



City of Rockwall  
*The New Horizon*

## **CITY OF ROCKWALL, TEXAS REQUEST FOR QUALIFICATIONS**

### **VEHICLE/TRAILER HAIL DAMAGE REPAIRS**

SUBMITTLE  
DUE:

**10:00 AM, AUGUST 27, 2018**

SUBMIT RFQ  
RESPONSE TO:

LEA ANN EWING  
PURCHASING AGENT  
CITY OF ROCKWALL  
385 S. GOLIAD, ROCKWALL, TX 75087  
972-772-6418 OR [lewing@rockwall.com](mailto:lewing@rockwall.com)

QUESTIONS  
CONTACT:

JOEY BOYD  
DIRECTOR OF INTERNAL OPERATIONS  
CITY OF ROCKWALL  
385 S. GOLIAD, ROCKWALL TX 75087  
972-772-6408 OR [jboyd@rockwall.com](mailto:jboyd@rockwall.com)

*The undersigned hereby certifies that he understands all the terms, conditions, and specifications and has read them carefully and will furnish and deliver all materials and services specified within this document.*

Authorized Signature \_\_\_\_\_

Printed Name and Title \_\_\_\_\_

Company  
Name \_\_\_\_\_

Physical Address \_\_\_\_\_

Mailing Address \_\_\_\_\_

City, State, Zip \_\_\_\_\_

Phone # \_\_\_\_\_ Mobile # \_\_\_\_\_

E-mail \_\_\_\_\_

Date \_\_\_\_\_

**Note:** Do not detach any forms or documents. Fill in with ink and submit this completed document with all attachments.

Receipt is hereby acknowledged for the following addenda to the contract documents:

Addendum No. 1 dated	_____	Received	_____
Addendum No. 2 dated	_____	Received	_____
Addendum No. 3 dated	_____	Received	_____
Addendum No. 4 dated	_____	Received	_____
Addendum No. 5 dated	_____	Received	_____

# City of Rockwall

## Vehicle/Trailer Damage from Hailstorm

### Repair Qualifications

#### **SCOPE OF WORK**

Contractor to provide all Labor, Materials, Equipment, Supervision and Facility to make hail damage repairs to the 129 vehicles and trailers as referenced on the attached list provided by the City's insurance company adjuster.

#### **PURPOSE**

The purpose of this Request for Qualifications (RFQ) is to obtain the necessary information for the City of Rockwall to identify, evaluate and contract with qualified professional companies that specialize in vehicle dent/body damage and paint repairs.

#### **INSTRUCTION FOR SUBMISSION**

Selection of a company(s) will be based on the City of Rockwall consultant selection team's evaluation of the submittals related to the company's resources, experience and qualifications to provide these services. One copy of the qualification submittal, limited to five (5) pages, shall be submitted to the City's Purchasing Agent, City of Rockwall, 385 S. Goliad, Rockwall, Texas 75087 no later than **10:00 A.M. on August 27, 2018**.

A short list of companies may be selected to work with the City in making all of the vehicle and trailer repairs. After selection of these companies, and verification that the companies comply with State and Federal Regulations, the City and the selected companies will negotiate a scope of services, project schedule and a fee structure for those services. The City reserves the right to reject any or all submittals and discontinue this process without any obligation or liability to any potential respondent.

#### **PROJECT DESCRIPTION**

1. Approximately 129 City owned vehicles and trailers received damage from a recent hailstorm. Damage estimates vary from \$650 to \$11,300. Total cost of repairs estimated at \$364,000. It is the City's intent to use this RFQ to determine the body shops that receive contracts to make these repairs. Some of the lesser repairs could be done on site at the City's Service Center and then the remaining vehicles with greater amount of damage (needing paint and body repairs) taken to the company's shop or garage to make these repairs. The bidder must have the necessary Manufacturer's certification and/or license to make these repairs as to not void any present or future vehicle equipment, material and/or labor warranties.

2. Contractor shall use the vehicles and trailers identified in Exhibit "A" (insurance adjuster report) in preparing his RFQ response.
3. Contractor shall explain how they will manage the repair process of these 129 vehicles and trailers or a portion of that fleet.
4. Contractor shall provide information concerning their garage/repair facility capabilities for storage and safety of City vehicles and trailers while in the contractor's care, custody and control.
5. Contractor shall address the pickup from and delivery to the City for vehicles and trailers that require off site repairs.
6. With the City's written permission, the contractors selected has the right and/or option to write and submit a supplemental claim to the City of Rockwall's insurance carrier for any additional loss and damage that may be discovered while completing the repairs.

## **REQUIREMENTS**

### **Executive Summary**

Provide an executive summary of your company's response to this RFQ. The company should prepare a narrative description of the company's experience in vehicle body repairs. This summary should identify the primary benefits to the City of Rockwall of retaining your company and your company's commitment to complete the project on time and within the budget.

(20 points)

### **Experience**

Provide a list of similar work your company has performed of like services. Be specific and provide examples that closely match in size and scope. Provide contact information with the other municipalities or government agencies that will serve as your company reference for previous repairs.

(25 points)

### **Qualification of Project Manager and Key Personnel**

Provide the names, qualifications and a list of similar work for the Project Manager and key personnel that will perform the work. Provide an organizational chart showing all personnel and sub-contractors specific to this work.

(20 points)

### **Proposed Schedule**

Provide a schedule for the project.

(15 points)

## **EVALUATION**

The City will establish a consultant selection team made up of various City Employees. The selection team will use the company's submittal to score the information above based on the



number of points for each item. The top three to five companies may be given an opportunity to make an oral presentation to the City's consultant selection team. A 20-30 minute presentation should be made by the proposed Project Manager. The Project Manager presentation should focus on the company's qualifications and the project process. The final decision shall be made based on total of the submittal and interview scores. The highest scored companies will be selected to negotiate a final scope of service, schedule and fee.

(20 points)

### **Insurance Requirements:**

Contractors performing work on City property or public right-of-way for the City of Rockwall shall provide the City a certificate of insurance evidencing the coverages and coverage provisions identified herein. Contractors shall provide the City evidence that all subcontractors performing work on the project have the same types and amounts of coverages as required herein or that the subcontractors are included under the contractor's policy. The City, at its own discretion, may require a certified copy of the policy. **For this particular work, Garage Keepers Insurance is required.**

**All insurance companies and coverages must be authorized by the Texas Department of Insurance to transact business in the State of Texas and must be acceptable to the City of Rockwall.**

Listed below are the types and amounts of insurance required. The City reserves the right to amend or require additional types and amounts of coverages or provisions depending on the nature of the work.

Type of Insurance	Amount of Insurance	Provisions
1. Commercial General (Public) Liability to include coverage for: a) Premises/Operations b) Products/Completed Operations c) Independent Contractors d) Personal Injury e) Contractual Liability	\$1,000,000 each occurrence, \$2,000,000 general aggregate;  Or  \$2,000,000 combined single limits	City to be listed as additional insured and provided 30-day notice of cancellation or material change in coverage.  City prefers that insurer be rated B+VI or higher by A.M. Best or A or higher by Standard & Poors
1. Business Auto Liability	As required by State of Texas	
Workers' Compensation & Employers' Liability	Statutory Limits \$100,000 each accident	City to be provided a waiver of subrogation

**Questions regarding this insurance should be directed to the City of Rockwall Purchasing Agent at (972) 772-6418.**

Contractor shall add the City of Rockwall as an additional insured on all required insurance policies, except worker's compensation, employer's liability and errors and

omissions insurance. The Commercial General Liability Policy and Umbrella Liability Policy shall be of an "occurrence" type policy.

## Units with damages below \$1000 deductible:

Dept	VIN Year/Make/Model	Damage Amount	Damage Amount	Repair ?
Police	3968 18TAHOE	\$651.80	\$ 651.80	
Police	9649 17CHARGER	\$696.80	\$ 696.80	
Police	4736 15CHARGER	\$839.40	\$ 839.40	
Water	UNK KOHLERGENRTR	\$380.00	\$ 380.00	
Water	2817 16F750	\$996.60	\$ 996.60	
Sewer	3914 16F750	\$761.00	\$ 761.00	
Sewer	8301 01F650	\$896.60	\$ 896.60	
Sewer	8639 02F650	\$921.60	\$ 921.60	
Police	0505 18CHARGER	\$685.25	\$ 685.25	

## Units with damages above \$1000 deductible:

IO	1023 03F250	\$1387.40	\$ 1,387.40	
IO	1291 18C1500	\$2186.80	\$ 2,186.80	
IO	2679 11F250	\$2234.40	\$ 2,234.40	
IO	3950 03E350	\$1418.80	\$ 1,418.80	
IO	5073 06F150	\$1827.98	\$ 1,827.98	
IO	7055 05EXPEDITION	\$3352.76	\$ 3,352.76	
IO	9237 03F250	\$2623.47	\$ 2,623.47	
Finance	6962 04RANGER	\$1881.80	\$ 1,881.80	
Fire	2113 15Suburban	\$3033.20	\$ 3,033.20	
Police	0356 13TAURUS	\$6005.05	\$ 6,005.05	
Police	0594 13TAHOE	\$3111.40	\$ 3,111.40	
Police	1400 15CHARGER	\$8968.00	\$ 8,968.00	
Police	4571 12TAHOE	\$3330.66	\$ 3,330.66	
Police	7852 16GRCHER	\$3501.55	\$ 3,501.55	
Police Patrol	2549 11E450BOX	\$3800.24	\$ 3,800.24	
Police Patrol	2652 18TAHOE	\$1112.80	\$ 1,112.80	
Police Patrol	3766 14TAHOE	\$3973.77	\$ 3,973.77	
Police Patrol	4011 17TAHOE	\$11231.47	\$ 11,231.47	
Police Patrol	4108 16COMMUNITYSVCSTRLR	\$6915.00	\$ 6,915.00	
Police Patrol	4761 14TAHOE	\$5390.37	\$ 5,390.37	
Police Patrol	4990 16TAHOE	\$5444.66	\$ 5,444.66	
Police Patrol	5677 18TAHO	\$1735.80	\$ 1,735.80	
Police Patrol	6269 18TAHOE	\$2266.60	\$ 2,266.60	
Police Patrol	6366 13TAURUS	\$5934.17	\$ 5,934.17	
Police Patrol	6626 17TAHOE	\$3000.75	\$ 3,000.75	
Police Patrol	7817 06F250	\$2845.60	\$ 2,845.60	
Police Patrol	8568 16CHARGER	\$4952.20	\$ 4,952.20	
Police Patrol	8569 16CHARGER	\$5509.25	\$ 5,509.25	
Police Patrol	8571 16CHARGER	\$5471.40	\$ 5,471.40	

Dept	VIN Year/Make/Model	Damage Amount	Damage Amount	Repair ?
Police Patrol	8695 13TAHOE	\$4847.60	\$ 4,847.60	
Police Patrol	9081 14CHARGER	\$1778.80	\$ 1,778.80	
Police Patrol	9082 14CHARGER	\$5799.60	\$ 5,799.60	
Police Patrol	9083 14CHARGER	\$5000.80	\$ 5,000.80	
Police CID	3260 06IMPALA	\$2789.80	\$ 2,789.80	
Police CID	5866 07IMPALA	\$1763.00	\$ 1,763.00	
Police CID	8816 13TAURUS	\$4321.64	\$ 4,321.64	
Police CID	9297 06F250	\$5146.64	\$ 5,146.64	
Police CS	4886 16SUBURBAN	\$8285.91	\$ 8,285.91	
Police CS	6365 13TAURUS	\$4078.02	\$ 4,078.02	
Police CS	6367 13TAURUS	\$4421.20	\$ 4,421.20	
Police CS	6368 13TAURUS	\$4600.41	\$ 4,600.41	
Police CS	7984 11CROWN	\$3708.85	\$ 3,708.85	
Police CS	9236 10CROWN	\$3251.49	\$ 3,251.49	
NIS	1243 05F150	\$2061.06	\$ 2,061.06	
NIS	2598 15F150	\$3610.20	\$ 3,610.20	
NIS	2650 11CRNVIC	\$3240.35	\$ 3,240.35	
NIS	8135 17C1500	\$2926.60	\$ 2,926.60	
BI	1245 05F150	\$2290.61	\$ 2,290.61	
BI	3448 17C1500	\$3901.30	\$ 3,901.30	
BI	4700 07F150	\$2849.80	\$ 2,849.80	
BI	5072 06F150	\$1898.10	\$ 1,898.10	
Parks	0103 11AMERICANTOILETTLR	\$3050.00	\$ 3,050.00	
Parks	1647 12C350	\$2896.53	\$ 2,896.53	
Parks	1703 01CARGOCRAFTTLR	\$1800.00	\$ 1,800.00	
Parks	1714 08F350	\$1998.80	\$ 1,998.80	
Parks	1806 16COMFORTSTOILETTLR	\$3550.00	\$ 3,550.00	
Parks	2631 09F350	\$2085.17	\$ 2,085.17	
Parks	3311 16F350	\$1993.80	\$ 1,993.80	
Parks	8115 05F250	\$2142.80	\$ 2,142.80	
Parks	1862 17C1500	\$2472.80	\$ 2,472.80	
Parks	8118 05F250	\$1847.80	\$ 1,847.80	
Animal Ser	0495 17F250	\$2495.00	\$ 2,495.00	
Animal Ser	4335 12F250	\$1970.40	\$ 1,970.40	
Engr	0701 17C1500	\$3572.85	\$ 3,572.85	
Engr	2167 14F150	\$3522.21	\$ 3,522.21	
Engr	6685 03EXPEDITION	\$3282.60	\$ 3,282.60	
Engr	9166 10F150	\$4105.70	\$ 4,105.70	
Engr	9169 10F150	\$5095.73	\$ 5,095.73	
Streets	2519 08F450	\$1629.60	\$ 1,629.60	
Streets	2520 08F550	\$2110.60	\$ 2,110.60	
Streets	2649 11CROWN	\$3824.92	\$ 3,824.92	Auctioned
Streets	3154 12F250	\$1901.40	\$ 1,901.40	
Streets	5335 16F350	\$2582.60	\$ 2,582.60	
Streets	5453 12TAHOE	\$2241.80	\$ 2,241.80	



Dept	VIN Year/Make/Model	Damage Amount	Damage Amount	Repair ?
Streets	5639 16F250	\$1221.20	\$ 1,221.20	
Streets	5671 17F550	\$2337.75	\$ 2,337.75	
Streets	6636 17FREIGHTLINER	\$2111.50	\$ 2,111.50	
Streets	8120 05F250	\$1917.20	\$ 1,917.20	Auctioned
Streets	8435 08F550	\$1365.20	\$ 1,365.20	
Meter Tech	2068 18CI500	\$4952.15	\$ 4,952.15	
Meter Tech	4455 17C1500	\$5329.40	\$ 5,329.40	
Water	0945 17TEXANCARGOTRLR	\$2690.00	\$ 2,690.00	
Water	1582 17TEXANCARGOTRLR	\$2640.00	\$ 2,640.00	
Water	2523 08F550	\$2728.45	\$ 2,728.45	
Water	3295 16F250	\$1158.40	\$ 1,158.40	
Water	3297 16F250	\$2445.80	\$ 2,445.80	
Water	3310 16F350	\$1916.20	\$ 1,916.20	
Water	3376 17F550	\$4220.00	\$ 4,220.00	
Water	3661 08F250	\$1579.40	\$ 1,579.40	
Water	3663 08F250	\$2211.00	\$ 2,211.00	
Water	5481 11F150	\$2859.00	\$ 2,859.00	
Water	6185 12TAHOE	\$3106.80	\$ 3,106.80	
Water	6961 14RANGER	\$1228.78	\$ 1,228.78	
Sewer	0780 08OUTBACKTRLR	\$2700.00	\$ 2,700.00	
Sewer	1584 17TEXANCARGOTRLR	\$2565.00	\$ 2,565.00	
Sewer	2021 18C1500	\$3292.20	\$ 3,292.20	
Sewer	2521 08F350	\$1995.20	\$ 1,995.20	
Sewer	3377 17F550	\$4210.98	\$ 4,210.98	
Sewer	3662 08F250	\$2628.78	\$ 2,628.78	
Sewer	3770 11TEXASBRAGGTRLR	\$2575.00	\$ 2,575.00	
Sewer	4550 17TEXANCARGOTRLR	\$2450.00	\$ 2,450.00	
Sewer	5297 08F550	\$2182.00	\$ 2,182.00	
Sewer	5695 16B4500	\$4720.00	\$ 4,720.00	
Sewer	6082 09F150	\$2799.18	\$ 2,799.18	
Police	2647 11CROWN VICTORIA	\$3162.95	\$ 3,162.95	
Police	9233 10CROWN	\$3388.44	\$ 3,388.44	
Police Narc	2976 08TUNDRA	\$4567.74	\$ 4,567.74	
Police Narc	3569 07TACOMA	\$3105.27	\$ 3,105.27	
Police Narc	6662 15ARMADA	\$6088.96	\$ 6,088.96	
Police Narc	8133 14CADILLAC	\$5034.13	\$ 5,034.13	
Total			\$ 364,676.30	

Police Tahoe #13-3 going to auction blown engine 1GNLC2E02DR260594

Police Tahoe #13-1 to John Vermillion 1GNLC2E09DR258695

Police Tahoe #11-2 to Engineering 1GNLC2E08BR224390

Police unit #11-6 has been auctioned 2FABP7BV4BX122649

Dept	VIN Year/Make/Model	Damage Amount
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Damage Amount	Repair ?
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Police unit 11-9 to NIS 2FABP7BV4BX145624	
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