



**Solicitation Information
September 14, 2017**

CR-57 / Solicitation #7559482

TITLE: Motor Vehicle Auto Body Repairs – CR-57 (MPA 534)

Initial Submission Deadline: October 13, 2017 @ 10:00 AM (ET)

Contract Term: Ending December 31, 2023

PRE-BID/ PROPOSAL CONFERENCE: NO

Questions concerning this solicitation must be received by the Division of Purchases at doa.purquestions3@purchasing.ri.gov no later than **September 25, 2017 @ 4:00 PM (ET)**. Questions should be submitted in a *Microsoft Word attachment*. Please reference the RFP# on all correspondence. Questions received, if any, will be posted on the Internet as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

SURETY REQUIRED: No

BOND REQUIRED: No

**Gary P. Mosca
Chief Buyer**

Applicants must register on-line at the State Purchasing Website at www.purchasing.ri.gov

Note to Applicants:

Offers received without the entire completed three-page RIVIP Generated Bidder Certification Form attached may result in disqualification.

THIS PAGE IS NOT A BIDDER CERTIFICATION FORM

Solicitation #7559482

Motor Vehicle Auto Body Repairs – CR-57 (MPA 534)

INTRODUCTION:

The State of Rhode Island (the “State”), by and through its Division of Purchases (the ‘Division”) on behalf of all State agencies (“User Agencies”), is seeks to retain one or more vendors to participate on a Master Continuous Recruitment (CR) list to provide motor vehicle auto body repairs including but not limited to accident damages and other related damages in accordance with the terms of this request for quote (“RFQ”) and the Division’s General Conditions of Purchase, which may be obtained at www.purchasing.ri.gov . If awarded, the term of the CR contract shall commence on or about **January 1, 2018** and expire **December 31, 2023** unless terminated, cancelled, by the Division.

This solicitation is being conducted under the State’s Continuous Recruitment (CR) process. A Continuous Recruitment, is not an invitation for Bid. Responses will be evaluated on the basis of the relative merits of the proposal; there will be no public opening and reading of responses received by the Division of Purchases pursuant to this Request, other than to name those offerors who have submitted proposals.

Bidders will be selected based upon their fulfillment of the minimum qualifications listed in this Continuous Recruitment (CR), any added value features, the completion of all Required Forms as listed in this CR that contracting with the Bidders will provide the “best value” to the State of Rhode Island.

Proposals may be submitted from initial submission deadline October 13, 2017 @ 10:00am, until October 31, 2022 @ 10:00 am.

 **Contract Term: *January 1, 2018 to December 31, 2023 with two (2), two year renewal options at the sole discretion of the State.***

The State of Rhode Island reserves the right to re-open the Continuous Recruitment (CR) during the term of the contract if it is determined to be in the best interest of the State. After the initial selection process under this CR, the State may allow bidders an opportunity to submit proposals at a time specified by the State during the contract term. Proposals (responses to the CR) will be reviewed and evaluated and additional vendors may be added to the pre-qualified list upon completion of the qualification and evaluation process outlined in this CR and selection by the State. Contracts awarded as a result of the reopening will run concurrently with other awarded contracts under CR 57 and will be subject to the same terms and conditions.

CR-57 vendors may be utilized by any State agency. In addition, CR-57 vendors may be utilized by quasi-public agencies, Rhode Island municipalities, and the Legislative and Judicial branches of State government at their own discretion. Placement of vendors on a CR 57 is no guarantee of future business. All ordering and billing shall be between the vendor and the user agency. Services are sought on an “as-needed” basis. Once need has been determined, utilization by the

user agency will be based on a number of factors, including, but not limited to price, expertise, and availability.

The term of this CR will be for five (5) years. This work will be done on behalf of Rhode Island State Fleet Operations associated with any of the State's agencies, including municipalities, as described elsewhere herein, and in accordance with the terms of this request and the State's General Conditions of Purchase, which may be obtained at the Rhode Island Division of Purchases' homepage by Internet at <http://www.purchasing.ri.gov>.

It is envisioned that a price agreement will be awarded to one or more vendors. The specific scope of work will be determined by the needs of the using agency, as with any CR, a using agency would create its own release / direct purchase order specifying the items, quantities and pricing ordered, and would thus be responsible to finance the required services. No Vendor shall provide services or begin work unless and until a valid Purchase Order approved by the Agency has been issued and received by Vendor. A Vendor will not be entitled to any payment for services rendered or work completed outside of this policy... **There is no guarantee of any level of spending activity to a vendor or vendors selected for this CR.**

Any contract award(s) resulting from this solicitation shall be subject to the State Purchases Act, R. I. Gen. Laws § 37-2-1, *et seq.*, the Procurement Regulations and the General Conditions of Purchase, which are available at www.purchasing.ri.gov, as well as the terms of this solicitation.

CR's can be utilized by any State Agency, and as a requirement of this solicitation, will also be made available to quasi-public organizations, Rhode Island municipalities, school districts, and the Legislative and Judicial Branches of Rhode Island government at their own discretion. The same offers, terms and conditions of service shall be offered to these organizations. Placement of a qualified firm(s) on a CR is no guarantee of usage.

Services are sought on an "as-needed" basis. Once need has been determined, utilization by the user agency will be based on several factors, including, but not limited to price, expertise, and availability.

This request for quote does not guarantee that the State will utilize any contractor for a minimum/maximum amount of time or for a minimum/maximum dollar value over the term of the MPA contract.

Vendors may be utilized by any State agency. In addition, vendors may be utilized by quasi-public agencies, Rhode Island municipalities, and the Legislative and Judicial branches of State government at their own discretion. Placement of vendors on the CR is no guarantee of future business. All ordering and billing shall be between the vendor and the user agency.

Political Subdivisions (cities, towns, schools, quasi-public agencies), as authorized by law, may participate in this Agreement. All ordering and billing shall be between the vendor and the political subdivision (only).

The Division of Purchases has the authority to remove vendors from the MPA list if non-responsive to agency requests for requests. **There is no guarantee of any level of spending activity to a vendor or vendors selected for this award.**

General Provisions - Scope:

The work covered by this specification consists of furnishing all material, labor and equipment necessary in performing all operations necessary in connection with vehicle damage repair for the State of Rhode Island.

Service Availability:

The selected firm(s) shall provide vehicle repair services a minimum of five (5) days a week, from at least 8:00 am to 5:00 pm on normal business weekdays (Mon-Fri). The service hours and days of your firm should be specified in the Qualification Questionnaire attached to this CR on Exhibit A.


Service Level:

The selected firm(s) is required to provide service per the vehicle manufacturer's recommended service levels.

Vendor will be responsible for pick-up and delivery of vehicles from location(s) provided by user agency. Vendor shall specify and special service provided in Exhibit A Qualification Questionnaire. It is mandatory vendor have the capability to provide towing and or flatbed transportation for those vehicles inoperable due to damaged areas.

State Police Requirements:

Special service shall be given to expedite the repairs of police vehicles. Police vehicles at the shop for repairs will be given priority over all other vehicles. To obtain a position on the qualified list for the repair of State Police Vehicles Vendors will be required to submit BCI checks at the Vendors expense for all "Shop Employee's" and "Technicians" (including owners, partners and all other individuals whether paid or unpaid) upon request to the Rhode Island State Police for review. The State Police reserve the right to accept or reject any individual review at their own discretion.

 ***This is only required for State Police Vehicles. Vendor(s) may choose not to obtain a position on the State Police repair list.***

Parts & Material:

All parts must be New, **Original Equipment Manufacturer** (OEM) required to maintain the performance of this specification.

Performance Requirements:

During the term of the agreement, the selected firm shall be required to:

- Guarantee all work for one (1) year from the time the work is completed.
- Maintain the same level of performance as stated in the proposal throughout the term of the agreement.
- Repair all vehicles using only new factory recommended parts and products.

General Requirements:

The purpose of the response is to demonstrate the qualifications, competence and capacity of the firm seeking to provide vehicle auto body repair services for the State of Rhode Island in conformity with the requirements of this solicitation. As such, the substance of the solicitation and qualifications will carry more weight than their form or manner of presentation. The response on Exhibit A should demonstrate the qualifications of the individual or firm and of the staff to be assigned to this engagement.

The Proposal should respond to all the points outlined in the solicitation. The Proposal should be prepared simply and economically, providing a straightforward, concise description of the individual's or firm's capabilities to satisfy the requirements of the solicitation. Please provide as much information as possible regarding qualifications and experience.

Eligibility:

To be eligible to respond to this solicitation, the Proposer must have a valid occupational Rhode Island Class A or Class B Auto Body License issued by the RI Department of Business Regulations and any other required licenses to perform vehicle repairs in the State of Rhode Island.

On Site Inspection.

Before issuing a Purchase Order the State reserves the right to make an on-site inspection of the Vendors business premises.

Continue Next Page (Exhibit A)

EXHIBIT A
QUALIFICATION QUESTIONNAIRE

All vendors must complete this questionnaire in order to be included in the evaluation of the proposals. The information supplied will enable the State of Rhode Island to determine whether or not the vendor has adequate personnel and facilities to properly perform the work. *(Attach separate sheet if necessary).*

Owner Name: _____

Business Name: _____

Include DBA if applicable: _____

Business Street Address: _____

City/State/ Zip Code: _____

Business Phone: _____

Fax: _____

E-Mail Address: _____

Is Business a:

Sole Proprietor_____

Partnership_____

Corporation_____

LLC_____

Other_____

EPA Hazardous Waste Generators Permit #

Do you meet minimum value standards for equipment, apparatus, and tools per RI Department of Business Regulations Commercial licensing regulation 4, section 4(d) for applicable license type?

(Reference: This Regulation (the "Regulation") is promulgated pursuant to the authority granted in R.I. Gen. Laws § 5-38-1 et seq. and 31-46-1 et seq., as amended).

YES_____

NO_____

Space Requirement: Vendors must perform repairs inside at a fixed location of heated ground level floor space, with a specific location and common boundaries where Motor Vehicles may be serviced.

Indicate square footage of shop: _____

AUTO BODY EQUIPMENT

Per Commercial Licensing Regulation 4 -Every facility must maintain equipment, apparatus, and tools, as described in Section 4(B)1(a-g), Section 4(B)(2)(a-c) and Section 4(B)(3)(a-c), as applicable.

Mark “Yes” or “No” Below to all indicted below.

_____ Electrical and /or hydraulic pulling equipment?

_____ Current dimensional guides appropriate to vehicle being repaired?

_____ Four (4) point clamping system to secure vehicle while making structural repairs?

_____ Equipment/gauges capable of measuring symmetrical & asymmetrical vehicles simultaneously - (3-D)?

_____ Appropriate welding equipment to meet manufacturer’s requirements?

_____ A paint system or access to a paint system capable of producing original equipment manufacturer’s requirements?

_____ A spray booth that conforms to the requirements of the State Fire Codes?

_____ Do you have HVLP Spray guns that meet current EPA requirements?

_____ Do you have a refinishing area that complies with safety and environmental regulations?

_____ Do you have appropriate hand tools that meet or exceed the manufacturer’s requirements?

_____ Parking in compliance with local laws and regulations to perform the repair work?

_____ Have you completed the Auto Body Repair Facilities self-certification program with The Department of Environmental Management?

=====

Normal Operating Hours: Weekdays _____ am to _____ pm

Saturdays _____ am to _____ pm

Sundays & Holidays _____ am to _____ pm

3. Number of employees on your regular payroll: _____

4. Do any of your employees have any other special certifications or ratings?
Yes____ No_____

If so, specify:
List any Certifications held by employees:

5. How many work stations does your facility have? _____

6. Do you have a locked, fenced and secured storage area? Yes _____ No_____

7. List the largest vehicles by weight that you can accommodate at your facility. _____

8. Do you wish to be considered for Police Vehicle repairs in addition to general fleet vehicles.
Yes_____ No_____

9. *Please complete only if item #8 is answered yes.*

Specify any special service provided to expedite the maintenance of repairs of police vehicles such as priority service, pickup and delivery, etc: _____

10. In case of an emergency, will you accommodate the State with repair services when possible? Yes_____ No_____

Do you certify, under the pains and penalties of perjury, that all information you have provided in this solicitation including all other licensing requirement documents are true and accurate? You are further advised that the State reserves the right to independently verify and inspect, at any time, vendor's facility and all information contained in the submitted proposal and any supporting documentation. This document (Exhibit A) must be signed by owner, or authorized signatory. You further certify that you are the principal owner, manager or authorized signatory and have sufficient authority to execute this proposal submission.

X _____ DATE: _____
PRINTED NAME OF OWNER OR AUTHORIZED SIGNATORY

X _____ DATE: _____
SIGNATURE OF OWNER OR AUTHORIZED SIGNATORY

INSPECTION

BIDDERS ARE RESPONSIBLE FOR INSPECTION OF EQUIPMENT AND/OR LOCATION, TAKING MEASUREMENTS* WHEN REQUIRED, AND MAKING THEMSELVES AWARE OF THE TOTAL REQUIREMENT BEFORE SUBMITTING A BID. *MEASUREMENTS PROVIDED WITH ANY BID ARE FOR REFERENCE PURPOSES AND ARE NOT GUARANTEED TO BE COMPLETELY ACCURATE.

INSURANCE

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 WORKERS' 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 OFFEROR'S BID. ANNUAL RENEWAL CERTIFICATES MUST BE SUBMITTED TO THE AGENCY IDENTIFIED ON THE PURCHASE ORDER. FAILURE TO DO SO MAY BE GROUNDS FOR CANCELLATION OF CONTRACT.

NOTE: IF THIS BID COVERS CONSTRUCTION, SCHOOL BUSING, HAZARDOUS WASTE, OR VESSEL OPERATION, APPLICABLE COVERAGES FROM THE FOLLOWING LIST MUST ALSO BE SUBMITTED TO THE DIVISION OF PURCHASES PRIOR TO AWARD: * PROFESSIONAL LIABILITY INSURANCE (AKA ERRORS & OMISSIONS) - \$1 MILLION OR 5% OF ESTIMATED PROJECT COST, WHICHEVER IS GREATER. * BUILDER'S RISK INSURANCE - COVERAGE EQUAL TO FACE AMOUNT OF CONTRACT FOR CONSTRUCTION. * SCHOOL BUSING - AUTO LIABILITY COVERAGE IN THE AMOUNT OF \$5 MILLION. * ENVIRONMENTAL IMPAIRMENT (AKA POLLUTION CONTROL) - \$1 MILLION OR 5% OF FACE AMOUNT OF CONTRACT, WHICHEVER IS GREATER. * VESSEL OPERATION - (MARINE OR AIRCRAFT) - PROTECTION & INDEMNITY COVERAGE REQUIRED IN THE AMOUNT OF \$1 MILLION.

DELIVERY

DELIVERY OF GOODS OR SERVICES AS REQUESTED BY AGENCY.

CHARGE

NO CHARGES OTHER THAN PARTS AND LABOR ON THE JOB - NO TRAVEL, NO MILEAGE, NO MISCELLANEOUS CHARGES, NO PORTAL TO PORTAL.

It is the Vendor's responsibility to check and download any and all addenda from the RIVIP. This offer may not be considered unless a signed RIVIP generated Bidder Certification Cover Form is attached and the Unit Price column is completed. The signed Certification Cover Form must be attached to the front of the offer. When delivering offers in person to One Capitol Hill, vendors are advised to allow at least one hour additional time for clearance through security checkpoints.

MAILING ADDRESS FOR BID PROPOSALS ISSUED BY THE STATE OF RHODE ISLAND, DIVISION OF PURCHASES

All Bid Proposals must be submitted by mail or hand delivered to:

- State of Rhode Island
- Department of Administration
- Division of Purchases, Second floor
- One Capitol Hill
- Providence, RI 02908-5855

DIVESTITURE OF INVESTMENTS IN IRAN REQUIREMENT:

No vendor engaged in investment activities in Iran as described in R.I. Gen. Laws §37-2.5-2(b) may submit a bid proposal to, or renew a contract with, the Division of Purchases. Each vendor submitting a bid proposal or entering into a renewal of a contract is required to certify that the vendor does not appear on the list maintained by the General Treasurer pursuant to R.I. Gen. Laws §37-2.5-3.