

CITY OF HAWTHORNE



**REQUEST FOR PROPOSALS
FOR
VEHICLE BODY REPAIR AND PAINTING**

**ALAN LEUNG
PUBLIC WORKS DEPARTMENT
4455 WEST 126TH STREET
HAWTHORNE, CA 90250**

PROPOSALS DUE ON TUESDAY, MARCH 10, 2020 AT 4:00PM

Scope of Work



Background:

This RFP is being issued by the City of Hawthorne for Vehicle Body Repair and Painting, in accordance with the terms and conditions set forth in this document. The contract term shall be based on a firm-fixed price per labor hour for body/dent repair, labor hour for painting, labor hour for mechanical and electrical repairs, per part, and per paint materials rate.

About City of Hawthorne Vehicle Fleet:

The City's vehicle fleet division consist of mostly Ford and a small portion of several manufacturers.

About City of Hawthorne's Representatives:

The City of Hawthorne Master Mechanic is responsible for all aspects of purchasing, maintaining and disposing of the City's vehicle fleet. All correspondence, communication and/or contact in regard to any aspect of this of this solicitation shall be in writing with the Assistant Engineer Selena Acuna, at sacuna@cityofhawthorne.org; any such communication however is limited to clarifications regarding the RFP and both the questions and responses shall be available to all Service Providers.

Scope of Work:

The work proposed shall be performed at the successful Service Provider's place of business. The City of Hawthorne intends to enter into a contract with one qualified Service Provider to furnish auto body and painting services for City vehicles and equipment, to include but not be limited to general body repair, dent repair or component replacement to exterior/interior body components, repairing collision damage, glass repair/replacement, painting all or portions of vehicle bodies, etc. as called for in the contract documents, specifications and the RFP.

The proposals shall be submitted to the Public Works Department, City of Hawthorne, 4455 W. 126th St. Hawthorne, CA 90250 with attention to: Selena Acuna , no later than:

Tuesday, March 10, 2020. 4:00pm

Any proposals after that date and time will NOT be accepted. Each proposer shall submit Three (3) sets of the proposal

Shop Requirement:

The Service Provider shall have a complete body shop meeting the following minimum requirement:

- A. Service Provider shall be able to perform complete body repairs as well as paint vehicles and equipment.
- B. Maintain an inside storage area for all City owned vehicles which contain electronic equipment. For the purpose of this specification "inside storage" means storage within a secured area, which could include a locked and fenced area acceptable and approved by the city.
- C. Possess a MIG and TIG welder or the other electric spot welding equipment for body welding. Gas welding is not acceptable. The Service Provider shall ensure that the vehicle computer systems are disconnected



from the vehicle before any welding is done. The service provider is to replace, at his/her expense, any vehicle on board computers damaged by not disconnecting the computers before any welding operations.

- D. Service provider's facilities, at a minimum, must be available during normal business hours Monday thru Friday, 8:00 a.m. to 5:00 p.m.
- E. Service provider shall be able to work with Insurance company adjuster to produce final estimate when needed.

Estimates:

All repairs shall be approved by the City in writing, in advance of work being performed.

Prior to any repair, Service Provider and the City's Equipment Master Mechanic will conduct a "vehicle condition" report. Service provider shall assume full liability and responsibility for all vehicles and contents (including radios and other standard or installed equipment), placed in its custody by the City under the contract, both parties will inspect to identify and describe the condition of the vehicle and list them on the estimate sheet.

The estimate shall include:

- A. Make, model and mileage of vehicle
- B. License plate number, VIN number and City unit number
- C. Itemized list of description of work to be performed
- D. Estimated number of labor hours of task
- E. Itemized list of parts and paint materials costs
- F. All incidentals or miscellaneous shop supplies and charges shall be included and priced accordingly.
- G. Sales tax and total repair estimate
- H. If applicable, any recommendations for future repairs
- I. All estimates shall be from an applicable industry standard Collision and Estimating Reference Guide used by insurance appraisers. Service Provider shall provide the name and version of the guide or software used and include it in Section 6: Supportive Information/Reference of the Work Plan

Parts:

All parts used to provide automotive body repair shall be new Original Equipment Manufacturer (OEM). All incidentals, materials, shop supplies, and charges shall be included in Service Provider's hourly rate. At the City's decision, used parts may be used depending on the age and value of the equipment being repaired. Pursuit rated vehicles will only use original manufacturer parts made specifically for the pursuit rated vehicle.

Bodywork and Painting Requirements:

Service Provider shall be able to perform complete body repairs as well as paint vehicles and equipment.

Bent parts are to be straightened and reinforced or replaced if necessary. In the event that vehicle decals are damaged, Service Provider shall obtain new decals from the City's decal provider and apply new decals to the repaired vehicle. Decal removal and installation shall be included in the repair estimate except for police vehicles.

All bodywork shall require three coats of primer: two (2) during bodywork repair, and a minimum of one (1) during painting process. All work shall be performed at the same level of quality that is provided to all customers.

**Paint Process:**

The paint process shall consist of the following in the order listed, utilizing the latest state-of-the-art painting, and paint matching systems, mixing tools, and spraying tools:

- Primer (minimum of three coats)
- Base coat
- Clear coat (either solvent or water based)

Acceptable Paint Manufactures:

All paints used shall be from a qualified and reputable paint manufacturer such as however not limited to: Onyx, RM, Diamont, Dupont, Duramix, Kuston Shop, PPG, and Sherwin Williams, Service Provider shall provide the name of the paint manufacturer uses.

Alignment:

Service provider shall agree to perform realignment of all vehicles when needed. This shall be a thrust alignment for frame vehicles and four-wheel alignment for unibody vehicles. A printout of the reading after the alignment shall be provided with each repair order. Service Provider personnel or sub-contractor shall be qualified to perform all frame work.

Frame Work:

Service Provider shall agree to perform frame straightening of all vehicles when needed. Service Provider personnel or sub-contractor shall be qualified to perform all frame work.

Airbag Components:

All airbag components shall be replaced with NEW O.E.M. parts when the decision has been made to replace the components.

Major Repairs:

If metal body or plastic components are beyond repair, repairs shall be made by cutting out damaged area and replacing with new metal or plastic that is equal to or greater than the original thickness.

Miscellaneous:

Unsatisfactory repairs include, but are not limited to, paint swirls, fish eye blemishes, mismatched paint color, buffer burns, as well as any other defects and/or imperfection in body work or paint finish.

If the City determines that the workload of the Service Provider is such that timeliness is not possible in a given situation, the City reserves the unilateral right to solicit for bids and award to a backup Service Provider.

Actual requirements may be more or less than the amounts estimated. The service provider shall perform such work as required by the City as needs are determined, and the contract shall be binding only for the actual services performed during the contract period.

City of Hawthorne Insurance Requirements:



REQUIRED INSURANCE COVERAGES

The service provider shall obtain and maintain at its expense, until completion of performance and acceptance by City, the following insurance placed with an insurer admitted to write insurance in California or a non-admitted insurer on California's List of Eligible Surplus Lines Insurers (LESLI) and having a rating of or equivalent to A: VIII by A.M. Best Company.

Automobile Liability

Automobile Liability (equivalent in coverage scope to ISO form CA 00 01 06 92) in an amount not less than \$2,000,000 combined single limit per accident for bodily injury and property damage covering Auto Symbol 1 (Any Auto). If an automobile is not used in connection with the services provided by the consultant, the consultant should provide you with a written request for a waiver of this requirement.

Worker's Compensation and Employer's Liability

Worker's Compensation as required by the California Labor Code and Employer's Liability in an amount not less than \$2,000,000 per accident to comply with Attachment B.

REQUIRED INSURANCE DOCUMENTATION

a. Certificate of Insurance

The contractor must provide you with a Certificate of Insurance evidencing the required insurance set forth above. The Certificate Holder must be the "City of Hawthorne", and the Certificate Holder's address must be the address of your Department.

b. Endorsements

In addition to the Certificate of Insurance, the consultant must provide the following endorsements:

- 1) **Additional Insured endorsement to the general liability policy.** The "City of Hawthorne, its officials, employees, and agents" must be endorsed to the consultant's general liability policy as additional insureds on an endorsement equivalent to ISO forms CG 20 10 11 85 or CG 20 26 11 85.
- 2) **Cancellation notice endorsements.** Each policy must be endorsed to provide that the policy shall not be cancelled or non-renewed by either party or reduced in coverage or limits (except by paid claims) unless the insurer has provided the city with thirty (30) days prior written notice of cancellation ten (10) days for cancellation due to nonpayment of premium is acceptable.
- 3) **Primary and noncontributory coverage endorsements.** The general liability and professional liability policies must be endorsed to provide that each policy shall apply on a primary and noncontributing basis in relation to any insurance or self-insurance, primary or excess, maintained by or available to the City or its officials, employees, and agents.
- 4) If the contractor maintains broader coverage and/or higher limits than the minimums shown above, the Entity requires and shall be entitled to the broader coverage and/or the higher



limits maintained by the contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the Entity.

5) Self-Insured Retentions

Self-insured retentions must be declared to and approved by the Entity. At the option of the Entity, the Contractor shall provide coverage to reduce or eliminate such self-insured retentions as respects the Entity, its officers, officials, employees, and volunteers; or the Contractor shall provide evidence satisfactory to the Entity guaranteeing payment of losses and related investigations, claim administration, and defense expenses. The policy language shall provide, or be endorsed to provide, that the self-insured retention may be satisfied by either the named insured or Entity.



Attachment A: Pricing Schedule

Service Providers shall complete the Pricing Schedule Page (Attachment A) and include the form with their Pricing Submittal. The prices quoted to the City should be as low as, or lower than, those charged to the Service Provider's most favored customer for comparable quantities under similar terms and conditions, in addition to any discounts shall be fixed (for all items) for the term of the contract.

The RFP items listed are for evaluation purposes only. The quantities and items specified are estimates only of the City's requirements. It is the intent of this RFP to provide one comprehensive award for all City vehicles and equipment with a single discount structure, however, the City reserves the right to make multiple contract awards. Service providers agree to furnish more or less than usage estimates at the value quoted in accordance with the availability of the City funds and actual needs as they occur throughout the contract period.

Service providers shall furnish new unused O.E.M., remanufactures O.E.M. Ford Motor Company, General Motors. Honda Nissan, Toyota Motor Company, etc., vehicle body parts, materials, and labor as required in accordance with the provisions and specifications contained herein.

Service providers shall provide their hourly labor rate to provide one (1) hour of labor for body/dent repair, painting and for mechanical/electrical labor for the term of the contract.

Item #	Description	Price
1	Labor - body/dent repair	\$ /hr
2	Labor - painting	\$ /hr
3	Labor - mechanical/electrical	\$ /hr
4	OEM Parts - percentage discount from manufactures list	%
5	Paint materials rate	%

The City is not responsible for costs associated with the preparation of the proposals. There is no express or implied obligation for the City to reimburse for any expenses incurred in preparing or submitting a proposal. The City reserves the right to accept or reject any and all proposals.

All data, documents and other products submitted in response to this proposal remain the property of the City. The City reserves the right to retain all proposals submitted and to use any idea(s) in a proposal regardless of whether that proposal is selected.

If you have any questions regarding this project, please contact **Selena Acuna**, Assistant Engineer, Department of Public Works, Engineering Division, at telephone number **(310)349-2982**, fax number **(310)978-9862** or email sacuna@cityofhawthorne.org. All questions must be received by **March 2, 2020**.

Attachment B: Insurance Requirements



Below you will find the City of Hawthorne's Insurance Requirements:

INSURANCE COVERAGE:

1. Liability coverage not less than \$1,000,000.00 per person and \$2,000,000.00 per occurrence for bodily injury, and property damage of at least \$1,000,000.00 per occurrence; or combined single limits of \$2,000,000.00 per occurrence.
2. Worker's Compensation.

SPECIAL INSURANCE REQUIREMENTS:

1. City of Hawthorne named as additional insured.
2. 30-day non-equivocal clause stating the insurance will not be cancelled or materially changed prior to written notification to the City Clerk of the City of Hawthorne.
3. Strike the equivocal line of your cancellation clause which reads "... endeavor to ..." and "but failure to mail such notice shall impose no obligation or liability of any kind upon the company."

ENDORSEMENT:

Notwithstanding any inconsistent expression in the policy to which this endorsement is attached, or any other endorsement now or hereafter attached thereto, or made a part thereof, the protection afforded by said policy shall:

1. Include the City of Hawthorne as an additional insured covering all operations of the insured or contractors and subcontractors or anyone acting on their behalf under the contract with the City for work in or about the said City, whether liability is attributable to the insured or the City. (To include the elected officials, appointed officials, and employees.)
2. Not be cancelled or changed, except by written notice to the City Clerk and City Attorney of the City of Hawthorne at least thirty (30) days prior to the date of such cancellation.
3. No exclusion relating to the risks of underground hazard, collapse, or explosion shall act to limit the benefits of coverage, as they shall apply to the City of Hawthorne as provided in this endorsement.
4. The insurance afforded the City, Boards, Officers, Agents and Employees shall be primary insurance and not contributing with any other insurance of the City.

If you should have any questions, please contact Public Works at 310-349-2980.