

# Invitation to Bid #12PSX0328

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## Auto and Truck Body Repairs for State-owned Vehicles

Contract Specialist: **Mark Carroza**

Date Issued: **2 October 2012**

Due Date: **5 November 2012 at 2:00PM**

### Department of Administrative Services



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# Invitation to Bid

## Auto and Truck Body Repairs for State-owned Vehicles

### Scope

The intent of this bid is to establish a contract to provide Auto Body Repair Services for State-Owned Vehicles at main locations for the Department of Administrative Services/Division of Fleet operations, Department of Public Safety/Division of State Police, Department of Transportation and additional statewide locations for All Other Using State Agencies (AUSA), and Political Subdivision of the State. The contract will commence on December 1, 2012 and expire on November 30, 2017. The State of Connecticut reserves the option to extend the contract for the length of its original term or portions thereof.

This contract replaces the following contract award(s) in part or in total: 08PSX0220

#### **SPECIAL REQUIREMENTS:**

Bids will be considered only from contractors who are licensed by the Connecticut Department of Motor Vehicles (DMV) and have been working in the auto body business for at least two (2) years. Awarded contractor(s) must maintain and be current for the life of the Contract all licensing and registration requirements per DMV rules and regulations. Awarded contractor(s) must adhere to and comply with all applicable federal, state, and town laws, rules, and regulations in regard to the operation of their repair business, operation of motor vehicles and employment of personnel.

**Vehicle Maintenance Wastewater** (DEP-PERD-GP-010): This general permit applies to wastewater generated by 1) floor wash-down and incidental drippage from vehicles as a result of routine servicing operations and; 2) washing of vehicle exteriors or steam cleaning of engines. Wastewater must discharge either through a sanitary sewer to a POTW, or to a holding tank that meets the requirements of the general permit, from which holding tank the wastewater is transported to a POTW. Maximum daily flow of all discharges of vehicle maintenance wastewater generated at a single site must not exceed 15,000 gallons per day. Registration is required to be submitted *and* may need to be approved in writing by the Department in order for the discharges to be authorized by this general permit.

**Bidders must submit copies of their CT DMV issued Dealer/Repairer license and copies of Permits issued by the Department of Energy and Environmental Protection (DEEP).**

#### **Pit Stop Program**

There are over 5,200 vehicle service facilities in Connecticut (auto-body and repair shops, gas stations, fleets, vocational-technical schools, junkyards). DEEP's [Pit Stops](#) program is designed to provide outreach to these facilities so they are aware of environmental requirements and P2 opportunities. Pit Stops fact sheets cover topics such as antifreeze, vehicle painting, and shop wastewater. Presentations based on Pit Stops topics are held for organizations representing the automotive services industry including the Connecticut Auto Recyclers Association, Connecticut Automotive Trades Association, American Public Works Association, and CT Towing and Recovery Professionals of Connecticut.

**SEE INFORMATION IN THE FOLLOWING PAGES OR GO ONLINE FOR UPDATES:**

Pollution Prevention Fact Sheets

Sector: Vehicle Repair and Body Shops

The Pit Stops fact sheets outline basic regulatory requirements and best management practices for the vehicle services industry, which includes vehicle repair, body shops and dismantling operations. They are available either as individual fact sheets or as an entire document entitled [Environmental Regulations and Pollution Prevention Opportunities for the Vehicle Service Industry, May 2004](#) (PDF, 1585K).

[Introduction](#) (how to use these fact sheets), (PDF, 20K)

[Antifreeze](#), (PDF, 58K)

[Aquifer Protection](#), (PDF, 65K)

[Batteries \(Lead Acid\)](#), (PDF, 114K)

[Body Repair and Painting](#), (PDF, 93K)

[Mercury Switches](#), (PDF, 104K);

[Parts Cleaning](#), (PDF, 83K)

[Petroleum Storage Tanks](#), (PDF, 196K)

[Property Transfer](#), (PDF, 42K)

[Rags and Absorbents](#), (PDF, 62K)

[Recycling](#), (PDF, 79K)

[Refrigerants \(CFCs\)](#), (PDF, 70K)

[Shop Wastewater](#), (PDF, 104K)

[SPCC Plans](#), (PDF, 27K)

[Spill Reporting](#), (PDF, 33K)

[Stormwater](#), (PDF, 81K)

[Tires](#), (PDF, 67K)

[Used Oil](#), (PDF, 131K)

[Waste Fuel, Tanks & Filters](#), (PDF, 75K)

[Frequently Asked Questions](#), (PDF, 24K)

[Purchasing Environmentally Preferable Products \(EPPs\)](#), (PDF, 51K)

[Hazardous Waste Management: Appendix A](#), (PDF, 130K)

[Emergency Planning & Community Right-to-Know Act of 1986 \(EPCRA\): Appendix B](#), (PDF, 60K)

[Vehicle Fluids Mixing Chart: Appendix C](#), (PDF, 17K)

[Contact Information](#), (PDF, 16K)

For more information, please call the Office of Pollution Prevention at (860) 424-3297.

**Water Discharge Permit**

A permit is required if your facility has floor drains [CGS Section 22a-430]. If you meet the conditions listed in “Pit Stops” you may qualify for the General Permit for the Discharge of Vehicle Maintenance Wastewater. For a copy of the permit, registration form or guidance document explaining the requirements, visit the “Permits, Licenses and Registrations” section of the DEEP website at:

[http://www.ct.gov/dep/cwp/view.asp?a=2709&q=324212&depNav\\_GID=1643#VehicleGP](http://www.ct.gov/dep/cwp/view.asp?a=2709&q=324212&depNav_GID=1643#VehicleGP)

or call the CT-DEEP’s Bureau of Water Management at (860) 424-3018. If you do not have a water discharge permit, you must document in writing the methods undertaken to remove the water from your premises.

Bidders must include a detailed description of methods and equipment used for painting and their compliance to all DEEP and Environmental laws, rules, and regulations. If any of the requirements listed in “Pit Stops” are not met, the facility must obtain an individual permit from DEEP [RCSA Section 22a-174-3b]. For more information about air emission requirements, contact the DEEP Bureau of Air Management at (860) 424-3027.

**Bidders submitting bids on trucks must include a separate statement that contains the following information:**

- Dimension of bays
- Capacity of lifts
- Manufacturer and model of frame machines and range of frames which can be straightened.

All vehicles, tools, necessary equipment, safety devices, and skilled licensed personnel to perform all services under the terms of this contract shall be the sole responsibility of the awarded contractor(s). Awarded contractor(s) will be responsible for executing good engineering and safety practices in all related services performed for this contract. Contractor(s) shall employ only such workers as are skilled and/or licensed in the tasks to which they are assigned. Minimum acceptable work force will be one (1) body man and one (1) painter. The State reserves the right to require the Contractor to reassign any employee it deems incompetent, careless, insubordinate, or otherwise objectionable to work under this contract. All contractors' employees must carry any applicable license (e.g. CDL) and photo identification (provided by the contractor at the contractor's cost) clearly identifying them as employees of the contractor.

Awarded contractor(s) is responsible for the reimbursement of vehicle damages due to improper towing, poor workmanship, and storage.

**LOCATIONS:**

Bidders may bid on areas outside the 15-mile radius. However, it is preferable that the contractor's place of business for the purpose of this bid invitation be located within a ten (15) mile Radius of the Fleet Operations location or any other State Agency requiring the repair bid.

**BID PRICES:**

An hourly rate is requested for labor required to make the necessary repairs. This rate is also used for refinishing (painting) of the vehicles(s).

A percentage discount is requested for materials and parts used during the repair process. Please quote a whole number, such as 5%. Replacement parts are required to be OEM parts, including but not limited to Chrysler, Ford, General Motors. The agency will determine if body repairs require replacement parts.

**WARRANTY**

Each bidder shall clearly state the type of warranty they will offer on bodywork and painting.

**PLEASE NOTE: FAILURE TO INCLUDE A COPY OF YOUR CONNECTICUT REPAIRER/DEALER LICENSE, AND A COPY OF YOUR GENERAL PERMIT FOR DISCHARGE OF VEHICLE SERVICE FLOOR DRAIN WASTE WATER, MAY RESULT IN THE REJECTION OF YOUR BID.**

## Instructions to Bidders

### I. Bid Schedule

RELEASE OF ITB:	Date: 4 October 2012
RECEIPT OF QUESTIONS:	Date: 19 October by 5:00PM
ANSWERS TO QUESTIONS POSTED AS ADDENDUM:	Date: 24 October by 3:00PM
BID DUE DATE:	Date: 5 November 2012 at 2:00PM

During the period from your organization's receipt of this Invitation to Bid, and until a contract is awarded, your organization shall not contact any employee of the State of Connecticut for additional information, except in writing, directed to the Department of Administrative Services, Attn.: Mark Carroza, Procurement Services, 165 Capitol Avenue, 5th Floor South, Hartford, CT 06106.

### III. Questions

Questions for the purpose of clarifying this bid must be emailed to: [mark.carroza@ct.gov](mailto:mark.carroza@ct.gov) and must be received by the Contract Specialist no later than the date and time specified.

### IV. Solicitation Submission

Solicitations shall be submitted online by the bid due date and time only. Bidders must upload their solicitation submission to their BizNet Account. Any material that is not submitted online with your company's solicitation submission shall not be accepted under any circumstances. No documentation shall be submitted by hard copy, fax or email.

### V. Public Bid Opening

Please note that the public bid openings are now conducted online. Since solicitations are now uploaded to the bidder's BizNet account, solicitation results will be available online from all bidders that submitted a solicitation. The pricing results are only available for 24 hours after the bid opening date and time.

#### How to View Bid Results:

- Go to the DAS/Procurement website: [das.ct.gov/Portal](http://das.ct.gov/Portal)
- Click on the heading "Current Solicitations"
- Click radio button "Under Evaluation"
- Search for the bid
- Click on "Public Opening" under the bid due date and time

## Bid / Contract Requirements

### I. **Mandatory Extension to State Entities**

Bidders are required to offer and extend this contract (including pricing, terms and conditions) to Political Sub-Divisions of the State (Towns and Municipalities), Schools, and Not-For-Profit Organizations.

When a Political Sub-Division, School, and/or Not-For-Profit Organization utilize this contract, all references to the "State" are hereby replaced with the Name of the Using Sub-Division, School, or the name of the Not-For-Profit Organization.

### II. **Set Aside Participation**

It is the intention of the state to award no less than 50% of this contract to Connecticut Small Business Enterprises (SBE) and Minority Business Enterprises (MBE) certified by the State of Connecticut's Department of Administrative Services/Supplier Diversity Program, pursuant to Connecticut General Statute 4a-60g. SBE and MBE bidders are required to be certified at the time of the bid opening and are requested to provide a copy of their company's current certification certificate with their bid.

Further information about the Supplier Diversity Program can be found at the following link:  
[http://www.das.state.ct.us/Purchase/New\\_purchHome/busopp\\_template.asp?F\\_ID=25](http://www.das.state.ct.us/Purchase/New_purchHome/busopp_template.asp?F_ID=25)

### III. **Quantities and/or Usages**

These are estimated quantities and/or usages only and in no way represent a commitment and/or intent to purchase. Actual quantities may vary and will be identified on individual purchase orders issued by the requesting state entity.

### IV. **Contract Separately / Additional Savings Opportunities**

The State reserves the right to either seek additional discounts from the contractor(s) or to contract separately for a single purchase, if in the judgment of DAS/Procurement Services, the quantity required is sufficiently large, to enable the State to realize a cost savings, over and above the published contract prices, whether or not such a savings actually occurs.

### V. **Brand Name Specifications and/or References**

The use of the name of a manufacturer or of any particular make, model or brand in describing an item does not restrict bidders to that manufacturer or specific article unless limited by the term "no substitute". However, the article being offered must be of such character and quality so that it will serve the purpose for which it is to be used equally as well as that specified, and the bidder shall warrant to the State that it is fit for that purpose. Bids on comparable items must clearly state the exact article being offered including any and all applicable options and the bidder shall furnish such other information concerning the article being offered as will be helpful in evaluating its acceptability for the purpose intended. If the bidder does not indicate that the article offered is other than as specified, it will be understood that the bidder is offering the article exactly as specified. Bidders must submit complete documentation on the specifications and quality levels of the proposed products. Bids submitted that do not contain this documentation are subject to rejection.

## **VI. P-Card (Purchasing Credit Card)**

Purchases for all state agencies that are less than \$1,000 shall be made using the State of Connecticut Purchasing Card (MasterCard) in accordance with Memorandum No. 2011-11 issued by the Office of the State Comptroller.

Contractor shall be equipped to receive orders issued from this Contract using the purchasing card. The Contractor shall be responsible for the credit card user-handling fee associated with credit card purchases. The Contractor shall only charge to the State's MasterCard upon delivery of goods or rendering of services.

The Contractor shall capture and provide to their Merchant Bank, Level 3 reporting at the line item level for all orders placed by State purchasing cards.

Questions regarding the state of Connecticut MasterCard Program should be directed to Ms. Kerry DiMatteo, Procurement Card Program Administrator at (860)713-5072.

## **VII. Contract Award**

The State reserves the right to award this Contract in a manner deemed to be in the best interest of the State and may include, but not be limited to:

- A. by item, group of items, or in its entirety
- B. geographic location to adequately service the entire State of Connecticut in the best possible manner
- C. Multiple Contractor Award

## **VIII. Micro Business Preference**

This contract shall be awarded to the lowest responsible qualified bidder. The qualities of articles to be supplied, their conformity with the specifications, their suitability to the requirements of the state government and the delivery terms will be taken into consideration, and the life-cycle costs and trade-in or resale value of the articles may be considered where it appears to be in the best interest of the state. In determining the lowest responsible qualified bidder, a price preference of up to ten percent (10%) may be given for the purchase of the goods or services from micro businesses. Micro business means a business with gross revenues not exceeding three million dollars (\$3,000,000) in the most recently completed fiscal year. To be considered for this ten percent (10%) price preference, bidders shall provide a copy of their Federal Internal Revenue tax return form, with their bid, for the most recent fiscal year, confirming their gross revenues of less than three million dollars (\$3,000,000). Failure to provide such tax return with the bid shall deny bidder consideration for price preference. For companies who have not yet filed their tax return for the most recently completed fiscal year, in lieu of a tax return, a letter from a Certified Public Accountant attesting to the company's gross estimated revenues for the most recently completed fiscal year will be accepted.

## **IX. Subcontractors**

DAS must approve any and all subcontractors utilized by the successful bidder prior to any such subcontractor commencing any work. Bidders acknowledge by the act of submitting a bid that any work provided under the contract is work conducted on behalf of the State and that the Commissioner of DAS or his/her designee may communicate directly with any subcontractor as the State deems to be necessary or appropriate. It is also understood that the successful bidder shall be responsible for all payment of fees charged by the subcontractor(s). A performance evaluation of any subcontractor shall be provided promptly by the successful bidder to DAS upon request. The successful bidder must provide the majority of services described in the specifications.

## Index of Abbreviations

### Abbreviations:

DAS	Department of Administrative Services
DEEP	Department of Energy and Environmental Protection
DMV	Department of Motor Vehicles
ITB	Invitation to Bid
MBE	Minority-owned Business Enterprise
SBE	Small Business Enterprise