



**PURCHASING DEPARTMENT  
CITY OF HUNTINGTON BEACH  
2000 MAIN STREET  
HUNTINGTON BEACH, CA 92648-2702**

11-0519  
**Quotation Number**  
Show this number on outside of  
your envelope.

**REQUEST FOR QUALIFICATION**

**Please enter your company name and address**

**Date Released: May 5, 2011**  
**Bids will be received until 4:00pm**  
**May 19, 2011**  
**at the office of the Purchasing**  
**Division 1<sup>st</sup> Floor City Hall**  
Marilyn Goldstein  
<mailto:purchasing@surfcity-hb.org>

QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	AMOUNT
The City of Huntington Beach is requesting qualifications from various Body Shop facilities for repairing damaged or deteriorated surfaces of vehicles and equipment as required for the City fleet which ranges in size from small cars and pickups to heavy equipment				
This agreement is effective for one year from the date on the service agreement. At the option of the City, the Agreement may be extended for additional one-year periods not to exceed three (3) additional one year periods.				
<b>ALL ADDENDUMS WILL BE POSTED ON THE CITY WEBSITE</b>				
<a href="http://www.huntingtonbeachca.gov">www.huntingtonbeachca.gov</a>				

Bidder shall signify receipt of all Addendum here, if any:

Addendum Number	Date Received	Bidder's Signature

**Please quote your most competitive pricing, INCLUDING ANY GOVERNMENT OR CO-OPERATIVE AGREEMENT PRICING.**

**"PIGGYBACK" CLAUSE.** Bidder shall indicate below if he will extend the same prices, terms, and conditions of his bid to other public agencies:  Yes  No. Bidder's response to this question will not be considered in award of bid. When the Bidder extends the prices, terms, and conditions of this bid to other public agencies, the contract shall be between Bidder and the other agencies, and the City of Huntington Beach shall bear no responsibility or liability for the contracts.

***Submission of Responses: Each submittal shall be in a sealed package marked " BID #11-0519. Bids must be submitted not later than 4:00 pm to: Buyer: Marilyn Goldstein, City of Huntington Beach /Purchasing Division, 2000 Main Street, P.O. Box 190, Huntington Beach, CA 92648-0190***

**All quotations must be signed**

	_____	Total: _____
	Signature	Sales Tax: _____
	_____	Total: _____
Delivery to be made on or before:	Print Name	Terms: _____% _____ days
_____	_____	Email: _____
	Company Name	
or _____ days from receipt of	Title _____	
order.	Date _____	
	Phone Number _____	

**EMAIL AND FAXED  
BIDS ARE NOT ACCEPTED**

**THIS IS NOT AN ORDER**

**CITY OF HUNTINGTON BEACH  
INSTRUCTION TO BIDDERS**

**ALL PAGES OF THE BID MUST BE RETURNED**

Quotations are requested for furnishing the items described in accordance with terms set forth herein. All quotations must be F.O.B. delivered. The detailed specifications or brand names or numbers given herein is descriptive and indicates quality and style of item required. Offer to supply articles substantially the same as those described herein will be considered provided the articles offered are equal in quality, durability, and fitness for the purpose intended. Acceptability of alternates will be determined solely by the City of Huntington Beach

**EXAMINATION OF BID** Each bidder is responsible for examining the invitation to bid and submitting its bid complete and in conformance with these instructions.

**DISCREPANCIES IN BID DOCUMENTS** Should bidder find discrepancies in, or omissions from the invitation to bid, or if the intent of the invitation is not clear, and if provisions of the specifications restrict bidder from bidding, they may request in writing that the deficiency(s) be modified. Such request must be received by the Buyer five (5) business days before bid opening date. All bidders will be notified by addendum of any approved changes in the invitation to bid documents.

**ORAL STATEMENTS** The City of Huntington is not responsible for oral statements made by any of their employees or agents concerning this invitation to bid. If the bidder required specific information, bidder must request that it be supplied in writing by the City of Huntington Beach.

**BRAND NAMES AND SPECIFICATIONS** The detailed specifications and/or brand names stated are descriptive only and indicate quality, design, and construction of items required. Offers will be considered to supply articles substantially the same as those described herein provided the articles are equal in quality, durability, and fitness from the variation in the bid. Acceptability of alternate will be determined solely by the City of Huntington Beach. Bidder must submit specifications when bidding alternative equipment.

**RIGHT TO REJECT** City reserves the right to reject at any time any or all bids, or parts thereof, and to waive any variances, technicalities and informalities which do not impair the quality, utility, durability, or performance of the items.

**SAMPLES** Samples if items, when requested or required, must be furnished to the city free of expense to the city and, if not destroyed by tests will, upon request, be returned at the bidder's expense.

**PRICES** Individual item pricing must be shown for each line item. In case of error in extension of prices, unit price will govern. All prices must be firm for the contract term unless the city specifically provides for adjustment. Any proposed pricing adjustment shall be submitted to the City Representative in writing at least thirty (30) days prior to the proposed date of increase. All quotations must be FOB delivered.

**FORM OF BID AND SIGNATURE** The bid must be made on this form only. Bid should be enclosed in a sealed envelope, showing the Request for Quotation Number in the lower left corner, and addressed to the City of Huntington Beach, 2000 Main street, Huntington Beach CA 92648-2702 , Attn: Purchasing. This bid must be signed by an officer or authorized employee. Bids may be rejected if this form is not signed.

**SUBMISSION DATE AND WITHDRAWAL OF BIDS** Each bid must be delivered to the location and received on or before the due date and time stated. Bids may be withdrawn without prejudice, providing the Central Service Division receives the written request no later than the time set for opening bids. Withdrawals will be returned to bidder unopened. **FAXED BID IS NOT ACCEPTABLE.**

**AWARD OF CONTRACT** The City reserves the right to award this Contract by item or in its entirety, whichever is in the best interest of the City

**I. GENERAL INFORMATION:**

1. The City of Huntington Beach is requesting qualifications for repairing damaged or deteriorated surfaces of vehicles and equipment as required for the City fleet which ranges in size from small cars and pickups to heavy equipment.
2. The City reserves the right to award contract(s) to one or more body shops for the City's requirements of repairs on vehicles.

**II. QUALIFICATIONS:**

1. No contract will be awarded except to responsible proposers capable of performing the class of work contemplated. Before the award of contract, any proposer may be required to show that they have the necessary facilities, experience, ability, and financial resources to perform the work in a satisfactory manner and within the time stipulated. Required services may include frame straightening, total refinishes, and towing to and from the City yard. All proposers must be primarily engaged in the car and light/heavy truck body repair business.
2. The City reserves the right to inspect the Proposer's facility and to perform such investigation as may be deemed necessary to insure that competent personnel and management will be utilized in the performance of the contract.
3. City prefers that proposers be I CAR certified body shops, capable of dealing with all insurance companies.

**III. REQUIREMENTS:**

**1. STANDARD FORM OF ESTIMATING:**

City prefers that proposers use a standard form of estimating, such as the Mitchell Crash Estimating Guide for estimating repair costs.

**2. RESPONSE TIME:**

The City requires vendor to respond by sending a representative to the City facility to estimate each individual repair job within 24 hours of request by an authorized City representative. Repairs are to begin as soon as possible following notice of the approval to proceed by an authorized City representative. All repairs are to be completed in a timely manner. Mission essential designated vehicles must be given the highest priority with repairs started as soon as authorization is given by a designated City representative. In all cases, vendors must agree that City repairs will be completed in a timely manner in order to minimize down time for City vehicles. Excessive down time may result in cancellation of agreement for non-compliance.

No appointment shall be necessary to begin City repair work.

**3. PICK UP AND DELIVERY:**

Pickup and delivery of City vehicles from and to City facility is required at no charge. In the event that no estimate is required for the repair, pick up must be the same day that the request is phoned to the vendor.

**4. PARTS:**

- a. All repair parts must be OEM parts unless otherwise designated by an authorized representative of the City Upon request by the City, the vendor may be required to utilize used parts from the City facility. Vendor will then be required to remove the parts from a City vehicle on City site.
- b. All body/structural and any other associated parts and equipment shall be warranted by the OEM/CAPA/manufacture and/or distributor. If not warranted by this method the contractor shall assume and provide such warranty reasonable equal to the manufacturer/distributor standards and pre-accepted by City of Huntington Beach.
- c. Parts & Workmanship Warranty:\_\_\_\_\_

Equipment proposed shall be warranted for \_\_\_\_\_year(s)

**5. SUBLET WORK:**

All sublet work must be approved by the City prior to work being done. The cost for sublet work must be approved prior to work being done. Sublet work shall be documented and warranted by successful proposer(s). Upon request, the successful proposer(s) shall provide copies of invoices to verify work.

**6. WARRANTY:**

All materials and workmanship shall be guaranteed for a period of one year from date of acceptance of work.

**7. CANCELLATION:**

Contract may be canceled by either party with thirty (30) days written notice. Due cause for termination by the City shall be, but not limited to, failure to deliver within a reasonable time period, failure of the product(s) to meet specifications and/or reasons of unsatisfactory service.

**8. METHOD OF AWARD:**

The City's Bidders' evaluation and selection process is based upon Qualifications Based Selection (QBS) for services. The following criteria will be used in evaluating the bids using a point value system (100 points) based upon the weighting indicated below.

- a. The Body Shop's ability to meet the qualifications as listed (40 points)
- b. Compensation (60 points)

## **SPECIFICATIONS**

The undersigned hereby agrees to provide the services listed below in accordance with the specifications which are incorporated herein.

This Request for Proposal neither implies, nor guarantees a specific level of usage, if any, under this agreement.

### **INTRODUCTION AND BACKGROUND INFORMATION**

The City of Huntington Beach, California is inviting vendors to submit bids for annual auto body shop labor and materials services. The awarding vendors will supply on a timely basis, the necessary services to repair City owned vehicles.

City of Huntington Beach Management – The City of Huntington Beach maintains a mixed fleet of approximately 925 heavy, medium and light duty vehicles. These vehicles are utilized by all City Departments throughout the City – Police, Public Works, Fire & Beach Maintenance.

Facilities – the City of Huntington Beach Vehicle Maintenance Facility is located at 19371 Gothard St, Huntington Beach CA 92647. The City of Huntington Beach Fleet Operations Supervisor is Robert LaRoche.

Overview of Service Required – The following specification outlines the procedures and acceptable practices for supplying services related to repairs of body damage on City owned and operated vehicles and equipment. The goal is to provide the most reliable level of service, with the highest standards, at the lowest possible cost to the City. A representative of the City may request to inspect the successful bidders facility prior to awarding an annual contract for repair services.

All bidders must be a full service facility with the capability to perform or provide all services necessary to complete repairs. These services may include frame straightening, total refinishes, towing to and from the Corporation Yard.

All bidders shall use a standard form of estimating, such as the Mitchell Crash Estimating Guide for estimating repair costs.

Parts – All repair parts shall be billed to the City of Huntington Beach. The successful bidder shall supply copies of all parts invoices upon request to verify the cost of parts. The City will accept used parts from an approved auto dismantler to make repairs when available and when use of used parts will not affect vehicles downtime, job quality, safety or performance.

Unforeseen damage (ie: supplements) typically should not exceed 10% of the original estimate, however, it is understood that damage may be more significant in some cases. Unforeseen damage needs to be well documented by the contractor and the work must be pre-approved by the Fleet Operations Supervisor.

In the event there is unforeseen damage the contractor shall document and itemize the additional work and provide to the Fleet Operations Supervisor as an amendment to the original proposal. If agreeable, the amendment will be signed by the Fleet Operations Supervisor and returned to the contractor. If the work is completed without the approval of the Fleet Operations Supervisor the work will be done at no additional cost to the City.

Painting of vehicles shall be as per manufacturer specifications for the vehicles in questions.

Partial Painting of vehicles shall be as per manufacturer specification for the vehicles in question and transitions must be blended.

**Description**

PLEASE RESPOND TO THE FOLLOWING ITEMS (attach additional sheets if necessary):

1. Labor/Shop rates per hour \$\_\_\_\_\_.
2. Repair parts: Cost plus \_\_\_\_\_%.
3. State below charges to repair example vehicle per described work:  
 For the purpose of comparing bids, each bidder is to provide the following job cost information.
  - a) Cost for job shall include all costs for materials/labor
  - b) Cost for parts shall be quoted from current manufacturers price list or vendor invoice.
  - c) Parts replaced shall be factory O.E.M. only.

STATE BELOW CHARGES TO REPAIR STATED VEHICLE PER DESCRIBED WORK:

VEHICLE:

2010 Crown Victoria Patrol Car

<u>WORK TO BE DONE</u>	<u>LBR HRS</u>	<u>PAINT HRS</u>	<u>PAINT MAT. HRS</u>
1. Replace both front fenders	_____	_____	_____
2. Replace bumper cover	_____	_____	_____
3. Replace hood & push bar	_____	_____	_____
4. Paint complete	_____	_____	_____
5. Blend, buff, cover vehicle, Hazardous Waste	_____	_____	_____
6. Clear Coat	_____	_____	_____
		LABOR COST	\$ _____
		PARTS COST	\$ _____
		MATERIAL COST	\$ _____
		TAX	\$ _____
		TOTAL COST	\$ _____

STATE BELOW HOURLY LABOR RATE PER "The National Estimating Guide"

<u>DESCRIPTION OF WORK</u>	<u>STANDARD LABOR COST</u>	<u>CITY COST</u>
BODY	\$ _____ PER HOUR	\$ _____ PER HOUR
PAINT	\$ _____ PER HOUR	\$ _____ PER HOUR
PAINT MATERIALS	\$ _____ PER HOUR	\$ _____ PER HOUR
FRAME	\$ _____ PER HOUR	\$ _____ PER HOUR
MECHANICAL	\$ _____ PER HOUR	\$ _____ PER HOUR

4. Onsite estimates at our facility, free of charge Yes \_\_\_\_\_ No \_\_\_\_\_

5. Criteria for the decision to repair or replace damaged parts (Please describe in detail) \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

6. Provide pick up and delivery of road worthy City vehicles from City Yard free of charge? Yes \_\_\_\_\_  
 No \_\_\_\_\_

7. Hazardous Waste Fee Schedule: \$ \_\_\_\_\_

8. Bid prices are subject to a \_\_\_\_\_ percent ( %) cash discount if invoices are paid within \_\_\_\_\_ ( ) days from date of invoice.

9. Is your firm I CAR certified? Yes \_\_\_\_\_ No \_\_\_\_\_

10. Warranty: One year all materials and workmanship? Yes \_\_\_\_\_ No \_\_\_\_\_

**Insurance Certificate is not required with submittal of Request for Quotation, Awarding vendor will be required to submit for approval before commencement of work.**

## **CITY OF HUNTINGTON BEACH**

Email: [Justin.Wessels@surfcity-hb.org](mailto:Justin.Wessels@surfcity-hb.org)  
Phone: 714-374-5378 Fax: 714-536-5212

**Insurance Requirements vary for different applicants. Please see the below listed applicant types followed by the insurance requirements.**

City of Huntington Beach Resolution 2008-63 requires that contractors, permittees, licensees/lessees and vendors have an approved Certificate of Insurance on file with the City of Huntington Beach for the issuance of any permit or city contract.

The insurance certificate must be approved by the City Attorney's Office as to meeting all of the city's insurance requirements. An original certificate is required or a PDF version attached to an email may be forwarded. If the insurance certificate is faxed, it must come directly from the insurance provider to the City of Huntington Beach. All insurance must be from a California admitted carrier with a current A.M. Best's Rating of no less than A:VII

**1. CONTRACTORS** – Any persons or entities or Contract with the City and/or provide service to the City which are readily available and efficiently procured by competitive bidding.

*Requirements: General Liability, Workers' Compensation, Auto Liability, Additional Insured Endorsements*

**2. DESIGN PROFESSIONALS-** Professional Service contractors who contract with the City and/or provide architectural and/or engineering services to the City.

*Requirements: Errors and Emissions (Professional Liability) \$1,000,000 coverage*

**3. LICENSEES/LESSEES** – any person or entities who make contract with the city for the use of public property.

*Requirements: General Liability, Workers' Compensation, Property Insurance, Additional Insured Endorsement*

**4. PERMITEES** – any persons or entities who make application to the City for any use of encroachment upon any street, waterway, pier, or City property.

*Requirements: General Liability, Workers' Compensation, Auto Liability, Additional Insured Endorsements*

**5. Professional Services** – means those services, which involve the exercise of professional discretion and independent judgment on an advanced or specialized knowledge, expertise or training gained by formal studies or experience or services which are not readily or efficiently procured by competitive bidding pursuant to Huntington Beach Municipal Code Section 3.02. Such Services shall include but not be limited to those services provided by appraisers, architects, attorneys, engineers, instructors, insurance advisors, physicians and other specialized consultants.

*Requirements: Errors and Emissions (Professional Liability) \$1,000,000 coverage*

**Private Property Work Permit Requirements** – If the planned work does not involve public property or its right-of-way (e.g. sidewalk/street), the Workers' Compensation Certificate is the only insurance requirement. However, if the work site is adjacent or attached to public property, the City Attorney's Office must be informed for consideration of liability and decides whether or not to approve the certificate with a specific "Private Property Only" approval stamp.

- **General Liability (G/L)** – The general liability requirement is for \$1,000,000 with “per occurrence” type claims coverage and a separate “Additional Insured Endorsement” page listing both the policy number and naming the “*City of Huntington Beach, its officers, elected or appointed officials, employees, agents and volunteers*” as additional insured on the endorsement. (see below for Additional Insured requirements)
- **Additional Insured Endorsement Requirements** – The City, its officers, elected or appointed officials, employees, agents and volunteers are to be specifically named and covered as additional insureds by separate attached endorsement(s) as respects liability arising out of action performed by or on behalf of the contractor, products and completed operations of the contractor, premises owned, occupied or used by the contractor, or automobiles owned, leased or borrowed by the contractor. The coverage shall contain no special limitations on the scope of protection afforded to the City, its agents, officers and employees. The endorsement should include the policy number it correlates to.
- **Primary Insurance** – General Liability Insurance coverage shall be primary insurance as respects the City, its agents, officers, and employees. Any insurance or self-insurance maintained by the City, its agents, officers, and employees shall be excess of the submitted insurance and shall not contribute with it.
- **Description of work** – The staff contact and purpose of the evidence of coverage must be identified on the certificate of insurance.
- **Automotive Insurance** – Automobile insurance requirement is for \$1,000,000 and a separate “Additional Insured Endorsement” page listing both the policy number and naming the “*City of Huntington Beach, its officers, elected or appointed officials, employees, agents and volunteers*” as additional insured on the endorsement. The City of Huntington Beach has a zero deductible/SIR requirement.
- **Worker’s Compensation Insurance (W/C)** – The Worker’s Compensation insurance requirement is the State statutory limits of \$250,000 bodily injury by disease, policy limit, and \$100,000 bodily injury each employee for accident or disease per occurrence. Certificate holder listed on the certificate is:  
 City of Huntington Beach, 2000 Main St., Huntington Beach, CA 92648.  
 If your organization/company has no compensated employees working on the project, you may complete and return a “Non-Employer Status” form to be used in lieu of a W/C insurance certificate.
- **Cancellation Clause Notice** – The cancellation clause must contain a thirty (30) day notice. A ten (10) day notice for non-payment of premium is acceptable in combination with 30 day notice.
- **Professional Liability** – Coverage must be provided at a minimum of \$1,000,000 per occurrence and in the aggregate.
- **Deductibles**– The following deductibles are acceptable and all others must be removed from the insurance policy or a waiver can be requested (see below) :
  - **General Liability** - \$5,000
  - **Auto Liability** - \$1,000
  - **Professional Liability/Errors & Emissions** - \$10,000
- **Waiver Procedure** – If unable to comply with a requirement, the “INSURED” may request a waiver of a specific requirement. The Insurance Waiver form is an internal form that the City of Huntington Beach will complete. (see following page for waiver form) ***The exception to the waiver is the G/L & Auto “Additional Insured Endorsement” page.***
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# Waiver Procedure

To request a waiver, indicate here  and provide a brief description ( 1 – 2 sentences) of the proposed work/project, its dollar value (if not a specific dollar amount, use an average, annual estimate or non-profit) and projected timeframe (per job or as-needed basis).  
For substantial dollar deductible/SIR amounts, a financial statement is required (Balance Sheet, Budget Reports, Dun & Bradstreet Report, etc.).

Waiver Requested: \_\_\_\_\_

Encroachment Permit       Private Property Work Permit       Consultant Services

Other: \_\_\_\_\_

Proposed Work: \_\_\_\_\_

Dollar Value: \_\_\_\_\_

Projected Timeframe: \_\_\_\_\_