



**Solicitation Information  
October 18, 2018**

**TITLE: CR-79/Bid #7597592 Automotive and Truck Repair – Group I (MPA 203A) – (Chevrolet, Dodge and Toyota factory authorized repair facilities/dealers)**

**DEADLINE: Continuous Recruitments accepted through December 31, 2020**

**PRE-BID/ PROPOSAL CONFERENCE: NO**

Questions concerning this solicitation must be received by the Division of Purchases at [lisa.hill@purchasing.ri.gov](mailto:lisa.hill@purchasing.ri.gov). 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 Division of Purchases' website as an addendum to this solicitation. It is the responsibility of all interested parties to download this information.

**BID SURETY BOND REQUIRED: NO**

**PAYMENT AND PERFORMANCE BOND REQUIRED: NO**

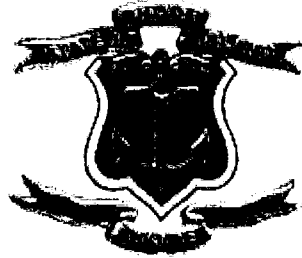
Lisa Hill, Assistant Administrator

**Note to Applicants:**

- Applicants must register on-line at the State Purchasing Website at [www.purchasing.ri.gov](http://www.purchasing.ri.gov)
- Proposals received without a completed RIVIP Bidder Certification Cover Form attached may result in disqualification.

**THIS PAGE IS NOT A BIDDER CERTIFICATION COVER FORM**

STATE OF RHODE ISLAND  
DIVISION OF PURCHASES  
AUTOMOTIVE AND TRUCK REPAIR – GROUP I  
MASTER PRICE AGREEMENT 203A  
CR-79 BID NO. 7597592



**STATE OF RHODE ISLAND  
DIVISION OF PURCHASES**

AUTOMOTIVE & TRUCK REPAIRS, GROUP I  
BID INSTRUCTIONS / SPECIFICATIONS –BID

**GROUP I      Passenger Vehicles and Light Trucks – Under 8,000 GVW**

**SCOPE:**

The request is issued to solicit offers **from full-service authorized Chevrolet, Dodge and Toyota automotive repair facilities only**, to supplement the existing MPA 203A, for a broad spectrum of maintenance and repair services as may be required for vehicles in the State Fleet.

**CONTRACT PERIOD:**

Contracts will be effective through December 31, 2020 and will be subject to extension for two additional twelve (12) month periods at the State's sole option, based on a determination of continued need for the service and acceptable performance by participating vendors.

**SCHEDULING:**

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

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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 Vendor shall render invoices for services performed directly to the ordering agency. When orders are placed under this arrangement, the Vendor 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 for Group I any single part is more than \$100.00 or the total of all parts of a work order exceeds \$250.00. Note: Any single line item part which is less than \$25.00 each will not require a copy of a parts price list on those work orders which total parts exceed \$250.00 for Group I. 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 vendor 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. For some repairs, it may be beneficial to the State to pay the Freight cost to have the part shipped in overnight so the vehicle can get back in service. Approval for this must be authorized. 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.

The vendor shall base prices for parts using the Manufactures List Prices or National Fleet Prices, whichever is less. Vendors are reminded that the percent (%) discount shall be subtracted from the manufacturer's suggested list price. The discount bid shall be applied to the base price for invoicing. 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

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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. When requested by the State, OEM parts shall be used.

**(b)** When parts are furnished by the State, they shall be itemized on the Vendor'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 Vendor shall supply an itemized monthly statement form, which must cite work order number, contract number(s), vehicle tag number(s) and total amount of each invoice.

**(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 Vendor a repair order listing the vehicle services to be accomplished. The Vendor shall prepare an estimate based the of the flat rate manual page or approved other standards (database printout) showing hours of work proposed to be performed and a parts list. The repair will not be performed without prior approval of the State and issuance of a purchase order. With regard to any unanticipated repairs, (in addition to the originally ordered work), the vendor must notify the agency requiring services and provide an estimate prior to performing said repairs.

Approval will be given only when something new or additional is determined by the ordering agency to be necessary during the progress of work previously authorized. No verbal order or change to an existing written order shall be accepted by the Vendor. Such order or change will be authorized by the State. The State shall not be obligated to pay for unauthorized repairs.

SERVICES NOT LISTED:

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For services performed on vehicles which is not covered by applicable flat rate manual, 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 Vendor 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 vendor 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 vendor 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.

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.

BID INSTRUCTIONS / SPECIFICATIONS

**BID INSTRUCTIONS / SPECIFICATIONS TECHNICAL PROPOSAL SUMMARY**

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**OFFEROR NAME:** \_\_\_\_\_

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

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

**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.) The manner of how the vehicle will be secured while they are awaiting service (For example: fenced storage, etc.)**

**The State reserves the right to inspect the location where the work is to be performed.**

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**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.**

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**GROUP I PASSENGER VEHICLES & LIGHT TRUCKS – Under 8000 GVW**

**Scope of PM Service**

- Drain and replace engine oil to manufacturers recommended oil capacity and type, install “next service” sticker on windshield indicating the next service per manufacturer’s recommendations. There will be no separate payment for the oil used.
- Furnish and Install new oil filter.
- Furnish and Install new fuel filter.
- Check and top off all fluids including but not limited to transmission, steering, coolant, brake system, rear ends, transfer case, and washer fluid. **All fluids (except engine oil) added will be charged separately in accordance with fluids price list.**
- Grease all fittings, door hinges and hood release. There will be no separate payment for the grease used.

**Inspect all critical components for deficiencies/failures including but not limited to the following items and report as necessary:**

- Universal or constant velocity joints
- Exhaust system, checking for leaks or cracks
- Steering components including but not limited to tie rod ends, idler arm, pitman arm, steering shafts, pumps, racks and all related components.
- Suspension and related components including but not limited to springs, shocks, ball-joints, hangers, shocks, struts, control arms and mounting brackets
- Engine belts, hoses, lines and tubes
- Braking system for proper operation
- Structural components for deficiencies including frame, sub frame, body, bumpers, fenders, cab and related
- Inspect for leaks including brake system, engine, transmission, rear end, coolant and steering.
- All glass, outside and inside mirrors
- Air filter for replacement
- Seat belts for proper operation
- Illuminated malfunction indicator lamps
- All lighting factory and safety
- Backup alarm operation (RIDOT)
- Tire pressure
- Lug nut torque

**INSTRUCTIONS:**

VENDOR NAME MUST APPEAR AT THE TOP OF THE PRICE COLUMN ON "EVERY" PAGE UNDER THE WORDS "VENDOR NAME". FAILURE TO COMPLETE FORM AS INSTRUCTED MAY BE GROUNDS FOR DISQUALIFICATION.



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VENDOR NAME  
 \_\_\_\_\_

ITEM NO.	DESCRIPTION	PRICE	ITEM NO.
<b>1</b>	<b>GROUP I - PASSENGER VEHICLES &amp; LIGHT TRUCKS</b>		
1A	<b>GENERAL PREVENTIVE MAINTENANCE USING REGULAR OIL. AS APPLICABLE; <u>FILL AS NEEDED ALL FLUIDS (EXCEPT MOTOR OIL, WHICH IS INCLUDED IN OIL CHANGE) WILL BE CHARGED SEPARATELY IN ACCORDANCE WITH FLUIDS' PRICE LIST ON PRICE PAGE</u></b>	\$ _____ FLAT RATE FOR PM SERVICE	1A
1B	<b>GENERAL PREVENTIVE MAINTENANCE USING SYNTHETIC OIL. AS APPLICABLE; <u>FILL AS NEEDED ALL FLUIDS (EXCEPT MOTOR OIL, WHICH IS INCLUDED IN OIL CHANGE) WILL BE CHARGED SEPARATELY IN ACCORDANCE WITH FLUIDS' PRICE LIST ON PRICE PAGE</u></b>	\$ _____ FLAT RATE FOR PM SERVICE	1B
1C	<b>ROTATE TIRES</b>	\$ _____ FLAT RATE FOR SERVICE	1C
1D	<b>REGULAR SHOP RATE</b>	\$ _____ REGULAR SHOP RATE	1D
1E	<b>OVERTIME SHOP RATE</b>	\$ _____ OVERTIME SHOP RATE	1E

**Note:** Shop rate to include overhaul of engines, steering and/or suspension systems, rear axle assemblies, transaxle assemblies, air conditioning components, transmission repairs, and/or replacement of any accessory equipment (body/fender work excluded). Mitchell Guide shall be used for determining repair time.

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VENDOR NAME

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ITEM NO.	DESCRIPTION	PRICE	ITEM NO.
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**PARTS:**

PARTS AND MATERIAL WILL BE BILLED INDICATING THE PERCENTAGE OF 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 SECTION "A" OF "BILLING FOR SERVICES RENDERED"). OFFEROR TO INDICATE THE DISCOUNT FROM THE PARTS MANUFACTURERS SUGGESTED RETAIL PRICE LIST. (REFER TO SECTION - "METHOD OF AWARD.")

REQUEST A MINIMUM 20% DISCOUNT ON ALL PARTS

1F	DISCOUNT RATE ON OEM PARTS	_____% PERCENT DISCOUNT RATE ON OEM PARTS	1F
1G	DISCOUNT RATE ON AFTERMARKET PARTS	_____% PERCENT DISCOUNT RATE ON AFTERMARKET PARTS	1G

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VENDOR NAME  
 \_\_\_\_\_

ITEM NO.	DESCRIPTION	PRICE	ITEM NO.
<b>2</b>	<b><u>FLUIDS:</u></b>		
	<u>BRAKE FLUID</u> MUST MEET APPLICABLE MANUFACTURERS' MINIMUM STANDARDS	\$ _____	/Pint
	<u>HYDRAULIC OIL</u> MUST MEET APPLICABLE MANUFACTURERS' MINIMUM STANDARDS	\$ _____	/Qt.
		\$ _____	/Gal.
	<u>MOTOR OIL- REGULAR</u> MUST MEET APPLICABLE MANUFACTURERS' MINIMUM STANDARDS	\$ _____	/Qt.
		\$ _____	/Gal.
	<u>MOTOR OIL- SYNTHETIC</u> MUST MEET APPLICABLE MANUFACTURERS' MINIMUM STANDARDS	\$ _____	/Qt.
		\$ _____	/Gal.
	<u>TRANSMISSION FLUID</u> MUST MEET APPLICABLE MANUFACTURERS' MINIMUM STANDARDS	\$ _____	/Pint
		\$ _____	/Qt.
		\$ _____	/Gal.

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VENDOR NAME

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ITEM NO.	DESCRIPTION	PRICE	ITEM NO.
	<u>DIFFERENTIAL/TRANSFER CASE GEAR OIL</u>	\$ _____	/Pint
	MUST MEET APPLICABLE MANUFACTURERS' MINIMUM STANDARDS	\$ _____	/Qt.
	<u>POWER STEERING FLUID</u>	\$ _____	/Pint
	MUST MEET APPLICABLE MANUFACTURERS' MINIMUM STANDARDS	\$ _____	/Qt.
	<u>ANTIFREEZE:</u>	\$ _____	/Qt
		\$ _____	/GAL.
	<u>WINDSHIELD WASHER FLUID:</u>	\$ _____	/Qt
		\$ _____	/GAL.
	<u>LUBRICATE/GREASE</u>	\$ _____	/Lb.
	MUST MEET APPLICABLE MANUFACTURERS' MINIMUM STANDARDS	\$ _____	/Tube

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VENDOR NAME  
\_\_\_\_\_

ITEM NO.	DESCRIPTION	PRICE	ITEM NO.
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**3 SUB-CONTRACTING WORK:**

ALL SUB-CONTRACTED WORK MUST BE ITEMIZED  
AND FULLY DISCLOSED (ON INVOICING).

SUB-CONTRACTED WORK WILL BE BILLED AT  
DOCUMENTED COST PLUS THE MARK-UP INDICATED  
HERE:

\_\_\_\_\_ % MARK-UP ON  
SUB-CONTRACTED WORK

**NOTE: IF NO PERCENTAGE IS INDICATED IN THE  
SPACE PROVIDED, IT SHALL BE  
UNDERSTOOD THAT NO MARK-UP WILL BE APPLIED.**

THE STATE WILL NOT ACCEPT ANY MARK-UP FOR  
SUB-CONTRACTED WORK EXCEEDING 5%

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**Proposal Submission:**

The bid, in its entirety, must be returned including all pricing as requested, and delivered to the address below.

Responses should be mailed or hand-delivered in a sealed envelope marked Services “**CR-79: Automotive and Truck Repairs, Group 1 (MPA 203A)**” to:

RI Department of Administration  
Division of Purchases, 2<sup>nd</sup> Floor  
One Capitol Hill  
Providence, RI 02908

Questions concerning this solicitation may be e-mailed to the Division of Purchases at [lisa.hill@purchasing.ri.gov](mailto:lisa.hill@purchasing.ri.gov). Please reference CR-79 : **CR-79: Automotive and Truck Repairs, Group 1 (MPA 203A)** on all correspondence. Answers to 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.

If technical assistance is required to download, call the Help Desk at 401-222-3766 or [Lynda.moore@doit.ri.gov](mailto:Lynda.moore@doit.ri.gov) .

Offerors are encouraged to submit written questions to the Division of Purchases. No other contact with State parties regarding the continuous recruitment will be permitted unless expressly authorized by the Division of Purchases. Interested offerors may submit proposals to provide the services covered by this CR on or before the date and time listed on page (1) of this solicitation.

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