SOLICITATION SPECIFICATIONS
OEV26006195 MPA 543 – MOTOR VEHICLE AUTO BODY REPAIRS
OPEN ENROLLMENT VENDOR ASSESSMENT MPA

SECTION A. BACKGROUND

The State of Rhode Island seeks to establish an open-enrollment list of qualified vendors to provide motor vehicle auto body repairs, including but not limited to accident-related damage, collision repairs, and other associated services necessary to maintain state-owned vehicles in safe and operational condition. State agencies operate a diverse fleet consisting of passenger vehicles, SUVs, trucks, and specialty units that may require timely and professional body repair services throughout the year.

This RFQ is intended to ensure that agencies have access to reliable, certified auto body repair facilities capable of addressing routine and complex repair needs. Vendors added through this open-enrollment process will be eligible to receive task orders on an as-needed basis and must meet all requirements outlined in this solicitation, including licensing, insurance, and adherence to industry standards.

SECTION B: SCOPE OF WORK AND REQUIREMENTS

The State of Rhode Island is seeking qualified vendors to provide comprehensive motor vehicle auto body repair services, including but not limited to accident-related damage and other repair needs, in accordance with this open enrollment solicitation. The selected vendor(s) shall furnish all labor, materials, equipment, and expertise necessary to perform all required repair operations for State vehicles.

It is anticipated that a price agreement will be awarded to one or more vendors. The specific scope of work will be determined by the needs of each using agency. As with any Master Price Agreement (MPA), the agency will issue its own release/direct purchase order specifying the items, quantities, and pricing required, and shall be solely responsible for financing the services ordered. **No vendor shall provide services or begin work until a valid, agency-approved Purchase Order has been issued and received.** Vendors are not entitled to payment for any work performed outside of this requirement. **Placement on this MPA does not guarantee any level of spending or usage.**

Any contract award(s) resulting from this solicitation shall be subject to the State Purchases Act, R.I. Gen. Laws § 37-2-1 et seq., the Procurement Regulations, and the General Conditions of Purchase, available at www.purchasing.ri.gov, in addition to the specific terms of this solicitation.

MPAs may be utilized by any State agency and, as a requirement of this solicitation, will also be made available—at their discretion—to quasi-public organizations, Rhode Island municipalities, school districts, and the Legislative and Judicial branches of Rhode Island government. All such entities shall receive the same offers, terms, and conditions. Placement of a qualified vendor on the MPA is not a guarantee of usage.

Services will be requested on an **as-needed basis**. Once a need has been identified, the user agency may select a vendor based on multiple factors including, but not limited to, price, expertise, and availability. This Request for Quote does not guarantee that the State will utilize any contractor for a minimum or maximum amount of time, nor does it guarantee any minimum or maximum dollar value over the term of the agreement.

Ordering and billing shall be conducted exclusively between the vendor and the user agency. Political subdivisions (cities, towns, schools, and quasi-public agencies), as permitted by law, may also participate under this agreement, with all ordering and billing handled directly between the vendor and the participating subdivision. The Division of Purchases reserves the right to remove vendors from the MPA list for non-responsiveness to agency requests. There is no guarantee of any level of spending to any vendor selected under this award.

Service Availability
Vendor(s) must provide repair services a minimum of five (5) days per week, Monday through Friday, between the hours of 8:00 a.m. and 5:00 p.m. Actual service hours must be declared in **Exhibit A – Qualification Questionnaire**.

Service Level
The selected firm(s) is required to provide service per the vehicle manufacturer's recommended service levels.

Vendor will be responsible for pick-up and delivery of vehicles from the location(s) provided by the user agency. Vendor shall specify any special service provided in Exhibit A Qualification Questionnaire. Vendors must provide towing and or flatbed transportation for those vehicles inoperable due to damaged areas.

Service Requirements

- All services must be performed in accordance with the vehicle manufacturer's recommended repair and service standards.
- Vendor(s) are responsible for pick-up and delivery of vehicles to and from locations specified by the requesting agency.
- Vendor(s) must identify any additional or special services offered in Exhibit A.
- Vendors **must** have the capability to tow or flatbed transport vehicles that are unsafe or unable to be driven.

State Police Vehicle Requirements
Vendors seeking placement on the **Rhode Island State Police (RISP) repair list** shall give priority to police vehicles and always expedite repairs. Police vehicles must be serviced ahead of all other non-RISP vehicles.

To qualify for this list, vendors must submit **BCI background checks**—at the vendor's expense—for all shop employees and technicians, including owners, partners, or any other individuals working in the facility, paid or unpaid. RISP reserves the right to approve or reject any individual based on its review, as well as perform a site visit at any time.

Note: Participation in the State Police repair list is optional. Vendors may choose not to obtain this designation.

Parts and Materials
All replacement parts must be **new Original Equipment Manufacturer (OEM)** components that meet factory specifications. Aftermarket or used parts are not permitted.

Performance Requirements
Throughout the term of the agreement, the selected vendor(s) shall:

- Guarantee all completed work for a minimum of one (1) year.
- Maintain the performance levels represented in their proposal.
- Use only new, factory-recommended parts, materials, and repair products.

General Proposal Requirements
Responses must demonstrate the vendor's qualifications, competence, and capacity to provide auto body repair services consistent with the requirements of this solicitation. The quality and substance of the information provided in **Exhibit A – Qualification Questionnaire** is of primary importance.

Proposals should be clear, concise, and economically prepared, offering detailed information regarding the vendor's experience, staffing, technical capability, and overall suitability.

Eligibility Requirements
To be eligible for the award, vendors must hold:

- A valid Rhode Island **Class A or Class B Auto Body License** issued by the Department of Business Regulation (DBR).
- Any additional licenses or certifications required to legally perform vehicle repairs in Rhode Island.

On-Site Inspection
Before issuing a Purchase Order, the State reserves the right to conduct an on-site inspection of the vendor's facility to verify capability, safety compliance, staffing, and equipment.

Space Requirement

Vendors must perform repairs inside at a fixed location of heated ground-level floor space, with a specific location and common boundaries where Motor Vehicles may be serviced.

All questionnaires and supplemental documents need to be fully completed and uploaded with your bid submission. Failure to do so may result in your bid being deemed non-responsive and could affect any potential award of the contract.