

BID FOR: AUTOMOTIVE BODY & TRANSMISSION PARTS

Bidders must return all pages of the bid. Please submit one original and two copies of bid.

BID OPENING AT 12:00 NOON ON: TUESDAY, NOVEMBER 3, 2015

BUYER: JOHN CASSIDY E-MAIL: cassidyj@stlouis-mo.gov PHONE NUMBER: 314-622-4596

TO THE SUPPLY COMMISSIONER, CITY OF ST. LOUIS, MISSOURI:

We the undersigned, in answer to your advertisement of October 13, 2015 agree to furnish the City of St. Louis with the requirements of this bid. The term of the contract will be **FIVE (5) years** from **Date of Award**. **There may be an option to extend not to exceed 5 years.** The contract will be subject to all conditions\* listed, per the attached

specifications, and at prices set forth on the pages of this bid.

**\*ATTENTION: PLEASE NOTE ITEMS #7 & #12 ON THE ENCLOSED "INSTRUCTION TO BIDDERS". BIDS OR CONTRACTS WILL BE AWARDED BASED ON THE OFFICIAL SPECIFICATIONS PROVIDED BY THE SUPPLY DIVISION ONLY AND ANY RELATED ADDENDA. ALL INQUIRIES MUST BE IN WRITING (LETTER, E-MAIL OR FAX) ADDRESSED ONLY TO A SUPPLY DIVISION BUYER, THE DEPUTY SUPPLY COMMISSIONER OR SUPPLY COMMISSIONER.**

Firm Name: \_\_\_\_\_ Telephone Number: ( ) \_\_\_\_\_

Address: \_\_\_\_\_ Fax Number: ( ) \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Federal Identification Number: \_\_\_\_\_ Date Bid Submitted: \_\_\_\_\_

DUNS # \_\_\_\_\_

**DO NOT WRITE BELOW THIS LINE (FOR CITY OF ST. LOUIS USE ONLY)**

<b><u>BOARD OF STANDARDIZATION FOR CONTRACT USE ONLY</u></b>

**Accepted:**  
Date: \_\_\_\_\_  
\_\_\_\_\_  
Supply Commissioner, City of St. Louis

**Accepted:**  
Date: \_\_\_\_\_  
\_\_\_\_\_  
Comptroller, City of St. Louis

\_\_\_\_\_  
City Counselor, City of St. Louis

\_\_\_\_\_  
Register, City of St. Louis

COMPTROLLER'S OFFICE DOCUMENT # \_\_\_\_\_

Rev. 4/14/14 RMN

# Bid for Automotive Body & Transmission Parts

## Duration: Five (5) Years from Date of Award

### GENERAL CONDITIONS

A. PLANNED SCHEDULE OF EVENTS

- B. **Bid Opening – 11-3-15.** Bids must be submitted in a Sealed Bid Envelope and mailed to: Supply Commissioner, 1200 Market Street, Room 324, St. Louis MO 63103-2842. Bids must be received prior to 12:00 P.M. Bids will be opened publicly at that time in Room 324 Conference Room. Bidders must submit three (3) copies of the completed bid sheet, signed by an authorized officer of the company and one (1) set of all price sheets for parts lines bid. Note that parking may be difficult and you must pass through security to enter this building – allow additional time for these factors because late bids will not be accepted.
- C. **Facility Visits** - If deemed necessary, the evaluation team will visit the facilities of the top bidder(s).
- D. **Bid Award** - The successful bidder will be notified by the Buyer. Bidders must request the evaluation results.
- E. **Contract Commences** – From Date of Award after appropriate approvals have been obtained. The garages operated by the St. Louis Equipment Services Division, and Lambert International Airport will begin ordering from the contract.

II. INQUIRIES

All inquiries must be directed in writing **no later than one week before bid opening date** to: **Mr. John Cassidy, Buyer via email at [cassidyj@stlouis-mo.gov](mailto:cassidyj@stlouis-mo.gov)**. Responses to written inquiries will be provided to all potential bidders.

1. INTRODUCTION

- 1.1 The City of St. Louis Equipment Services Division (ESD), and Lambert International Airport are soliciting sealed bids from qualified Vendors to provide them with **Automotive Body & Transmission Parts** for City of St. Louis on a contractual basis for a period of sixty (60) months. The use of “City” in this document shall henceforth represent organizations above. The City, with the consent of the Vendor, shall have the option of renewing this contract for one additional five-year period under the same terms, conditions, and discounts. Actual purchases will be made as needed, from the contract, which will be awarded as a result of this bidding.

- 1.2 Approximately \$50,000.00 of Auto Body Replacement Parts and approximately \$25,000 of Automotive Transmission Parts will be purchased annually from a single successful bidder on an “all or nothing basis.” This estimate is based on historical consumption at previous prices. NO SPENDING GUARANTEE IS MADE. These auto body parts will be used for the maintenance, repair, and overhaul of City vehicles.
- 1.3 The City reserves the right to procure contract items from a non-contract provider when the contracted Vendor does not have an item in stock for immediate delivery or when that Vendor’s “will call” outlets are closed.

2. VENDOR QUALIFICATIONS

- 2.1 Vendors must be either authorized dealers, jobbers, warehouse retailers, or warehouse distributors for approved brands. In addition, they must carry sufficient stock, or have immediate access to such parts as to satisfactorily furnish the City with all its requirements. The City reserves the right to inspect the Vendor’s facilities to determine the adequacy of their facilities and stocking levels.

3. ORDERING AND DELIVERIES

- 3.1 The auto body parts and transmission parts will be delivered by the Vendor F.O.B., Destination to garages located in the City of St. Louis, one in West St. Louis County. On occasion, the auto body parts will be picked-up at the Vendor’s place of business by its authorized representatives.

ESD	Police Garage 3930 Laclede Ave. St. Louis, MO 63108
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Airport	Lambert Airport Garage 10701 Lambert International Blvd. St. Louis, MO 63145
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One delivery per day must be scheduled for all locations. Parts ordered by 8:00 A.M. will be delivered by 12:00 P.M.

- 3.2 “Will Call” parts requested during normal retail hours will be available for pick-up within thirty (30) minutes.
- 3.3 Unusual parts not stocked within the St. Louis area are to be delivered within two working days of request. The Vendor shall pay freight.

All parts will be delivered in manufacturers’ original cartons with original bar coding. Bar coding (Code 39, UPC-A, or EAN-13) is required for all parts to facilitate inventory control.

- 3.4 Vendor must be able to accept fax orders and return verification of orders via fax to the ordering garage within one hour. This capability must be available within thirty (30) days of contract start-up.

Vendor must provide on-line terminal access via dial-up modem and return verification of orders via fax to the ordering garage within one hour. Any additional software needed for City personal computers to access the Vendor's system shall be provided by the Vendor at no additional cost. The Vendor shall provide initial training and refresher training as needed to City employees at no additional cost.

- 3.5 Vendor must provide toll-free telephone, fax, and computer access lines from all City locations.

#### 4. BRAND, QUALITY, AND WARRANTY

- 4.1 All auto body parts & transmission parts supplied shall meet or exceed vehicle manufacturers' specifications.
- 4.2 Vendor shall guarantee all Auto Body Replacement Parts & Transmission Parts against defective workmanship and materials. Should failure occur within the manufacturer's warranty period, the Vendor shall replace the defective unit at no cost to the City.
- 4.3 In the event a particular part number is not available from the manufacturer listed in the contract, the Vendor, with the consent of the City, may substitute a part of equal quality from an alternate manufacturer. However, this alternate brand part must be billed to the City at the stated contract price (or less). It is understood that brand substitution shall be an infrequent event, subject to the consent of the City.
- 4.4 It is the City's intent that all items sold by the successful Vendor be considered "under contract" to avoid the costly practice of price comparison of items in categories not specifically bid and the even more costly practice of paying retail for infrequently used or miscellaneous items. Bidders shall bid a percentage off retail/list price which shall be applied to all City purchases for items normally sold by the successful Vendor.

#### 5. TERM OF CONTRACT

- 5.1 Commencement date of contract will be determined by the date signed by the City. If mutually agreeable between the City and the Vendor, the contract may be renewed for **one (5) year period**. All terms, conditions, and discounts of the contract will remain in effect during the additional years unless modified by consent of both parties.

6. VENDOR PERFORMANCE RESPONSIBILITY

6.1 The Vendor will provide any supplementary services as required by the City to establish and maintain an adequate Auto Body Replacement Parts & Transmission Parts stock at selected City repair sites. These supplementary services will include:

6.1.1 Assistance in replacing obsolete stocked Body Parts of varied age and manufacture at a fixed percentage from original purchase price with a credit to purchase current Body Parts.

6.1.2 Bidders are encouraged to explain any additional services that they wish to offer on a separate sheet attached to the bid sheet.

7. CONTRACT AWARD

7.1 Contract award will be based upon the following criteria:

7.1.1 Product Evaluation (Objective) - The evaluation team will rank each vendor on the following:

7.1.1.1 Conformance to brand specification.

7.1.1.2 Completeness of bid.

7.1.1.3 Total price after weight multiplication for all groups to determine an index price. Index price shall be used to rank bidders and the percent difference applied based on expenditures of \$ 50,000.00 annually.

7.1.2 Vendor Evaluation (Subjective) - A representative of City will visit each Vendor's facility, if necessary, to evaluate the following:

7.1.2.1 Vendor physical plant location in the St. Louis Metro area.

7.1.2.2 Hours of operation.

7.1.2.3 Stocking levels.

7.1.2.4 Access to parts sources.

7.1.2.5 Ability to deliver City requirements.

7.1.2.6 Geographical locations.

7.1.2.7 Support services offered.

7.1.2.8 Minority and women-owned business participation. Vendors should indicate compliance with Executive Order No. 28 which requires that a "good faith effort" be made to include Minority Owned Business (25%) and Women Owned Business (5%) participation.

7.2 The City will award all parts groups to a single successful Vendor.

## 8. BILLING AND PAYMENT

8.1 Payment can normally be expected within sixty (60) days of receipt of invoice. The two entities involved in this contract, Equipment Services Division, and Lambert International Airport, will pay separately for items ordered by their garages.

8.2 In an effort to reduce paperwork and streamline the payment process, the successful Vendor will provide pick tickets showing the contract price of each item with City provided purchase order numbers in a standard location with each delivery/pickup. However, invoices for all items by garage shall be delivered weekly. The weekly invoice may be issued on a day of the Vendor's choosing; however, it should be provided on the same day each week to facilitate a predictable payment routine. The invoice must be an original copy, summarize all purchases, and have copies of all pick tickets attached.

8.3 Computer generated pick tickets, invoices, and spending summary reports are greatly preferred but not required, at this time, provided that these documents are legible and uniformly prepared.

## 9. INSTRUCTIONS TO VENDORS

**9.1** The enclosed sheets titled "Bid Sheet A1: Auto Body Replacement Parts" contains the following information needed to complete "Bid Sheet A2" and enclosed sheets titled "Bid Sheet B1": Transmission Parts contains the following information needed to complete "Bid Sheet B2".

9.1.1 **Acceptable Lines/Brands.** Lists those lines/brands which may be bid. Any lines/brands not listed must be pre-approved by the City evaluation team as described above before they can be bid.

9.1.2 **Part Number Sample.** Shows a part number used on a City vehicle for one of the "Acceptable Lines/Brands." Bidders will list a corresponding part for the brand they are bidding on "Bid Sheet A2 or B2" in the column titled "Sample Part Number."

9.1.3 **Sample Application.** If applicable, describes a vehicle that the "Pricing Sample" part would fit on to assist bidders in identifying the correct part in the line being bid.

- 9.1.4 Note that all parts are NEW unless specifically noted as “(rebuilt)” or “(used)” under the “Category” column.
- 9.2 The enclosed sheet titled “Bid Sheet A2: Auto Body Replacement Parts” or “Bid Sheet B2: Transmission Parts” provides space to enter bid information as described below:
- 9.2.1 **Line/Brand Bid.** Enter the line/brand being offered. This line/brand must be listed in the “Acceptable Lines/Brands” column of “Bid Sheet A1 or B1” for this “Group/Item” or have been pre-approved by the City evaluation team as described above.
  - 9.2.2 **Price Sheet Number.** Enter the number of the manufacturer’s price sheet/catalog being bid. Note that the price sheet(s)/catalog(s) being bid must accompany the bid sheets when submitted as described above.
  - 9.2.3 **% Off.** Enter the percentage discount off the price sheet(s)/catalog(s) being bid. Note that this discount shall apply to all items on the price sheet(s)/catalog(s) or to any changes published to it by the manufacturer and furnished to the City as described below.
  - 9.2.4 **Sample Part Number.** Enter the part number from the price sheet/catalog being bid which corresponds to the “Pricing Sample”/“Sample Application” for this “Group/Item” on “Bid Sheet A1 or B1.”
  - 9.2.5 **Sample Sheet Price.** Enter the price for the sample part from the price sheet/catalog being bid.
  - 9.2.6 **Sample Net Price.** [Optional] Enter the discounted price for the sample part. NOTE: During the bid evaluation process, this value will be calculated on a spreadsheet developed in Microsoft Excel for Windows 95 (version 7).
  - 9.2.7 **Weight Mult.** [No Bidder Action Required] This column shows the weight assigned to this “Group/Item” of parts. It corresponds to the approximate relative consumption of these parts based on historical use and fleet composition.
  - 9.2.8 **Total.** [Optional] Enter the product of the “Sample Net Price” multiplied by the “Weight Mult.” NOTE: During the bid evaluation process, this value will be calculated on a spreadsheet developed in Microsoft Excel for Windows 95 (version 7).

9.2.9 **Total Index Value for Award Comparison.** [Optional] Total the dollar values in the "Total" column. This value will be used to a bidders' relative ranking based on \$\_\_\_\_\_in purchases. The comparison figures for this item can not be determined until all bids have been evaluated. NOTE: During the bid evaluation process, this value will be calculated on a spreadsheet.

St. Louis, Missouri  
 Equipment Services Division, Lambert International Airport  
**Bid Sheet A1: Auto Body Replacement Parts**

Acceptable Lines/Brands	Part Number Sample	Sample Application
	GM1000817V	BUMPER COVER,FRT./TAHOE
	GM1000763V	BUMPER COVER/FRT.-06-11-IMPALA
	GM1100785V	BUMPER COVER,REAR-08-11-TAHOE
	GM1000764V	FRT.BUMPER,CV-12-IMPALA
	GM1100736V	BUMPER COVER/RR/06-11-IMPALA
	GM1007109V	DEFLECTOR,LWR,AIR-FRT.-10-IMP
	GM2503261V	HEADLAMP ASY.RGT/06-12 IMPALA
	GM1070241DS	IMPACT ABSRBR.06-11-IMPALA
	GM1251122	LINER FENDER/RF.-06-11-IMPALA
	GM2502261V	HEADLAMP ASSY.LH/08-11-IMPALA
	GM2503263V	IMPACT ABSRBR.06-9-IMPALA
	GM1240326V	FENDER/LF.-06-12-IMPALA
	GM2502263V	HEADLAMP,ASY.LH-11-TAHOE
	GM1240333V	FENDER,LF.-11-TAHOE
	GM1241333V	FENDER,RF-TAHOE-2011-13
	GM2800196	TAILAMP,LH-TAHOE-08-13
	GM1036106V	GRILLE,BUMPER-LWR/06-10-IMPALA
	GM1089171	FILLER,BUMPER,RF-TAHOE
	GM1240326V	FENDER/LF.-06-10-IMPALA
	GM1321325	MIRROR,08-13-RH-TAHOE
	GM1036107V	GRILLE,BUMPER,-12-IMPALA
	GM1088171	FILLER,BUMPER,FRT.LF-TAHOE
	GM1200551	GRILLE,UPR.-12-IMPALA
	GM1250123C	LINER,FENDER,LF.TAHOE
	GM2503263V	H/L,ASSY.RH-TAHOE-09-11

St. Louis, Missouri  
 Equipment Services Division, Lambert International Airport  
**Bid Sheet A2: Auto Body Replacement Parts**

Brand Bid	Price Sheet Number	% Off	Sample Part Number	Sample Sheet Price	Sample Net Price	Weight Mult.	Total
				\$	\$	36	\$
				\$	\$	30	\$
				\$	\$	27	\$
				\$	\$	24	\$
				\$	\$	22	\$
				\$	\$	17	\$
				\$	\$	15	\$
				\$	\$	14	\$
				\$	\$	14	\$
				\$	\$	14	\$
				\$	\$	12	\$
				\$	\$	11	\$
				\$	\$	11	\$
				\$	\$	10	\$
				\$	\$	10	\$
				\$	\$	10	\$
				\$	\$	9	\$
				\$	\$	9	\$
				\$	\$	9	\$
				\$	\$	8	\$
				\$	\$	7	\$
				\$	\$	7	\$
				\$	\$	7	\$
				\$	\$	7	\$
				\$	\$	7	\$

Annual % for Price Increase	
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St. Louis, Missouri  
 Equipment Services Division, Lambert International Airport  
**Bid Sheet B1: Transmission Parts**

Acceptable Lines/Brands	Part Number Sample	Sample Application
	84006HPW	OVERHAUL KIT/IMPALA-03-5-4T65E
	A84010E	TRANS FILTER/4T65E
	B84022G	BAND FORWARD(RR-HI-ENERG-4T65E
	A84700G	FILTER
	GM53	CONVERTER, TORQUE/06-11-/4T65E
	34435A	SOLENOID, EPC/4L80E
	B74020AH	BAND, 4L60E 2-4 HI-ENERGY
	D74421	SOLENOID, 4L60E 1-2 – 2-3
	GM42	CONVERTER, TORQUE/00-05-4T65E
	74006EB	OVERHAUL KIT/4L60E
	B74020AH	BAND, 4L60E 2-4 HI ENERGY
	U84559B	DRUM, 4T65E
	74010EG	FILTER, TRANS/4L60E
	D74421	SOLENOID, 4L60E 1-2 – 2-3
	D84964B	INPUT PISTON/4T65E
	84010E	TRANS FILTER
	A74624D	SHELL, TRANS, 700R4
	A74747EC	PLATE, VALVE BODY-4L60E
	A76010EA	FILTER/TRANS-4R70W
	B84024G	BAND, REV, 4T65E
	D74418E	SOLENOID/3-2 PWM/4L60E
	D74418EA	SOLENOID, 4L60E(3-2, DWN

St. Louis, Missouri  
 Equipment Services Division, Lambert International Airport  
**Bid Sheet B2: Transmission Parts**

Brand Bid	Price Sheet Number	% Off	Sample Part Number	Sample Sheet Price	Sample Net Price	Weight Mult.	Total
						22	
						21	
						19	
						18	
						12	
						6	
						6	
						6	
						6	
						5	
						5	
						5	
						4	
						4	
						4	
						3	
						3	

**Bid Sheet B2: Transmission Parts**

<b>Brand Bid</b>	<b>Price Sheet Number</b>	<b>% Off</b>	<b>Sample Part Number</b>	<b>Sample Sheet Price</b>	<b>Sample Net Price</b>	<b>Weight Mult.</b>	<b>Total</b>
						3	
						3	
						3	
						3	
						3	