



City of Rochester Hills
Request for Proposals
Auto Repair and Refinishing Services
RFP-RH-11-046

The City of Rochester Hills is accepting proposals from qualified automotive body repair firms for the purpose of providing comprehensive **Automotive Body Repair and Refinishing Services** on City vehicles. Proposals will be received by the City of Rochester Hills, at the Purchasing Division/Fiscal Team, 1000 Rochester Hills Drive, Rochester Hills, MI 48309 until **3:00 p.m. local time, on WEDNESDAY, OCTOBER 12, 2011**, at which time and place the names of proposers will be publicly read aloud.

The City of Rochester Hills officially distributes bid documents from the Purchasing Division or through the Michigan Intergovernmental Trade Network (MITN). Copies of bid documents obtained from any other source are not considered official copies. Only those vendors who obtain bid documents from either the Purchasing Division or the MITN System are guaranteed access to receive addendum information, if such information is issued. The first step to do business with the City is to become a registered vendor by visiting the City website at www.rochesterhills.org, click on City Services, Purchasing, Bid Opportunities and link to MITN website. Final proposal results will be posted on the MITN website after award.

THE CITY OF ROCHESTER HILLS RESERVES THE RIGHT TO REJECT ANY AND ALL PROPOSALS.

Any deviation from the specifications must be noted on the proposal.

Please submit proposal on or before the date and time given above to:

Lisa Cummins, CPPB
Senior Purchasing Analyst
City of Rochester Hills
1000 Rochester Hills Drive
Rochester Hills, Michigan 48309

All proposals (**5 copies**) must be submitted in a Sealed Envelope marked "**RFP – AUTOMOTIVE BODY REPAIR AND REFINISHING SERVICES**" or submitted through the MITN website.

Dated at Rochester Hills, Michigan
This 9th day of September 2011



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With a view to obtaining the most acceptable services, these specifications cover the general requirements. Recommendations from proposers are encouraged and will be reviewed and evaluated based on the best interests of the City.

This document is a Request for Proposal. It differs from a Request for Bid/Quotation in that the City is seeking a solution as described herein, not a bid/quotation meeting firm specifications for the lowest price. As such, the lowest price proposed will not guarantee an award. Competitive sealed proposals will be evaluated based upon criteria formulated around the most important features of the service, of which qualifications, experience, capacity and methodology, may be overriding factors, and price may not be determinative in the issuance of a contract or award. The proposed evaluation criteria should be viewed as standards, which measure how well a vendor's approach meets the desired requirements and needs of the City.

Background

The City of Rochester Hills is a residential community in Oakland County, Michigan, and covers 36 square miles of suburban community. Rochester Hills is located 30 miles north of Detroit. The City's population exceeds 70,000. General information regarding the City of Rochester Hills is available at www.rochesterhills.org.

Scope of Work/Specifications

It is the intent of the City to establish a two-year blanket purchase order with a qualified automotive body repair firm(s) to provide comprehensive Automotive Body Repair and Refinishing Services on City vehicles, as specified herein. The types of vehicles to be serviced under this contract will include, but are not limited to, sedans, vans, SUV's and pick-up trucks through one-ton models. This contract will also cover utility body trucks, fire apparatus, platform bodies, dump trucks, specialty vehicles and other miscellaneous equipment. The anticipated start date for this contract is January 1, 2012.

General Requirements

The City desires to contract with a vendor who meets the criteria below:

1. Contractor must be in the primary business of automotive collision repairs and demonstrate thorough knowledge of proper collision repairs.
2. Contractor's personnel must be equipped and experienced to work on sheet metal, fiberglass, aluminum and automotive plastics, corrosion resistance restoration standards, conventional frame correction, unibody correction with multiple pulling device, sectioning of structural members (in accordance with I-CAR and manufacturer's guidelines).
3. Contractor's personnel shall provide the City a detailed written estimate of vehicle damage repair costs or refinishing charges for approval prior to commencing repair work. Cost estimates must include an estimate of the actual time required to perform the repairs or refinishing. The actual time required to perform repairs may be a factor in the award of individual jobs.



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4. It is the expectation of the City that vehicles will be repaired to pre-accident condition and to original equipment manufacturer's specifications. Aftermarket or used parts may be acceptable only upon prior written approval from the City Representative.
5. Contractor personnel shall be responsible for inspection for hidden damage not visible until the vehicle is dismantled. Upon discovery, body shop shall notify City personnel of damage for repair approval. Contractor must have the capability of emailing digital pictures, upon request, when hidden damage is found. The City will not pay for any repairs performed to vehicles without prior authorization.
6. Contractor must guarantee fit and appearance if aftermarket parts are used.
7. Contractor must have a paint spray booth large enough to accommodate equipment painting needs that meet all EPA standards and regulations as well as other Federal, State and Local regulatory and permitting requirements. All body shops shall be licensed with State of Michigan Environmental Protection Agency (EPA) and adhere to all regulations regarding disposal of hazardous materials.
8. When spot painting repairs, the contractor must assure paint match. If blending is needed to assure paint match, cost of blending shall be included in the estimate. The City shall be the final approval of paint match.
9. Body shops will be required to provide the following information, as requested:
 - a. Frame specification readings
 - b. Alignment specifications
 - c. Parts Invoice
 - d. Any and all pertinent materials requested by the City of Rochester Hills

Painting Requirements

All painting shall be accomplished in accordance with the paint or vehicle manufacturer's specifications. The specifications outlined in this section depict the level of detail that is expected by the City of Rochester Hills; however, if the specifications outlined within this section conflict with the manufacturer's specifications, the Offeror shall take exception to the specifications listed and detail their painting process and warranty.

Spot Painting

1. New Panel preparation
 - a. Pre-washed panel with commercial quality wax, grease, and silicone remover.
 - b. Sand entire panel using abrasive paper as required by paint manufacturer's specifications.
 - c. Apply a commercial quality automotive sanding primer to the entire panel.
 - d. Sand entire panel as necessary to ensure a smooth, uniform finish for final painting, leaving no scratches or blemishes, which would be visible after final painting. Sanding shall be performed with abrasive paper as required by paint manufacturer specifications.
 - e. For vehicles, which are finished with metallic paint, apply a commercial quality automotive non-sanding sealer to the entire panel after all sanding is completed.



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- f. New plastic panels are to be washed with an OEM solvent to ensure proper paint adhesion occurs.
 - g. Apply paint to vehicle. The number of coats as recommended by the paint manufacturer shall be applied.³
2. Repaired panel preparation
- a. Apply a commercial quality automotive sanding primer to all repaired areas, and apply spot putty to blemishes in the repaired areas as necessary to ensure a smooth, uniform finish between repaired and un-repaired areas for final painting.
 - b. Sand all repaired areas using abrasive paper as required by paint manufacture's specifications.
 - c. Re-prime areas as necessary, using commercial quality automotive sanding primer. Sand entire panel as necessary to ensure a smooth, uniform finish between repaired and unrepaired areas for final painting, leaving no scratches or blemishes which would be visible after final painting. Sanding shall be performed with abrasive paper as required by paint manufacturer's specifications.
 - d. For vehicles, which are finished with metallic paint, apply a commercial quality automotive non-sanding sealer to the entire panel after all sanding is completed.
 - e. Apply paint to the vehicle. The number of coats as recommended by the paint manufacturer shall be applied.
 - f. Apply clear coat if noted as OEM on the vehicle identification plate. The number of coats as recommended by the manufacturer shall be applied. Three-coat minimum is required.

Complete Paint Job

1. Complete Vehicle Preparation
 - a. Pre-wash vehicle with a commercial quality was, grease, and silicone remover.
 - b. Sand entire vehicle using abrasive paper as required by paint manufacturer's specifications.
 - c. Apply a commercial quality automotive sanding primer to the entire vehicle as needed. A sealer is to be applied to the whole vehicle.
 - d. Sand entire vehicle as necessary to ensure a smooth, uniform finish for final painting, leaving no scratches or blemishes, which would be visible after final painting. Sanding shall be performed as required by paint manufacturer's specifications.
 - e. For vehicles, which will be finished with a metallic paint, apply a commercial quality automotive non-sanding sealer to the entire vehicle after all sanding is completed.



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- f. Apply paint to the vehicle. The number of coats recommended by the paint manufacturer shall be applied. A minimum of two coats is required for non-metallic and three coats are required for metallic.
- g. Apply clear coat if noted as OEM on the vehicle identification plate. The number of coats as recommended by the manufacturer shall be applied.

Complete Vehicle Preparation

1. Apply a commercial quality automotive sanding primer to all repaired areas, and apply spot putty to blemishes in the repaired areas as necessary to ensure a smooth, uniform finish between repaired and un-repaired areas for final painting.
2. Sand all repaired areas using abrasive paper as required by paint manufacturer's specifications.
3. Re-prime repaired areas as necessary, using commercial quality automotive sanding primer. Re-sand repaired areas as necessary to ensure a smooth, uniform finish between repaired and un-repaired areas for final painting, leaving no scratches or blemishes which would be visible after final painting. Sanding shall be performed as required by paint manufacturer specifications.
4. Machine or hand sand all un-repaired areas using abrasive paper as required by paint manufacturer's specifications, leaving no scratches or blemishes, which would be visible after final painting.
5. For vehicles, which will be finished with metallic paint, apply a commercial quality automotive non-sanding sealer to the entire vehicle after all sanding is completed.
6. Apply paint to the vehicle. The number of coats as recommended by the paint manufacturer shall be applied.
7. Apply clear coat, if noted, as OEM on the vehicle identification plate. The number of coats as recommended by the manufacturer shall be applied.

Material (Paint)

1. OEM standard paints shall be used in all applications. Offeror shall state the brand(s) and type(s) of paint and primer/sealer to be used in their proposal.
2. The City will not pay additional charges for use of higher-quality paints (e.g. polyurethane, etc.) unless the use of such paints and any corresponding additional charges have been approved in advance, in writing, by the City's Fleet Supervisor or his designee. Unless otherwise stated, the paint shall be according to O.E.M. specifications.
3. Material cost for complete vehicle painting will be based on the estimated labor hours required for preparing repaired areas on the vehicle, if any, for final primer; the cost for the final coat of primer and all paint on these jobs will be included in the overall cost quoted on the price sheet.
4. When a clear coat is required or recommended, the Contractor shall make a notation and include the cost as a separate item on the estimate. The Contractor shall apply clear coat to the vehicle as indicated on the estimate unless the City gives specific written direction not to clear coat the vehicle.



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Transporting of Vehicles

The City will be responsible for delivering vehicle's to the Contractor's facility for repair. The Contractor may offer to pick up and deliver vehicles to the City at no additional cost to the City at the Contractor's discretion. The Contractor will coordinate with the City's designated personnel, return of the repaired vehicle.

Priority of Repairs

Contractor shall recognize priority requirements for City vehicles. Estimates provided to the City shall include an approximate time frame for repairs and paint. Contractor shall adhere to the time frame and must notify the City of any delay. Contractor's ability to adhere to stated time frames will be monitored. Extensive or repeated delays could result in Contractor being excluded from additional work until factors causing the delays are resolved.

Local Maintenance Facilities

The services specified in this solicitation are dependent upon the availability of prompt professional body repair service. In order to be considered for award, Offeror is required to have existing repair/maintenance facilities with trained technicians experienced in providing quality service and sufficient parts inventory, located within twenty-five (25) miles of the City's Department of Public Service Garage, to meet the requirements outlined in the Scope of Work.

Key Personnel

It is essential that the Contractor provide adequate experienced personnel, capable of and devoted to the successful accomplishment of work performed under this Contract. The Contractor must agree to assign specific individuals to the key positions.

Selection Criteria

The selection process will be based on the responses to this Request for Proposal. A committee comprised of members from the Department of Public Service Fleet Department and Purchasing will judge each proposer's response as determined by meeting the following criteria:

1. Work Program/Methodology

Offeror must provide a detailed written response illustrating how the service offered will meet the requirements of this solicitation. Offeror shall provide detailed information regarding manufacturer products, warranties, and Offeror's warranties that will meet the requirements of this solicitation

2. Experience/Qualifications

Proposers shall demonstrate competence, experience and financial capability to carry out the terms of this contract. Company shall have personnel who have experience with similar projects as described herein as well as experience in working with government. Identify any subcontracted firms that will be utilized to fulfill the City's requirements. Provide scope of work to be performed by the subcontracted firm as well as information relative to experience and qualifications of proposed company.



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3. Cost

Cost proposal is the most advantageous cost to the City commensurate with current budget constraints. See Cost Proposal Form.

The review committee will evaluate and rank the proposals on the basis of the apparent greatest benefit to the City of Rochester Hills. Shortlisted proposers may be asked to provide a presentation to the review committee during the evaluation period. No negotiations, decisions, or actions shall be initiated by any firm as a result of any verbal discussion with any City employee prior to the opening of responses to this document. Rochester Hills reserves the right to select, and subsequently recommend for award, the proposal which best meets its required needs, quality levels, and budget constraints. The City of Rochester Hills reserves the right to reject any and all proposals, to make an awarded based directly on the proposals, or to negotiate further with one or more firms. The City of Rochester Hills further reserves the right to make the final determination of actual equivalency or suitability of proposals with respect to requirements outlined herein.

Rochester Hills may award a contract based on initial offers received, without discussion of such offers. Proposer's initial offer should therefore, be based on the most favorable terms available from a price and technical standpoint. The City may, however, have discussions with those proposers that it deems in its discretion to fall within a competitive range.

All proposals shall be opened publicly at the date and time specified. Each shall be recorded with the name of the proposer. All proposals shall be in accordance with the Purchasing ordinance and the requirements of this notice in order to be deemed responsive.

Mandatory Requirements

These guidelines are provided to assist Contractor submitting in response to this Request for Proposal in formulating a thorough response. The successful firm ensures and understands that:

1. All licenses required by the State of Michigan are to be maintained by the firm during the course of the contract. The Contractor will comply with the regulations, laws, ordinances and requirements of all levels of government applicable to this project. The company will represent that all tasks will be performed in accordance with generally acceptable professional standards.
2. All required insurances are to be maintained by the firm during the course of the contract.
3. There will be a single point of contact for the duration of the contract.

General Conditions

1. All correspondence from interested firms regarding this proposal must be directed to the attention of Lisa Cummins, CPPB, Senior Purchasing Analyst, City of Rochester Hills,



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1000 Rochester Hills Drive, Rochester Hills, MI 48309, 248/841-2537. All inquiries will be made in writing in order that a written response in the form of an addendum can be processed before the proposals are opened. Inquiries received **after Friday, September 30, 2011, at 12:00 (noon)**, will not be considered.

2. Additional information to this proposal from prospective firms shall be requested by the Purchasing Division of the City of Rochester Hills.
3. No proposal will be accepted from, or contract awarded to any person, firm, or corporation that is in arrears or is in default to the City of Rochester Hills upon any debt or contract, or that is in default as surety or otherwise, or failed to perform faithfully any previous contract with the City.
4. No proposal may be withdrawn after it has been deposited with the City of Rochester Hills, except as provided by law.
5. All costs incurred in the preparation, submission, and presentation of this proposal, in any way whatsoever, will be wholly absorbed by the prospective firm. All supporting documentation will become the property of the City of Rochester Hills unless requested otherwise at the time of submission. Michigan FOIA requires the disclosure, upon request, of all public records that are not exempt from disclosure under section 13 of the Act, which are subject to disclosure under the Act. Therefore, confidentiality of information submitted in response to this Request for Proposals is not assured.
6. The City reserves the right to reject any and all proposals, to waive any informality in the proposal received, and to accept any proposal (or part thereof) which it will deem to be most favorable to the interests of the City or to award to multiple proposers.
7. The City reserves the right to modify the scope of services during the course of the contract. Such modification may include adding or deleting any tasks this project will encompass and/or any other modifications deemed necessary. Any changes in pricing or payment terms proposed by the Contractor resulting from the requested changes are subject to acceptance by the City. Changes may be increase or decreases.
8. The City reserves the right to terminate the contract without penalty upon 30 days written notice due to poor performance or for reasons deemed to be in its best interest. A designated representative of the City will be solely responsible for determining acceptable performance levels. His/her decision will be deemed in the City's best interest and will be final. The City reserves the right to re-award the contract to the second most qualified proposal, re-bid the contract or do whatever is deemed to be in its best interest.
9. The successful proposer must furnish documentation complying with State of Michigan and Federal laws relating to discrimination under Equal Employment Opportunity (EEO).



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10. The City of Rochester Hills is exempt from all sales, excise, and transportation taxes.
11. The selected firm must maintain for the life of the agreement insurance coverage meeting the minimum limits of liabilities as outlined herein.
12. No faxed proposals will be accepted. All information requested herein must be submitted with the proposal; failure to do so may result in rejection of the proposal as non-responsive and/or incomplete.
13. All proposals must be in accordance with the Purchasing Ordinances of the City of Rochester Hills and the requirements of this notice to be deemed responsive. Any deviation from the specifications must be noted in the proposal.
14. Ownership of all data, materials and documentation originated and prepared for the City of Rochester Hills pursuant to the Request for Proposals and the subsequent contract shall belong exclusively to the City of Rochester Hills.
15. The proposer will provide competent, suitable and qualified personnel to perform the work as required by the specifications. The proposer will designate a representative who will be the point of contact and will have the authority to act on behalf of the company. The proposer's representative will not be replaced without prior written notice to the City. All communications given the proposer's representative will be as binding as if given to the company.
16. The proposer shall not subcontract any or all portions of the work unless the City grants prior written approval. Any subcontractor, so approved, shall be bound by the terms and conditions of this contract. The proposer shall be fully liable for all acts and omissions of its subcontractor(s) and shall indemnify the City of Rochester Hills for such acts or omissions.
17. All work shall meet with the approval of the Supervisor of Fleet Services or his authorized representative, as conforming to the provisions and requirements of this contract.
18. Advanced payments will not be authorized. Payments will be made on a time and materials basis and acceptance of services rendered. Correct invoices will be paid net 30 days, following the City of Rochester Hills' schedule for payment of invoices.
19. The City of Rochester Hills reserves the rights to waive any informalities, or immaterial omissions or defects not involving price, time or changes in the work and to reject any or all proposals, if to do so is deemed in the best interest of the City. In no event will an award be made until all necessary investigations are made as to the responsibility and



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qualifications of the Contractor to whom it is proposed to make such award. Any contract awarded to a person or company who is discovered to have been in default or disqualified at the time of the awarding of the contract shall be voidable at the discretion of the Mayor of the City of Rochester Hills.

20. In the event bankruptcy proceedings are commenced by or against vendor or under any provisions of the United States Bankruptcy Act or for the appointment of a receiver or trustee or a general assignment for the benefit of creditors of either party. City shall be entitled to terminate without further cost or liability. The City may cancel the Agreement/Contract or affirm the contract and hold the Vendor responsible for damages.
21. Proposers are advised that the RFP is considered to be under evaluation from the opening date until contract award. The Purchasing Division and City staff are restricted from giving any information relative to the "progress" of the evaluation during this time, except as described in this RFP and as required to administer the evaluation process. Proposers will be notified when an award is made and a notice posted on the MITN website.
22. It shall be the proposer's responsibility to make inquiry as to the changes or addenda issued. Addendum will be posted on the MITN system. All such changes or addenda shall become a part of the contract and all proposers shall be bound by such changes or addenda.
23. The City's acceptance of a proposal and approval of the award of a contract shall not constitute a formed contract, and the acceptance of a proposal and award of a contract shall be contingent and conditioned upon the parties' entry into and execution of a written agreement acceptable to the City.

Instructions to Proposers

1. Submit **Five (5) COPIES** of your proposal. Proposers not responding to any of the specifications may be classified as unresponsive. The response must follow the format outlined in this proposal. Supplemental information may be attached.
2. Any significant explanation desired by a proposer, regarding the meaning or interpretation of the Request for Proposals must be requested with sufficient time allowed for a reply to reach all prospective proposers before the submission of their proposals. Any information given to a prospective proposer concerning the RFP will be furnished to all prospective proposers as an amendment or an addendum to the RFP, if such information would be of significance to uninformed proposers. The City shall make the sole determination as to the significance to uninformed proposers. Questions regarding the proposal **will not be accepted after Friday, September 30, 2011, at noon**. Proposer shall be responsible to insure that he/she has all significant information prior to



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submitting a proposal.

3. All correspondence or inquiries from interested firms regarding this proposal shall be directed to the attention of Lisa Cummins, CPPB, Senior Purchasing Analyst, City of Rochester Hills, 1000 Rochester Hills Drive, Rochester Hills, MI 48309, 248/841-2537, cumminsl@rochesterhills.org.

Insurance Regulations

The contractor shall not commence work, nor will the City sign a Contract, until vendor has obtained and delivered to the City of Rochester Hills the certificate of insurance required under this paragraph. All insurance carriers must be acceptable to the City and licensed and admitted to do business in the State of Michigan.

A new certificate of insurance shall be provided to the City each year at the time of policy renewal. New certificates shall be delivered to the City in the same format as outlined in the SAMPLE certificate attached. Failure of the Contractor to maintain the required insurance shall be grounds for contract cancellation.

1. **Commercial General Liability Insurance:** The Vendor shall procure and maintain during the life of the blanket purchase order, Commercial General Liability Insurance on an "Occurrence Basis" with limits of liability not less than \$1,000,000 per occurrence and/or aggregate combined single limit, Personal Injury, Bodily Injury, Bodily Injury and Property Damage. Coverage shall include the following extensions: (A) Contractual Liability; (B) Products and Completed Operations; (C) Independent Contractors Coverage; (D) Broad Form General Liability Extensions or equivalent; (E) Deletion of all Explosion, Collapse and Underground (XCU) Exclusions, if applicable.
2. **Motor Vehicle Liability:** The Contractor shall procure and maintain during the life of this contract Motor Vehicle Liability Insurance, including Michigan No-Fault Coverages, with limits of liability of not less than \$1,000,000 per occurrence combined single limit Bodily Injury and Property Damage. Coverage shall include all owned vehicles, all non-owned vehicles, and all hired vehicles.
3. **Umbrella Liability Insurance:** The Vendor shall procure and maintain during the life of this contract Umbrella Liability Insurance with limits of liability of not less than \$1,000,000 per occurrence.
4. **Workers' Compensation Insurance:** The contractor shall procure and maintain during the life of this contract, Workers' Compensation Insurance, including employer's liability coverage, in accordance with all applicable statutes of the State of Michigan.
5. **Additional Insured:** Commercial General Liability and Motor Vehicle Liability Insurance, as described above, shall include and endorsement stating: "*It is understood*



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and agreed that the following shall be Additional Insureds: The City of Rochester Hills, all elected and appointed officials, all employees and volunteers, all boards, commissions and/or authorities and board members, including employees and volunteers thereof. This coverage shall be primary to the Additional Insureds, and not contributing with any other insurance or similar protection available to the Additional Insureds, whether other available coverage be primary, contributing, or excess”.

6. **Cancellation Notice**: Workers’ Compensation Insurance, Commercial General Liability Insurance and Motor Vehicle Liability Insurance, as described above, shall include an endorsement stating the following: “Should any of the above described policies be canceled before the expiration date thereof, the issuing company will mail thirty (30) days written notice to the certificate holder named to the left”.

Hold Harmless

To the fullest extent permitted by law, Vendor agrees to defend, pay in behalf of, indemnify and hold harmless the City of Rochester Hills, its elected and appointed officials, employees and volunteers and others working in behalf of the City of Rochester Hills against any and all claims, demands, suits, or loss, including all costs and attorney fees connected therewith, and for any damages which may be asserted, claimed or recovered against or from the City of Rochester Hills, its elected and appointed officials, employees, volunteers or others working in behalf of the City of Rochester Hills by reason of personal injury, including bodily injury and death and/or property damage, including loss of use thereof, which arises out of or is in any way connected or associated with this contract.



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EXTENSION OF AWARD TO THE TRI-COUNTY PUBLIC PURCHASING COOPERATIVE

The City of Rochester Hills is a member of MITN (formally Tri-County Public Purchasing Cooperative) consisting of approximately twenty-one cities from Oakland, Macomb and Wayne Counties. If your company is awarded item(s) referenced in the Request for Proposals, the cooperative governmental entities may wish to use this contract and will issue a purchase order for the item(s) awarded in the bid proposal. Each entity is responsible for their own payments and is to be considered individually for billing and collection purposes. Each entity will provide their own purchase order and delivery location(s) and must be invoiced separately to the address indicated on their purchase order.

_____ If an award is made to the City of Rochester Hills, it is agreed that the contract will be extended to MITN (formally Tri-County Public Purchasing Cooperative) and associate entities under the same prices, terms and conditions.

An extension proposal is attached which indicates the manner in which each entity will be added.

_____ Attached _____ Not Attached.

_____ Our company is **NOT** interested in extending the contract.



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VENDOR QUESTIONNAIRE

Date: _____

Firm Name: _____

Address: _____

City/State/Zip Code: _____

Telephone Number: _____

Fax Number: _____

Email Address: _____

Firm Established: _____ **Years in Business:** _____

Type of Organization: (Circle One)

- a. Individual
- b. Partnership
- c. Corporation
- d. Joint Venture
- e. Other

How many years has your company been in the business of providing auto repair and refinishing services?

State the locations and hours of your store, providing contact information of key personnel.

State your procedure for estimating repair completion time for repairs and paint. Describe how you will prioritize the repair of City of Rochester Hills vehicles.



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Describe your policy regarding pick up and delivery of City vehicles.

Describe the facilities, equipment, resources and/or methodologies used by your firm to provide services under this contract. Equipment shall include, but not be limited to, paint booth, frame machine and measuring equipment.

Describe your standard turn around time for repairs and describe how you ensure that repairs of City vehicles are will be done in a timely fashion.

List the brands of paint, primers and sealers to be used.

Explain your warranty offered on parts, repairs and paint, including warranty against fading and peeling.

List the key personnel (contractor and subcontractor) who will perform the functions of the proposed services described herein.



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Provide a minimum of three (3) references for similar work performed. Describe services, names, address and telephone number. Please include public sector clients and clients within the State of Michigan.

Provide qualifications, experience and current licenses of staff proposed for this project.



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Cost Proposal

Any and all disposal fees shall be included in the rates and discounts listed below.

The cost proposal is to include all work necessary to effectively conduct and complete the Scope of Services.

The fees stated below must include all necessary costs including, but not limited to, labor, materials, overhead, administrative charges, profit and insurance.

1. Body labor rate: \$ _____
2. Paint labor rate: \$ _____
3. Frame time labor rate: \$ _____
4. Mechanical labor rate: \$ _____
5. Discount for body parts: _____
(Discount shall be based upon discount from manufacturer's list price)
6. Paint Material Time: \$ _____/hour

The undersigned hereby declares that he/she has carefully examined the general conditions and specifications and will provide Auto Repair and Refinishing Services as described herein for the price set forth in this proposal. Any changes to the specifications will be presented in writing and its impact on the final cost will be discussed and mutually agreed upon before the delivery of the services.

The undersigned further declares that the language contained in the City's Request for Proposal document has not been changed or altered in any way in the vendor's submitted proposal, inclusive of the Vendor Questionnaire, Pricing Forms, Vendor Reference Forms and Signature Page. Any alteration(s) of any kind are grounds for disqualification.

It is understood that all proposed prices shall remain in effect for at least one hundred eighty (180) days from the date of the proposal opening to allow for the award and that, if chosen the successful vendor, the prices will remain firm through invoice.



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This proposal is genuine and not collusive or sham and that the proposer has not in any manner, directly or indirectly, agreed or colluded with any other firm or association to submit a sham proposal or to refrain from proposing or in any way fix this proposal or that of any other proposer or to secure any advantage against the City of Rochester Hills.

SIGNATURE PAGE

_____ Signature	_____ Company Name
_____ Print Name	_____ Company Address
_____ Title	_____ City State Zip
_____ Telephone #	_____ Fax #
_____ Email Address	
_____ Federal Tax ID #	<u><i>CHECK ONE</i></u> Partnership _____ Non Profit Corp. _____ Profit Corp. _____ Other _____