACH authorized WORK ORDER must be submitted in two (2) COPIES (an ORIGINAL and one copy) to:

Fleet Management Officer
Department of Transportation
Highway & Bridge Maintenance Division
360 Lincoln Avenue
Warwick, RI 02888

NOTE: DEPARTMENT OF TRANSPORTATION INVOICES SUBMITTED DIRECTLY TO STATE FLEET OPERATIONS AT ONE CAPITOL HILL, PROVIDENCE WILL NOT BE PROCESSED FOR PAYMENT. DEPARTMENT OF TRANSPORTATION INVOICES NOT RECEIVED IN DUPLICATE WILL BE RETURNED AND MAY RESULT IN DELAYED PAYMENT.

ISSUANCE OF REPAIR ORDER:

At the time of pickup and/or delivery, the State representative will give the Contractor a

repair order listing the vehicle services to be accomplished, and the repair order will not be executed without prior approval of the State, in which event the repair order will be modified accordingly. Such approval will be given only when something new or additional is determined by the ordering agency to be necessary during the progress of work being done. No verbal order or change to an existing written order shall be accepted by the Contractor unless such instructions are immediately written by the Contractor on its standard shop order form. Such order or change will be confirmed by repair order on State order form. The State shall not be obligated to pay for unauthorized repairs.

With regard to any unanticipated repairs, (in addition to the originally ordered work), the vendor must notify the agency requiring services prior to performing said repairs.

SERVICES NOT LISTED:

For services performed on vehicles which is not covered by applicable flat rate manual under Groups III, but need to be performed or in those cases where a multiple of services covered by the flat rate manual are combined at the request of the State, an estimate of the number of hours required to perform the service shall be supplied by the Contractor at the time the vehicles covered by this contract are entered into the shop or inspected at a State facility. If approved by the State, this estimate shall become the ceiling as to the maximum number of hours to be charged for labor under the contract for that repair order; time allowance for such work shall be the actual hours of productive labor necessary to complete the job, but not to exceed the ceiling. At the point of invoicing such repair orders, endorsement of the invoice by the State agency accepting the estimate shall serve as proper acceptance and certification as to the reasonableness of the labor charges. If the ceiling offered by the contractor for the job is considered unreasonable by the State, or otherwise subject to question based on cost experience and estimates of prevailing costs for such work, the right is reserved to procure the services on the open market with approval of the contracting officer.

WARRANTY:

All service and repairs shall be performed in a workmanlike fashion, using new replacement parts of prime manufacturer or major brands equivalent to OEM quality only. All maintenance and repair services will be unconditionally warranted for a period of ninety (90) days following the date of original service, except where the normal warranty extended by the contractor exceeds this term. All service recalls shall be performed at no cost to the State; additionally, the State shall not honor any charges for subsequent or consequential damages occasioned by the maintenance or repair service.

MOTOR VEHICLES UNDER MANUFACTURER'S WARRANTY:

No motor vehicle under manufacturer's warranty will be covered by the contract during the

period of such warranty. When a vehicle is being repaired at an authorized dealership under warranty, other services not covered by the warranty may be performed at said dealership.

AWARDS:

LABOR GUIDE: The "labor" publication by "Mitchell" shall be the only labor guide utilized under this solicitation or under the Master Price Agreement (MPA) awarded as the result of this solicitation. Awarded vendor, at time of second and third year contract renewal, if so decided by the State, shall utilize the then latest publication of Mitchell's guide.

(a) Primary Awards:

Award will be made by group based upon regional statewide service requirements. Award will be made to the lowest responsive, responsible offeror in accordance with the aforestated.

Multiple awards of contracts may be made on a regional service area basis, to those bidders that will best serve the need and intent of this solicitation, taking into consideration their conformity to requirements stated herein.

The State reserves the right to make separate awards for Group III based upon manufacturer's (Sterling, Mack, International,) make/model, if necessary.

EVALUATION OF OFFERS:

The evaluation of offers will be based upon a comparative determination of the extent to which each bidder's proposal meets the goals, intent and requirements set forth herein.

INSURANCE REQURIEMENTS:

An insurance certificate in compliance with provisions of Item 31 (Insurance) of the General Conditions of Purchase is required for comprehensive general liability, automobile liability, and Worker's Compensation and must be submitted by the successful bidder(s) to the Division of Purchases prior to award. The insurance certificate must name the State of Rhode Island as certificate holder and as an additional insured. Failure to comply with these provisions may result in rejection of the offerror's bid. Annual renewal certificates must be submitted to the State agency identified in the purchase order. Failure to do so may be grounds for cancellation of contract.

BID INSTRUCTIONS / SPECIFICATIONS

GROUP III GENERAL FLEET DESCRIPTION
(PARTIAL LISTING)

QUANTITY	DESCRIPTION
3	1988 MACK 6 WHEEL DUMPS
3	1999 MACK 6 WHEEL DUMPS
7	2001 INTERNATIONAL TANKERS
1	1986 INTERNATIONAL TANKER
7	2007 MACK 10 WHEEL DUMP
10	2007 MACK 6 WHEEL DUMP
4	2005 MACK 10 WHEEL DUMP
8	2005 STERLING 6 WHEEL DUMP
4	2004 MACK 10 WHEEL DUMP
6	2004 MACK 6 WHEEL DUMP
10	2003 MACK 10 WHEEL DUMP
1	1987 FORD CRANE
22	1999 INTERNATIONAL DUMPS
8	2003 FORD CREW CABS TMA
7	2003 MACK 10 WHEEL DUMPS
4	2003 VOLVO 6 WHEEL DUMPS
1	1986 FORD STAKE BODY
1	1986 FORD BUCKET TRUCK
1	1988 GMC STAKE BODY
1	2007 DERRICK STERLING
1	2000 STERLING BUCKET TRUCK
1	1989 FORD STAKE BODY
1	1990 GMC WELDING TRUCK
1	1998 MACK 5TH WHEEL
3	2007 INTERNATIONAL BUCKET
4	2007 INTERNATIONAL TMA
10	2010 MACK 10 WHEEL DMP

AND ANY OTHER RELATED GROUP III VEHICLES

TECHNICAL PROPOSAL SUMMARY

OFFEROR NAME: _____

1 **LOCATION** _____
(County in which the repair facility is located)

2 **RHODE ISLAND STATE INSPECTION STATION?** ( ) YES ( ) NO
(If Yes, License Number: _____)

3 **PRICE ADMINISTRATION**

- (a) If a franchise operation, will the parent organization or other franchise holders within the State honor pricing extended for this Request? ( ) YES ( ) NO
- (b) Will pricing be entered onto a computer database? ( ) YES ( ) NO
- (c) Will invoicing match item description and unit price exactly? ( ) YES ( ) NO

4. REPORTS

Are activity reports describing work performed available? ( ) YES ( ) NO

If yes, at what frequency? ( ) monthly ( ) quarterly ( ) annually

If yes, what detail is available? (Check all that apply)

( ) Total expenditures
( ) Total expenditure, by type of service
( ) Total expenditure, by engine size
( ) Total expenditure, by make and model
( ) All of the above

Any documentation or information that will provide additional detail regarding the offeror's capability to provide the subject services should be attached as addenda, including, but not limited to the following:

Physical layout Major equipment Method of scheduling work Approximate value of parts inventory Other fleet accounts services Number of service bays – work areas Number of vehicles that can be worked on simultaneously Special skills, authorizations or certifications of your employees (For example: CNG certified mechanics, etc.)

NOTICE

Generally, the State does not expect to be charged for repair estimates by Vendors who currently have contracts with the State for similar work; even when the Vendor does not repair a piece of equipment for which they have given the State an estimate. For any situation that a current vendor feels he will have to charge the State for a repair estimate, the specific Agency must be notified in writing, in advance of the cost of the estimate and the reason(s) the Vendor intends to charge the State for the estimate. If approved, the specific Agency must provide the Vendor with written confirmation, in advance of the estimate being done.

It is understood that a particular situation may require that the State pay for an estimate but that will be infrequent and only if the procedures outlined above are followed by both the State and the Vendor.

Vendor should bear in mind that overlapping and/or combining of requirements may be necessary to prevent delays and provide for a more responsive workflow.

Special requirements such as location, impending storms, vendor workload, etc. may also necessitate a one-time or temporary change from actual award.

Should any of the above transpire, it should not be misinterpreted to be a permanent change from the award or an attempt to circumvent the proper implementation of the award(s).

Also bear in mind that the State reserves the right to solicit prices on any extraordinary repairs.

Vendor(s) should be aware that documentation verifying the accuracy of parts prices and labor charges may be required periodically as part of normal auditing procedures.

In no event will any individual work order exceed $15,000 for DOT or $5,000 for all other Agencies, without prior written approval of the Division of Purchases. Splitting individual requirements that exceed the limit into more than one work order shall not be allowed.

For warranty work, Vendor(s) must be a manufacturer or stocking distributor/dealer at the time of bid submittal and must maintain that status for the life of the contract or award. Vendor cannot be a broker.

It is the State's intention to make multiple awards because of the statewide scope of this requirement and the need to differentiate between warranty, and non-warranty work.

STATE OF RHODE ISLAND DIVISION OF PURCHASES
Bid No. 7535377
AUTOMOTIVE & TRUCK REPAIRS (GROUP 3) - MPA #203 (SUPPLEMENTAL)

Group 3 - General Reair for Heavy Trucks, Dumps (over 26,000 # GVW)

General Preventative Maintenance (PM) to include the following:
* Drain old oil, add new oil to engine specifications, install new filters
* Lubricate chassis and as applicable: dump body, sander, plow components and attenuator; lubricate and check fuel shutdown valve, either electric or manual
*Annually upon agency request, change oil in power steering, transmission, rear end and antifreeze.
* Make visual inspection of entire chassis/cab, including glass
*Check all instruments, including horn, wipers, standard and safety lights, back-up alarm, as applicable.
*Check all fluid levels including coolant, batteries, power steering, transmission, rear ends(gear oil), plow (hydraulic oil), and sander (gear oil) reservoirs, gear boxes and hydraulic oil tanks, as pplicable; fill as needed all fluids, except motor oil, which is included in oil change). Additional fluids will be charged separately in accordance with Fluids Price List attached.
*Check tires and pressures and report condition, fill to proper pressure if needed, inspect to insure metal valve caps are present and in good

condition in accordance with Federal requirements. Check for proper tire sizes on drive axles.
*Check mud flaps to be in good condition as required by law.
*Change fuel filters and water filter.
*Check air intake system and air filters and notify if replacement is necessary.
*Inspect for leaks: oil, fuel, air, exhaust, and drain air tanks; check and drain air dryers and water seperators (if diesel trucks).
*Check and adjust clutch if needed.
*Check and adjust brakes.
*Inspect universal joints and driveline, check center hanger bearing for wear.
*Inspect all springs and u-bolts and check torque.
*check and torque tire rim lug nuts.

Vendor Name: _____

1 Flat Rate for PM - FORD Trucks	$_____	/FLAT RATE
2 Flat Rate for PM - MACK Trucks	$_____	/FLAT RATE
3 Flat Rate for PM - International Trucks	$_____	/FLAT RATE
4 Flat Rate for PM - Volvo Trucks	$_____	/FLAT RATE
5 Labor Rate per hour (for all inspection, maintenance and mechanical repairs, including motor, chassis (body and fender work excluded), equipment, and complete overhaul of trucks and trailer, including but not limited to steering, and/or suspension systems, rear axle assemblies, transmission repairs, etc. (gasoline and diesel) Mitchell's Labor Guide ONLY shall be used for determining repair	$_____	/PER HOUR

6 Labor Rate per hour OVERTIME (for all inspection, maintenance and mechanical repairs, including motor, chassis (body and fender work excluded), equipment, and complete overhaul of trucks and trailer, including but not limited to steering, and/or suspension systems, rear axle assemblies, transmission repairs, etc. (gasoline and diesel) Mitchell's Labor Guide ONLY shall be used for determining

repair

Vendor Name:_____

7 PARTS DISCOUNT: _____ % Discount

Parts and material will be billed indicating the percentage discount from the suggested retail price list provided by parts manufacturer.
A copy of the price list must be supplied with each work order in accordance with Page 1 relating to "Billing for Services Rendered".) Offerer to indicate the discount from the parts manufacturers' suggested retail price list.

Minimum Acceptable Discount is 10%

8 Subcontracted Work _____ % markup

All sub-contracted work must be itemized and full disclosed (on invoicing). Subcontracted work will be billed at the documented cost plus the mark-up indicated. The State will not accept any mark-up for subcontracted work exceeding 5%

NOTE

If no amount is indicated in the space provided, it shall be understood that no mark up will be applied.

Fluids Pricing

9 Brake Fluid (must meet applicable mfg. minimum standards) $_____ /pint

10 Hydraulic Oil (must meet applicable mfg. minimum standards) $_____ /Quart

11 Hydraulic Oil (must meet applicable mfg. minimum standards) $_____ /Gallon

Vendor Name: _____

12 Motor Oil (Must meet applicable mfg. minimum standards)	$_____	/Quart
13 Motor Oil (Must meet applicable mfg. minimum standards)	$_____	/Gallon
14 Differential / Transfer Case Gear Oil (Must meet applicable mfg. minimum standards)	$_____	/Pint
15 Differential / Transfer Case Gear Oil (Must meet applicable mfg. minimum standards)	$_____	/Quart
16 Transmission Fluid (Must meet applicable mfg. minimum standards)	$_____	/Pint
17 Transmission Fluid (Must meet applicable mfg. minimum standards)	$_____	/Quart
18 Transmission Fluid (Must meet applicable mfg. minimum standards)	$_____	/Gallon
19 Power Steering Fluid (Must meet applicable mfg. minimum standards)	$_____	/Pint
20 Power Steering Fluid (Must meet applicable mfg. minimum standards)	$_____	/Quart
21 Lubricate/Grease (Must meet applicable mfg. minimum standards)	$_____	/LB.
22 Lubricate/Grease (Must meet applicable mfg. minimum standards)	$_____	/Tube
23 Antifreeze	$_____	/Quart
24 Antifreeze	$_____	/Gallon
25 Windshield Washer Fluid	$_____	/Quart
26 Windshield Washer Fluid	$_____	/Gallon

END OF DOCUMENT