

# REQUEST FOR BID

CITY OF LOS ANGELES  
HARBOR DEPARTMENT

**BID NUMBER: 13054**

(SHOW THIS NUMBER ON ENVELOPE)

**BID DUE BEFORE 2:00 PM ON: FRIDAY, MARCH 28, 2025**

<b>SUBMIT BID TO:</b>		<b>PICK UP/ DELIVERY ADDRESS:</b>
<b>By Hand or Mail:</b> Los Angeles Harbor Department Purchasing Office, 1st Floor 500 Pier A Street Wilmington, CA 90744-6433	OR	<b>By E-mail:</b> jestrada@portla.org
<b>Buyer:</b> Jacquelyn Estrada, Procurement Analyst E-mail: <a href="mailto:jestrada@portla.org">jestrada@portla.org</a>		LOS ANGELES HARBOR DEPARTMENT 500 Pier A Street, Berth 161 Wilmington, CA 90744 Or, as directed by Harbor Department Personnel

## AUTO BODY REPAIR SERVICES

**BIDS** are requested for the annual requirements of the Los Angeles Harbor Department ("Department" or "City") for **AUTO BODY REPAIR SERVICES** as per attached Specification No. E250061 (Attachment A), to be furnished and delivered as may be required upon the execution of the contract for a period of one (1) year from the date of contract execution, including two, one-year renewal options, subject to the approval of the Executive Director.

### 1. LABOR RATES, SHOP.

FOR WORK PERFORMED IN ACCORDANCE WITH SPECIFICATIONS:

Per hour rate for materials is based on a percent (%), for example, from "Mitchell Estimating", times Paint Repair Labor Hourly Rate. Total pricing for materials is determined by the hourly rate as stated below times the total number of repair labor hours required for the job.

Labor rates shall be subject to change upon vendor's written notification to, and acceptance by, the Director of Contracts and Purchasing. Contractor shall comply with all applicable labor laws of the State of California.

Time of delivery: \_\_\_\_\_ days after receipt of order: Discount Payment Terms \_\_\_\_\_ % discount \_\_\_\_\_ days.

**Affirmative Action** – An approved AA plan or certification, if not on file, will be required prior to award of contract.

**DECLARATION OF NON-COLLUSION:** The undersigned certifies (or declares) under penalty of perjury that this quotation is genuine and not sham or collusive, or made in the interest or on behalf of any person, firm or corporation not herein named; that the bidder has not directly or indirectly induced or solicited any other bidder to put up a sham bid, or any other person, firm or corporation to refrain from bidding, and the bidder has not in any manner sought by collusion to secure to himself any advantages over other bidders.

NOTIFY:  
N. Wessel  
  
REQ7088  
JLE  
031225  
Prev: 32100

Firm Name \_\_\_\_\_

Mailing Address \_\_\_\_\_  
City State Zip

Phone No. \_\_\_\_\_ Email: \_\_\_\_\_

**REMITTANCE ADDRESS - Unless bidder indicates otherwise the City will remit to the above address for items received.**

The undersigned hereby agrees to furnish and deliver any or all items of goods or services in accordance with the terms, conditions, specifications and prices herein quoted, INCLUDING THE GENERAL CONDITIONS THAT FOLLOW. **THIS BID MUST BE SIGNED.**

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

\_\_\_\_\_  
Print Name and Title

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	UOM	DESCRIPTION	RATE PER HOUR
A.	HR	BODY REPAIR	\$
B.	HR	FRAME REPAIR	\$
C.	HR	MECHANICAL REPAIR	\$
D.	HR	STRUCTURAL	\$
E.	HR	BODY SUPPLIES/ MATERIALS	\$
F.	HR	PAINT REPAIR / REFINISH	\$
G.	HR	PAINT MATERIALS / REFINISH	\$

**2. PARTS AND MATERIALS.**

**REPAIR PARTS AND MATERIALS NEEDED TO COMPLETE AUTO BODY REPAIR IN ACCORDANCE WITH THE SPECIFICATIONS**

Contractor's supplier's invoice plus \_\_\_\_\_% mark-up

Prices charged the City are based on a Cost Plus Percentage Mark-Up to the supplier's net/cost price, as indicated on invoices from the manufacturer, distributor, sub-supplier, or other supply chain source. Percentage mark-up is to remain firm for the duration of the contract.

A copy of each manufacturer's, distributor's, sub-supplier's, or other supply chain source's invoice pertaining to the specific City Sub-Purchase Order shall be submitted with the contractor's invoice. Failure to submit invoice copies may be considered a Breach of Contract, and will result in payment delays, or non-payment of the contractor's invoice.

The "Price Agreement Conditions" herein shall apply to discounts/mark-ups quoted.

**3. SUBCONTRACTED WORK.**

**SUBCONTRACTED REPAIR WORK; NEEDED TO COMPLETE AUTO BODY REPAIR IN ACCORDANCE WITH THE SPECIFICATIONS**

Cost for subcontracted work (i.e. glass repair, CNG inspection and certification, etc.) shall be provided to the City at contractor's actual cost plus related taxes, freight and delivery. A copy of each manufacturer's, distributor's, sub-supplier's, or other supply chain source's invoice pertaining to the specific City Sub-Purchase Order shall be submitted with the contractor's invoice. Failure to submit invoice copies may be considered a Breach of Contract, and will result in payment delays, or non-payment of the contractor's invoice.

List subcontracted work, if any:


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**PICK UP AND DELIVERY OF CITY VEHICLES.**

Does your company charge for pick-up or delivery of City vehicles? (CHECK ONE)

- No, Skip to line 6  
 Yes; Complete lines 4-5

**4. PICK UP OF CITY VEHICLES FOR DELIVERY TO VENDOR'S PREMISES, PORTAL TO PORTAL.**

PICK UP FEE PER VEHICLE	\$
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**5. DELIVERY OF REPAIRED VEHICLES TO CITY PREMISES, PORTAL TO PORTAL.**

DELLIVERY FEE PER VEHICLE	\$
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**6. MISCELLANEOUS FEES.**

N/A

	DESCRIPTION	UNIT OF MEASURE	UNIT PRICE
A.			\$
B.			\$
C.			\$
D.			\$
E.			\$

(ATTACH ADDITIONAL SHEET(S), IF NECESSARY)

**7. REPAIR ESTIMATES.**

Initial estimates are to be provided free of charge. Supplemental estimates after teardown, resulting from concealed and/or hidden damage, will be assessed as follows:

SUPPLEMENTAL ESTIMATE FEE (PER HOUR) \$ \_\_\_\_\_

**PERSON(S) TO CONTACT FOR SERVICE:**

NAME:			
TELEPHONE:			
E-MAIL:			

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## **BIDDERS' INSTRUCTIONS**

**BID SUBMITTAL TIMELINESS.** Bidders (“Vendor”, “Contractor”, “Supplier”) solely are responsible for the timeliness of their submittals. As such, bidders are cautioned to budget adequate time to ensure that their bids are delivered/received at the location designated at or before the deadline set forth above. Bidders are cautioned that matters including, but not limited to, power and internet outages, email server failures and delays, traffic congestion, and security measures and/or events in or around the Port of Los Angeles, may lengthen the amount of time necessary to deliver the bid, whether the bid is submitted electronically, in person or by mail.

**ADDENDA.** From time to time, the Harbor Department may deem it necessary to issue an addendum(a) to modify or cancel a Bid Request. Such addendum(a) will be available on the Port of Los Angeles internet website – [www.portoflosangeles.org](http://www.portoflosangeles.org) and the Los Angeles Regional Alliance Marketplace for Procurement website – <https://www.rampla.org/s/> . It is the responsibility of the bidder to be aware of and respond to any such addendum(a) before the deadline of the applicable bid request. Failure to do so may deem the bid non-responsive.

**DEVIATION FROM SPECIFICATIONS.** Specifications contained herein are to describe the construction, design, size, and quality of the desired product and are not intended to be restrictive to any particular product. If bidder proposes to furnish another product equal in quality and purpose, such bids will be considered as long as they materially comply with the specifications. Each deviation from the specifications must be stated in a letter, attached to bidder’s submittal. Failure to do so may void bid.

**SPECIFICATION CHANGES.** If provisions of the Specifications preclude bidder from submitting bid, the bidder may request in writing that the specifications be modified. Such request must be received by the Purchasing Officer at least five (5) working days before bid opening date. All bidders will be notified by Addendum of any approved changes in the specifications.

**ILLUSTRATIVE AND TECHNICAL DATA.** When quoting other than the specified brand or when no brand is indicated, Bidder must submit with bid, complete illustrative and technical data on materials or equipment proposed to be furnished. Failure to furnish such data may void bid.

**PRINTED LITERATURE.** Terms, conditions, and deviations from specifications contained within printed material/literature will not be accepted. Each deviation from the specifications must be stated in a letter, attached to the bidder’s submittal.

**PRE-AWARD CONFERENCE.** Prior to award of contract the successful bidder will be required to attend a pre-award conference to be scheduled at a later date. The intent of this meeting will be to discuss contract regulations, specifications, invoicing, delivery times, etc., in order to ensure successful administration of the contract.

**REQUEST FOR QUOTATION BIDDER RESPONSIVENESS.** In order to be responsive, bidders shall complete and return all Quotation documents requested by the Department, including addenda, specifications, drawings and all forms. The Purchasing Agent may deem a bidder non-responsive if the bidder fails to provide all Quotation documents requested by the Department at the Quotation closing date and time.

**TECHNICAL CORRECTIONS.** The Executive Director or designee is authorized to make minor technical corrections or clarifications in order to effectuate the intent of this contract/bid.

**AWARD.** The Harbor Department reserves the right to reject any or all Bids, award Bid as a whole, split award or delete line items, as it may deem necessary, unless otherwise stated herein.

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**CONTRACTUAL TERMS SECTION**

**VENDOR CONTACT FOR CONTRACTUAL ISSUES:**

Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_

**PRIMARY VENDOR CONTACT FOR SERVICE REQUESTS:**

Contact Person: \_\_\_\_\_  
Title: \_\_\_\_\_  
Telephone: \_\_\_\_\_  
Email Address: \_\_\_\_\_  
24-Hour Contact  
Phone: \_\_\_\_\_

**BUSINESS HOURS:**

Vendor to indicate business hours:

Monday-Friday: \_\_\_\_\_ A.M. to \_\_\_\_\_ P.M.  
Saturday: \_\_\_\_\_ A.M. to \_\_\_\_\_ P.M.  Closed  
Sunday: \_\_\_\_\_ A.M. to \_\_\_\_\_ P.M.  Closed

**PRICE AGREEMENT CONDITIONS.** (Discount/Mark-up Lines) Prices charged the Harbor Department are based on a percentage discount from or mark-up to the manufacturer's published price list. Percentage discount/mark-up is to remain firm for the duration of the contract but said Manufacturer's Price Lists are subject to fluctuation in accordance with changes as issued by the Manufacturer. Price Lists which are submitted with BID must be current in effect at time of BID opening and shall not be subject to change for a period of sixty (60) days after bid opening.

If the prices on the Price List are raised, the Harbor Department reserves the right to accept such raises or to cancel such items from the contract. The Harbor Department is to be given benefit of any decline in prices immediately upon the manufacturer's effective date of such decline. Changes in Price List shall be effective on the date designated on the Price List or upon receipt by the Harbor Department Purchasing Office, whichever is later. Increases in Price Lists shall not be retroactive.

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Specifications and conditions in the BID shall supersede any conflicting conditions in PRICE LISTS.

Three (3) additional copies of the Price List(s) will be required to be submitted by the successful bidder prior to award of a contract. In addition, four (4) copies of any new or revised Price List(s) must be sent immediately to the Harbor Department Purchasing Officer, 500 Pier A Street, Wilmington, CA 90744. Price List shall show vendor's name along with the City Contract or Purchase Order Number.

**- WHEN QUOTING INTERNET / ON-LINE CATALOGS AND PRICE LISTS:**

The bidder shall provide, in its quotation, access to a secured (https) website for the City of Los Angeles Purchasing Agent to identify and confirm product prices online. The online price list must have a cross reference or search function to identify items and prices by Product/Part Number and/or Product Description.

The successful bidder shall provide website access to all City customers placing orders. The website must allow for printing any page on the customer's computer screen so as to create a "hard copy" record of the items and prices. City staff is required to print the price page for each item ordered and attach it to their Purchase Order for City auditing purposes.

**- WHEN NO CATALOG OR PRICE LIST EXISTS:**

When manufacturer's price lists do not exist or are not otherwise available for Cost Plus Mark-Up contracts, the following shall apply:

Prices charged the City are based on a Cost Plus Percentage Mark Up to the supplier's net/cost price, as indicated on invoices from the manufacturer, distributor, sub-supplier, or other supply chain source. Percentage mark-up is to remain firm for the duration of the contract, including renewal option periods.

A copy of each manufacturer's, distributor's, sub-supplier's, or other supply chain source's invoice pertaining to the specific City Sub-Purchase Order shall be submitted with the contractor's invoice. Failure to submit invoice copies may be considered a Breach of Contract, and will result in payment delays, or non-payment of the contractor's invoice.

- For auditing purposes, the vendor may be asked to provide any of the following to verify part pricing to the Department: page # where price is located, print out of web page pricing, excel row # for submitted excel price lists and/or copy of manufacturer's, distributor's, sub-supplier's, or other supply chain source's quotation.

**NEW AND UNUSED**. The materials utilized for repairs shall be new and unused, current model/offering.

**WARRANTY**. Terms of warranty on equipment offered. Free PARTS and SERVICE (LABOR) for defective parts and workmanship for the following time period after materials/work has been accepted (specify time period):

Parts: \_\_\_\_\_ Labor: \_\_\_\_\_

Please attach a general warranty statement to your bid.

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**TIME AND MATERIALS WITH NO FIXED FEE.** All invoices with payments for **time and materials** must be supported/backed up by **time sheets**. **Note:** those invoices with fixed fee rates do not require **time sheets**.

**INDEMNITY.** Contractor shall save, keep, bear harmless and fully defend and indemnify the City of Los Angeles, the Harbor Department, and all boards, officers, employees, agents or other authorized representatives thereof, from all liability, damages, costs or expenses in law or equity claimed by anyone for bodily injury or death, or damage to property arising out of the performance by Contractor of its obligations hereunder, whether liability is attributable solely to Contractor or to a combination of Contractor and City.

## **INSURANCE CLAUSE / LIMITS**

### **INDEMNIFICATION AND INSURANCE:**

#### **Indemnification**

Except for the sole negligence or willful misconduct of the City, or any of its Boards, Officers, Agents, Employees, Assigns and Successors in Interest, Contractor undertakes and agrees to defend, indemnify and hold harmless the City and any of its Boards, Officers, Agents, Employees, Assigns, and Successors in Interest from and against all suits and causes of action, claims, losses, demands and expenses, including, but not limited to, attorney's fees (both in house and outside counsel) and cost of litigation (including all actual litigation costs incurred by the City, including but not limited to, costs of experts and Vendors), damages or liability of any nature whatsoever, for death or injury to any person, including Contractor's employees and agents, or damage or destruction of any property of either party hereto or of third parties, arising in any manner by reason of the negligent acts, errors, omissions or willful misconduct incident to the performance of this Contract by Contractor or its subcontractors of any tier. Rights and remedies available to the City under this provision are cumulative of those provided for elsewhere in this Contract and those allowed under the laws of the United States, the State of California, and the City.

#### **Acceptable Evidence and Approval of Insurance**

Electronic submission is the required method of submitting Vendor's insurance documents. Vendor's insurance broker or agent shall register with the City's online insurance compliance system **KwikComply** at <https://kwikcomply.org/> and submit the appropriate proof of insurance on Vendor's behalf.

### **POLICY COPIES**

Upon request by City, Vendor shall furnish a copy of the binder of insurance and/or full certified policy for any insurance policy required herein. This requirement shall survive the termination or expiration of this Agreement.

### **PRIMARY COVERAGE**

The coverages submitted must be primary with respect to any insurance or self insurance of the City of Los Angeles Harbor Department. The City of Los Angeles Harbor Department's program shall be excess of this insurance and non-contributing.

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## NOTICE OF CANCELLATION

For each insurance policy described above/below, the Vendor shall give to the Board of Harbor Commissioners a 10-days prior notice of cancellation or reduction in coverage for nonpayment of premium, and a 30-days prior notice of cancellation or reduction in coverage for any other reason, by written notice via registered mail and addressed to the City of Los Angeles Harbor Department, Attention: Risk Manager and the City Attorney's Office, 425 S. Palos Verdes Street, San Pedro, California 90731.

## RENEWAL OF POLICIES

At least thirty (30) days prior to the expiration of any policy, Vendor shall direct their insurance broker or agent to submit to the City's online insurance compliance system **KwikComply** at <http://kwikcomply.org> a renewal certificate showing that the policy has been renewed or extended or, if new insurance has been obtained, evidence of insurance as specified below. If Vendor neglects or fails to secure or maintain the insurance required below, Executive Director may, at his or her own option but without any obligation, obtain such insurance to protect the City's interests. The cost of such insurance will be deducted from the next payment due Vendor.

For further clarification on Insurance procedures, coverage information and documentation please go to <http://www.portoflosangeles.org/business/risk.asp>.

Vendor will be required to furnish, at its own expense and within TEN (10) days of notification of pending award, proof of insurance, in accordance with the types and in the minimum limits shown below:

**NOTE**  
**FAILURE TO SUBMIT PROOF OF INSURANCE WITHIN (10) DAYS UPON RECEIPT OF NOTICE OF INTENT TO AWARD WILL DEEM THE BIDDER NON- RESPONSIVE AND THE PROSPECTIVE AWARD MAY BE CANCELLED.**

### General Liability Insurance

Vendor shall procure and maintain in effect throughout the term of this Agreement, without requiring additional compensation from the City, commercial general liability insurance covering personal and advertising injury, bodily injury, and property damage providing contractual liability, independent contractors, products and completed operations, and premises/operations coverage written by an insurance company authorized to do business in the State of California rated VII, A- or better in Best's Insurance Guide (or an alternate guide acceptable to City if Best's is not available) within Vendor's normal limits of liability but not less than one million Dollars (\$1,000,000.00) combined single limit for injury or claim. Where Vendor provides or dispenses alcoholic beverages, Host Liquor Liability coverage shall be provided as above. Where Vendor provides pyrotechnics, Pyrotechnics Liability shall be provided as above. Said limits shall provide first dollar coverage except that Executive Director may permit a self-insured retention or self-insurance in those cases where, in his or her judgment, such retention or self-insurance is justified by the net worth of Vendor. The retention or self-insurance provided shall provide that any other insurance maintained by Department shall be excess of Vendor's insurance and shall not contribute to it. In all cases, regardless of any deductible or retention, said insurance shall contain a defense of suits provision and a severability of interest clause. Additionally, each policy shall include an additional insured endorsement (CG 2010 or equivalent) naming the City of Los Angeles Harbor Department, its officers, agents and employees as Primary additional insureds.

**Garagekeepers Legal Liability Insurance Required.**

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Auto Liability Insurance

Vendor shall procure and maintain at its expense and keep in force at all times during the term of this Agreement, automobile liability insurance written by an insurance company authorized to do business in the State of California rated VII, A- or better in Best’s Insurance Guide (or an alternate guide acceptable to City if Best’s is not available) within Vendor’s normal limits of liability but not less than one million Dollars (\$1,000,000.00) covering damages, injuries or death resulting from each accident or claim arising out of any one claim or accident. Said insurance shall protect against claims arising from actions or operations of the insured, or by its employees. Coverage shall contain a defense of suits provision. Additionally, each policy shall include an additional insured endorsement (CG 2010 or equivalent) naming the City of Los Angeles Harbor Department, its officers, agents and employees as Primary additional insureds.

**On Hook Coverage Required.**

Workers’ Compensation and Employer’s Liability

Vendor shall certify that it is aware of the provisions of Section 3700 of the California Labor code which requires every employer to be insured against liability for Workers’ Compensation or to undertake self-insurance in accordance with the provisions of that Code, and that the Vendor shall comply with such provisions before commencing the performance of the tasks under this Agreement. Coverage for claims under U.S. Longshore and Harbor Workers’ Compensation Act, if required under applicable law, shall be included.

Vendor shall submit Workers’ Compensation policies whether underwritten by the state insurance fund or private carrier, which provide that the public or private carrier waives its right of subrogation against the City in any circumstance in which it is alleged that actions or omissions of the City contributed to the accident. Such worker’s compensation and occupational disease requirements shall include coverage for all employees of Vendor, and for all employees of any subcontractor or other vendor retained by Vendor.

**INITIAL HERE ACKNOWLEDGING INSURANCE REQUIREMENTS:**

\_\_\_\_\_ (initial)

**Upon approval of insurance, contractor will receive written authorization to proceed.**

**NO WORK MAY BE PERFORMED WITHOUT SUCH WRITTEN AUTHORIZATION TO PROCEED**

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**DELIVERY**

**NOTIFICATION.** The vendor shall notify the Los Angeles Harbor Department Construction and Maintenance Division-Garage at (310) 732-3404 not less than three (3) days in advance that the vehicle is ready for delivery.

**PICK UP/DROP OFF POINT.** Prices to include all delivery charges, F.O.B. the Harbor Department, 500 Pier A St., Wilmington, CA 90744

**DROP OFF POINT, WILL CALL.** Location where vehicles may be dropped off and picked up on a "Will Call" basis:

COMPANY: \_\_\_\_\_

LOCATION: \_\_\_\_\_

ADDRESS: \_\_\_\_\_  
\_\_\_\_\_

**VENDOR QUALIFICATIONS**

**CALIFORNIA BUREAU OF AUTOMOTIVE REPAIR LICENSE.**

In accordance with Section 7028.15 of the Business and Professions Code, bidder must provide the following information:

Contractor's License No.: \_\_\_\_\_

Class: \_\_\_\_\_

Expiration Date: \_\_\_\_\_

**Please attach a copy of your license with your bid.**

**QUALIFICATIONS AND REFERENCES**

Provide a narrative describing your company's qualifications to perform the specified services, including past relevant experience and a minimum of three (3) client references, with contact names and information. Include information regarding your company's experience involving the size and level of complexity of the proposed contract.

Please explain your qualifications to carry out the specified services:

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## QUALIFICATION:

To meet the minimum qualifications required, and as part of the determination of responsiveness, the bidder must have demonstrated successful experience in providing related services, as stated herein, for at least three (3) years.

State total number of years' experience: \_\_\_\_\_ years

State number of years repairing **law enforcement vehicles**: \_\_\_\_\_ years

The bidder must complete the requested information below and list a minimum of three (3) clients for which related services have been provided. Failure to do so will render your bid non-responsive.

COMPANY NAME AND ADDRESS	CONTACT NAME AND PHONE NUMBER	SCOPE OF SERVICE AND DATE	PROJECT AMOUNT
1.			
2.			
3.			
4.			

The City reserves the right to contact these references and others to determine whether the bidder has the minimum qualifications required for purposes of this bid. The City's/Department's decision in this regard will be final and binding.

## FINANCIAL SECTION

**ESTIMATED EXPENDITURE**. Total expenditures under this contract are estimated to be **\$100,000.00** annually. No guarantee can be given that this total will be reached or that it will not be exceeded. Vendor agrees to furnish more or less at the unit prices quoted in accordance with actual requirements throughout the contract period, however, this amount may not be exceeded without prior written approval from the Board of Harbor Commissioners in the event the amount exceeds \$150,000.

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**SALES TAXES.** Do not include Sales Taxes in your Bid. Sales Taxes will be added at time of order.

**SALES TAX PERMIT.** A valid California Seller's Permit is required to collect California State Sales Tax.

Permit Number: \_\_\_\_\_  N/A (Invoices will not include sales tax.)

**FEDERAL EXCISE TAX.** The City of Los Angeles Harbor Department is exempt from payment of Federal Excise Taxes, and will furnish vendor with a Tax Exemption Certificate. **PRICING NOT TO INCLUDE ANY FEDERAL EXCISE TAX.**

**TAXPAYER IDENTIFICATION NUMBER.** Contractor declares that it has an authorized Taxpayer Identification Number (TIN), which must be indicated on all invoices. No payments will be made under this agreement without a valid TIN number.

**VENDOR PAYMENT.** Please note. Vendor name and address must be submitted exactly as they will appear on the invoices. **Please provide a copy of your firm's IRS Form W-9 with your bid.** If invoices remit to (remittance) name and address are different from the Bidder name and address on page 1, please indicate:

COMPANY:

\_\_\_\_\_

REMIT TO: ADDRESS:

\_\_\_\_\_

SEE PAGE 1

\_\_\_\_\_

A/R EMAIL:

\_\_\_\_\_

Invoices submitted for payment where the invoice name and address do not match the name and address as they appear on the Purchase Order, or as indicated in the space above, will not be processed and will be returned to the Vendor.

**BUSINESS TAX REGISTRATION CERTIFICATE (BTRC).** In accordance with the City of Los Angeles Municipal Code, a Business Tax Registration Certificate may be required of persons engaged in business activity within the City. The Office of Finance, Tax and Permit Division, (844) 663-4411, has sole authority in determining a firm's tax requirements and in issuing Business Tax Registration Certificates or Business Tax Exemption Numbers. Accordingly, firm's current Business Tax Registration Certificate or Business Tax Exemption Number must be clearly shown on all invoices submitted for payment. Bidder, in submitting this bid, acknowledges and accepts the above requirements and recognizes that no invoice will be processed for payment without inclusion of the Business Tax Registration Certificate or Business Tax Exemption Number. **New vendors will be permitted to provide their BTRC number after award of contract but, before invoicing.**

BTRC/BTRC Exemption Number: \_\_\_\_\_.

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**RENEWAL OPTIONS.** State if you will grant the Harbor Department the option to extend any contract awarded here under for a period of one (1) or two (2) additional years from the date of expiration, under the same terms and conditions, subject only to price changes which can be justified by increases in vendors costs but not to exceed the percentage stated below. Option(s) granted will not be considered in awarding contracts.

YES or  NO

Option granted for one (1) additional year at a price increase not to exceed \_\_\_\_\_%.

YES or  NO

Option granted for second (2<sup>nd</sup>) additional year at a price increase not to exceed \_\_\_\_\_% over first (1<sup>st</sup>) option year prices.

It is agreed that if any renewal option granted herein is exercised, the City will notify the contractor prior to the expiration date. **Escalating factors in options will not be automatically granted.** Any request for an increase in price must be substantiated by corresponding increases in vendor's costs, and submitted, in writing, to the Director of Contracts and Purchasing. No increase will be granted without prior approval of the Director of Contracts and Purchasing.

**MISCELLANEOUS PURCHASES.** The Harbor Department requests the option to purchase miscellaneous related parts services, and supplies, in conjunction with the purchase of items covered by the contract, under the condition that such items may be purchased in amounts not to exceed \$1,000.00 per order, per invoice.

Check one and initial:

Option Granted:

Option Not Granted:

Initial: \_\_\_\_\_

**WITHHOLDING REQUIREMENTS.** The State of California Franchise Tax Board (FTB) requires that the City of Los Angeles Harbor Department withhold income taxes from payments to out-of-state vendors for services performed within California unless the vendor submits one of the required forms listed below. The tax withholding rate is seven percent (7%) of payments subject to withholding.

This requirement applies to vendors whose legal address (as indicated on their IRS W-9 Form), or payment address (as indicated on this Request for Bid/Quote), is outside of California. **Should either of these two situations apply to your company, please attach one of the following forms to your bid** in order to help the Harbor Department clarify your nonresident tax withholding status:

- Form 590, *Withholding Exemption Certificate*, certifying exemption from the withholding requirement.
- Form 587, *Nonresident Income Allocation Worksheet*, which allocates the expected income under the City contract for work completed within and outside of California.
- Notice from the CA Franchise Tax Board (CAFTB) that a withholding waiver was authorized (you must first file CA Form 588, *Nonresident Withholding Waiver Request* to the CAFTB).
- Notice from CAFTB that a reduced withholding request was authorized (you must first file CA Form 589 *Nonresident Reduced Withholding Request* to CAFTB).

Further information regarding this requirement may be found here:

<https://www.ftb.ca.gov/pay/withholding/withholding-on-nonresidents.html>

# REQUEST FOR BID

CITY OF LOS ANGELES  
HARBOR DEPARTMENT

**BID NUMBER: 13054**

(SHOW THIS NUMBER ON ENVELOPE)

**BID DUE BEFORE 2:00 PM ON: FRIDAY, MARCH 28, 2025**

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**Please Check One:**

- Both Bidder's Legal Address and Remittance Address are located within the State of California. Withholding Forms Not Required.**
- Withholding Forms Attached**

## **GENERAL RULES AND REGULATIONS**

**ETHICS.** Persons who submit a response to this solicitation (bidders) are subject to Charter section 470(c)(12) and related ordinances. As a result, bidders may not make campaign contributions to and or engage in fundraising for certain elected City officials or candidates for elected City office from the time they submit the response until either the contract is approved or, for successful bidders, 12 months after the contract is signed. The bidder's principals and subcontractors performing \$25,000 or more and a term of at least three months in work on the contract, as well as the principals of those subcontractors, are also subject to the same limitations on campaign contributions and fundraising.

Bidders must submit CEC Form 50 (provided in Attachment) to the awarding authority at the same time the response is submitted. The form requires bidders to identify their principals, their subcontractors performing \$25,000 or more and a term of at least three months in work on the contract, and the principals of those subcontractors. Bidders must also notify their principals and subcontractors in writing of the restrictions and include the notice in contracts with subcontractors. Responses submitted without a completed CEC Form 50 shall be deemed nonresponsive. Bidders who fail to comply with City law may be subject to penalties, termination of contract, and debarment. Additional information regarding these restrictions and requirements may be obtained from the City Ethics Commission at (213) 978-1960 or [ethics.lacity.org](http://ethics.lacity.org).

**SMALL BUSINESS, MINORITY-OWNED, WOMEN-OWNED, DISABLED VETERAN-OWNED AND ALL OTHER BUSINESS ENTERPRISES.** It is the policy of the Department to provide Small Business, Minority-Owned, Women-Owned, Disabled Veteran-Owned and all Other Business Enterprises (SBE/MBE/WBE/DVBE/OBE) an equal opportunity to participate in the performance of all Department contracts. Bidders are encouraged to continue assisting the Department in implementing this policy by taking all reasonable steps to ensure that all available business enterprises, including SBEs, MBEs, WBEs, DVBEs, and OBEs, have an equal opportunity to compete for and participate in Department contracts.

**EQUAL BENEFITS POLICY.** The Board of Harbor Commissioner of the City of Los Angeles adopted Resolution No. 6328 on January 12, 2005, agreeing to adopt the provisions of Los Angeles City Ordinance 172,908, as amended, relating to Equal Benefits (Section 10.8.2 et seq. of the Los Angeles Administrative Code) as a policy of the Harbor Department. Bidder shall comply with the policy whenever applicable. Violation of the policy shall entitle the City to terminate any agreement with Bidder and pursue any or all other legal remedies that may be available.

**SWEAT-FREE PROCUREMENT POLICY.** The Board of Harbor Commissioners of the City of Los Angeles adopted Resolution No. 6455 on October 19, 2006, agreeing to adopt provisions of Los Angeles City Ordinance 176,291, relating to Sweat-Free Procurement, Section 10.43 et seq. of the Los Angeles Administrative Code, as a policy of the Harbor Department. Contractor shall comply with the policy wherever applicable. Violation of the policy shall entitle the City to terminate any Agreement with Contractor and pursue

# REQUEST FOR BID

CITY OF LOS ANGELES  
HARBOR DEPARTMENT

**BID NUMBER: 13054**

(SHOW THIS NUMBER ON ENVELOPE)

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any and all other legal remedies that may be available.

**SMALL AND LOCAL BUSINESS (SLB) PROGRAM.**

Is your company Certified as an SLB by the City of Los Angeles?  Yes  No

Companies certified as a Small Local Business with the City of Los Angeles are given a preference applied to bid contracts of \$100,000.00 or less. A 10% preference (discount) is given to the bids of SLB certified companies. The preference is determined by taking 10% of the lowest bid that is proposed by a non-certified SLB company, and subtracting that amount from the bid of the SLB certified company. If after the preference the SLB's bid is less than or equal to the lowest non-certified company's bid, the SLB will be awarded the contract.

In order to be given the bid preference as a certified SLB, your SLB application must be received at the Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, Centralized Certification Section no later than five (5) calendar days prior to the last day for submission of the bid or proposal and approved prior to the award date as stated on the RFB.

The Department of Public Works, Bureau of Contract Administration, Office of Contract Compliance, Centralized Certification Section is located at:

**Office of Contract Compliance, Centralized Certification:**  
**1149 S. Broadway, Suite 300, Los Angeles, CA 90015**  
**(213) 847-2684**

Certification as a Small and Local Business is valid for one calendar year from the date of approval. Applicant firms must be recertified on an annual basis with the Office of Contract Compliance, Centralized Certification Section. For questions concerning the Small Local Business Program, contact the Office of Contract Compliance, Centralized Certification Section at (213) 847-2684 or at <https://bca.lacity.org/certification>

**SAFETY AND HEALTH REQUIREMENTS.** All equipment, materials, procedures and services furnished and/or used by the Contractor shall comply with applicable current requirements of OSHA and CAL-OSHA. Contractor agrees to indemnify and hold harmless Los Angeles City, The Harbor Department, and agents, officers and employees thereof, for all damages assessed against them as a result of Contractor's failure to comply with said safety and health requirements.

**SITE MAINTENANCE AND CLEAN-UP.** Contractor shall keep the premises and worksite clean and free from rubbish and debris. Upon completion of the contract and before acceptance of the work by the City, the Contractor shall at once remove as necessary all plants, tools, equipment and materials, and shall thoroughly clean the worksite leaving it with a neat, clean appearance.

**CARE AND CUSTODY.** The contractor accepts full responsibility for the security against loss or damage to the equipment involved while in his/her possession or the possession of any of his/her agents. Contractor shall reimburse the Harbor Department for any loss or damage to Harbor Department equipment in his/her possession or the possession of any of his/her agents.

**COMPLIANCE WITH LAWS.** Vendor shall comply with all applicable Ordinances, laws, Rules and Regulations of the City and of any County, State or Federal Government, or subdivision thereof. This applies even though such requirements may not be specifically mentioned in the Specifications.

# REQUEST FOR BID

CITY OF LOS ANGELES  
HARBOR DEPARTMENT

**BID NUMBER: 13054**

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**BID DUE BEFORE 2:00 PM ON: FRIDAY, MARCH 28, 2025**

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**DEFAULT BY SUPPLIER.** In case of default by Vendor, the City reserves the right to procure the articles or services from other sources and to hold the vendor responsible for any excess costs occasioned to the City thereby.

**BID RECAPS.** Bid recaps, with a summary of all bids received, will be posted to the following website within two weeks of the bid closing date: <https://www.portoflosangeles.org/business/contracting-opportunities/purchasing-bids>

**REGIONAL ALLIANCE MARKETPLACE FOR PROCUREMENT (RAMP).**

**PRIOR TO BEING AWARDED A CONTRACT** with the Harbor Department, all vendors must be registered on the City's Contracts Management and Opportunities Database, Regional Alliance Marketplace for Procurement (RAMP), at <http://www.RAMPLA.org>.

Respondents are advised, pursuant to [Executive Directive 35](#), if a bidder is selected and awarded a contract, and if the vendor is a for-profit company or corporation, the vendor shall, within 30 days of the effective date of the contract and on an annual basis thereafter (i.e., within 30 days of the anniversary of the effective date of the contract), report the following information to City via the Regional Alliance Marketplace for Procurement ("RAMP") or via another method specified by City: vendor's and any subcontractor's annual revenue, number of employees, location, industry, race/ethnicity and gender of majority owner ("contractor/subcontractor Information"). On an annual basis, the vendor shall further request that any subcontractor input or update its business profile, including the vendor/subcontractor information, on RAMP or via another method prescribed by City.

Vendors who are already registered may look up their RAMP ID at: <https://www.rampla.org/s/regional-profiles> .

**BIDDER/VENDOR'S RAMP ID Number(s):** \_\_\_\_\_

# REQUEST FOR BID

CITY OF LOS ANGELES  
HARBOR DEPARTMENT

**BID NUMBER: 13054**

(SHOW THIS NUMBER ON ENVELOPE)

**BID DUE BEFORE 2:00 PM ON: FRIDAY, MARCH 28, 2025**

## GENERAL CONDITIONS READ CAREFULLY

1. **FORM OF BID AND SIGNATURE.** The Bid must be made on this form only, and is limited to the Terms and Conditions contained herein, unless expressly agreed otherwise in writing by the City. No telephonic or facsimile bid is acceptable, unless otherwise indicated. Bid should be enclosed in a sealed envelope, showing the Bid No. in the lower left corner, and addressed to the Port of Los Angeles Contracts and Purchasing Division, 500 Pier "A" Street, Wilmington, CA 90744. Bids must be signed with the firm's corporate name or DBA and by a responsible officer or authorized employee. In case of error in extension of prices, unit price will govern. All prices must be firm unless the specification provides for adjustment.
2. **TAXES:** Do not include any Sales or Federal Excise Tax in prices unless the specifications specifically require that they be included. Sales tax will be added by the City at time of award. The City will furnish Federal Excise Tax Exemption Certificate to Supplier. Any other taxes must be included in bid prices.
3. **SPECIFICATION CHANGES.** Vendor may request in writing that specifications be modified if its provisions restrict vendor from bidding. Such request must be received by the Director of Purchasing at least five (5) working days before bid opening date. All vendors will be notified by Addendum of any approved changes in the specifications.
4. **BRAND NAMES AND SPECIFICATIONS.** The detailed specifications and/or brand name references are descriptive and indicate quality, design, and construction of items required. Offers will be considered to supply articles substantially the same as those described therein but with minor variations. Vendor must describe variations in their Bid.
5. **AWARD OF CONTRACT.** Bid shall be subject to acceptance by the City for a period of three (3) months unless a lesser period is prescribed in the quotation by the vendor. The City may make combined award of all items complete to one vendor or may award separate items to various vendors. Vendors may submit alternate prices, a lump sum or a discount conditional on receiving an award for two or more items. The right is reserved to reject any, or all, bids and to waive informality in bids.
6. **PURCHASE AGREEMENT.** A copy of the Bid, Specifications and General Conditions will remain on file in the Purchasing Office. All material or services supplied by the Contractor shall conform to the applicable requirements of the City Charter, City Ordinances, and all applicable State and Federal Laws, as well as conforming to the Specifications, Terms and Conditions contained herein.
7. **PRICE GUARANTEE.** If during the term of any agreement awarded pursuant to this Bid, the supplier sells the same materials or services under similar quantity and delivery conditions, at prices below those stated herein, such lower prices are to immediately be extended to the City.
8. **DEFAULT BY SUPPLIER.** In case of default by supplier, the City reserves the right to procure the articles or services from other sources and to hold the supplier responsible for any excess costs incurred by the City.
9. **DELIVERY:** If delivery of the commodity or service cannot be made exactly as specified and at the price shown, notify the Director of Contracts and Purchasing immediately. Do not make delivery without his approval. Any correspondence, other than invoices, relating to this order must be sent to the Director of Contracts and Purchasing.
10. **INSPECTION:** All materials furnished on this order will be subject to test and inspection and, if rejected, will be held subject to order of shipper and subject to accrued charges.
11. **INVOICING:** The point of free delivery, terms, contract number, name and address of department must appear on all invoices.  

All materials must be marked and tagged with the Contract number and be accompanied by packing list in detail. Material must be packed and shipped in conformity with tariff or classification requirements. Prices on the contract include delivery to the division within building unless otherwise specified on the contract. Prepaid charges for transportation must be accompanied by original expense bill marked paid and is not subject to transportation tax, due to the exemption permitted municipalities as indicated. Materials shall be listed separately on invoices covering repairs or installation service. The Harbor Department will not be responsible for services, materials, or supplies furnished without prior authorization from the Director of Contracts and Purchasing. This contract must not be assigned or transferred to anyone without the written approval of the Director of Contracts and Purchasing. Discount period to be computed from date of receipt of invoice, or complete acceptance of goods or services, whichever is the later date. In case of delay of payment beyond 30 days after acceptance of goods or services or date of invoice, whichever is later, please write the Harbor Department Accounting Section giving the contract number, stating to which division and on what date delivery was made. Harbor Department may pay on partial deliveries, but right is reserved by the Director of Contracts and Purchasing to require complete delivery before payment.
12. **TIME AND MATERIALS WITH NO FIXED FEES:** ALL INVOICES WITH PAYMENTS FOR TIME AND MATERIALS MUST BE SUPPORTED / BACKED UP BY TIME SHEETS. **NOTE:** THOSE INVOICES WITH FIXED FEE RATES DO NOT REQUIRE TIME SHEETS.
13. **CITY OF LOS ANGELES MUNICIPAL CODE:** All items must meet the requirements of the City of Los Angeles Municipal Code.
14. **PAYMENTS.** Payment terms are NET 30 days unless vendor quotes otherwise. Cash discounts allowing less than 20 days or 20th Proxima will not be considered by the City when evaluating Bids. All Cash Discounts are computed from the date of delivery in full or completion and acceptance of the work or material, or from date of receipt of invoice, whichever is latest. Partial payments may be made by the City on delivery and acceptance of goods and on receipt of vendor's invoice. Invoices must be submitted as specified on the Purchase Order or Notice to Proceed.
15. **ASSIGNMENT.** The supplier shall not assign or transfer by operation of law any obligation without the prior written consent of the Director of Contracts and Purchasing.
16. **NONDISCRIMINATION.** During the performance of this contract, the contractor shall not discriminate in employment practices against any employee or applicant for employment because of the employee's race, religion, national origin, ancestry, sex, sexual orientation, age, disability, marital status, domestic partner status or medical condition, in accordance with L.A. Admin. Code Sections 10.8 to 10.13, whose provisions are incorporated herein. All subcontracts awarded under any such contract shall contain a like nondiscrimination provision.
17. **SAFETY APPROVAL.** Articles supplied under this contract will not be accepted unless they comply with current safety regulations of the City Department of Building and Safety, U.L., the Safety Orders of the California Division of Occupation Safety and Health (CalOSHA) and OSHA requirements.
18. **PREVAILING WAGES.** Where labor is required for public work as a part of this contract, pursuant to the provisions of the Labor Code of the State of California, contractor shall pay no less than the general prevailing wages for the area as determined by the Director of the Department of Industrial Relations, State of California. Copy of wage schedule is obtainable from the Office of the Board of Public Works, City Hall, Los Angeles.
19. **CONTRACTOR'S LIABILITY.** The contractor agrees to, at all times, relieve, protect, save harmless, and fully indemnify the City of Los Angeles, its officers, agents and employees from any and all liability whatsoever that may arise or be claimed by reason of any acts of said contractor, contractor's employees and agents, in connection with the work to be performed under the contract.
20. **PATENT RIGHTS.** The person, firm, or corporation, upon whom this order is drawn, does, in case the materials or supplies to be furnished are covered wholly or in part by U.S. Letters Patent, by the acceptance of this order agrees to indemnify and hold the City of Los Angeles harmless from any and all injuries or damage which the City may sustain by reason of the sale to or use by it of such materials or supplies and arising out of the alleged or actual infringement of said letters patent.
21. **LEGAL JUSTIFICATION.** This agreement shall be deemed entered into in Los Angeles, California, and shall be governed and construed in accordance with the laws of the State of California.
22. **TERMINATION FOR NON-APPROPRIATION.** The Harbor Department of the City of Los Angeles' (City's) obligation to pay any amount hereunder, for any City fiscal year after the current fiscal year is contingent upon City's appropriation of funds for that purpose. The City's fiscal year ends on June 30<sup>th</sup> of each calendar year. Accordingly, anything to the contrary notwithstanding, the City may terminate this contract and future monetary obligations hereunder as of the end of any fiscal year.
23. **CANCELLATION.** The contract may be terminated in whole or in part by the Harbor Department of the City of Los Angeles (City) for its convenience, without penalty, provided that the Vendor is given not less than 30 days written notice (delivered by certified mail, return receipt requested) of the intent to terminate. The City will pay for that portion of the orders fulfilled or work performed. The City has the right to cancel the contract for cause at any time.

THE END

No. 285 Rev. 07/15-116

This form must be submitted with your bid or proposal to the City department that is awarding the contract noted below. If you have questions about this form, please contact the Ethics Commission at (213) 978-1960.

**Original Filing**       **Amendment:** Date of Signed Original \_\_\_\_\_ Date of Last Amendment \_\_\_\_\_

Reference Number (Bid, Contract, or RAMP) <b>13054</b>	Awarding Authority (Department awarding the contract) <b>HARBOR</b>
Bidder Name	
Address	
Email Address	Phone Number

## Certification

I certify the following on my own behalf or on behalf of the entity named above, which I am authorized to represent:

A. I am applying for one of the following types of contracts with the City of Los Angeles:

1. A goods or services contract with a value of more than \$25,000 and a term of at least three months;
2. A construction contract with any value and duration;
3. A financial assistance contract, as defined in Los Angeles Administrative Code § 10.40.1(h), with a value of at least \$100,000 and a term of any duration; or
4. A public lease or license, as defined in Los Angeles Administrative Code § 10.40.1(i), with any value and duration.

B. I acknowledge and agree to comply with the disclosure requirements and prohibitions established in the Los Angeles Municipal Lobbying Ordinance if I qualify as a lobbying entity under Los Angeles Municipal Code § 48.02.

I certify under penalty of perjury under the laws of the City of Los Angeles and the state of California that the information in this form is true and complete.

\_\_\_\_\_

Name

\_\_\_\_\_

Signature

\_\_\_\_\_

Title

\_\_\_\_\_

Date

**MARCH 12, 2025  
VERSION: 1**

**HARBOR DEPARTMENT  
SPECIFICATION NO. E250061**

**DESCRIPTION: AUTO BODY REPAIR SERVICES**

GENERAL: The City of Los Angeles Harbor Department (hereinafter referred to as the "City" or "Department") is requesting bids from a well-qualified firm to provide auto body repair services for City-owned light and medium duty vehicles in accordance with the specifications below. Vehicle manufacturers that may require repair include, but are not limited to: Ford, GM, Toyota, Honda, and Dodge automobiles and trucks.

**Bidder must indicate with a check mark, in the spaces provided, after each item, if they COMPLY with the specifications for that item. If they do not comply, each deviation must be described in the space that follows. If insufficient space, indicate "see attached" and describe all deviations on an attachment to the bid. Make sure all deviations are labeled to identify the item for which the deviation is taken. Failure to properly complete this required information will result in the bid being rejected as non-responsive.**

**STANDARD FORM OF ESTIMATES:**

All bidders shall use a standard form of estimating, such as the Mitchell Crash Estimating Guide for estimating repair costs. At minimum, the estimate shall include the following:

1. Vehicle Information:
  - A. Year, make, model
  - B. City's identification number
  - C. License plate number
  - D. VIN (Vehicle Identification Number)
2. Itemized list of parts, quantity and unit price(s)
3. Number of labor hours and applicable labor rate(s)
4. Delivery time of repaired vehicle

Completed estimates shall be submitted to the City's representative no later than two (2) business days from delivery of vehicle to vendor location. For any delays beyond to (2) business days, the contract vendor shall notify City representative of the explanation of the delay and approval. For any delay in delivery of parts/completed vehicle deviating from the original estimate, the vendor shall notify City personnel immediately at (310) 732-3404 for circumstances of delay and authorization of continuance of repairs.

Estimate fee limits: In the event that a cost is incurred by teardown fees, in order to provide an accurate estimate of repair, maximum labor hours allowed for teardown will be capped at three (3) hours based on the labor rate provided in the RFB. If the labor required to provide an accurate estimate exceeds three (3) hours, prior authorization will be required from the City's Fleet Maintenance Supervisor.

**COMPLY  
DEVIATION:**

**COMPLY  
DEVIATION:**

**COMPLY  
DEVIATION:**

**MARCH 12, 2025  
VERSION: 1**

**HARBOR DEPARTMENT  
SPECIFICATION NO. E250061**

**DESCRIPTION: AUTO BODY REPAIR SERVICES**

**HAND TOOLS AND SMALL EQUIPMENT INCIDENTAL TO THE WORK:**

Hand tools, supplies, and other small items of equipment not considered consumable goods shall be furnished by the contractor at no expense to the City. Items in this category include, but are not limited to: wrenches, bars, lifting devices, hoses, ladders, remote communication devices, carts, dollies, portable lighting, equipment, disposable gloves/clothing, wheelbarrows, clay boxes, buckets, shovels, tool boxes, scaffolding, wiping rags, bags, and small containers. The City shall reimburse the contractor for materials and supplies consumed as part of the job, but materials and equipment that will remain in the possession of the contractor after completion of the work shall not be charged to the City. Hand tools, materials, supplies, or equipment not purchased or rented specifically for work under this contract will not be charged to the City.

**COMPLY  
DEVIATION:**

**RESPONSE TIME:**

The City requires vendor to respond by sending a representative to the City facility within one business day of request by an authorized City representative.

**COMPLY  
DEVIATION:**

Repairs are to begin as soon as possible following notice of the approval to proceed by an authorized City representative. Vehicles designated as Emergency Vehicles must be given the highest priority status with repairs started as soon as authorization is given by a designated City representative. In all cases, vendors must agree that City repairs will be completed in a timely manner in order to minimize down time for City vehicles. Excessive down time caused by vendor delays may result in contract termination for non-compliance.

**COMPLY  
DEVIATION:**

**OPERATING FACILITY:**

Bidder's operating facility shall be located within a 30-mile radius of Port of Los Angeles facility: 500 Pier A St., Berth 161, Wilmington, CA 90744.

**COMPLY  
DEVIATION:**

Bidder shall list the complete operating facility address below. If more than one (1) facility is available, attach additional sheet(s) with the information below along with your bid.

Address: \_\_\_\_\_  
 City: \_\_\_\_\_ State: \_\_\_\_\_ Zip \_\_\_\_\_  
 Miles from Port facility: \_\_\_\_\_

**MARCH 12, 2025  
VERSION: 1**

**HARBOR DEPARTMENT  
SPECIFICATION NO. E250061**

**DESCRIPTION: AUTO BODY REPAIR SERVICES**

**PICK UP AND DELIVERY:**

Drivable vehicles-Vendor shall be responsible for pick-up/transport of vehicle from the Pick Up and Delivery Address on the attached RFB.  
Non drivable vehicles- City shall be responsible for transport of vehicle to vendor's premises.

In the event that no estimate is required for the repair (e.g. warranty, poor workmanship, etc.), pick-up of vehicle must be the same day that the request is made to the vendor. Pick-up and delivery must occur between the hours of 7 am and 4 pm, Monday through Thursday, excluding Holidays. The repaired vehicle shall be delivered to the City representative by Owner/Manager, or someone who has the knowledge and experience to discuss the repairs. This person will review and discuss the quality and completeness of the repair, including cleanliness of the entire vehicle, with the City's representative. When the work is accepted, the invoice/delivery ticket will be signed and dated by the authorized City personnel.

Vendor must provide to City authorized representative at the time of pick-up/drop-off for service a "Vehicle Condition Report" noting: 1) All exterior damage to body and glass on vehicle, and 2) any material possessions in vehicle, such as, but not limited to: personal police gear, phone accessories, sunglasses, weapons, radio and computer equipment, portable electronic devices, including cell phones. Vendor accepts full responsibility for anything lost or stolen from the vehicle while the vehicle is in possession of the vendor, even if theft occurred at sublet vendor location.

**COMPLY  
DEVIATION:**

**COMPLY  
DEVIATION:**

**COMPLY  
DEVIATION:**

**STORAGE:**

Vehicles must be stored or kept in a 24-hour **secured storage area or building** and must be locked at all times when not being serviced.

**COMPLY  
DEVIATION:**

**PARTS:**

All repair parts must be Original Equipment Manufacturer (OEM) parts or equivalent, unless otherwise approved by an authorized representative of the City. Upon request by the City, the vendor may be required to utilize used parts supplied from a City facility. Vendor will then be required to remove the parts from a City vehicle onsite. All used or replaced parts will be presented to the City. The City will decide at the time of repair completion to return the parts to inventory or release them to the vendor for disposal.

**COMPLY  
DEVIATION:**

**MARCH 12, 2025**  
**VERSION: 1**

**HARBOR DEPARTMENT**  
**SPECIFICATION NO. E250061**

**DESCRIPTION: AUTO BODY REPAIR SERVICES**

**DAMAGES:**

If the repair or delivery does not occur within the original estimated time schedule, it is understood that the City will suffer damage. Therefore, the contractor shall pay to the City the sum of one hundred (\$100.00) dollars per day for each calendar day delay in completing the vehicle repairs.

**COMPLY**  
**DEVIATION:**

**SUBCONTRACTED WORK:**

Contracted vendor is considered as the Prime Contractor; any subcontracted work shall also be subject to the same terms noted within these specifications. Contract vendor shall notify and seek approval from City authorized representative prior to any vehicle leaving contract vendor's premises and transported to a third-party location for subcontracted work. Contract vendor will also be held responsible for any damage or theft of vehicle or property that occurs while vehicle is in the possession of subcontractor. All subcontracted work must be approved by the City prior to work commencing. Subcontracted work shall be documented and warranted by the Prime Contractor. Subcontracted work shall be for incidental parts and labor not performed at contracted vendor's premises, and shall be capped at \$1,000.00 dollars (\$1,000.00) per vehicle repair. Upon request, the contracted vendor shall provide copies of subcontractor's invoice(s) to verify work and the issuance of payment.

**COMPLY**  
**DEVIATION:**

**QUALITY:**

All installations, fabrication and painting are subject to City inspection. There shall be no additional charges accepted by the City for additional repairs or work done to vehicles due to poor-quality work. Only high-quality work will be accepted and approved for final payment. In the event that a vehicle is returned to the contractor due to substandard work, priority shall be given to the City vehicle needing additional repairs.

**COMPLY**  
**DEVIATION:**

**VENDOR EXPERIENCE – POLICE VEHICLES:**

Vendor must have, at minimum, three (3) years of experience, within the past ten (10) years, repairing law enforcement vehicles. Bidders that do not meet this requirement will be deemed non-responsive.

**COMPLY**  
**DEVIATION:**

**MARCH 12, 2025**  
**VERSION: 1**

**HARBOR DEPARTMENT**  
**SPECIFICATION NO. E250061**

**DESCRIPTION: AUTO BODY REPAIR SERVICES**

**CONCEALED/HIDDEN DAMAGE:**

During the course of repair, should additional damage be discovered which could not have been determined prior to tear down, and consequently was not included in the original estimate, a Supplemental Estimate shall be submitted along with a photo of the damaged part(s), per Line 7 of the attached Request for Bid, to the City representative for approval and authorization.

**COMPLY**  
**DEVIATION:**

**PAINTING:**

The contractor shall agree to apply painting materials according to the manufacturer's recommended procedures, and to apply material that will provide, at minimum, equal longevity and quality compared to the original paint and procedures.

**COMPLY**  
**DEVIATION:**

**WARRANTY:**

All materials and workmanship shall be guaranteed for a Lifetime Limited Warranty from date of acceptance of work; including, but not be limited to, Metal work, Painting, Stripes and Decals, Mechanical Repairs, and Parts. Bidders shall supply a written stated warranty with their bid.

**COMPLY**  
**DEVIATION:**

**REGULATIONS AND STANDARDS:**

All work performed, and parts/materials utilized, shall meet or exceed, at the time of manufacture, all Federal and State of California safety, health, lighting and noise regulations and standards in effect, as applicable, to equipment furnished.

**COMPLY**  
**DEVIATION:**

**SUMMARY OF DEVIATIONS:**

**MARCH 12, 2025  
VERSION: 1**

**HARBOR DEPARTMENT  
SPECIFICATION NO. E250061**

**DESCRIPTION: AUTO BODY REPAIR SERVICES**

**By signature below, bidder acknowledges reading the above and agrees to comply with the contract requirements as stated herein:**

**SUBMITTED BY:** \_\_\_\_\_  
Company Name Date

\_\_\_\_\_  
Signature Print Name/Title Telephone #

REQ7088