CONTRACT DATA SHEET

Monroe County Division of Purchasing
200 County Office Building, Rochester NY 14614

TITLE: **COLLISION REPAIR, VEHICLE**

CONTRACT #: **1104-16 – SAP Contract #4700007380**

CONTRACT DATES: **01/03/2017 - 12/31/2021**

BUYER: **Phil DiFrancesco**
PHONE: 585-753-1130
FAX: 585-324-4278

VENDOR: 11105651
Hawk Frame & Axle, Inc.
77 O'Connor Road
Fairport, NY 14450

VENDOR CONTACT: Daniel Koonmen
PHONE: 585-737-9704
FAX: 585-377-4190

TERMS AND CONDITIONS

BID ITEM: **COLLISION REPAIR, VEHICLE**

FOR: MONROE COUNTY FLEET MAINTENANCE AND
MONROE COUNTY SHERIFF'S FLEET MAINTENANCE

PURCHASING CONTACT: Phil DiFrancesco, (585) 753-1130; pdifrancesco@monroecounty.gov

DUPLICATE COPIES: **PLEASE SUBMIT YOUR BID IN DUPLICATE; THE ORIGINAL AND ONE (1) COPY.**

BID INFORMATION: At the time of bid, the bidder shall supply detailed specifications covering the item(s) contained herein and shall clearly indicate any areas in which item or items offered do not fully comply with the specifications contained herein.

SUBMITTAL OF FORMAL PROPOSAL: Bid proposal must be legible and submitted in the original form, bearing an original signature. **EMAILS AND FACSIMILES ARE NOT ACCEPTABLE.**

All bidders must submit proof that they have obtained the required **Workers' Compensation** and **Disability Benefits Insurance** coverage or **PROOF** that they are exempt. **(Visit www.wcb.ny.gov for forms.)**

SPECIFICATION ALTERATIONS: Specifications will be construed to be complete and be considered the entire description of the goods or services upon which Monroe County is now seeking bids. **Only formal written addenda can materially alter this set of specifications**. No verbal statement made by a Monroe County employee or anyone else is binding nor shall such statement be considered an official part of this public bid proposal.

QUANTITIES: The quantities listed are the estimated annual requirements and should not be construed to represent either maximum or minimum quantities to be ordered during the contract term. **Estimates are based upon actual annual usage for 2016 by County departments only.**

BRAND REFERENCE: References to a manufacturer's product by brand name or number are done solely to establish the minimum quality and performance characteristics required. Bidders may submit bids on alternates, but must attach two (2) copies of manufacturer specifications for any alternate at the time of the bid. Further, the bidder must demonstrate that the alternate proposed has a sufficient operating track record to show the equipment will perform per the specified brand. The acceptance of a bidder's alternate rests solely with Monroe County.

QUALIFIED BIDDER: Each bidder must be prepared to present satisfactory proof of his capacity and ability to perform this contract. Such proof may include, but is not limited to, an inspection of the bidder's facilities and equipment, financial statements, references and performance of similar contracts. **The Purchasing Manager reserves the right to reject any bid where the bidder cannot satisfy the County as to their ability to perform.** Monroe County reserves the right to reject any and all bids if the Monroe County Purchasing Manager deems said action to be in the best interests of Monroe County.

METHOD OF AWARD: Monroe County intends to award the bid to the lowest responsive and responsible bidder, based on the **TOTAL**. **Bidder must bid on all items in order to be considered. The County reserves the right to reject any and all bids** if the Purchasing Manager deems said action to be in the best interest of the County.

CONTRACT TERM: Contract will start with the date of the contract award and run through **December 31, 2017**, with the option to renew the contract up to four (4) additional twelve (12) month periods with the mutual consent of both parties.

PRICE CHANGES: Price changes may be proposed by either party no later than forty-five (45) days prior to contract extension, based upon manufacturer price changes which must be supported with documentation. Should price changes not be acceptable to both parties, the contract will not be extended. Prices may change only at the time of extension.

MINIMUM ORDER: No minimum order is specified for this contract. Agencies must be able to order as needed. **Political subdivisions and others authorized by law may participate in this contract**.

DELIVERY: All deliveries to be F.O.B. Monroe County to agency as specified by a Purchase Order. Delivery costs must be built into the unit prices bid. Deliveries must be made within **two (2) weeks** after receipt of purchase order number. The County reserves the right to terminate the contract in the event the specified delivery time is not met.

SECURITIES AND INSURANCE: Any Certificates of Insurance, Bonds or other forms of security required by this bid are to be submitted to the Purchasing Manager no later than ten (10) normal business days following the date of notification of award. Documents must be received by the close of business, 5:00 pm, on that day.

PURCHASE ORDER ISSUANCE: Delivery of services may be directed by the receipt of a Purchase Order only. **Items that are not part of this bid will not be paid for by Monroe County**. As to all purchase orders issued by Monroe County, exceptions may only be authorized, in writing, by the Purchasing Manager or her authorized agent prior to delivery.

BILLING PROCEDURE: All invoices for items sold any authorized agency as a result of this contract must be billed in the following manner: Purchase Order #, Quantity, Description of Item Purchased, BP#, Item #, Extension and Total. **ALL INVOICES MUST BE MARKED WITH THE PURCHASE ORDER NUMBER. INVOICES WITHOUT THIS INFORMATION WILL NOT BE PROCESSED FOR PAYMENT.**

WARRANTY/ GUARANTEE: All warranties by manufacturer shall apply. Bidder shall, as part of its proposal, furnish its warranty/guarantee for all goods/services to be furnished hereunder. As a minimum, Bidder shall warrant all goods for a period of one (1) year from date of acceptance. Bidder shall be obligated to repair or replace all defects in material or workmanship, which are discovered or exist during said period. All labor, parts and transportation shall be at Bidder's expense.

UNCONTEMPLATED PURCHASES: Monroe County reserves the right to request separate bids for such quantities of items on this contract that may be best procured via separate public bid offering and to otherwise act in furthering its own best interests.

SUBCONTRACT: The Contractor shall not subcontract any work without first obtaining the written consent of the Monroe County Purchasing Manager.

RELATED ITEMS: The County reserves the right to add miscellaneous related items to this contract during the contract term upon agreement by both parties as to the price. Approval must be given in writing by the Purchasing Manager or her Designee.

REPORT OF PURCHASE: The Contractor must, upon request, provide the County Purchasing Manager with detailed information showing how much of each item was delivered to any and all agencies under this contract. This includes deliveries to not only the County but any other municipality or agency which orders from this contract.

OTHER AGENCIES: The Contractor(s) **must** honor the prices, terms and conditions of this contract with political subdivisions or districts located in whole or in part within Monroe County. In addition, the contractor **may**, but is not required to, extend the prices, terms and conditions of this contract to any political subdivision or district located in New York State. Usage of this contract by any of these other political subdivisions or districts will have to be coordinated between that subdivision or district and the contractor. Orders placed against this contract between any subdivision or district will be contracts solely between the Contractor(s) and those entities. Monroe County will not be responsible for, nor will it have any liability or other obligation for, such contract between the Contractor(s) and any third party.

INDEMNIFICATION: The Contractor agrees to defend, indemnify and save harmless the County, its officers, agents, servants and employees from and against any and all liability, damages, costs or expenses, causes of action, suits, judgments, losses and claims of every name not described, including attorneys' fees and disbursements, brought against the County which may arise, be sustained or occasioned directly or indirectly by any person, firm or corporation arising out of or resulting from the performance of the services by the Contractor, arising from any act, omission or negligence of the Contractor, its agents and employees or arising from any breach or default by the Contractor under this Agreement. Nothing herein is intended to relieve the County from its own negligence or misfeasance or to assume any such liability for the County by the Contractor.

GENERAL

1.00 SCOPE:

The Monroe County Department of Environmental Services and the Monroe County Sheriff's Office are seeking a qualified Contractor to perform auto collision and body repairs on cars, vans and light trucks. The work to be done under this contract and in accordance with this specification consists of all or partial repairs needed as a result of accidental damage and/or corrosion blemishes. The awarded Contractor will be responsible to see that all awarded work is completed to a professional level.

1.01 QUALIFICATIONS:

The Contractor will be a New York State Regulated Repair Shop. The Contractor will be in compliance with all OSHA, DEC and EPA laws and regulations regarding operation of a Collision Repair Shop.

1.02 ESTIMATE LOCATION:

If a vehicle can be driven, the County will bring the vehicle to the Contractor's location for an estimate. If a vehicle cannot be driven, the Contractor will go to the location where the vehicle is, to give an estimate. If a vehicle needs to be raised for inspection, when the estimate is performed at the County's location, the County will raise the vehicle.

1.03 REPAIR ESTIMATE:

All repair estimates shall reflect parts and labor time using the current issue of Motor Crash Guide and the awarded Contractor's labor rates and parts multiplier. There will be no additional charge to Monroe County for preparation of estimates or for Contractor's travel time for an estimate. The Contractor shall recommend if repairs are economically feasible. The County shall give authorization for any repairs based on the estimate and recommendation.

1.04 HIDDEN DAMAGE:

If any hidden damage (damage that is not visible during the preliminary estimate) exists, the Contractor will stop work and notify the County of any additional repair cost (Hidden Estimate). If the new repair cost, Preliminary Estimate and Hidden Estimate, exceeds that which the County is willing to pay, the Contractor will be advised as to what to do with the vehicle and will be paid for tear down time.

1.05 AUTHORIZATION OF WORK:

Monroe County Departments will issue a yearly Purchase Order (P.O.) for vehicle repair. The P.O. will be issued for the work the County wants done. Most repairs will be completed in accordance to the original Preliminary Estimate. However, the County may choose to have the Contractor repair only a portion of the work needed and listed on the Preliminary Estimate. The Preliminary Estimate sheet shall be revised and a P.O. will be issued to its contents.

1.06 HAZARDOUS MATERIAL:

Any hazardous material generated from repairs of the vehicle will be the responsibility of the Contractor to dispose of and shall be disposed in accordance with all Federal, State and Local Laws and Regulations. The charge for hazardous material disposal shall not exceed the industry standard fee.

2.00 SERVICE DESCRIPTION:

The service shall consist of all material, equipment and labor necessary to repair or replace damaged items and/or conditions on cars, vans and light trucks. All County owned equipment has a visible County Identification Number.

2.01 DELIVERY AND PICK UP:

The County will deliver (either by driving or towing) vehicles to and will pick them up from the Contractor when work is complete.

2.02 PARTS:

1) The Contractor will use OEM parts, only when requested by the County. At its discretion, the County may choose to supply parts for specific jobs. In this case, the estimate sheet will be adjusted and the P.O. will reflect the obligation of the Contractor.

2) All paint, thinners, solvents, etc., used must be lead free.

2.03 SCHEDULING AND COMPLETION OF WORK:

Estimates will be made within three (3) workdays of the County's request. Repairs will begin within two (2) weeks of receipt of parts by the Contractor. The vehicle must be completely repaired and ready for pick up by the date/time shown on the estimate, unless an alternate date/time is mutually agreed upon between the Contractor and an authorized County employee.

2.04 VEHICLE CONDITION AT RETURN:

1) The vehicle must be completely repaired as specified on the repair estimate.

2) The inside and outside of the vehicle must be cleaned of all dirt, dust and debris resulting from damage and subsequent repair of damage, in particular any paint overspray.

BP 1104-16
COLLISION REPAIR, VEHICLE
UNIT PRICE SHEET, UPDATED 1/1/2021

	DESCRIPTION	UNIT PRICE
1.	Labor Rate Per Hour- Body Labor Repair	$48.00/hr.
2.	Labor Rate Per Hour- Paint Labor Repair	$48.00/hr.
3.	Labor Rate Per Hour- Paint Materials	$32.00/hr.
4.	Labor Rate Per Hour- Mechanical Repair	$48.00/hr.
5.	Hazardous Materials Charge (One Charge Per Repair)	$3.50/ea.
6.	Repair Parts: Multiplier (List Price Less 5%)	$.95

MONROE COUNTY PURCHASING
Vendor Performance Survey

Contract Title:

Contract Number:

Vendor:

Please rank the vendor performing the contract specified on a scale from “1" to “10" with “1' being poor, “5" average and “10" excellent. Please include any additional comments or suggestions in the space provided below. Monroe County Purchasing appreciates your input.

	Poor				Average					Excellent
	1	2	3	4	5	6	7	8	9	10
Item(s) supplied met specifications										
Product provided value (taking into account price, quality, etc.)										
Timeliness of delivery										
Completeness and accuracy of order										
Ability to contact representatives of vendor when needed? (If unavailable was call back prompt?)										
Invoices received promptly and accurately										
Recommendations received from the vendor (ie. product information, cost saving strategies, ideas for better use of resources, etc.)										

Survey Completed by:

Name:

Title:

Agency:

Telephone: _____ Fax:

E-mail:

Please submit this survey to Monroe County Purchasing.