

Solicitation 08373-12

Services: Body Repair and Painting for Light Duty Vehicles.



Collin County

Bid 08373-12

Services: Body Repair and Painting for Light Duty Vehicles.

Bid Number 08373-12
 Bid Title Services: Body Repair and Painting for Light Duty Vehicles.

Bid Start Date In Held
 Bid End Date Oct 4, 2012 2:00:00 PM CDT
 Question & Answer
 End Date Sep 28, 2012 5:00:00 PM CDT

Bid Contact Judy Davis
 Contract Administrator
 Purchasing
 972-548-4122
 judydavis@co.collin.tx.us

Contract Duration 60 days
 Contract Renewal 2 annual renewals
 Prices Good for 90 days

Standard Disclaimer ***Note to Bidders/Offerors~The following standard disclaimer applies to Invitation to Bid (IFB), Competitive Sealed Proposal (CSP), and Request for Proposal (RFP) ONLY, not applicable to Request for Qualifications (RFQ) or Request for Information (RFI).***
 Mailing Address:
 Collin County Purchasing
 2300 Bloomdale Rd., Ste 3160
 McKinney, TX 75071
 Prices bid/proposed shall only be considered if they are provided in the appropriate space (s) on the Collin County bid form(s). For consideration, any additions or deductions to the bid/proposal prices offered must be shown under the exceptions section of the bid/proposal in the case of electronic submittal, ONLY in the case of a hard copy submittal will an additional attachment be allowed. Extraneous numbers, prices, comments, etc. or bidder/offeror generated documents appearing elsewhere on the bid or as an additional attachment shall be deemed to have no effect on the prices offered in the designated locations.
 All delivery and freight charges (F.O.B. inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.

Bid Comments Collin County is requesting bids for an ANNUAL CONTRACT FOR SERVICES; LIGHT DUTY VEHICLE BODY REPAIR AND PAINTING. Vehicles types include passenger sedans, van's, suv's and light trucks up to 16,500 GVW. Collin County intends to enter into contracts with two (2) or more qualified contractors for light duty vehicles. The intention of the specifications is to describe the services for light duty vehicle body repair and painting needed by the user department.

Item Response Form

Item 08373-12-01-01 - Light Duty Vehicle Body Damage Repair Metal/Glass
 Quantity 1 hour
 Unit Price
 Delivery Location Collin County
 No Location Specified

Qty 1

Description

Light duty vehicle - body damage repair, major or minor; metal/glass.

Item 08373-12-01-02 - Light Duty Vehicle Body Damage Repair Frame Rate

Quantity 1 hour

Unit Price Delivery Location Collin County
No Location Specified

Qty 1

Description

Light duty vehicle - body damage repair, major or minor; frame rate.

Item 08373-12-01-03 - Light Duty Vehicle Body Damage Repair Materials Rate

Quantity 1 hour

Unit Price Delivery Location Collin County
No Location Specified

Qty 1

Description

Light duty vehicle - body damage repair, major or minor; materials rate.

Item 08373-12-01-04 - Light Duty Vehicle Body Damage Repair Mechanical Rate

Quantity 1 hour

Unit Price Delivery Location Collin County
No Location Specified

Qty 1

Description

Light duty vehicle - body damage repair, major or minor; mechanical rate.

Item 08373-12-01-05 - Light Duty Vehicle Body Damage Repair Paint Technician Rate

Quantity 1 hour

Unit Price Delivery Location Collin County
No Location Specified

Qty 1

Description

Light duty vehicle - body damage repair, major or minor; paint technician rate.

Item 08373-12-01-06 - Light Duty Vehicle Discount off of OEM Replacement Parts Domestic

Quantity 1 each

Percentage

Delivery Location

Collin County
No Location Specified

Qty 1

Description

Light duty vehicle - Discount off of manufacturer's suggested retail price on OEM replacement parts; domestic.

Item **08373-12-01-07 - Light Duty Vehicle Discount off of OEM Replacement Parts I mport**

Quantity **1 each**

Percentage

Delivery Location **Collin County**

No Location Specified

Qty 1

Description

Light duty vehicle - Discount off of manufacturer's suggested retail price on OEM replacement parts; import.

Item **08373-12-01-08 - Light Duty Vehicle Discount off of Aftermarket Replacement Parts**

Quantity **1 each**

Percentage

Delivery Location **Collin County**

No Location Specified

Qty 1

Description

Light duty vehicle - Discount off of suggested retail price on aftermarket or quality used replacement parts for vehicles no longer under warranty.



COLLIN COUNTY, TEXAS TERMS AND CONDITIONS

1.0 GENERAL INSTRUCTIONS

1.0.1 Definitions

1.0.1.1 Bidder/Quoter/Offeror: refers to submitter.

1.0.1.2 Vendor/Contractor/Provider: refers to a Successful Bidder/Quoter/Contractor/Service Provider.

1.0.1.3 Submittal: refers to those documents required to be submitted to Collin County, by a Bidder/Quoter/Offeror.

1.0.1.4 IFB: refers to Invitation For Bid.

1.0.1.5 RFQ: refers to Request For Qualifications

1.0.1.6 RFP: refers to Request For Proposal.

1.0.1.7 RFI: refers to Request For Information.

1.0.1.8 CSP: refers to Competitive Sealed Proposal

1.0.1.9 Quotation: refers to Request for Quotation

1.1 If Bidder/Quoter/Offeror do not wish to submit an offer at this time, please submit a No Bid Form.

1.2 Awards shall be made not more than ninety (90) days after the time set for opening of submittals.

1.3 Collin County is always conscious and extremely appreciative of your time and effort in preparing your submittal.

1.4 Collin County exclusively uses BidSync for the notification and dissemination of all solicitations. The receipt of solicitations through any other company may result in your receipt of incomplete specifications and/or addendums which could ultimately render your bid non-compliant. Collin County accepts no responsibility for the receipt and/or notification of solicitations through any other company.

1.5 A bid/quote/submittal may not be withdrawn or canceled by the bidder/quoter/offeror prior to the ninety-first (91st) day following public opening of submittals and only prior to award.

1.6 It is understood that Collin County, Texas reserves the right to accept or reject any and/or all Bids/Quotes/Proposals/Submittals for any or all products and/or services covered in an Invitation For Bid (IFB), Request For Qualifications (RFQ), Request For Proposal (RFP), Request For Information (RFI), Competitive Sealed Proposal (CSP), and Quotation, and to waive informalities or defects in submittals or to accept such submittals as it shall deem to be in the best interest of Collin County.

1.7 All IFB's, RFP's, CSP's, RFQ's, and RFI's submitted in hard copy paper form shall be submitted in a sealed envelope, plainly marked on the outside with the IFB/RFP/RFQ/RFI/CSP/Quotation number and name. A hard copy paper form submittal shall be manually signed in ink by a person having the authority to bind the firm in a contract. Submittals shall be mailed or hand delivered to the Collin County Purchasing Department.

1.8 No oral, telegraphic or telephonic submittals will be accepted. IFB's, RFP's, RFQ's, CSP's, and RFI's, may be submitted in electronic format via **BidSync**.

1.9 All Invitation For Bids (IFB), Request For Proposals (RFP), Request For Qualifications (RFQ), Competitive Sealed Proposals (CSP), and Request For Information (RFI), submitted electronically via **BidSync** shall remain locked until official date and time of opening as stated in the Special Terms and Conditions of the IFB, RFP, RFQ, CSP, and/or RFI.

1.10 Time/date stamp clock in Collin County Purchasing Department shall be the official time of receipt for all Invitation For Bids (IFB), Request For Proposals (RFP), Request For Qualifications (RFQ), Competitive Sealed Proposals (CSP), Request For Information (RFI), submitted in hard copy paper form. IFB's, RFP's, RFQ's, CSP's, RFI's, received in County Purchasing Department after submission deadline shall be considered void and unacceptable. Absolutely no late submittals will be considered. Collin County accepts no responsibility for technical difficulties related to electronic submittals.

1.11 For hard copy paper form submittals, any alterations made prior to opening date and time must be initialed by the signer of the IFB/RFQ/RFP/CSP/RFI/, guaranteeing authenticity. Submittals cannot be altered or amended after submission deadline.

1.12 Collin County is by statute exempt from the State Sales Tax and Federal Excise Tax; therefore, the prices submitted shall not include taxes.

1.13 Any interpretations, corrections and/or changes to an Invitation For Bid/Request For Qualifications/Request For Proposal/Request for Information/Competitive Sealed Proposal, and related Specifications or extensions to the opening/receipt date will be made by addenda to the respective document by the Collin County Purchasing Department. Questions and/or clarification requests must be submitted no later than seven (7) days prior to the opening/receipt date. Those received at a later date may not be addressed prior to the public opening. Sole authority to authorize addenda shall be vested in Collin County Purchasing Agent as entrusted by the Collin County Commissioners' Court. Addenda may be transmitted electronically via **BidSync**, by facsimile, E-mail transmission or mailed via the US Postal Service.

1.13.1 Addenda will be transmitted to all that are known to have received a copy of the IFB/RFQ/RFP/RFI/CSP and related Specifications. However, it shall be the sole responsibility of the Bidder/Quoter/Offeror to verify issuance/non-issuance of addenda and to check all avenues of document availability (i.e. **BidSync** at www.bidsync.com, telephoning Purchasing Department directly, etc.) prior to opening/receipt date and time to insure Bidder/Quoter/Offeror's receipt of any addenda issued. Bidder/Quoter/Offeror shall acknowledge receipt of all addenda.

1.14 All materials and services shall be subject to Collin County approval.

1.15 Collin County reserves the right to make award in whole or in part as it deems to be in the best interest of the County.

1.16 The Bidder/Quoter/Offeror shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County

Employees.

1.17 Any reference to model/make and/or manufacturer used in specifications is for descriptive purposes only. Products/materials of like quality will be considered.

1.18 Bidders/Quoters/Offerors taking exception to the specifications shall do so at their own risk. By offering substitutions, Bidder/Quoter/Offeror shall state these exceptions in the section provided in the IFB/RFQ/RFP/CSP/Quotation or by attachment. Exception/substitution, if accepted, must meet or exceed specifications stated therein. Collin County reserves the right to accept or reject any and/or all of the exception(s)/substitution(s) deemed to be in the best interest of the County.

1.19 Minimum Standards for Responsible Prospective Bidders/Quoters/Offerors: A prospective Bidder/Quoter/Offeror must meet the following minimum requirements:

1.19.1 have adequate financial resources, or the ability to obtain such resources as required;

1.19.2 be able to comply with the required or proposed delivery/completion schedule;

1.19.3 have a satisfactory record of performance;

1.19.4 have a satisfactory record of integrity and ethics;

1.19.5 be otherwise qualified and eligible to receive an award.

Collin County may request documentation and other information sufficient to determine Bidder's/Quoter's/Offeror's ability to meet these minimum standards listed above.

1.20 Vendor shall bear any/all costs associated with its preparation of an RFI/IFB/RFQ/RFP/CSP/Quotation submittal.

1.21 Public Information Act: Collin County is governed by the Texas Public Information Act, Chapter 552 of the Texas Government Code. All information submitted by prospective bidders during the bidding process is subject to release under the Act.

1.22 The Bidder/Quoter/Offeror shall comply with Commissioners' Court Order No. 2004-167-03-11, County Logo Policy.

1.23 Interlocal Agreement: Successful bidder agrees to extend prices and terms to all entities that has entered into or will enter into joint purchasing interlocal cooperation agreements with Collin County.

1.24 Bid Openings: All bids submitted will be read at the county's regularly scheduled bid opening for the designated project. However, the reading of a bid at bid opening should be not construed as a comment on the responsiveness of such bid or as any indication that the county accepts such bid as responsive.

The county will make a determination as to the responsiveness of bids submitted based upon compliance with all applicable laws, Collin County Purchasing Guidelines, and project documents, including but not limited to the project specifications and contract documents. The county will notify the successful bidder upon award of the contract and, according to state law; all bids received will be available for inspection at that time.

2.0 TERMS OF CONTRACT

2.1 A bid/quote/proposal, when properly accepted by Collin County, shall constitute a contract equally binding between the Vendor/Contractor/Provider and Collin County. No different or additional terms will become part of this contract with the exception of an Amendment and/or a Change Order.

2.2 No oral statement of any person shall modify or otherwise change, or affect the terms, conditions or specifications stated in the resulting contract. All Amendments and/or Change Orders to the contract will be made in writing by Collin County Purchasing Agent.

2.3 No public official shall have interest in the contract, in accordance with Vernon's Texas Codes Annotated, Local Government Code Title 5, Subtitle C, Chapter 171.

2.4 The Vendor/Contractor/Provider shall comply with Commissioners' Court Order No. 96-680-10-28, Establishment of Guidelines & Restrictions Regarding the Acceptance of Gifts by County Officials & County Employees.

2.5 Design, strength, quality of materials and workmanship must conform to the highest standards of manufacturing and engineering practice.

2.6 Bids/Quotes/Proposals must comply with all federal, state, county and local laws concerning the type(s) of product(s)/service(s)/equipment/project(s) contracted for, and the fulfillment of all ADA (Americans with Disabilities Act) requirements.

2.7 All products must be new and unused, unless otherwise specified, in first-class condition and of current manufacture. Obsolete products, including products or any parts not compatible with existing hardware/software configurations will not be accepted.

2.8 Vendor/Contractor/Provider shall provide any and all notices as may be required under the Drug-Free Work Place Act of 1988, 28 CFR Part 67, Subpart F, to its employees and all sub-contractors to insure that Collin County maintains a drug-free work place.

2.9 Vendor/Contractor/Provider shall defend, indemnify and save harmless Collin County and all its officers, agents and employees and all entities, their officers, agents and employees who are participating in this contract from all suits, claims, actions, damages (including personal injury and or property damages), or demands of any character, name and description, (including attorneys' fees, expenses and other defense costs of any nature) brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of Vendor/Contractor/Provider's breach of the contract arising from an award, and/or any negligent act, error, omission or fault of the Vendor/Contractor/Provider, or of any agent, employee, subcontractor or supplier of Vendor/Contractor/Provider in the execution of, or performance under, any contract which may result from an award. Vendor/Contractor/Provider shall pay in full any judgment with costs, including attorneys' fees and expenses which are rendered against Collin County and/or participating entities arising out of such breach, act, error, omission and/or fault.

2.10 If a contract, resulting from a Collin County IFB, RFP, RFQ, CSP, Quotation is for the execution of a public work, the following shall apply:

2.10.1 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Payment Bond if the contract is in excess of \$25,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

2.10.2 In accordance with V.T.C.A. 2253.021, a governmental agency that makes a public work contract with a prime contractor shall require the contractor, before beginning work, to execute to the governmental entity a Performance Bond if the contract is in excess of \$100,000.00. Such bond shall be in the amount of the contract payable to the governmental entity and must be executed by a corporate surety in accordance with Section 1, Chapter 87, Acts of the 56th Legislature, Regular Session, 1959 (Article 7.19-1 Vernon's Texas Insurance Code).

- 2.11 Purchase Order(s) shall be generated by Collin County to the vendor. Collin County will not be responsible for any orders placed/delivered without a valid purchase order number.
- 2.12 The contract shall remain in effect until any of the following occurs: delivery of product(s) and/or completion and acceptance by Collin County of product(s) and/or service(s), contract expires or is terminated by either party with thirty (30) days written notice prior to cancellation and notice must state therein the reasons for such cancellation. Collin County reserves the right to terminate the contract immediately in the event the Vendor/Contractor/Provider fails to meet delivery or completion schedules, or otherwise perform in accordance with the specifications. Breach of contract or default authorizes the County to purchase elsewhere and charge the full increase in cost and handling to the defaulting Vendor/Contractor/Provider.
- 2.13 Collin County Purchasing Department shall serve as Contract Administrator or shall supervise agents designated by Collin County.
- 2.14 All delivery and freight charges (FOB Inside delivery at Collin County designated locations) are to be included as part of the bid/quote/proposal price. All components required to render the item complete, installed and operational shall be included in the total bid/quote/proposal price. Collin County will pay no additional freight/delivery/installation/setup fees.
- 2.15 Vendor/Contractor/Provider shall notify the Purchasing Department immediately if delivery/completion schedule cannot be met. If delay is foreseen, the Vendor/Contractor/Provider shall give written notice to the Purchasing Agent. The County has the right to extend delivery/completion time if reason appears valid.
- 2.16 The title and risk of loss of the product(s) shall not pass to Collin County until Collin County actually receives and takes possession of the product(s) at the point or points of delivery. Collin County shall generate a purchase order(s) to the Vendor/Contractor/Provider and the purchase order number must appear on all itemized invoices.
- 2.17 Invoices shall be mailed directly to the Collin County Auditor's Office, 2300 Bloomdale Road, Suite 3100, McKinney, Texas 75071. All invoices shall show:
- 2.17.1 Collin County Purchase Order Number;
 - 2.17.2 Vendor's/Contractor's/Provider's Name, Address and Tax Identification Number;
 - 2.17.3 Detailed breakdown of all charges for the product(s) and/or service(s) including applicable time frames.
- 2.18 Payment will be made in accordance with V.T.C.A., Government Code, Title 10, Subtitle F, Chapter 2251.
- 2.19 All warranties shall be stated as required in the Uniform Commercial Code.
- 2.20 The Vendor/Contractor/Provider and Collin County agree that both parties have all rights, duties, and remedies available as stated in the Uniform Commercial Code.
- 2.21 The Vendor/Contractor/Provider agree to protect Collin County from any claims involving infringements of patents and/or copyrights.
- 2.22 The contract will be governed by the laws of the State of Texas. Should any portion of the contract be in conflict with the laws of the State of Texas, the State laws shall invalidate only that portion. The remaining portion of the contract shall remain in effect. The contract is performable in Collin County, Texas.
- 2.23 The Vendor/Contractor/Provider shall not sell, assign, transfer or convey the contract, in whole or in part, without the prior written approval from Collin County.

2.24 The apparent silence of any part of the specification as to any detail or to the apparent omission from it of a detailed description concerning any point, shall be regarded as meaning that only the best commercial practices are to prevail. All interpretations of the specification shall be made on the basis of this statement.

2.25 Vendor/Contractor/Provider shall not fraudulently advertise, publish or otherwise make reference to the existence of a contract between Collin County and Vendor/Contractor/Provider for purposes of solicitation. As exception, Vendor/Contractor/Provider may refer to Collin County as an evaluating reference for purposes of establishing a contract with other entities.

2.26 The Vendor/Contractor/Provider understands, acknowledges and agrees that if the Vendor/Contractor/Provider subcontracts with a third party for services and/or material, the primary Vendor/Contractor/Provider (awardee) accepts responsibility for full and prompt payment to the third party. Any dispute between the primary Vendor/Contractor/Provider and the third party, including any payment dispute, will be promptly remedied by the primary vendor. Failure to promptly render a remedy or to make prompt payment to the third party (subcontractor) may result in the withholding of funds from the primary Vendor/Contractor/Provider by Collin County for any payments owed to the third party.

2.27 Vendor/Contractor/Provider shall provide Collin County with diagnostic access tools at no additional cost to Collin County, for all Electrical and Mechanical systems, components, etc., procured through this contract.

2.28 Criminal History Background Check: If required, ALL individuals may be subject to a criminal history background check performed by the Collin County's Sheriff's Office prior to access being granted to Collin County. Upon request, Vendor/Contractor/Provider shall provide list of individuals to Collin County Purchasing Department within five (5) working days.

2.29 Non-Disclosure Agreement: Where applicable, vendor shall be required to sign a non-disclosure agreement acknowledging that all information to be furnished is in all respects confidential in nature, other than information which is in the public domain through other means and that any disclosure or use of same by vendor, except as provided in the contract/agreement, may cause serious harm or damage to Collin County. Therefore, Vendor agrees that Vendor will not use the information furnished for any purpose other than that stated in contract/agreement, and agrees that Vendor will not either directly or indirectly by agent, employee, or representative disclose this information, either in whole or in part, to any third party, except on a need to know basis for the purpose of evaluating any possible transaction. This agreement shall be binding upon Collin County and Vendor, and upon the directors, officers, employees and agents of each.

2.30 Vendors/Contractors/Providers must be in compliance with the Immigration and Reform Act of 1986 and all employees specific to this solicitation must be legally eligible to work in the United States of America.

2.31 Certification of Eligibility: This provision applies if the anticipated Contract exceeds \$100,000.00 and as it relates to the expenditure of federal grant funds. By submitting a bid or proposal in response to this solicitation, the Bidder/Quoter/Offeror certifies that at the time of submission, he/she is not on the Federal Government's list of suspended, ineligible, or debarred contractors. In the event of placement on the list between the time of bid/proposal submission and time of award, the Bidder/Quoter/Offeror will notify the Collin County Purchasing Agent. Failure to do so may result in terminating this contract for default.

2.32 Notice to Vendors/Contractors/Providers delivering goods or performing services within the Collin County Detention Facility: The Collin County Detention Facility houses persons who have been charged with and/or convicted of serious criminal offenses. When entering the Detention Facility, you could: (1) hear obscene or graphic language; (2) view partially clothed male inmates; (3) be subjected to verbal abuse or taunting; (4) risk physical altercations or physical contact, which could be minimal or possibly serious; (5) be exposed to communicable or infectious diseases; (6) be temporarily detained or prevented from immediately leaving the Detention Facility in the case of an emergency or "lockdown"; and (7) subjected to a search of your person or property. While the Collin County Sheriff's Office takes every reasonable precaution to protect the safety of visitors to the Detention Facility, because of the inherently dangerous nature of a Detention Facility and the type of the persons incarcerated therein, please be advised of the possibility of such situations exist and you should carefully consider such risks when entering the Detention Facility. By entering the Collin County Detention

Facility, you acknowledge that you are aware of such potential risks and willingly and knowingly choose to enter the Collin County Detention Facility.

2.33 Delays and Extensions of Time when applicable:

2.33.1 If the Vendor/Contractor/Provider is delayed at any time in the commence or progress of the Work by an act or neglect of the Owner or Architect/Engineer, or of an employee of either, or of a separate contractor employed by the Owner, or by changes ordered in the Work, or by labor disputes, fire, unusual delay in deliveries, unavoidable casualties or other causes beyond the Vendor/Contractor/Provider's control, or by delay authorized by the Owner pending mediation and arbitration, or by other causes which the Owner or Architect/Engineer determines may justify delay, then the Contract Time shall be extended by Change Order for such reasonable time as the Owner/Architect may determine.

2.33.2 If adverse weather conditions are the basis for a Claim for additional time, such Claim shall be documented by data substantiating that weather conditions were abnormal for the period of time and could not have been reasonably anticipated, and that the weather conditions had an adverse effect on the scheduled construction.

NOTE: All other terms and conditions (i.e. Insurance Requirements, Bond Requirements, etc.) shall be stated in the individual IFB/RFQ/RFP/RFI/CSP/Quotation Solicitation documents as Special Terms, Conditions and Specifications.

3.0 INSURANCE REQUIREMENTS

3.1 Insurance: Before commencing work, the Contractor shall be required, at his own expense, to furnish the Collin County Purchasing Agent within ten (10) days of notification of award with certified copies of all insurance certificate(s) showing coverage for all requirements as stated below to be in force throughout the term of the contract.

- 3.1.1 Commercial General Liability insurance at minimum combined single limits of (\$1,000,000 per-occurrence and \$1,000,000 general aggregate) for bodily injury and property damage, coverage shall include independent contractors coverage at limits of \$1,000,000 (only necessary if vendor employs independent contractors). Coverage must be written on an occurrence form.
- 3.1.2 Workers Compensation insurance at statutory limits, including employers liability coverage at minimum limits. In addition to these, the contractor must meet each stipulation below as required by the Texas Workers Compensation Commission; (Note: If you have questions concerning these requirements, you are instructed to contact the TWCC at (512)440-3789).

3.1.2.1 Definitions: Certificate of coverage ("certificate"). A copy of a certificate of authority of self-insure issued by the commission, or a coverage agreement (TWCC-81, TWCC-82, TWCC-83, OR TWCC-84), showing statutory workers compensation insurance coverage for the person's or entity's employees providing services on a project, for the duration of the project.

Duration of the project includes the time from the beginning of the work on the project until the contractor's/person's work on the project has been completed and accepted by the governmental entity.

Persons providing services on the project ("subcontractor" in 406.096) includes all persons or entities performing all or part of the services the contractor has undertaken to perform on the project, regardless of whether that person has employees. This includes, without limitation, independent contractors, subcontractors, leasing companies, motor carriers, owner-operators, employees of any such entity, or employees of any entity which furnishes persons to provide services on the project. "Services" include, without limitation, providing, hauling, or delivering equipment or materials, or providing labor, transportation, or other service related to a project. "Services" does not include activities unrelated to the project, such as food/beverage vendors, office supply deliveries, and delivery of portable toilets.

3.1.2.2 The contractor shall provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements

of Texas Labor Code, Section 401.011(44) for all employees of the contractor providing services on the project, for the duration of the project.

3.1.2.3 The Contractor must provide a certificate of coverage to the governmental entity prior to being awarded the contract.

3.1.2.4 If the coverage period shown on the contractor's current certificate of coverage ends during the duration of the project, the contractor must, prior to the end of the coverage period, file a new certificate of coverage with the governmental entity showing that coverage has been extended.

3.1.2.5 The contractor shall obtain from each person providing services on a project, and provide to the governmental entity:

3.1.2.5.1 A certificate of coverage, prior to that person beginning work on the project, so the governmental entity will have on file certificates of coverage showing coverage for all persons providing services on the project; and

3.1.2.5.2 no later than seven (7) days after receipt by the contractor, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project.

3.1.2.6 The contractor shall retain all required certificates of coverage for the duration of the project and for one year thereafter.

3.1.2.7 The contractor shall notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the contractor knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project.

3.1.2.8 The contractor shall post on each project site a notice, in the text, form and manner prescribed by the Texas Workers Compensation Commission, informing all persons providing services on the project that they are required to be covered, and stating how a person may verify coverage and report lack of coverage.

3.1.2.9 The contractor shall contractually require each person with whom it contracts to provide services on a project, to:

3.1.2.9.1 provide coverage, based on proper reporting of classification codes and payroll amounts and filing of any coverage agreements, which meets the statutory requirements of Texas Labor Code, Section 401.011(44) for all of its employees providing services on the project, for the duration of the project;

3.1.2.9.2 provide to the contractor, prior to that person beginning work on the project, a certificate of coverage showing that coverage is being provided for all employees of the person providing services on the project, for the duration of the project;

3.1.2.9.3 provide the contractor, prior to the end of the coverage period, a new certificate of coverage showing extension of coverage, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

3.1.2.9.4 obtain from each other person with whom it contracts, and provide to the contractor:

3.1.2.9.4.1 a certificate of coverage, prior to the other person beginning work on the project; and

3.1.2.9.4.2 a new certificate of coverage showing extension of coverage, prior to the end of the coverage period, if the coverage period shown on the current certificate of coverage ends during the duration of the project;

3.1.2.9.5 retain all required certificates of coverage on file for the duration of the project and for one year thereafter;

3.1.2.9.6 notify the governmental entity in writing by certified mail or personal delivery, within ten (10) days after the person knew or should have known, of any change that materially affects the provision of coverage of any person providing services on the project; and

3.1.2.9.7 contractually require each person with whom it contracts, to perform as required by paragraphs 3.1.2.1 through 3.1.2.7, with the certificates of coverage to be provided to the person for whom they are providing services.

3.1.2.10 By signing this contract or providing or causing to be provided a certificate of coverage, the contractor is representing to the governmental entity that all employees of the contractor who will provide services on the project will be covered by workers compensation coverage for the duration of the project, that the coverage will be based on proper reporting of classification codes and payroll amounts, and that all coverage agreements will be filed with the appropriate insurance carrier or, in the case of a self-insured, with the commission's Division of Self-Insurance Regulation. Providing false or misleading information may subject the contractor to administrative penalties, criminal penalties, civil penalties, or other civil actions.

3.1.2.11 The contractor's failure to comply with any of these provisions is a breach of contract by the contractor which entitles the governmental entity to declare the contract void if the contractor does not remedy the breach within ten (10) days after receipt of notice of breach from the governmental entity.

3.1.2.12 IF THIS BID IS NOT FOR A PUBLIC WORKS PROJECT and the Contractor is not a subscriber to the Texas Workers Compensation Act, then an alternative compensation insurance policy protecting contractor's employees must be provided and must be approved in advance by the Collin County Risk Manager.

3.1.2.12.1 Alternative Workers Compensation Insurance program for NON PUBLIC WORKS PROJECTS ONLY must consist of the following:

3.1.2.12.1.1 Bidder must have and submit a copy of their ERISA plan and Summary Plan Description (SPD) of the plan. The plan must have the following minimum benefits:

3.1.2.12.1.1.1 Benefit Guideline Minimum
Death Benefits \$150,000
Medical Expense \$150,000 per occurrence
Disability Benefits 52 weeks per occurrence

3.1.2.12.2.1 Indemnification - Contractor shall fully defend, protect, indemnify and hold harmless Collin County, its employees, servants and agents from and against each and every claim, demand, or cause of action, however arising from or related to the services to be performed by the Contractor, employees of the Contractor or their respective agents and servants, for any liability, cost, expense, or judgment, including reasonable attorney fees, expert witness fees, court costs, and other costs, and other costs and expenses incurred in the defense of Collin County or in Collin County's successful prosecution of any indemnity claim hereunder, including costs and attorney fees in connection with said indemnity claim, which may be made or asserted by Contractor, Contractor's employees, or any third parties on account of any personal injury, death, or property damage caused by, arising out of or in any way incidental to or in connection with the performance by Contractor of

its obligations hereunder, (including acts of omissions of Contractor's employees in furtherance thereof) including claims brought pursuant to strict liability or absolute liability, and whether or not Collin County, its employees, servants or agents may have jointly caused or contributed to, by its own negligence, any such claim, demand, cause of action, liability, cost, expense, damage or loss, including claims brought in strict liability or absolute liability.

- 3.1.3 Commercial Automobile Liability insurance shall be no less than \$500,000 combined single limits per accident for bodily injury and property damage, including owned, non-owned, and hired vehicle coverage.
- 3.1.4 Professional Liability Insurance at minimum limits of \$1,000,000. This policy must have a two (2) year extended period of coverage, (i.e. tail coverage). If you choose to have project coverage endorsed onto your base policy, this would be acceptable.
- 3.2 The required limits may be satisfied by any combination of primary, excess or umbrella liability insurances, provided the primary policy complies with the above requirements and the excess umbrella is following form. The vendor may maintain reasonable and customary deductibles, subject to approval by Collin County.
- 3.3 With reference to the foregoing insurance requirement, the vendor shall endorse applicable insurance policies as follows:
- 3.3.1 A waiver of subrogation in favor of Collin County, its officials, employees, volunteers and officers shall be contained in the workers compensation coverage.
- 3.3.2 The vendor's insurance coverage shall name Collin County as additional insured under the General Liability policy.
- 3.3.3 All insurance policies shall be endorsed to require the insurer to immediately notify Collin County of any decrease in the insurance coverage limits.
- 3.3.4 All insurance policies shall be endorsed to the effect that Collin County will receive at least thirty (30) days notice prior to cancellation, non-renewal or termination of the policy.
- 3.3.5 All copies of Certificates of Insurance shall reference the project/contract number.
- 3.4 All insurance shall be purchased from an insurance company that meets the following requirements:
- 3.4.1 A financial rating of B+VI or better as assigned by the BEST Rating Company or equivalent.

3.5 Certificates of Insurance shall be prepared and executed by the insurance company or its authorized agent, and shall contain provisions representing and warranting the following:

3.5.1 Sets forth all endorsements and insurance coverages according to requirements and instructions contained herein.

3.5.2 Sets forth the notice of cancellation or termination to Collin County.

4.0 SPECIAL CONDITIONS AND SPECIFICATIONS

4.1 Authorization: By order of the Commissioners' Court of Collin County, Texas sealed bids will be received for Services, Light Duty Vehicle Body Repair and Painting.

4.2 Purpose: Collin County is requesting bids for an **ANNUAL CONTRACT FOR LIGHT DUTY VEHICLES (UP TO 16,500 GVWR)**. Collin County intends to enter into contracts with two (2) or more qualified contractors (one primary and one secondary) for light duty vehicles to furnish body work for County vehicles and equipment to include but not be limited to removing dents, repairing collision damage, rust removal, painting all or portions of vehicle bodies, etc. Collin County will not enter into any contract where the cost is provisional upon such clauses as "escalator" or "cost-plus" clauses.

4.3 Term: Successful vendor(s) will be awarded a contract effective from date of award thru September 30, 2013. At Collin County's option and approval by the vendor, the contract may be renewed for two (2) additional one (1) year periods, as further explained in Renewal Options.

4.3.1 Renewal Options: Collin County reserves the right to exercise an option to renew the contract of the vendor for two (2) additional one (1) year periods, provided such option is stipulated in the Special Conditions and agreed upon by both parties. If the County exercises the right in writing, the Bidder shall update and submit any legal documents required during the initial solicitation no later than thirty (30) calendar days prior to the commencement of the option period. These documents, if applicable, will be specified in the Special Conditions and include, but are not limited to, Insurance Certificates and Performance Bonds and must be in force for the full period of the option. If the updated documents are not submitted by the Bidder in complete form within the time specified, the County will rescind its option and seek a new bid solicitation. If any such renewal results in changes in the terms or conditions, such changes shall be reduced to writing as a change order to this contract and such change order shall be executed by both parties. The awarded vendor, for good cause, upon ninety (90) days prior written notice, may cancel the contract. The County retains the right to terminate the contract, with or without good cause, upon thirty (30) days prior written notice.

4.4 Funding: Funds for payment have been provided through the Collin County budget approved by the Commissioners' Court for this fiscal year only. State of Texas statutes prohibit the County from any obligation of public funds beyond the fiscal year for which a budget has been approved. Therefore, anticipated orders or other obligations that may arise past the end of the current Collin County fiscal year shall be subject to budget approval.

4.5 Price Reduction: If during the life of the contract, the vendor's net prices to its customers for the same product(s) and/or services shall be reduced below the contracted price, it is understood and agreed that the County shall receive such price reduction.

4.6 Price Redetermination: A price redetermination may be considered by Collin County only at the anniversary date of the contract. For purposes of this contract the anniversary date will be October 1, 2013. All requests for price re-determination shall be in written form and shall include documents supporting price redetermination such as manufacturer's direct cost, postage rates, Railroad Commission rates, Federal/State minimum wage law, Federal/State unemployment taxes, F.I.C.A, Insurance Coverage Rates, etc. The bidder's past experience of honoring contracts at the bid price will be an important consideration in the evaluation of the lowest and best bid. Collin County reserves the right to accept or reject any/all of the price redetermination as it deems to be in the best interest of the County.

4.7 **Approximate Usage:** Collin County has approximately 270 light duty licensed vehicles. The County shall request and authorize services based upon departmental need. No minimum amount of work is guaranteed under the resulting contract.

4.8 **Basis of Award:** Contracts(s) will be awarded in the best interest of the County, including no award; multiple contracts may be awarded.

Final award determination(s) will be based primarily on:

- Hourly rate for collision repair technicians.
- Hourly rate for paint technicians.
- Percentage off manufacturer's list price on replacement parts (vendor will be required to state on the invoice(s) the date and source of list price, less the discount).

The County reserves the right to perform a facilities inspection prior to award.

4.9 **Cost Estimates:** The successful bidder shall furnish all labor, equipment and supervision to provide body repairs in accordance with the following:

4.9.1 Individual cost estimates for each vehicle will be provided by the contractor before any actual work will commence. Estimator is to arrive at the Collin County Service Center to provide the estimate within 48 hours of receiving a call from the County's Fleet Coordinator. The subsequent written cost estimate shall be faxed or emailed to the Fleet Coordinator with 24 hours after said visit. These estimates shall include proposed time of completion, hours of labor, and an itemized listing of replacement repair parts. Estimates shall be priced per item with replacement repair parts showing retail list price of each part less County's discount percentage. Estimates shall be based on the current editions of either Mitchell Collision and Estimating Guides or CCC Pathways Estimating Solutions.

4.9.2 All estimates shall be complete and include all parts and charges with the exception of "hidden" damage, which may not be obvious until repairs are initiated. No work shall commence until a purchase order has been issued. In no instance shall any repairs costing more than the original estimate be performed without first notifying the Fleet Coordinator or his designated representative and providing a supplemental estimate indicating additional parts and labor charges. The County shall reserve the right to verify, through independent appraisal, if the repairs are required. A structural alignment report, before and after repairs shall be submitted to the Fleet Coordinator when requested.

4.9.3 All labor will be invoiced at the hourly rate set forth on the bidder's Bid Form of this IFB. All replacement repair parts will be invoiced at retail list price less bidder's discount percentage set forth on the bidder's Bid Form of this IFB.

4.10 **Towing/Pickup and Delivery:** Bidder shall include free pickup and delivery of county owned vehicles in drivable condition. Vehicles in non-drivable condition shall be towed from Collin County Public Works shop to successful bidders' location according to flat towing rates as bid. Successful vendor will be required to submit and maintain Cargo/On Hook Insurance as described in the Special Terms and Conditions Section of this specification. Collin County is not responsible for towing of 3rd party owned vehicles.

4.11 **Parts:** The bidder agrees that if Original Equipment Manufacturer (OEM) parts are not available and non-OEM parts must be used, that the non-OEM rebuilt and/or reconditioned parts will meet and/or exceed the following requirements:

4.11.1 Collin County will be notified and must approve all non-OEM parts.

4.11.2 New non-OEM parts are required to have the name, manufacturing logo and/or insignia visibly indicated, when applicable.

4.11.3 Bidder will use OEM parts whenever possible. Otherwise, bidder warrants that the non-OEM, rebuilt and/or reconditioned parts meet and/or exceed those of the original equipment manufacturer part being replaced for fitness and finish. This requirement will apply to metal and fiberglass replacement parts.

4.11.4 USED parts are acceptable only as agreed to by Fleet Coordinator or designated representative. The County may opt that used parts be used depending on the age and value of the automotive equipment that is being repaired.

4.11.5 If a new part is specified in the estimate and a suitable used part is available, the successful vendor shall contact the Fleet Coordinator or designated representative to determine if acceptable. If used part is accepted the original estimate shall be adjusted to reflect the change in cost; likewise, should a used part be specified in the original estimate and found to be unavailable, the Fleet Coordinator or designated representative shall be contacted to determine and/or approve the substitution and, if appropriate, adjust the original estimate to reflect the change in cost.

4.11.6 All airbag components must be replaced with NEW OEM parts when the decision has been made to replace the components.

4.12 **Inspection:** Bidder agrees to allow the designated County representative to conduct periodic “on-site” inspections of any/all vehicles being repaired for reasons of ensuring that all repairs are being performed in accordance with the agreed-to estimate(s).

4.13 **Facility and Equipment Requirements:** The successful bidder warrants that they have the following operable equipment and capabilities, for the duration of the contract.

4.13.1 AMIG or 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.

4.13.2 Hydraulic equipment to perform multiple repair-pulls on frame and unibody vehicles (Electrical equipment is acceptable).

4.13.3 An inside storage area for police and other vehicles which contain electronic equipment. For the purpose of this specification “inside storage” includes storage within a secured area, which could include a locked and fenced area acceptable to the County.

4.13.4 Paint Booth that is in legal compliance with all applicable environmental laws.

4.13.5 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.

4.14 The work proposed in this contract shall be performed at the successful bidder's place of business or sub-contractors place of business. The only subcontractor(s) permitted for this contract would be for:

- frame straightening
- alignments & tires
- mechanical work
- sand or water blasting
- wrecker services

Should sub-contractors be used for any of the above services the vendor must notify Fleet Coordinator at 972-548-3721 in advance. If the contracted vendor sends a county vehicle to a sub-contractor's place of business, the contracted vendor's liability shall remain in force.

4.15 Bidder receiving an award agree to assume full liability and responsibility for all vehicles and contents (including radios and other standard or installed equipment), placed in their custody by the County under this contract.

4.16 TYPES OF VEHICLES:

4.16.1 Passenger vehicles, sedans, light trucks, vans and suv's up to 16,500 GVW.

4.17 The County reserves the right to assign vehicles that require specialized or proprietary repairs, finish, etc. to any other contractor at its discretion depending on the nature and extent of the specialized or proprietary work required.

4.18 All work done without the services of an independent appraiser shall be priced in accordance with the contractor's appraisal. Such appraisal shall be subject to review and approval by the County before any work may start. No appraisal for County owned vehicles shall be based on labor or parts discount other than those contained on the contract, regardless of the cause of the damage or the eventual liability for repair costs, unless specifically approved in writing by the County.

4.19 If the County determines that the workload of the Contractor is such that timeliness is not possible in a given situation, the County reserves the unilateral right to assign the job to a secondary contractor. Repeated assignments to the secondary contractor (more than twice in a two (2) month period) may result in contract termination. Time is of the essence in returning County vehicles to service. The successful bidder agrees that Police vehicles assigned under this contract shall receive priority over the other work in its shop unless specific prior approval has been obtained from the County.

4.20 Certification: Vendor shall supply with their bid, proof of any/all certifications held by his/her shop and all technicians in his/her employ, who may be involved in the repair of County vehicles. Certifications such as ASE, I-Car, etc., and any EPA and/or local government certifications shall be included in this submittal. Such information shall be considered part of the bid and will be used in evaluation for award. Shop certification shall be maintained throughout the entire life of the contract. Changes to these certifications during the life of this contract shall be submitted to the County's Purchasing Department for review and acceptance.

4.20.1 Automotive body repair shall be supervised, if not performed by, technicians who hold certifications for the type of work being performed (such as welding, sectioning, plastic repairs, painting, etc.)

4.21 Coordination with Collin County: Contractor will coordinate with Collin County's Risk Manager and/or Fleet Coordinator as to scope of work to be performed, estimates, and supplemental repairs.

4.22 Completion: Upon receipt of valid Collin County Purchase Order, the bidder agrees to notify Collin County of expected time for repairs as stated in original estimate. Requests for additional time must be approved by Collin County. If vehicles are returned for additional work, prior to acceptance, the vendor shall give the County a written estimate of the time it will take to complete the work.

4.23 Acceptance: Acceptance of repairs shall be conducted by Collin County Fleet Coordinator or designated representative. All invoices submitted for payment shall be certified for payment by Collin County Fleet Coordinator or designated representative. Under no circumstances will any invoice be processed for payment without being certified by the above. Once repaired vehicle is released to Collin County and signed for by Collin County Fleet Coordinator or designated representative, Collin County shall have five (5) working days to advise the vendor who performed the repairs of any problems pertaining to those repairs.

4.24 Body Work and Painting Requirements:

4.24.1 Bidder warrants to "color match" all vehicles requiring painting. Unapproved and/or non-color matched vehicles will be repainted at the contractor's expense, if found unsatisfactory by Collin County.

4.24.2 Vendor must be able to perform complete body repairs as well as paint vehicles.

4.24.3 All body work will require at a minimum three (3) coats of primer: two (2) during bodywork repair, and a minimum of one (1) during painting process. All work must be performed at the same level of quality that is provided to all customers.

4.24.4 Bent parts are to be straightened and reinforced or replaced if necessary.

4.24.5 Contractor shall agree to perform realignment of all vehicles when needed or requested. This shall be a thrust alignment for frame vehicles and four wheel alignment for unibody vehicles. A printout of the reading after the alignment shall be provided with each repair order. Contractor personnel or sub-contractor personnel shall be qualified to perform alignment work.

4.24.6 For major repairs, if metal is rusted through, repair must be made by cutting out damaged area and replacing with new metal that is equal to or greater than the original metal thickness. All seams must be mudded and primed twice.

4.24.7 Large areas of rust pitting are to be filled with heavy build 2-part primer, allowed to dry for eight (8) hours, then sanded and primer applied.

4.24.8 Complete color change for vehicles must include door jambs, hood, and deck jambs. All color changes will require hand sand prepping, acid etching of hard to reach areas, jet sealing and one (1) top coat using OEM or approved equivalent.

4.24.9 Unsatisfactory repairs include, but are not limited to; paint swirls, fish eye blemishes, orange peel, mismatched paint color, buffer burns, etc.

4.25 Vehicle Storage: Successful Bidder will be responsible for adequate storage and will assume full liability and responsibility of all County vehicles and contents (including radios and other standard or installed equipment), placed in its custody by the County under this contract. All storage fees shall be incurred by successful bidder. It shall be the responsibility of the contractor(s) to fully protect, at all times, county property entrusted to their care. The contractor shall reimburse the county for any and all damages to county property while in their care, such as unwarranted wear and tear, acts of vandalism and malicious mischief, any and all physical damages (to include hail damage), including acts of commission and/or omission by the contractor's employees and others. Damages will be billed at invoicing costs to replace or repair such damage and may be deducted from any outstanding amounts owed the contractor. The contractor further agrees to pay the county any outstanding claims within thirty (30) days after notification from the Fleet Coordinator, designated representative or Purchasing Director.

4.26 Termination: Failure to comply and/or meet the requirements set forth in this document may result in rejection of bidder's proposal and/or cancellation of contract after award. Unsatisfactory work and/or ongoing delays, problems and/or non-professional workmanship may also result in cancellation and/or stoppage of payments. Collin County defines ongoing delays as repeated extensions for repairs and/or when two (2) or more vehicles have to be returned for additional repairs.

4.27 Pricing: Rates quoted on bid form and any labor hours used to figure estimates shall not exceed those published in the current Mitchell Collision Guides or CCC Pathways Estimating Solutions. The rates bid shall be used in all work for the class of vehicles covered.

4.28 Payment: Collin County will authorize payment per vehicle, upon satisfactory completion, inspection and acceptance by Collin County for the vehicle. Repair work found unacceptable by the Collin County representative will be corrected at the Bidder's expense. Bidder is subject to non-payment for any/all unauthorized repair/restoration work.

4.29 Warranty: Bidder guarantees the service furnished to be of the highest quality, complying with specifications, and free from all defects in materials and workmanship for a period of one (1) year from the date of acceptance, with the exception of paint. Replacements and repairs under this warranty are to be made by the successful bidder at no cost and to the satisfaction of the county. All paint shall have a two (2) year minimum warranty against peeling and fading.

4.30 Past Usage Information:

4.30.1 The following past usage information is provided to assist vendors in determining the scope of this contract. Current and future usage will vary according to actual requirements.

CALENDAR YEAR	AUTO REPAIRS
2008	\$24,357
2009	\$64,781
2010	\$37,181
FY2011	\$47,963
FY2012 YTD	\$22,043

4.31 Qualifications/Documents to be submitted with bid:

4.31.1 References: All bidders are to have a minimum of five (5) years experience in complete automotive restoration services. Please list three (3) current customers, **other than Collin County**, who can verify the quality of service your company provides. The County prefers customers of similar size and scope of work to this bid.

4.31.2 Repair Facility: Bidder is to list location(s) where vehicles will be repaired and stored. Collin County reserves the right to inspect the facilities listed prior to award. Facilities found to be inadequate may result in rejection of bid.

4.31.3 In the best interest of Collin County, preferably, the vendor's repair facility for light duty vehicles will be located within 30 miles of the Collin County Service Center located at 700A Wilmeth Road, McKinney, TX, 75071.

**SIGNATURE FORM
COLLIN COUNTY, TEXAS**

DELIVERY WILL BE F.O.B. INSIDE DELIVERY AT COLLIN COUNTY DESIGNATED LOCATIONS AND ALL TRANSPORTATION CHARGES PAID BY THE SUPPLIER TO DESTINATION.

DELIVERY TO BE SPECIFIED IN CALENDAR DAYS FROM DATE OF ORDER.

WE **DO NOT** TAKE EXCEPTION TO THE BID SPECIFICATIONS.

WE **TAKE** EXCEPTION TO THE BID SPECIFICATIONS (EXPLAIN):

COMPANY INFORMATION/PROFILE/REFERENCES

Preferential Requirement: The County of Collin, as a governmental agency of the State of Texas, may not award a contract to a nonresident bidder unless the nonresident's bid is lower than the lowest bid submitted by a responsible Texas resident bidder by the same amount that a Texas resident bidder would be required to underbid a nonresident bidder to obtain a comparable contract in the state in which the nonresident's principal place of business is located (Government Code, Title 10, V.T.C.A., Chapter 2252, Subchapter A). Bidder shall make answer to the following questions by selecting the appropriate radio button or inserting information in the box provided:

Is your principal place of business in the State of Texas? Yes No

If the answer to question is "yes", no further information is necessary; if "no", please indicate:

in which state is your principal place of business is located:

if that state favors resident bidders (bidders in your state) by some dollar increment or percentage: Yes No

if "yes", what is that dollar increment or percentage?

Company Profile: IS YOUR FIRM?

- Sole Proprietorship Yes No
- General Partnership Yes No
- Limited Partnership Yes No
- Corporation Yes No
- Other Yes No

List Legal Names in Company:

List at least three (3) companies or governmental agencies where these same/like products/services, as stated herein, have been provided. Include company name, address, contact name and telephone number.

AS PERMITTED UNDER TITLE 8, CHAPTER 271, SUBCHAPTER F, SECTION 271.101 AND 271.102 V.T.C.A. AND TITLE 7, CHAPTER 791, SUBCHAPTER C, SECTION 791.025, V.T.C.A., OTHER LOCAL GOVERNMENTAL ENTITIES MAY WISH TO ALSO PARTICIPATE UNDER THE SAME TERMS AND CONDITIONS CONTAINED IN THIS CONTRACT. EACH ENTITY WISHING TO PARTICIPATE MUST ENTER INTO AN INTERLOCAL AGREEMENT WITH COLLIN COUNTY AND HAVE PRIOR AUTHORIZATION FROM VENDOR. IF SUCH PARTICIPATION IS AUTHORIZED, ALL PURCHASE ORDERS WILL BE ISSUED DIRECTLY FROM AND SHIPPED DIRECTLY TO THE LOCAL GOVERNMENTAL ENTITY REQUIRING SUPPLIES/SERVICES. COLLIN COUNTY SHALL NOT BE HELD RESPONSIBLE FOR ANY ORDERS PLACED, DELIVERIES MADE OR PAYMENT FOR SUPPLIES/SERVICES ORDERED BY THESE ENTITIES. EACH ENTITY RESERVES THE RIGHT TO DETERMINE THEIR PARTICIPATION IN THIS CONTRACT. WOULD BIDDER BE WILLING TO ALLOW OTHER LOCAL GOVERNMENTAL ENTITIES TO PARTICIPATE IN THIS CONTRACT, IF AWARDED, UNDER THE SAME TERMS AND CONDITIONS? Yes No

By signing and submitting this Bid/Proposal, Bidder/Offeror acknowledges, understands the specifications, any and all addenda, and agrees to the bid/proposal terms and conditions and can provide the minimum requirements stated herein. Bidder/Offeror acknowledges they have read the document in its entirety, visited the site, performed investigations and verifications as deemed necessary, is familiar with local conditions under which work is to be performed and will be responsible for any and all errors in Bid/Proposal submittal resulting from Bidder/Offeror’s failure to do so. Bidder/Offeror acknowledges the prices submitted in this Bid/Proposal have been carefully reviewed and are submitted as correct and final. If Bid/Proposal is accepted, vendor further certifies and agrees to furnish any and all products/services upon which prices are extended at the price submitted, and upon conditions in the specifications of the Invitation for Bid/Request for Proposal.

THE UNDERSIGNED HEREBY CERTIFIES THE FOREGOING BID/PROPOSAL SUBMITTED BY THE COMPANY LISTED BELOW HEREINAFTER CALLED “BIDDER/OFFEROR” IS THE DULY AUTHORIZED AGENT OF SAID COMPANY AND THE PERSON SIGNING SAID BID/PROPOSAL HAS BEEN DULY AUTHORIZED TO EXECUTE SAME. BIDDER/OFFEROR AFFIRMS THAT THEY ARE DULY AUTHORIZED TO EXECUTE THIS CONTRACT; THIS COMPANY; CORPORATION, FIRM, PARTNERSHIP OR INDIVIDUAL HAS NOT PREPARED THIS BID/PROPOSAL IN COLLUSION WITH ANY OTHER BIDDER/OFFEROR OR OTHER PERSON OR PERSONS ENGAGED IN THE SAME LINE OF BUSINESS; AND THAT THE CONTENTS OF THIS BID/PROPOSAL AS TO PRICES, TERMS AND CONDITIONS OF SAID BID/PROPOSAL HAVE NOT BEEN COMMUNICATED BY THE UNDERSIGNED NOR BY ANY EMPLOYEE OR AGENT TO ANY OTHER PERSON ENGAGED IN THIS TYPE OF BUSINESS PRIOR TO THE OFFICIAL OPENING OF THIS BID/PROPOSAL.

Company Name	<input type="text"/>
Street Address of Principal Place of Business	<input type="text"/>
City, State, Zip	<input type="text"/>
Phone of Principal Place of Business	<input type="text"/>
Fax of Principal Place of Business	<input type="text"/>
E-mail Address of Representative	<input type="text"/>
Federal Identification Number	<input type="text"/>
Date	<input type="text"/>
Acknowledgement of Addenda	#1 € #2 € #3 € #4 € #5 € #6 €
Authorized Representative Name	<input type="text"/>
Authorized Representative Title	<input type="text"/>
Signature (Required for paper bid submission)	<input type="text"/>

AFFIDAVIT OF COMPLIANCE

I, the undersigned, declare and affirm that my company is in compliance with the Immigration and Reform Act of 1986 and all employees are legally eligible to work in the United States of America.

I further understand and acknowledge that any non-compliance with the Immigration and Reform Act of 1986 at any time during the term of this contract will render the contract voidable.

Name of Company	<input type="text"/>
Title of Officer	<input type="text"/>
Name of Officer	<input type="text"/>
Date:	<input type="text"/>

FORM CIQ

CONFLICT OF INTEREST QUESTIONNAIRE

Page 2

For vendor or other person doing business with local governmental entity

**5 Name of local government officer with whom filer has affiliation or business relationship.
(Complete this section only if the answer to A, B, or C is YES.)**

This section, item 5 including subparts A, B, C & D, must be completed for each officer with whom the filer has affiliation or other relationship. Attach additional pages to this Form CIQ as necessary.

A. Is the local government officer named in this section receiving or likely to receive taxable income from the filer of the questionnaire? Yes No

B. Is the filer of the questionnaire receiving or likely to receive taxable income from or at the direction of the local government officer named in this section AND the taxable income is not from the local governmental entity? Yes No

C. Is the filer of this questionnaire affiliated with a corporation or other business entity that the local government officer serves as an officer or director, or holds an ownership of 10 percent or more? Yes No

D. Describe each affiliation or business relationship.

6

Signature of person doing business with the governmental entity

Date

Adopted 11/02/2005

**COLLIN COUNTY**

OFFICE OF COUNTY AUDITOR
2300 Bloomdale Road • Suite 3100
McKinney, Texas 75071
(972) 548-4731 • Metro (972) 424-1460
Fax (972) 548-4696

Dear Vendor:

In order for Collin County to comply with Internal Revenue Service Guidelines, we are required to keep a W-9 on file for each vendor to whom we have remitted payment(s). Collin County is in the process of up dating their files.

Please complete the attached/faxed W-9 form and **fax** to (972) 548-4696 OR **mail** the original to 2300 Bloomdale Road, Suite 3100, McKinney, Tx 75071. Failure to do so may result in delay(s) of future payments.

Thank you in advance for your assistance in this matter.

Sincerely,

Jeffry May
Collin County Auditor

JM/pac

Form **W-9**
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

**Give form to the
requester. Do not
send to the IRS.**

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return)	
	Business name, if different from above	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Other (see instructions) ▶	<input type="checkbox"/> Exempt payee
	Address (number, street, and apt. or suite no.)	Requester's name and address (optional)
	City, state, and ZIP code	
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
: : : :
or
Employer identification number
: : : :

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶	Date ▶
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

In order to better serve our bidders, the Collin County Purchasing Department is conducting the following survey. We appreciate your time and effort expended to submit your bid. Please take a moment to complete the below. Should you have any questions or require more information please call (972) 548-4165.

HOW DID YOU RECEIVE NOTICE OF THIS REQUEST FOR BID OR PROPOSALS?

McKinney Courier-Gazette?	€	Yes	€	No
Plan Room?	€	Yes	€	No
Collin County Web-Site?	€	Yes	€	No
Facsimile or email from BidSync?	€	Yes	€	No
Other <input type="text"/>				

HOW DID YOU RECEIVE THE BID DOCUMENTS?

Downloaded from Home Computer?	€	Yes	€	No
Downloaded from Company Computer?	€	Yes	€	No
Requested a Copy from Collin County?	€	Yes	€	No
Other <input type="text"/>				

Thank You,

Collin County Purchasing Department

Question and Answers for Bid #08373-12 - Services: Body Repair and Painting for Light Duty Vehicles.

OVERALL BID QUESTIONS

There are no questions associated with this bid. If you would like to submit a question, please click on the "Create New Question" button below.