

CITY OF NORMAN
Office of the Purchasing Agent
Norman, Oklahoma

FORM FOR BIDDERS NO. 0809-66

Opening of Bids
City of Norman
Purchasing
P.O. Box 370
Norman, Oklahoma 73070

Bid Opening:
2:00 P.M.
February 19, 2009

Dear Sir:

The undersigned bidder declares that before preparing this bid he read carefully the detailed specifications and that his bid is made with full knowledge of the kind, quality, and quantity of the materials or services to be furnished.

The undersigned bidder offers and proposes to furnish the materials, equipment, or other services hereinafter set forth, in the manner and under the conditions and in accordance with the specifications on file in the Office of the Purchasing Agent, at the following prices:

LABOR RATE

<u>Description</u>	<u>Unit</u>	<u>Annual Estimate</u>	<u>Unit Price</u>	<u>Total</u>
Body and Fender	Hr	700	\$ _____	\$ _____
Frame	Hr	150	\$ _____	\$ _____
Mechanical	Hr	200	\$ _____	\$ _____
Painting	Hr	500	\$ _____	\$ _____
Detailing	Hr	50	\$ _____	\$ _____

PARTS & MATERIALS

New

Current Mitchell's or approved equal Price less _____% Discount.

After-market/Used

After-market parts not in Mitchell's Price Manual or approved equal priced at cost plus _____%.

Used parts not in Mitchell's Price Manual or approved equal priced at cost plus _____%.

Paint

Primer shall be Pittsburg Parts & Glass or approved equal _____

Finish shall be Pittsburg Parts & Glass or approved equal _____

Dollars per Hour for Paint Supplies \$ _____

Dollars per Hour for Body Supplies \$ _____

MISCELLANEOUS

Towing

Provide a flat rate for towing from Fleet facility to vendor's facility. \$ _____

Alignment

Provide a rate to perform front end alignment. \$ _____

Provide a rate to perform four wheel alignment. \$ _____

Down Time

Down-time (cycle time) is important to our daily operations. Provide below the maximum down time in days for the following repair dollar values.

<u>REPAIR VALUES</u>	<u>DAYS</u>	<u>REPAIR VALUES</u>	<u>DAYS</u>
\$ 1,500.00	_____	\$ 7,500.00	_____
\$ 3,000.00	_____	\$10,000.00	_____
\$ 5,000.00	_____	\$12,500.00	_____

I have read and understood the attached Standard Contract Provisions, and agree to abide by and fulfill the requirements thereof if awarded the contract as a result of this bid. In carrying out the contract all applicable laws will be complied with.

Typed/Printed Name and Title: _____

FIRM NAME: _____ SIGNATURE: _____

Date: _____ Title: _____

Federal Tax ID No.: _____ State of Incorporation: _____
(for corporations)

Phone: _____ Fax: _____

Internet Address: _____

AFFIDAVIT OF NON-COLLUSION

STATE OF _____)

COUNTY OF _____)

_____, of lawful age, being first duly sworn, on oath says, that (s)he is the agent authorized by the bidder to submit the attached bid. Affiant further states that the bidder has not been a party to any collusion among bidders in restraint to freedom of competition by agreement to bid at a fixed price or to refrain from bidding; or with any city official or employee as to quantity, quality, or price in the prospective contract, or any other terms of prospective contract; or in any discussion between bidders and any city official concerning exchange of money or other thing of value for special consideration in the letting of a contract; that the bidder/contractor has not paid, given or donated or agreed to pay, give or donate to any officer or employee of the City of Norman, Oklahoma any money or other thing of value, either directly or indirectly, in the procuring of the award of a contract pursuant to this bid.

Bidder
By:

Subscribed and sworn to before me on this _____ day of _____, 20__.

_____ My commission expires

CITY OF NORMAN
Office of the Purchasing Division
Norman, Oklahoma

Automotive Body Repair Bid
January 21, 2009

INVITATION TO BID #0809-66

The City of Norman, Oklahoma will open sealed bids in the Conference Room of Building C, City of Norman on the below listed item at 2:00 P.M. on Thursday, **February 19, 2009**.

Automotive Body Repair Bid

All bids must be in the Office of the Purchasing Division, 201-C West Gray St., Norman, Oklahoma, 73069, BEFORE THE FINAL CLOSING HOUR as shown on the Invitation to Bid. If bid is mailed, to be considered it should be addressed as follows: Attention: Purchasing Division, Opening of Bids, City of Norman, P.O. Box 370, Norman, Oklahoma, 73070. In addition, the bid envelope should be plainly marked on both sides indication the bid number.

The unit price must be stated on all items and all totals extended, if required. **BIDDER GUARANTEES UNIT PRICE TO BE CORRECT.** To receive consideration, bids must be submitted on the City of Norman "Form for Bidders" and "Bidders Proposal" (if applicable), which are hereby made part of this Invitation to Bid.

Alternate bids may be considered. If bidding an alternate, so state on the face of the Form for Bidders and fully describe the merchandise and include Manufacturer's literature. Unless the bidder identifies on the Form for Bidders that an alternate is being bid, the vendor will be expected to deliver merchandise as specified. Alternate bids shall not be submitted to circumvent the specifications.

The Affairs of the City of Norman, whether in the conduct of its governmental or proprietary functions, involve the health, safety, and welfare of the public; and because the item(s) specified are necessary and proper for the conduct of said affairs, any delay in the delivery of the item(s) being bid can jeopardize the health, safety, and welfare of the public, and can result in the incurring of additional expenses to the City. For these reasons, it is understood by the bidder the date of delivery of the item(s) being bid herein is considered to be an integral part of this bid and may be considered in awarding the contract.

Discount and delivery date must be plainly stated on the Form for Bidders and Bidders Proposal. Use ink pen or typewriter in filling in quotation and initial any corrections. Bid and Affidavit must be signed in ink by an authorized representative of the company making the bid. Bidders should submit one original and one duplicate Form for Bidders and Proposals. All bids will be awarded by Section of Sections whichever is in the best interest of the City. Any bidder who fails to return the third consecutive invitation will be removed from the bid list. If the above procedures are not followed, bids may be disqualified. The right is reserved by the City to reject any or all bids or parts of bids. All bids are public records and are available during regular business hours.

BIDDER'S PROPOSAL
DESCRIPTION OF SERVICES
Automotive Body Repair

"COMPLY" OR "EXCEPTION" MUST BE CLEARLY NOTED IN THE "BIDDER'S PROPOSAL" SECTION. A DETAILED EXPLANATION OF THE EXCEPTION(S) MUST BE PROVIDED ON A SEPARATE PAGE LABELED "EXCEPTIONS DETAIL"

BIDDER'S
PROPOSAL

1.0 Services:

This contract is a firm fixed price requirements contract for Automotive Body Repair on various fleet services vehicles including but not limited to police cars, up to 2-ton trucks, sedans, pick-up trucks, and trailers. Work will be done on an as needed basis, and vehicles may be picked up at the Fleet Management Facility at 1301 Da Vinci, Norman, OK, 73070. Upon completion, vehicles will be delivered to the Fleet Management Facility.

Comply _____

2.0 Employee Background Check:

Contractor's employees will be subject to the City of Norman Police Department background check. Failure of an employee to successfully pass the background check may be grounds for contract termination. Contractor shall notify the Fleet Services supervisor of contractor's new employee hires so background checks can be conducted.

Comply _____

3.0 Notification, Pickup and Delivery:

The City of Norman Fleet Management representatives will notify Contractor that he/she has a vehicle needing repairs and the Contractor will pick-up the vehicle at the Fleet Management Facility within four (4) hours of notification. The Contractor shall start work on the vehicle within one (1) working day of receipt of the vehicle. Parts delays shall be the only acceptable reason for the need to exceed the start time.

Comply _____

4.0 Priorities:

Time is of the essence in returning City of Norman vehicles to service. The Contractor agrees that Emergency Equipment (Police/Fire) work assigned under this contract shall receive priority over other work in its shop unless specific prior approval has been obtained from the City of Norman. If the City of Norman agrees that the workload of a contractor is such that timeliness is not possible in a given situation, the City of Norman reserves the unilateral right to assign the job to a backup contractor. Repeated assignments to a backup contractor may result in contract termination.

Comply _____

5.0 Estimates:

The Contractor shall write an estimate to repair the vehicle in accordance with the bid price for parts and labor (due within 8 working hours after vehicle pick-up). The estimate shall indicate

labor and/or parts cost by component. Contractor shall call the City Fleet Management representative and notify him/her of the amount of the estimate and hand carry, email, or fax him/her a copy. The Contractor shall state in the repair estimate, the total turn around time for the repairs in the estimate.

Estimating must provide the following information:

- Date of Estimate – Date the estimate is being provided.
- Customer Name - Include Address, and Phone Number
- Vehicle Description – Include year, make, model, body style, complete (17) digit VIN number, license number, odometer & hour meter if applicable, color, and City of Norman unit number.
- All repair or replacement times in hours or tenth of hours.
- Part description – Detail whether the part fits on left or right side of vehicle, front or rear, and the specific name. Include Part Number assigned by the manufacturer, suggested retail price of the part, and quality of parts offered: New, Used, etc.
- Paint materials, their cost, and the allowed labor hours
- Subcontracted expenses such as mechanical repairs, glass replacement, anticipated costs, and allowed labor hours.
- Towing charges. Comply _____

5.01 The appraiser shall inform the City Fleet Management representative of the final estimate and the City Fleet Management representative shall approve or disapprove. On vehicles that “total out”, a written statement of total loss shall be furnished to the City. In special circumstances the City Fleet Management representative may require Contractor to provide on-site damage estimate when “total loss” is believed to have occurred at no expense to the City.

Comply _____

5.02 During the course of repair, if additional damage is found which was not included in original estimate, a revised estimate shall then be made by the Contractor and sent to the City Fleet Management representative for approval.

Comply _____

5.03 The Contractor shall give a verbal (telephone call) progress report of repairs to the City Fleet Management representative for every week that a vehicle is at the contractor’s location.

Comply _____

6.0 Equipment and Facilities:

The facility and equipment shall conform to all applicable city, county, state and federal rules, regulations, codes and laws. Contractor facility must be able to provide a fenced secured lot and a building security system for City of Norman vehicles while in their possession. The vehicle must be stored in a secured storage area or building and the vehicle must be locked at all times when not being serviced.

The Contractor shall have the following equipment at the repair facility:

- 6.01 A heated spray paint booth that is in legal compliance with all applicable laws. Contractor must be able to paint and repair a wide variety of vehicles used in municipal applications. Including but not limited to police cars, up to 2 ton trucks, sedans, pick-up trucks, and trailers. Contractor shall also have the following painting related equipment:
- Painter's fresh air supply system with mask.
 - Portable drying system.
 - Computerized production system (for mixing paint, measuring quantities, and the ability to provide computer print out documentation of measurements).
 - Paint gun washer/recycler. Comply _____
- 6.02 A frame/unibody dedicated bench system with straightening capabilities. The Contractor shall have adequately trained personnel to use the unibody bench system. The bench system shall be capable of making multiple body and structural pulls for straightening. Contractor shall also have the following equipment:
- An electronic measuring device capable of providing before and after measurements including a computerized print out. Comply _____
- 6.03 An air conditioning Freon recycling and charging station. The contractor shall have employees certified to use this equipment. This equipment shall meet all state and federal requirements for Freon recycling. Comply _____
- 6.04 A MIG and TIG welder or other electric spot welding equipment for body welding. Gas welding is not acceptable. The Contractor shall ensure that the vehicle computer systems are disconnected from the vehicle before any welding is done. The Contractor is to replace at his/her expense, any vehicle on board computers damaged by not disconnecting the computers before any welding operations. Comply _____
- 6.05 Contractor shall have a variety of general auto body repair equipment including:
- Plasma cutter
 - Porto-power (4 ton – 10 ton each)
 - Vehicle lifts
 - Low rise portable air lift
 - Vehicle stands
 - Hydraulic floor jack
 - 4-wheel alignment capabilities
 - Vehicle body panel corrosion protection applicator
 - Headlight aimer
 - Friction weld dent pulling system
 - Battery charger/booster
 - Grinders (Various sizes)

- High pressure Steam cleaner
- High pressure parts washers (non-solvent based)
- Digital camera – capable of documenting each file with pictures of repairs documenting process. Comply _____

7.0 Parts:

7.01 The City of Norman prefers that only new O.E.M. parts be installed. However, after-market or used parts (parts not found in Mitchell’s Price Manual) may be used if prior approval is received, in writing, by the City of Norman Fleet Management Supervisor. Comply _____

7.02 The Contractor shall agree to replace the vehicle’s structural components with original factory components only and to supply proof of purchase of said parts. Such proof shall be supplied upon request by City of Norman Fleet Management. The Contractor must retain replaced parts for a 3 day period should the City choose to inspect them. Failure to notify the City Fleet Management representative of substitution of a used part, where the estimate calls for a new part may be cause for termination of the contract. Comply _____

7.03 Sheet metal shall be O.E.M. unless otherwise authorized. After market, or used parts are not to be used unless prior authorization is given and noted as such on estimate and invoice. The labor hours to replace a part/component shall be determined by using a current Mitchell Collision Estimate Guide. Comply _____

8.0 Repair:

8.01 Contractor shall perform any repairs according to OEM / ASE / I-Car and P-Pages procedures and requirements. Comply _____

8.02 Contractor shall apply painting materials according to the manufacturer’s recommended procedures and to apply material that will provide, at a minimum, equal longevity compared to the original paint and procedures. Comply _____

8.03 In the event that vehicle decals are damaged, Contractor shall obtain new decals from the City of Norman Fleet Supervisor or from a qualified, pre-approved decal provider and apply new decals to the repaired vehicle. Comply _____

8.04 All repairs must return the unit back to OEM or pre-accident condition. Contractor shall guarantee that all structural procedures performed will return the vehicle to the manufacturer’s specifications. Comply _____

8.05 Contractor 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. Contractor personnel shall be qualified to perform alignment work.

Comply _____

- 8.06 All airbag components **must** be replaced with NEW O.E.M parts when the decision has been made to replace the components. Comply _____

9.0 Certification:

- 9.01 The Contractor's body repair facility shall be certified. Certification must be maintained throughout the entire life of the contract. Comply _____

- 9.02 Automotive body repair should minimally be supervised by, if not performed by, technicians who are certified and qualified to perform steel welding, plastic repair, and retain I-CAR certification. Mechanical repairs should minimally be supervised by, if not performed by, technicians who are ASE Master (Automotive Service Excellence) certified or multiple technicians whose ASE certification combined match the components of the master certification. Certification must be maintained throughout the entire life of the contract. Comply _____

10.0 Delivery and Inspection:

- 10.01 All vehicles must be returned within 24 hours of completion. Comply _____

- 10.02 All vehicles must be clean and presentable before being returned to the City of Norman. Comply _____

- 10.03 All vehicles must be test driven, visually inspected, and quality controlled by the Body Shop Manager before being returned to the City of Norman. Comply _____

- 10.04 All installations and fabrications are subject to City quality control inspection. No additional charges shall be allowed due to poor quality work. Only high quality work will be accepted for final payment. Completed vehicles will be subject to a complete inspection by the City of Norman Fleet Management to ensure that the repairs are made in accordance with I-Car and industry standards. Failure on the part of the successful bidder to comply with these requirements will result in the cancellation of the contract. Comply _____

- 10.05 The vehicle shall be delivered to the City representative by the Owner/Manager or someone who has the knowledge/experience in order to review and discuss the quality and completeness of repairs with the City representative. Upon return of finished vehicles, operators will remain until the vehicle is inspected and accepted. If it is determined that the vehicle is not properly repaired, the operator will return the vehicle to your shop for repair and deliver at no additional charge. When the work is accepted,

the invoice shall be signed by authorized City personnel and dated. If contractor fails to make remedy of the substandard conditions within 10 days, the City reserves the right to have those qualities remedied by another contractor and withhold the cost of such remedies from the final payment.

Comply _____

11.0 Warranty:

The Contractor shall guarantee the reliability and the accuracy of the repairs and provide a written warranty for all work. The minimum acceptable warranties will include the following:

- METALWORK: LIFETIME WARRANTY on all metalwork, to include welding and the application of materials utilized in making collision repairs.
- PAINTING: LIFETIME WARRANTY on all paint work.
- STRIPES AND DECALS: ONE YEAR WARRANTY
- MECHANICAL REPAIRS: THREE MONTH WARRANTY on all mechanical repairs pertaining directly to original collision damage.
- PARTS: WARRANTY AS GIVEN BY PARTS MANUFACTURE.

Comply _____

12.0 Insurance Filing:

The Contractor will be responsible for filing all insurance claims if valid insurance exists. The Contractor will inform the insurance company to mail check to the City of Norman Fleet Management division. After receiving payment, the city will then pay the contractor.

Comply _____

13.0 Length of Contract:

This contract shall be in force for one year after City Council approval or until thirty (30) days after notification by the City of Norman, Oklahoma of its desire to terminate the contract. After the first six (6) months of this contract, the vendor may cancel with a thirty (30) day written notice. Immediate cancellation shall be administered when conditions are found to be an impediment to its cause or when conditions preclude the thirty (30) day notice.

Comply _____

These specifications have been reviewed and approved by:

Mike White, Fleet Management Superintendent

Date

Mike White, Fleet Management Superintendent
1301 Da Vinci Norman, Ok, 73070
Phone (405) 292-9709

Vendor List

Bob Moore Collision Center

201 NW 24th Avenue
Norman, OK 73069
Phone: 217-1288
Fax: 573-6790
Attention: Joe

Ferguson Collision

3301 Bart Conner Drive
Norman, OK 73069
Phone: 321-9777
Fax: 360-9469
Attention: Russell

Flair Body Works

1900 Industrial Boulevard
Norman, OK 73069
Phone: 701-5212
Fax: 701-5219
Attention: Mike

Marc Heitz Body Shop

P.O. Box 720908
Norman, OK 73070
Phone: 321-7021
Fax: 579-3048
Attention: Jim

Worlund Collision

3509 MacDonnell Drive
Norman, OK 73069
Phone: 364-9700
Fax: 364-9702
Attention: Greg