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Request for Proposal Body Repair and Painting Services for ISD Vehicles

Proposal Due:

On or before Friday, June 8, 2018
1:00 pm

Background

The selected proposer will provide body repair, painting, and towing/recovery services to the Independence School District (“ISD or “District”) on an as needed basis. The proposer must have a minimum of five (5) years recent experience performing similar work/services. The work shall be performed at the proposer’s shop unless otherwise agreed to in writing by the district. Independence School District Compensation will be based on the prices proposed on the bid form attached as Attachment A.

The following is the RFP schedule:

- Issue RFP: Tuesday, May 22, 2018.
- Deadline to submit written questions: Friday, June 1, 2018, by close of business day.
- Deadline to submit proposals: Friday, June 8, 2018 at 1:00 p.m.
- Vendor selection date: Tuesday, July 10, 2018.

Requested Services

Body Repair and Painting:

The proposer will provide auto body repair and painting services for conventional, transit and passenger vehicles to include but not be limited to general body repair, dent repair, component replacement for exterior/interior body components, collision damage repair, glass repair/replacement, painting all or portions of vehicle bodies, and other repair services. Bent parts

are to be straightened and reinforced or replaced if necessary. In the event that vehicle decals are damaged, the proposer will obtain new decals from the ISD and apply new decals to the repaired vehicle. Decal removal and installation are to be included in the repair estimate.

All bodywork will receive at least three coats of primer: two (2) during bodywork repair, and a minimum of one (1) during painting process.

General Shop Requirements:

The proposer's body shop will meet the following minimum requirements:

- a) Be able to perform complete body repairs, as well as paint vehicles and equipment.
- b) Maintain a paint booth that is in legal compliance with all applicable laws.
- c) Maintain a secure storage area for all ISD owned vehicles.
- d) Possess a MIG and TIG welder or other electric spot welding equipment for body welding. Gas welding is not acceptable.

The proposer shall ensure that the vehicle computer systems are disconnected from the vehicle before any welding is done. The proposer is to replace, at his/her expense, any vehicle on board computers damaged by not disconnecting the computers before any welding operations.

- e) Be available during normal business hours Monday through Friday, 8:00 a.m. to 5:00 p.m.

Estimate Process Requirements – District Pay:

The proposer will provide estimates for body repair and painting on an as needed basis as requested by the Independence School District. Estimates will include:

- a) Make, model and mileage of vehicle
- b) License plate number, VIN number and ISD unit number
- c) **BOLDLY** state if the estimate is in relation to an incident and note the incident report number and date, if any provided by the ISD.
- d) Itemized list of description of work to be performed
- e) Estimated number of labor hours of task
- f) Itemized list of parts and paint materials costs
- g) All incidentals or miscellaneous shop supplies and charges shall be included and priced accordingly
- h) Total repair estimate without tax as the Independence School District is tax exempt.

- i) Approximate schedule to complete the repairs after receiving a notice to proceed
- j) If applicable, any recommendations for future repairs
- k) All estimates shall be from an applicable industry standard Collision and Estimating Reference Guide used by insurance appraisers.

Estimate Process Requirements – Insurance Coverage:

- a) In addition to the above stated requirements, proposer agrees to accept Insurance Appraiser's estimate of repair.
- b) Changes to the original estimate must be communicated to the Appraiser and Independence School District for approval.

Proposers shall provide the name and version of the guide or software used prior to any repair, the proposer and ISD Fleet Supervisor will review the estimate and confirm that the estimate includes an accurate description of the vehicle condition. All repair estimates must be approved by ISD in writing in advance of work being performed. Repair work will not start until a notice to proceed is received in the form of a purchase order. If ISD and the proposer cannot agree on an estimate, ISD reserves the unilateral right to solicit for bids and award to another service provider. Repeated failure to agree on estimates may result in contract termination.

Proposer will assume full liability and responsibility for all vehicles and contents (including radios and other standard or installed equipment) placed in its custody by ISD under this contract.

Parts:

All parts used to provide automotive body repair will be new Original Equipment Manufacturer (OEM). Any and all incidentals charges shall be included in proposer's hourly rate. Proposers shall furnish new unused O.E.M., remanufactured O.E.M., vehicle body parts, materials and labor as required in accordance with the provisions and specifications contained herein.

Alignment:

Proposer agrees 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 readings after the alignment will be included in each repair order. Proposer will ensure personnel or sub-contractor are qualified to perform alignment work.

Frame Work:

Proposer agrees to perform frame straightening of all vehicles when needed. Proposer will ensure personnel or sub-contractor are 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 damaged beyond repair, the damaged area will be cut out and replaced with new metal or plastic that is equal to or greater than the original thickness of the component.

Painting Process Requirements:

The paint process will 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 and must be done according to bus manufacturer's specifications to avoid voiding manufacturer's warranty.

Warranty: The proposer shall specify warrantable periods for materials and work performed. 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.

Pickup and Delivery:

The proposer will provide free pickup and delivery of vehicles, including vehicle tow as necessary, when repairs or painting is required. The repaired vehicles will be returned to ISD by personnel with the knowledge necessary to review and discuss the quality of completeness of the repairs and review the vehicle condition report with ISD's representative. If it is determined that the vehicle is not properly repaired, the vehicle will be returned to the proposer's shop for repair and delivery at no additional charge. All vehicles shall be returned to ISD within 24 hours of completion of repairs.

Time for Performance:

Time is of the essence in returning ISD vehicles to service. The successful proposer agrees that work assigned under contract shall receive priority over the other work in its shop, unless specific prior approval has been obtained from ISD. If ISD determines that the workload of the proposer is such that timeliness is not possible in a given situation, ISD reserves the unilateral right to solicit for bids and award to a backup service provider. Repeated assignments to a backup service provider may result in contract termination.

Estimated Amount of Work:

The proposer shall perform such work as required by ISD as needs are determined. ISD has estimated that approximately \$15,000 to \$20,000 will be spent in automotive body work during each year of the contract. This figure is only an estimate and is not a binding guarantee of the work to be done under the contract. Actual requirements may be more or less than the amounts estimated. The RFP items listed are for evaluation purposes only. The quantities and items specified are estimates only of ISD's requirements. It is the intent of this RFP to provide one comprehensive award for all ISD vehicles and equipment with a single discount structure, however, ISD reserves the right to make multiple contract awards.

Contract Term: ISD is seeking an agreement for a 24-month period, with two (2) one-year options that could be exercised at the discretion of ISD. The initial 24-month period would span from July 15, 2018 through June 14, 2020, with the two (2) one-year option periods ending on June 14, 2021 and June 14, 2022, respectively. The District may terminate contracts entered into pursuant to this RFP with cause upon thirty (30) day written notice. Either party can terminate the agreement for any reason after initial 24-month contract period, upon ninety (90) days written notice.

Price Proposals:

The proposer shall complete the price proposal form attached as Attachment A. These prices and discounts shall apply to all goods and services provided pursuant to this contract.

Delivery of Proposals:

Proposals must be submitted to ISD no later than 1:00 p.m. (local time) on June 8, 2018. Proposers must deliver one (1) original hard copy (printed double-sided) of its proposal and one (1) electronic version of its proposal on a CD or USB flash drive to the Independence School District, Attn: Daryl Huddleston, in person or overnight mail to 900 S Powell Rd, Independence, MO 64056 or via regular mail to 900 S. Powell Rd, Independence, MO 64056. Please mark the envelope as "ISD Vehicle Body Repair, Painting and Towing RFP."

Proposal Preparation Costs:

Issuance of this RFP does not commit ISD, in any way, to pay any costs incurred in the preparation and submission of a proposal. ISD will not reimburse responding firms, including the selected firm, for any expenses incurred in preparing or submitting proposals. All costs related to the preparation and submission of a proposal shall be paid by the respondent.

Changes, Additions or Clarifications:

Any changes, additions or clarifications to the RFP will be made by amendments (addenda). Any additional supporting materials and addenda will be posted on the ISD website, <http://idschools.org/purchasing/bids-and-rfps>. Requests for clarifications about this RFP may be submitted at any time prior to close of business on June 1, 2018.

Questions and/or requests for clarifications May be submitted in writing via e-mail to: Daryl Huddleston, Director of Transportation, daryl_huddleston@idschools.org. Responses will be

posted on the ISD website, <http://isdschools.org/purchasing/bids-and-rfps>, no later than 5:00 p.m., Monday, June 4, 2018.

Form of Proposals:

Proposals shall include, at a minimum, the following information presented in a clear and concise format in order to demonstrate the firm's competence and professional qualifications for the satisfactory performance of the services:

1. Include a cover letter with a summary of the proposal and a contact name and information for the proposal. The cover letter must be signed by the chief executive officer, owner, or chair of the proposer.
2. Provide a company profile including the proposer's name, business address, and telephone number, as well as a brief description of the proposer's size (nationally and locally), date of establishment, type of organization, and local organizational structure.
3. Provide a fully completed bid sheet in the form attached as Attachment A.
4. Specifically indicate any requirements in this RFP which are not acceptable or cannot be performed.
5. Provide five (3) references for vehicle body repair and paint from the last two (2) years.
6. Provide a statement which discloses any past on-going or potential conflicts of interest that the firm may have as a result of performing the work/services. This statement shall state whether proposer has any professional, business or familial interest with any current member of the Board of Education of the District or with any administrator of the District. This RFP does not commit ISD to award a contract. ISD reserves the right to accept or reject any or all proposals. No proposal shall be binding upon ISD until after a contract is executed by duly authorized representatives of ISD and the selected proposer.

Licenses, Permits, Taxes: The price or prices for the work shall include full compensation for all taxes, permits, etc. that the respondent is or may be required to pay.

Disadvantaged Business Enterprise (DBE) Requirements: ISD hereby notifies firms that in regard to any contract entered into pursuant to this RFP, DBE's will be afforded equal opportunities to submit proposals and will not be discriminated against on the grounds of race, color, sex, disability, or national origin in consideration of an award. A DBE is defined as a small business concern which is at least 51% owned and controlled by one or more socially and economically disadvantaged individuals, or in the case of any publicly owned business, at least 51% of the stock of which is owned by one or more socially and economically disadvantaged individuals. Socially and economically disadvantaged include Women, Black Americans, Hispanic Americans, Native Americans, Asian-Pacific Americans, and Asian-Indian Americans. Equal Employment Opportunity: Each proposer must agree that it will not discriminate in hiring, promotion, treatment, or other terms and conditions of employment based on race, sex, national origin, age, disability,

or in any way violate Title VII of the 1964 Civil Rights Act and amendments, except as permitted by said laws.

Review of Proposals, Selection Criteria and Award: Upon receipt of the proposals, ISD shall review and evaluate the proposals for responsiveness to the RFP in order to determine whether proposers possess the qualifications necessary to provide the goods and services. ISD may request clarifications of proposals directly from the proposers. ISD reserves the right to waive any minor irregularities, informalities or oversights in the RFP documents, or any corresponding proposals at its sole discretion. ISD may interview qualified proposers and conduct a walk-through of proposers' body shop and other facilities. ISD may negotiate directly with qualified proposers and may request a final best offer from one or more proposers. In reviewing the proposals, and negotiating with qualified proposers,

ISD will consider the following evaluation criteria:

- Responsiveness to RFP
- Experience
- Project understanding
- References
- Pricing

The contract will be awarded to the firm or proposer submitting the best responsible proposal complying with this RFP if the proposal is reasonable and in the best interest of the District to accept. The selected proposer will be notified at the earliest practical date. The decision regarding acceptability of any contractor's qualifications/proposal shall remain entirely with the District, at the District's sole discretion. The District reserves its right to award the contract to a proposer other than the low bidder. The District reserves the right to reject all proposals and to waive any irregularity, as well as to award all, or any portion, of this RFP to multiple contractors if deemed in the best interest of the District.. If the District decides to award and upon approval from the District's Board of Directors, the agreement will be sent to the selected proposer for signature. No proposal shall be binding upon the District until after the agreement is executed by duly authorized representatives of the proposer and the District

All proposals must be firm for ninety (90) days..

Required Insurance:

- Liability: Minimum of \$100,000 per accident; \$300,000 annual (per year).
- Workers' Compensation: Statutory Limits.

- **Bond:** If requested by District, amount of bond will be equivalent to amount of agreement.

E-Verify: Missouri law requires all companies doing business under contracts greater than Five-Thousand Dollars (\$5,000), with government entities to attest that all their employees and subcontractor's employees are "lawfully present in the United States."

Applicable Law: Missouri law will govern contracts entered into pursuant to this RFP, irrespective of choice of law principles.

Compliance with Laws and Policies:

- Proposer must comply with all federal and state anti-discrimination laws.
- Proposer must be licensed to do business in the City of Independence, Missouri. All work shall meet or exceed the Americans with Disabilities Guidelines.
- *A-133 Compliance Supplement:* The proposer must certify that it and its principals are not debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from covered transactions by any Federal Department or Agency.

Background Checks: Contracts entered pursuant to this RFP must require that all employees who will interact with students will be fingerprinted and background checked under the background checks required by the District's Board Policies. Results of background checks of employees working directly with students must be provided to District. District reserves the right to refuse to allow any employee access to students if the employee completes no background check acceptable to the District.

Indemnity: The District will not agree to indemnify any contractor of its own negligence, for injuries or damages that do not arise from acts or omissions of the District, or for any injuries or damages for which the District has sovereign immunity.

Proposed Contract: Proposals must include a copy of a proposed contract or service agreement, if available, or disclose terms required by the proposer of this RFP.

Withdrawal: Any proposer may withdraw its proposal prior to the scheduled closing time for receipt of proposals. No proposal, however, shall be withdrawn for thirty (30) days after the scheduled closing time for receipt of proposals.

Reservation of Rights: *THE INDEPENDENCE SCHOOL DISTRICT RESERVES THE RIGHT TO ACCEPT OR REJECT ANY OR ALL PROPOSALS AND WAIVE ANY INFORMALITY IN THE PROPOSAL OR REQUEST FOR PROPOSAL.*

Attachment A

Price Proposal

Hourly Labor

Body/Dent Repair \$_____

Painting \$_____

Mechanical/Electrical \$_____

OEM Parts

Percentage discount from manufacturers' list _____%

Paint Materials Rate \$_____

Name	of	Paint	Manufacturer(s)	(list	all)

Prompt Payment Discount: Will you offer a prompt payment discount? Yes [] or No [] (Net 45 days)

If Yes, the Payment Discount is _____% for payment within _____ calendar days, which will be computed from the date that delivery is made and is accepted by ISD, or the date a proper invoice is received, whichever is later