

Platte County, Missouri
Request for Proposals

Body Shop Services

The Platte County Sheriff's Office is seeking qualified proposals for Body Shop Services to be provided on Platte County Sheriff vehicles (pursuant to an annual contract). The proposal should specify at a minimum the provision of professional services, including a minimum of a) the contract price for labor, b) the cost of vehicle storage & c) any additional cost for service not listed in the bid specifications. The Platte County Sheriff's Office reserves the right to reject any or all proposals and to waive any minor irregularities as the proposal(s) pertains to professional services only.

Sealed bids are due to the Platte County Clerk's Office (in duplicate) by 5:00 P.M. on February 5, 2020. Public opening will occur at 10:00 A. M. on February 7, 2020, at the Platte County Clerk's Office. For a copy of the bid specifications or any questions regarding this Request for Proposals, please contact the Platte County Sheriff's Office Fleet Manager, 415 Third Street, Platte City, MO 64079 or call 816-858-3450.

Platte County Sheriff's Office

Body Shop Bid Specifications

The Platte County Sheriff's Office is looking for businesses that can provide services for the repair of vehicles and other equipment for County owned law enforcement vehicles, including but not limited to cars, vans, pickup trucks, light duty trucks up 12,000 GVW, on an as needed basis. The bid prices shall be available for County offices outside of the Sheriff's Office. Those businesses who are interested in applying in this process must be able to provide the following information and services. Any contract that may be awarded as a result of this bid process would apply in situations where an insurance claim is not filed. If an insurance claim is filed the contract will be used as the basis for a cost estimate to the insurance company and work will be subject to the requirements of the County's insurance policy.

The business must be able to provide a timely repair and services estimate when requested. The business must be able to perform collision repair, dent repair, uni-body and frame straightening, body panel fabrication and replacement, vehicle painting, installation and removal of vehicle decals, and other bodywork as may be required. The business will also need to clean any repaired vehicle before return to the Sheriff's Office. The business will need to provide contract pricing for labor, parts, and any storage fees. The provider shall provide all equipment /supplies. All equipment/ supplies shall meet the standards of the Federal Occupational Safety and Health Act and the State of Missouri Safety Codes. All tools and equipment shall be provided by the contractor and shall meet all applicable local, State and Federal Standards.

All work shall be performed in a thorough and professional manner and in accordance with accepted industry methods and practices. All work shall be in strict compliance with all local and state codes, ordinances, laws, and policies. The Platte County Sheriff's Office will need to have convenient and ready access to the vehicles during the regular business hours of Platte County. Qualified bidders must also be insured/bonded and warranty the work performed. If contract that may be awarded as a result of this bid process the Sheriff's Office designee for vehicle repair must be consulted on all work or replacements before such work is commenced.

Bidders must have the ability to provide detailed invoices for the work being performed.

Bills/invoices shall be itemized to include the following information at a minimum:

- A. Date and nature of work;
- B. Labor in hours for regular repair work;
- C. Parts & Materials. Copies of all parts invoices shall be included with the bill.

Bids must be submitted on the attached RFP forms. The Platte County Sheriff's Office reserves the right to accept or reject any and all bids submitted; and to accept such bids deemed to be in the best interest of the County and/or the Sheriff's Office. The bids will be reviewed initially to determine if technical requirements are met.

Bidders shall provide information with their proposal that will certify that they are experienced with or meets the requirement of this specification to be eligible for a contract award. Complete Statement of Qualifications (Attachment). The County will evaluate the experience of the bidder in providing the proposed services. Each bidder must provide information with their bid that will certify that they are experienced with or meets the requirement of this specification.

To be eligible for a contract award, each bidder must be qualified and able to provide the following as required. The bidder must be in the business of providing vehicle repair and body work service required by the description of service/scope of service. Bidders shall have access to all necessary equipment and the organizational capacity and technical competence necessary to complete all specifications listed in the scope of services.

All sealed bids must be returned and marked "Body Shop Services" to the Platte County Clerk Office (in duplicate) no later than 5:00 pm on February 5, 2020.

Platte County Clerk's Office

415 Third Street, Room 116

Platte City, MO 64079

Please submit the following information on the following pages as part of your bid.

**BIDDER COVER PAGE
SIGNATURE AFFIDAVIT**

NAME OF FIRM:	
STREET ADDRESS:	
CITY, STATE, ZIP:	
CONTACT PERSON:	
PHONE #:	
FAX #:	
EMAIL:	

In signing this bid, we also certify that we have not, either directly or indirectly, entered into any agreement or participated in any collusion or otherwise taken any action in restraint of free competition; that no attempt has been made to induce any other person or firm to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above statement is accurate under penalty of perjury.

The undersigned, submitting this bid, hereby agrees with all the terms, conditions, and specifications required by the County in this Request for Bid, and declares that the attached bid and pricing are in conformity therewith.

Signature

Title

Name (type or print

Date

Submit With Bid

PRICE PROPOSAL

NAME OF FIRM:

**SERVICE & PRICING BODY SHOP WORK
FOR LAW ENFORCEMENT VEHICLES**

	Cars	Trucks (under 12K GVW)
HOURLY FLAT LABOR RATE	\$	\$
HOURLY RATE - PAINT	\$	\$
HOURLY RATE - FINISHING	\$	\$
HOURLY RATE - FRAME WORK	\$	\$
HORLY RATE - SHEET METAL	\$	\$
HOURLY RATE - MECHANICAL	\$	\$
HOURLY RATE - ELECTRICAL	\$	\$

Term Pricing. Prices will remain firm for the duration of the annual agreement. Bidders may also indicate proposed subsequent years pricing. Percentage increase for subsequent contract years starting in:

_____ % for 2020 _____ % for 2021 _____ % for 2022 _____ % for 2023

Parts price discount percentage from list price	%	%
Cost of pickup/delivery (if avail)	\$	
Storage fees per day if any	\$	

Submit With Bid

Offer priority service?	Yes	No
Inside storage?	Yes	No
Will they allow others to work in their shop and/or parking lot to remove equipment from totaled vehicles?	Yes	No
INDICATE YOUR BUSINESS HOURS		
	Mon – Friday	
	Saturday	
	Sunday	

If the business uses a location other than the business location for the secure storage of vehicles please list the location address below. If the storage location is owned or operated by another company or individual please include the name and contact information for the owner/operator as well.

Submit With Bid

REFERENCE DATA SHEET

NAME OF FIRM:	
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Provide company name, address, contact person, telephone number, and appropriate information on the product(s) and/or service(s) used for installations with requirements similar to those included in this solicitation document. References may be checked at the County's discretion for bid evolution purposes.

Company Name

Address (include ZIP)

Contact Person
Product(s) and/or Service(s) Used

Phone
No.

Company Name

Address (include ZIP)

Contact Person

Product(s) and/or Service(s) Used

Phone
No.

Company Name

Address (include ZIP)

Contact Person

Product(s) and/or Service(s) Used

Phone
No.

Submit With Bid

STATEMENT OF QUALIFICATIONS / QUESTIONNAIRE

NAME OF FIRM:	
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Furnish the following information about your firm's qualifications & experience. Provide detailed description information that will be used in the evaluation of this bid. Use the space provided to answer all questions. Attach additional sheets as necessary.

Experience: Furnish written information about your experience. State all locations, and dates of operation; the types and size of events; if appropriate, the numbers and kinds of employees involved; and any other relevant details which would indicate your capability to perform such operations. Attach as many sheets as needed to fully set forth this information.

Describe the general background and services provided by the organization: Use additional sheets as necessary.

Certifications: List certifications and other relevant affiliations:

Quality Control: Describe your policies regarding quality of work, quality control and final inspections:

Sensitive Equipment: Describe your place or work explaining the how secure your facility is as some of the County's vehicles contain sensitive equipment (law enforcement vehicles, radios, etc.)

Warranty: Describe any warranty on the services performed. Include any warranty limits on work, and any other affiliations/ locations that will honor work.

Submit With Bid