

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. 3881-5/16-1

Re-Bid
 Other – Access of Other Entity Contract
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RTQ-02121
 TERM OF CONTRACT 5 YEAR(S) WITH YEAR(S) OTR

Requisition /Project Title: Collision Damage Body Work Repair Services - Prequalification

Description: This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit the provision of collision damage body work repair, refurbishment and modifications, as well as painting services for light, medium, and heavy equipment.

Issuing Department: ISD
 Contact Person: Katherine Sosa
 Phone: 305-375-2581

Estimate Cost: 15,889,257.10

Funding Source:
 GENERAL PROS
 FEDERAL
 OTHER Proprietary

ANALYSIS

Commodity Codes:	92819	06512	07560	76507	
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.					
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>		
Contractor:					
Small Business Enterprise:					
Contract Value:					
Comments:					

Continued on another page (s): YES NO

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				

Basis of Recommendation:

Signed: Katherine Sosa	Date sent to SBD: 10/14/2021
	Date returned to SPD:

SECTION 2
SPECIAL TERMS AND CONDITIONS

2.1 **PURPOSE**

This Request to Qualify (RTQ) will establish a Prequalified Pool of Vendors (Pool) that will be used to solicit the provision of collision damage body work repair, refurbishment and modifications, as well as painting services for light, medium, and heavy equipment, as needed for Miami-Dade County (County). Placement in the Pool is **not** a contract between the County and the Vendor, but an acknowledgement that the Vendor meets or exceeds the qualifications as outlined throughout this RTQ. Vendor Submittals are accepted throughout the term of the RTQ for placement in such Pool.

The County, at its sole discretion, reserves the right to accept or reject any submittal, or pre-qualify or reject any Vendor, as well as their parts or services offered.

2.2 **DEFINITIONS**

Invitation to Quote (ITQ) – Shall refer to the solicitation of quotes from the Pool for specific goods and/or services; and awarded based on lowest price, or other quantifiable criteria.

Prequalified Pool of Vendors (Pool) – Shall refer to business entities/individuals determined by the County's Internal Services Department, Strategic Procurement Division, as meeting the minimum standards of business competence, financial ability, and/or product quality for placement in the Pool, and which may submit quote or proposal, at the time of need.

Submittal – Shall refer to all information, attachments and forms submitted in response to this RTQ.

Vendor – Shall refer to a business entity/individual responding to this RTQ.

Work Order Proposal Request (WOPR) – shall refer to a competitive process involving the solicitation of proposals, by the Internal Services Department Strategic Procurement Division, from the Pool for specific goods and/or services; and evaluated and awarded based on best value.

2.3 **TERM**

The Pool shall be established on the first calendar day of the month succeeding approval by the Board of County Commissioners, or designee, unless otherwise stipulated in the Blanket Purchase Order issued by the Internal Services Department, Strategic Procurement Division. The Pool shall expire on the last day of the months of the five year term.

2.4 **METHOD OF AWARD (Group Basis)**

Establishment of and prequalification under this pool will be made to all responding Vendors who meet the minimum requirements in section 2.5 of this solicitation, as evidenced by submission of the documentation listed above, in order to participate in future pricing competition.

Future price competition may be in the form of an Invitation to Quote (ITQ) issued by the County. The County reserves the right not to prequalify any vendor, or remove any previously prequalified vendor, at its sole discretion.

Group 1: Light Equipment Collision Damage Body Work, Repair, and Paint Services.

Group 2: Medium and Heavy Equipment Collision Damage Body Work, Repair, and Paint Services.

The County may consider other factors beyond price prior to an award of future price competition. Such considerations may include, but not be limited to; the downtime proposed, the volume of County vehicles already awarded for services, the number of County vehicles returned for deficiency corrections. Other factors that may be considered may be past performance and record of satisfactorily completing prior awards with the County, or any other governmental or private entity in determining competency for award consideration, etc.

The County will also pay a capped 20% markup to the vendor's actual cost for the parts itemized in the estimate. Vendors shall be required to submit a parts invoice, or an invoice inclusive of the parts, clearly demonstrating the actual cost for said parts.

2.5 MINIMUM REQUIREMENTS

Vendors shall be Miami-Dade County Registered Vendors and meet the following requirements to be considered for placement in the Pool and for participation in future pricing competition.

Vendors may participate in one or both groups, as indicated below, and shall be capable of repairing all types of body panels including but not limited to steel, aluminum, and fiberglass.

The following requirements are applicable to both Groups 1 and Group 2, as follows:

- 2.5.1. Vendor shall be regularly engaged in the business of providing automotive collision damage body work, repair, and paint services for light, medium, and/or heavy equipment and shall be capable of repairing all types of body panels including but not limited to steel, aluminum, and fiberglass.

Vendor shall provide three (3) reference letters, or contact information for three (3) business references, with their submittal

- The references shall be from customers currently receiving, or that have received **within the past three (3) years**, automotive collision body work, repair, and paint services for light, medium, and/or heavy equipment from the Vendor and can verify that the vendor is capable of repairing all types of body panels including but not limited to steel, aluminum, fiberglass.
- The references should include:
 - The customer's company name
 - Company address
 - Company contact person's name, title, e-mail address, telephone number, and length of business relationship.

These references should ascertain to the County's satisfaction that the Vendor has sufficient expertise and success providing automotive collision damage body work, repair, and paint services for light and medium equipment as well as capability of repairing all types of body panels including but not limited to steel, aluminum, fiberglass, as required.

- 2.5.2. Vendors shall provide proof of a service location within Miami-Dade or Broward counties. Such proof may be in the form of any legal document identifying the location, such as a Local Business Tax Receipt or Occupational License/Licenses, for their facility(ies), should the vendor have more than one service location in close proximity to each other.

- 2.5.3. Vendors must provide and maintain proof of all applicable certificates, RER approved permits, including but not limited to the following:

1. **Industrial Facilities IW5 Permit** (handled by the Pollution Regulation Division)
2. **Air Permit** for performing painting operations related to body shops (handled by Pollution

Regulation Division)

2.5.4. The Vendor must provide the contact information for a representative authorized to discuss matters pertaining to the contracted services, who can provide pertinent information and who are cognizant of the industry and industry standards. To satisfy this requirement please provide contact name, telephone number(s), email addresses, and/or fax numbers of available staff that may be contacted Monday thru Friday, from 8:00 a.m. to 5:00 p.m.

NOTE: Vendors shall submit the specified information listed above with their bid submittal form as proof of compliance with the requirements of this solicitation. However, the County may, at its sole discretion and in its best interest, allow Vendors to complete, supplement, or supply the required information during the evaluation period.

Vendors must complete a prequalification site inspection at the service facility where services will be provided. The prequalification site inspection will be attended by members from the Internal Services Department, Strategic Procurement Division, as well as a representative(s) from participating County department(s).

In order to be considered, Vendors must pass the prequalification site inspection by meeting all of the requirements listed in Attachment A, Body Shop Tools and Equipment Checklist.

2.6 PRICES

Parts: The percentage markup provided by the County shall be fixed and firm for the term of the contract and shall be applied to the vendor's actual cost for the parts itemized in the estimate.

2.7 SITE INSPECTION

The County shall conduct a site inspection or hold prequalification hearings, prior to prequalification recommendations, to determine if the vendor is capable of performing the contract if prequalified. As part of the determination of the vendors' suitability for prequalification, the requirements in section 2.4 above will be considered.

2.8 ADDITIONAL GROUPS

The County reserves the right to add additional groups (with applicable qualification criteria) to the pool, which are not listed within this solicitation. The Internal Services Department, Strategic Procurement Division will issue a supplement to include the group(s) and allow existing and additional vendors the opportunity to prequalify for any groups added.

2.9 ADD/DELETE VENDORS

During the term of the prequalification pool, the County reserves the right to prequalify additional Vendors or delete Vendors, at its sole discretion and in its best interests. Additional Vendors shall meet or exceed the same prequalification requirements stated above. The County reserves the right to award and/or prequalify only those Vendors whose body work and repair services for collision damage are needed.

2.10 INSURANCE

Insurance is **not** required in order to be prequalified under this RTQ. Insurance requirements will be detailed in the subsequent ITQ or WOPR.

2.11 EXPEDITED QUOTES

The prequalified vendors shall participate in expedited requests for quotes. The prequalified vendor's response time to a request for expedited requests for quotes made by the County during regular working hours shall be within 24 hours. Response time shall be defined as the time transpired from the County's request for expedited quotes to the prequalified vendor's arrival on-site.

Expedited requests for quotes shall be provided to the County as requested, Monday through Friday, excluding officially observed County Holidays. The following legal holidays are officially observed by Miami-Dade County government: New Year's Day, Martin Luther King, Jr. Day, President's Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving, Day after Thanksgiving, and Christmas Day.

2.12 ADDITIONAL COST AND DOWN TIME

The prequalified vendors, after being awarded work, shall notify the Shop Supervisor, (identified as the user departments authorized representative at a supervisory level) within 48 hours of pickup of the awarded job, of any additional labor, parts cost, or "down time" that may be required to repair previously hidden damages. The prequalified vendor shall not perform, or bill for, any additional costs until they receive the Shop Supervisor's prior approval. Should the Shop Supervisor not agree with the vendor's projected charges or ("down time" for hidden repairs) Miami-Dade County may at its sole discretion, remove the vehicle from the vendor's repair facility and have the vehicle re-quoted. Miami-Dade County's only liability in this occurrence shall be for work already performed. Approved additional costs shall be itemized on an invoice, separate from the original quote and plainly labeled "hidden damages". Work for "hidden damages" is not authorized until such separate quote labeled "hidden damages" has been signed by the Shop Supervisor.

2.13 SPOT MARKET QUOTES

Vendors in the Pool will be invited to participate in future spot market competition, as needed. The County reserves the right to refuse award of any work quoted if deemed in its best interest.

Future price competition will be in the form of an ITQ or WOPR that will include the specific goods and/or services required, and may include provisions, as applicable, such as:

- Small Business Enterprise (SBE) Measures
- Warranty Requirements
- Liquidated Damages
- Living Wage

For federally funded projects/programs, additional provisions may apply in accordance with the funding source. The following provisions from Section 1, General Terms and Conditions shall be exempted from such solicitations, as indicated in the ITQ or WOPR.

- Local Preferences
- User Access Program (UAP) Fee
- SBE Measures
- Local Certified Veteran Business Enterprise Preference
- First Source Hiring Referral Program
- SBE Prompt Payment Terms
- Office of Inspector General Fee

2.14 VERIFICATION OF EMPLOYMENT ELIGIBILITY (E-VERIFY)

By entering into this Contract, the Contractor becomes obligated to comply with the provisions of Section 448.095 of the Florida Statutes, titled "Verification of Employment Eligibility". This includes but is not limited to utilization of the U.S. Department of Homeland Security's E-Verify System to verify the employment eligibility of all newly hired employees by the Contractor effective January 1, 2021 and requiring all Subcontractors to provide an affidavit attesting that the Subcontractor does not employ, contract with, or subcontract with, an unauthorized alien. Failure to comply may lead to termination of this Contract, or if a

Subcontractor knowingly violates the statute, the subcontract must be terminated immediately. Any challenge to termination under this provision must be filed in the Circuit Court no later than twenty (20) calendar days after the date of termination and the Contractor may be liable for any additional costs incurred by the County resulting from the termination of the Contract. If this Contract is terminated for a violation of the statute by the Contractor, the Contractor may not be awarded a public contract for a period of one year after the date of termination. Public and private employers must enroll in the E-Verify System (<http://www.uscis.gov/e-verify>) and retain the I-9 Forms for inspection.

SECTION 3
SCOPE OF WORK

3.1. SCOPE

It is the intent of this solicitation to identify and make available to the County, vendors capable of providing collision damage body work repair, refurbishment and modifications, and painting services for light, medium, and heavy equipment, as needed, when needed for Miami-Dade County (County). Examples of such vehicles are listed in section 3.4 below.

3.2. GROUPS

Group 1: Light Equipment Collision Damage Body Work, Repair, and Paint Services.

Group 2: Medium and Heavy Equipment Collision Damage Body Work, Repair, and Paint Services.

3.3. SERVICES TO BE PROVIDED

Vendors may be required, in subsequent future price competition, to provide the following types of repair services, repair practices, and supplying materials, which may include, but not be limited to the below. It is to be noted that the below is a sample listing of such services required.

- 3.3.1.** Mask, protect, or remove all chrome, glass, lighting equipment, and any other vehicle components or accessories that could be damaged while making repairs.
- 3.3.2.** Protect mechanical, hydraulic, or any attached lifting, hoisting, or other devices that could be damaged while making repairs to the vehicle.
- 3.3.3.** Make all necessary adjustments; align doors, hood decks, trunks, fenders, or other body components such as hinges, latches, etc. that are not damaged but would require such labor to produce a finished job.
- 3.3.4.** Align frame when structural or other damage has affected the alignment of same.
- 3.3.5.** Align front and/or rear ends (caster, clamber, and toe-in, etc.) when collision damage has affected them.
- 3.3.6.** Remove and replace all items furnished by Miami-Dade County as part of or supplemental to the collision repairs.
- 3.3.7.** Reapply rust proofing and undercoating in any repaired areas which originally had this type of protection.
- 3.3.8.** Recover seat(s), arm rest(s), headliner, etc. if so requested by Shop Supervisor originating the work.
- 3.3.9.** Where applicable, reset and/or repair or restore any active or passive restraint systems such as seat and shoulder harnesses, air bag systems and/or ABS braking systems to fully functional OEM new equipment factory standards.
- 3.3.10.** Provide quotes on general refurbishment as requested.

3.4. RANGE OF NON-SPECIALITY VEHICLES TO BE REPAIRED

Below is a list of the type of vehicles that prequalified vendors shall perform on to include, but not be limited to, the following:

Group 1- Light Equipment:

- Passenger Cars
- Police Cars
- Station Wagons
- Jeep Type Vehicle both 2/4 Wheel Drive
- Pick-up Trucks (up to and including 10,000 lbs. G.V.W.R.)
- Trucks up to and including 10,000 lbs. G.V.W.R. (with/without utilities, flatbeds, and/or special body assemblies)
- Vans (Passenger/Cargo up to and including 10,000 lbs. G.V.W.R.)
- Buses (School Bus Type up to and including 10,000 lbs. G.V.W.R.)
- Utility Trailers (up to and including 10,000 lbs.)
- Other Similar Equipment up to and including 10,000 lbs. G.V.W.R

Group 2- Medium and Heavy Equipment:

- Vans (over 10,000 lbs. G.V.W.R.)
- Buses (School Bus type over 10,000 lbs. G.V.W.R.)
- Sanitation Trucks
- Trash Trucks
- Truck Tractors
- Truck Trailers
- Semi-Trailers
- Assorted Utility Trailers (over 10,000 lbs. G.V.W.R.)
- Dump Truck (Flat bed and others)
- Trash Cranes
- Other Similar Heavy Equipment (on road)
- Construction Equipment
- Other Off-Road Heavy Equipment
- Other vehicles over 10,000 lbs. G.V.W.R.

Miami-Dade County reserves the right to have special vehicles, other than those mentioned above, repaired by other than prequalified vendors when the County believes its best interest will be served in that manner.

NOTE: Special vehicles shall be construed as custom fabricated vehicles such as: Fire Pumpers, Bomb Disposal Vehicles, Rescue Ambulances, Command Centers, etc.

3.5. EXAMPLES OF REPAIR STANDARDS

As no two (2) contractors perform their work just alike, they may not see damage to a vehicle in the same degree, causing their quotations of labor and parts to vary. However, the quality of the finished work shall equal all of the best standards of the collision repair industry as to preparation of metals for repair, primer, and paint standards and finished quality of repairs. The awarded vendor shall be required to consistently produce the best quality of work using modern facilities, methods, paints, and repair techniques performed by individuals knowledgeable and skilled in collision repairs so the repair(s) conform with the original body alignment and contours as well as matching existing paint textures and colors in a manner consistent with Original Equipment Manufacturer (OEM) work quality. Where collision damage has caused structural damage or frame/chassis misalignment of any nature, the awarded vendor shall be required to align the frame using equipment currently used in the industry, with trained personnel, to factory new standard frame/chassis/unibody alignment.

3.6. SHOP LOCATIONS

Miami-Dade County has many facilities and divisions which may call/arrange for collision repair damage quotes. The prequalified vendors will be provided the specific shop locations depending on the department awarding spot markets. Vendors will provide pick-up and delivery services at any shop location within Miami-Dade County, as stipulated in future price competition.

3.7. LABOR, MATERIALS, AND EQUIPMENT

Unless otherwise provided in the technical specifications of subsequent spot market competition, the vendor shall furnish all labor, material and equipment necessary for satisfactory contract performance, unless otherwise indicated in future price competition. When not specifically identified in the technical specifications, such materials and equipment shall be of a suitable type and grade for the purpose. All material, workmanship, and equipment shall be subject to the inspection and approval of the County, at its sole discretion.

Miami-Dade County does not require that new materials be used, provided the used materials equal the materials used in the original vehicle, and match the original contours of the vehicle being repaired as to fit and alignment.

3.8. COMPLIANCE WITH ACCEPTED STANDARDS

All items to be purchased under this contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), the National Fire Protection Association (NFPA), American National Standards Institute (ANSI) and American Society of Engineers (ASE). All work performed will be of the highest quality so as to assure that the finished job conforms to OEM standards.

3.9. TECHNICAL SPECIFICATIONS

Technical specifications will be provided at the time an ITQ or WOPR is issued under Groups 1 and/or 2.

SECTION 4
MINIMUM REQUIREMENTS CHECKLIST

VENDOR: _____

QUALIFICATION CRITERIA TO BE COMPLETED BY ALL VENDORS		
Refer to Section 2.5, Minimum Requirements, to ensure that Submittal complies with solicitation requirements.		
Reference Section	Requirements	Copy Attached
Group 1: Light Equipment Collision Damage Body Work, Repair, and Paint Services.		
2.5.1(a)	<p>Vendor shall provide three (3) reference letters, or contact information for three (3) business references:</p> <p>The references shall be from customers currently receiving, or that have received within the past three (3) years, automotive collision body work, repair, and paint services for light equipment from the Vendor.</p> <ul style="list-style-type: none"> ○ The references should include: <ul style="list-style-type: none"> ● The customer's company name: _____ ● Company address: _____ ● Company contact person's name and title: _____ ● Company contact e-mail address: _____ ● Company contact telephone number: _____ ● Length of business relationship: _____ 	<input type="checkbox"/>
2.5.1(b)	Vendors shall provide proof of a service location within Miami-Dade or Broward counties. Such proof may be in the form of any legal document identifying the location, such as a Local Business Tax Receipt or Occupational License/Licenses, for their facility(ies), should the vendor have more than one service location in close proximity to each other.	<input type="checkbox"/>
2.4.1(c)	<p>Vendors must provide and maintain proof of all applicable certificates, RER approved permits, including but not limited to the following:</p> <ol style="list-style-type: none"> 1. Industrial Facilities IW5 Permit (handled by the Pollution Regulation Division) 2. Air Permit for performing painting operations related to body shops (handled by Air Quality Management Division for larger scale requests) 	<input type="checkbox"/>
2.4.1(d)	The Vendor must provide contact name, telephone number(s), email addresses, and/or fax numbers of available staff that may be contacted Monday thru Friday, from 8:00a.m. to 5:00 p.m.	<input type="checkbox"/>

Group 2: Prequalification of Vendors to purchase services for future price competition for Medium and Heavy Equipment Collision Damage Body Work, Repair, and Paint Services.

2.4.2(a)	<p>Vendor shall provide three (3) reference letters, or contact information for three (3) business references:</p> <p>The references shall be from customers currently receiving, or that have received within the past three (3) years, automotive collision body work, repair, and paint services for medium and heavy equipment from the Vendor.</p> <ul style="list-style-type: none"> ○ The references should include: <ul style="list-style-type: none"> ● The customer's company name: _____ ● Company address: _____ ● Company contact person's name and title: _____ ● Company contact e-mail address: _____ ● Company contact telephone number: _____ ● Length of business relationship: _____ 	<input type="checkbox"/>
2.4.2(b)	<p>Vendors shall provide proof of a service location within Miami-Dade or Broward counties. Such proof may be in the form of any legal document identifying the location, such as a Local Business Tax Receipt or Occupational License/Licenses, for their facility(ies), should the vendor have more than one service location in close proximity to each other.</p>	<input type="checkbox"/>
2.4.2(c)	<p>Vendors must provide and maintain proof of all applicable certificates, RER approved permits, including but not limited to the following:</p> <ol style="list-style-type: none"> 1. Industrial Facilities IW5 Permit (handled by the Pollution Regulation Division) 2. Air Permit for performing painting operations related to body shops (handled by Air Quality Management Division for larger scale requests) 	<input type="checkbox"/>
2.4.2(d)	<p>The Vendor must provide contact name, telephone number(s), email addresses, and/or fax numbers of available staff that may be contacted Monday thru Friday, from 8:00a.m. to 5:00 p.m.</p>	<input type="checkbox"/>

SECTION 4:

VENDOR CONTACT INFORMATION

Vendor Name: _____ **FEIN:** _____

Group 1 Vendor Contact Information (2.5.1 d)	
Provide name and contact information of a designated representative capable of providing information and support to the County during normal business hours.	
Service Facility(ies) Address:	
Company Contact Person Name:	
Contact Telephone Number:	
Contact E-Mail Address:	
Provide an e-mail address available between 7 A.M. and 5 P.M. Monday through Friday, exclusive of observed County Holidays and Weekends to receive spot market quotations and orders from the County.	
Contact E-Mail Address:	
Group 2 Vendor Contact Information (2.5.1 d)	
Provide name and contact information of a designated representative capable of providing information and support to the County during normal business hours.	
Service Facility(ies) Address:	
Company Contact Person Name:	
Contact Telephone Number:	
Contact E-Mail Address:	
Provide an e-mail address available between 7 A.M. and 5 P.M. Monday through Friday, exclusive of observed County Holidays and Weekends to receive spot market quotations and orders from the County.	
Contact E-Mail Address:	

Service Facility Addresses(if vendor has more than one service location within close proximity to each other)

Service Facility Address	Classification of Equipment to be Serviced		
	<u>Light</u>	<u>Medium and Heavy</u>	<u>Both</u>

Print Additional Pages As Needed

SECTION 4
GROUPS FORM

Vendor: _____

	<p style="text-align: center;">Please indicate which group Vendor is pursuing:</p> <p>Group 1: Light Equipment Collision Damage Body Work, Repair, and Paint Services.</p> <p>Group 2: Medium and Heavy Equipment Collision Damage Body Work, Repair, and Paint Services.</p>	<p style="text-align: center;"><input type="checkbox"/></p> <p style="text-align: center;"><input type="checkbox"/></p>
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ATTACHMENT A
BODY SHOP TOOLS AND EQUIPMENT CHECKLIST

VENDOR: _____

SITE INSPECTION FOR BODY SHOP TOOLS AND EQUIPMENT – GROUP 1 LIGHT EQUIPMENT		Date of Inspection:	
Inspected by:			
Body Shop Facility Requirements	Yes	No	
Is facility(ies) a cumulative minimum size of (should the vendor have multiple warehouses or facilities) 3,750 square feet, which will allow four (4) standard size* vehicles to be worked on completely inside? Lease of facility addresses belonging to the vendor may be requested.			
Does facility provide security in the form of a fenced, locked lot, or the inside of a secure building, for no less than six (6) standards sized* vehicles simultaneously?			
Body Shop Equipment Requirements	Yes	No	
Is facility capable of repairing all types of body panels including but not limited to steel, aluminum, and fiberglass?			
Is the facility equipped with a frame machine capable of restoring a vehicle to OEM specifications?			
Does facility have a color-matching computer system?			
If facility does not have a color-matching computer system, can facility obtain it from a source that utilizes a color-matching computer or manufacturer code?			
Does facility have body tools (i.e., dollies, hammers, drills, etc.) that will allow to bring a vehicle back to OEM standard which includes finishing?			
Does facility have Hand/Air Tools (i.e., sanders, grinders, etc.) to replace automotive body parts?			
Does facility have a scan tool that has current software that can be updated to reset computer controls which include windshield sensors, air bags/test equipment, suspension, and traction control systems?			
Does facility have the ability a DERM approved spray booth of appropriate size to include sufficient walk around room when spray booth is closed and large enough to accommodate all Group 1 vehicles, proper welding equipment (Gas, Arc, Mig) for steel and aluminum body panels and/or frames?			
Optional Body Shop Equipment Requirements (These have no impact on the prequalification, however, they are included for informational purposes in the event they are requested in future price competition)	Yes	No	
Does the facility have sandblasting equipment that is capable of effectively removing rust?			
Does the facility have insulated hybrid tools and gloves for the repairs of hybrid and electric vehicles?			
Is the frame machine equipped with digital measuring equipment/components for frame, body and associated members to restore the complete vehicle (front, rear, and sides) to OEM specifications?			

ATTACHMENT A
BODY SHOP TOOLS AND EQUIPMENT CHECKLIST

VENDOR: _____

SITE INSPECTION FOR BODY SHOP TOOLS AND EQUIPMENT – GROUP 2 MEDIUM AND HEAVY EQUIPMENT		Date of Inspection:	
Inspected by:			
Body Shop Facility Requirements		Yes	No
Is facility(ies) a cumulative minimum size of (should the vendor have multiple warehouses or facilities) 3,750 square feet which will allow a refuse packer 35 feet long, 12 ½' high x 9 ½' wide or a trailer 42' long x 12 ½' high x 8' wide to be worked on completely inside? Lease of facility addresses belonging to the vendor may be requested.			
Does facility provide security in the form of a fenced, locked lot, or the inside of a secure building, for no less than six (6) standards sized* vehicles simultaneously?			
Body Shop Equipment Requirements		Yes	No
Is facility capable of repairing all types of body panels including but not limited to steel, aluminum, and fiberglass?			
Is the facility equipped with a frame machine capable of restoring a vehicle to OEM specifications?			
Does facility have a color-matching computer system?			
If facility does not have a color-matching computer system, can facility obtain it from a source that utilizes a color-matching computer or manufacturer code?			
Does facility have body tools (i.e., dollies, hammers, drills, etc.) that will allow to bring a vehicle back to OEM standard which includes finishing?			
Does facility have Hand/Air Tools (i.e., sanders, grinders, etc.) to replace automotive body parts?			
Does facility have a scan tool that has current software that can be updated to reset computer controls which include windshield sensors, air bags/test equipment, suspension, and traction control systems?			
Does facility have the ability a DERM approved spray booth of appropriate size to include sufficient walk around room when spray booth is closed and large enough to accommodate all Group 1 vehicles, proper welding equipment (Gas, Arc, Mig) for steel and aluminum body panels and/or frames?			
Optional Body Shop Equipment Requirements (These have no impact on the prequalification, however, they are included for informational purposes in the event they are requested in future price competition)		Yes	No
Does the facility have sandblasting equipment that is capable of effectively removing rust?			
Does the facility have insulated hybrid tools and gloves for the repairs of hybrid and electric vehicles?			
Is the frame machine equipped with digital measuring equipment/components for frame, body and associated members to restore the complete vehicle (front, rear, and sides) to OEM specifications?			

*Note:

- For the purposes of this solicitation, a standard size vehicle will be defined as a Ford Crown Victoria to include Ford T-350, Crew Cab Pick-Up Trucks.
- Updates, as they become available, of Software, Tools, and Equipment to keep up in this industry will be required for both Groups 1 & 2.