



# **La Crosse County Highway Department**

## **Request for Proposal**

### **Body Shop Repair Service**

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## Section 1 - RFP Overview

### 1.1 Introduction

The objective of this procurement process is to select a Service Provider to provide Body Shop Repair Services for La Crosse County vehicles up to one (1) ton that are managed by the La Crosse County Highway Department which is located at 301 Carlson Road ,West Salem, WI.

*La Crosse County is looking for Body Shop Repair Services within 15 miles of the Highway Department Shop located in West Salem, WI.*

**This is a for a 36 month contract beginning March 1, 2018.**

## Section 2 - Proposal Submittal Instructions

### 2.1 RFP Schedule

The following is a list of the important dates for activities related to the RFP process. The County reserves the right to change these dates and will post the changes on its web site.

Activity	Time	Date
RFP released**		1/3/18
Submission of proposals	10 am	1/19/18
Body Shop Tour		1/24/18
Public Works and Infrastructure Committee meeting**		2/5/18

\*\*Please note that this is the scheduled date as of the release of this RFP. It is the Service Provider's responsibility to be aware of Committee Meeting times and dates. This information can be accessed on the County web site at <http://www.co.la-crosse.wi.us> via clicking on the header "Meeting Minutes / Agendas" or by contacting the County Clerk's office at 608-785-9623.

### 2.2 RFP location

This RFP is posted on the La Crosse County web site. The County reserves the right to amend this RFP at any time. In the event it becomes necessary to amend, alter or delete any part of the RFP, changes to the RFP will be posted on the web site. It is the Service Provider's responsibility to be aware of amendments that are posted on the web site. The address is:

<http://www.co.la-crosse.wi.us>

### 2.3 Submission of Questions

Scope of Work Questions:

Robert Boecher, Maintenance Superintendent 608-786-3841  
[rboecher@lacrossecounty.org](mailto:rboecher@lacrossecounty.org)

Procurement Process Questions:

Bryan Jostad, Finance Department, 608-785-5879  
[bjostad@lacrossecounty.org](mailto:bjostad@lacrossecounty.org)

## **2.4 Submission of Proposals**

All proposals shall be submitted in complete original form. No faxed or emailed proposals will be accepted. Proposals shall be sealed and marked "**Body Shop Repair Services**". **Service Providers shall submit one (1) copy in paper format and one (1) copy A on a jump drive.**

**Sealed Proposals must be delivered no later than 10:00 am, January 19, 2018 to:**

**Ron Chamberlain  
Highway Department  
301 Carlson Road  
West Salem, WI 54669**

**Proposals received after the above date and time will be returned unopened.**

## **2.5 Opening of Proposals**

The proposals will be publicly opened at 10:05 am, January 19, 2018 in the following location:

Highway Department  
301 Carlson Road  
West Salem, WI 54669

At that time, the names of Service Providers who properly submitted proposals will be announced. Announcement of the names of the Service Providers who submitted proposals is not a guarantee that the proposals otherwise comply with the specifications of this RFP.

## **Section: 3 Qualifications**

### **3.1 Service Provider Information**

- A. Contact person and contact information (email address, phone number, etc.).
- B. Street address of Body Shop that would provide this service

### **3.2 Relevant Experience**

- A. Description of Body Shop Service capabilities
  - 1. Equipment
  - 2. Technology
  - 3. Hours of Operation
- B. Employee Resources and Insurance Coverage
  - 1. Responsibilities and qualifications of employees providing service
  - 2. Provide your insurance company and coverage for
    - a. Liability
    - b. Property
    - c. Other coverages applicable to this service

## **Section: 4 Scope of Work**

### **4.1 Background:**

This RFP is being issued by La Crosse County for Vehicle Body Repair and Painting, in accordance with the terms and conditions set forth in this document. The Contract terms 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.

### **4.2 About La Crosse County's Vehicle Fleet:**

The County's vehicle fleet, with regards to this RFP, consists of Law Enforcement and other autos/ trucks that do not exceed one (1) ton. The fleet is managed by the La Crosse County Highway Department which is located at 301 Carlson Road, West Salem, WI.

### **4.3 Shop Requirements:**

**Please describe how this requirements will be met:**

The Service Provider shall have a complete body shop meeting the following minimum requirements.

- a) Service Provider shall be able to perform complete body repairs as well as paint vehicles and equipment.
- b) Service Provider's shop shall reside within 15 miles of the County Highway Shop in West Salem.
- c) Maintain a secured storage area for all County owned vehicles.

### **4.3 Estimates:**

**Please describe how these expectations will be met:**

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

Prior to any repair, Service Provider and County's Fleet Manager 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 County 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) Total repair estimate

- h) If applicable, any recommendations for future repairs
- i) All estimate 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/References of the Work Plan

#### **4.4 Parts**

##### **Please describe how these expectations will be met:**

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 County's option, used parts may be used depending on the age and value of the equipment being repaired.

##### **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 County's decal provider and apply new decals to the repaired vehicle. Decal removal and installation shall be included in the repair estimate.

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 Manufacturers:**

All paints used shall be from a qualified and reputable paint manufacturer such as however not limited to: 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 readings after the alignment shall be provided with each repair order. Service Provider personnel or sub-contractor shall be qualified to perform alignment 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.

**Pickup and Delivery**

The Service Provider shall include pickup and delivery at no charge, and towing fee's where necessary, as part of the contract. Upon return of the finished vehicle, the Service Provider's representative shall remain with the vehicle until such time as the repair has been inspected and accepted. The vehicle shall be delivered to the County by a staff member who has the knowledge/experience necessary to review and discuss the quality and completeness of the repairs with County shop personnel. If it is determined that the vehicle has not been properly repaired, the Service Provider's worker shall return the vehicle to the Service Provider's shop for repair and deliver at no additional charge. All vehicles shall be returned within 24 hours of completion.

**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 County 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.

The County has not produced an RFP of this type in the past, in which to outsource vehicle body repair service work. This means the County does not have a specific annual cost as to the amount of repair work that has been performed in the past with which to predict future annual needs. Prior to this, each County Department was responsible for setting up this type repair work. The Counties fleet is now being centralized to better coordinate repair work of this type.

The Sheriff Department does experience approximately 5 to 7 incidents a year involving deer collisions and other events, but we have no other past information on previous repairs from other County Departments to aid in the RFP process.

**Section 5 Pricing**

Item #	Description	Price
1	Labor - Body/Dent Repair	\$ /hr
2	Labor - Painting	\$ /hr
3	Labor - Mechanical/Electrical	\$ /hr
4	OEM Parts - Percentage Discount From Manufacturers List	%
5	Paint Materials Rate	\$

## Section 6 How to respond to this RFP

**6.1 Service Providers shall provide a written response to Section 3 Experience and Qualifications**

**6.2 Service Providers shall provide a written response to Section 4 Scope of Work**

**6.3 Complete Section 5 Pricing and include with proposal**

## Section 7 Evaluation of Proposals

### 7.1 Evaluation Criteria

La Crosse County will evaluate the proposals using the criteria described below.

Category	Points
Experience and Qualifications	100
Scope of Work	100
Cost Schedule	100
<b>Initial Total</b>	<b>300</b>
Onsite Visit	200
<b>Grand Total</b>	<b>500</b>

### 7.2 Initial Evaluation

Each proposal shall receive an initial evaluation by an evaluation team. The highest evaluated Service Providers; up to 3; shall be requested to meet with the evaluation team for an onsite visit. Service Providers advancing to the onsite visit stage will also be provided an onsite visit agenda. Service Providers will be notified of status regarding an onsite visit no later than 1 pm, January 22, 2018.

### 7.3 Onsite Visits

Onsite visits are scheduled for January 24, 2018. Service Providers must be available to visit on that date. It is anticipated the onsite visit will be 60 minutes or less in length.

### 7.4 Final approval of Service Provider

The evaluation team will make a recommendation to the Public Works & Infrastructure Committee which meets on February 5, 2018.

## Section 8 - Terms and Conditions

**8.1** The County reserves the right to accept or reject any or all proposals or portions thereof without stated cause.

**8.2.** The County reserves the right to re-issue any requests for proposals.

**8.3.** Upon the selection of a finalist Service Provider, the County by its proper officials, employees, or agents shall attempt to negotiate and reach a final agreement with this Service Provider. If the County, for any reason, is unable to reach a final agreement with this Service



Provider; the County reserves the right to reject such Service Provider and negotiate a final agreement with the Service Provider who has the next most viable proposal. The County may also elect to reject all proposals and re-issue a request for proposal.

**8.4 Clarification of proposals:** The County reserves the right to obtain clarification of any point in a Service Provider's proposal or obtain additional information.

**8.5** The County is not bound to accept the proposal with the lowest cost, but may accept the proposal that demonstrates the best ability to meet the needs of the County.

**8.6** The County reserves the right to waive any formalities, defects, or irregularities in any proposal, response, and/or submittal where the acceptance, rejection, or waiving of such is in the best interests of the County.

**8.7** The County reserves the right to disqualify any proposal, before or after opening, upon evidence of collusion, intent to defraud, or any other illegal practice on the part of the Service Provider.

**8.8** The Service Provider agrees to the fullest extent permitted by law, to indemnify, defend and hold harmless, the Purchaser, and its agents, officers and employees, from and against all loss or expense including costs and attorney fees by reason of liability for damages including suits at law or in equity, caused by any wrongful, intentional, or negligent act or omission of the Service Provider, or its (their) agents and / or sub-contractors which may arise out of or connected with activities covered by this contract.

**8.9** The selected Service Provider shall not subcontract or assign any interest in the contract and shall not transfer any interest in the same without prior written consent of the County.

**8.10** No reports, information, or data given to or prepared by the firm under contract shall be made available to any individual or organization by the firm without the prior written approval of the County.

**8.11** Should the selected Service Provider merge or be purchased by another individual or firm contract continuation would be at the County's option.

**8.12 Ownership of Proposals**

All proposals submitted on time become the property of the County upon submission, and the proposals will not be returned to the Service Providers. By submitting a proposal, the Responder agrees that the County may copy the proposal for purposes of facilitating the evaluation.

**8.13 Public Records Law**

All proposals are subject to the Wisconsin Public Records Law.

**8.14 Other information**

Service Providers may submit any other information that is not described in this proposal that would be beneficial to the County. If in the Service Provider's opinion the County has overlooked anything material or relevant, such item(s) may be brought to the County's attention and be included in the proposal.