

612 22<sup>nd</sup> Avenue S, 2<sup>nd</sup> Floor  
Meridian, Mississippi 39301  
601-482-9746  
<https://lauderdalecounty.org>



**RFP NO. LC103-2024: AUTO & TRUCK BODY/COLLISION REPAIR SERVICES  
LAUDERDALE COUNTY VEHICLE FLEET**

**PACKET INCLUDES THE FOLLOWING:**

- Legal Advertisement
- General Overview
  - Objective
  - Bid Submittal
  - Scope & Background
  - Vendor Minimum Qualifications
  - Vendor Responsibilities/Information
- Special Provisions (1-8)
  - Pages 5-6
- Specifications (1-13)
  - Pages 7-9
- Bid Questions/Inquiries
- Addenda
- Forms
  - Additional Information Responses - Pg. 11
  - Bid Response - Pg. 12-14
    - Exceptions
    - Pricing
    - Order Instructions
    - Submission Certification/Vendor Data
  - Supplier/Subcontractor Data - Pg. 15
  - References - Pg. 16
  - Addenda - Pg. 17
  - Bid Data/Certification Form - Pgs. 18-19

**BIDS ARE DUE ON OR BEFORE TUESDAY, MARCH 12, 2024, NOT LATER THAN 9:00 A.M.**

**BID OPENING WILL BE AT 10:00 A.M. ON MARCH 12, 2024**

**NO LATE RESPONSES WILL BE ACCEPTED**

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Firm Name

## LEGAL NOTICE

### ADVERTISEMENT FOR BIDS

NOTICE is hereby given that Lauderdale County Board of Supervisors will receive sealed bids until 9:00 a.m. CDT on Tuesday, March 12, 2024, for the following:

#### **RFP NO. LC103-2024: AUTO & TRUCK BODY/COLLISION REPAIR SERVICES LAUDERDALE COUNTY VEHICLE FLEET**

The Board of Supervisors is soliciting proposals from qualified Vendors who can provide automotive body repair and paint on an as needed basis for fleet vehicles in Lauderdale County, MS. The bid opening will be held in the boardroom located on the 1<sup>st</sup> floor.

Detailed specifications and forms/documents can either be downloaded from Lauderdale County Board of Supervisors website at <https://lauderdalecounty.org> or Central Bidding at [www.centralbidding.com](http://www.centralbidding.com).

**Electronic Bids** can be submitted via Central Bidding at [www.centralbidding.com](http://www.centralbidding.com).

**Sealed Bids** can be submitted by mail via USPS, by courier service i.e., FedEx or by hand to the Lauderdale County Purchasing Department, 612 22<sup>nd</sup> Avenue S, 2<sup>nd</sup> Floor – Suite 2013, Meridian, MS 39301, Monday thru Friday between the hours of 8:00 a.m. to 5:00 p.m. Envelopes must be received by the acceptance date and time listed above.

Each bid must be received in a sealed envelope which is clearly marked on the outside:  
“RFP #LC103-2024 AUTO & TRUCK BODY/COLLISION REPAIR SERVICES – LAUDERDALE COUNTY VEHICLE FLEET”

Adherence to the bid specifications is strongly recommended, as alternate bids may not be considered.

After the time and in a designated room and place, the names of the Companies submitting bids will be publicly read. No further information will be read, discussed, or provided until the evaluation of all submittals is completed. No extension of the bidding period will be made other than by a formal written addendum to this Bid. Any bids received after the date and time listed above will not be accepted.

From the bids submitted, the Board of Supervisors shall select the most qualified based on price, and other relevant factors, negotiate and enter into a contract, all pursuant to Section 31-7-13, Mississippi Code of 1972, as amended.

No Vendor may withdraw his/her bid within thirty (30) days after date of opening bids without the consent of Lauderdale County Board of Supervisors.

The County reserves the right to select the bid which best meets the needs of Lauderdale County.

The Lauderdale County Board of Supervisors reserves the right to accept or reject any and/or all bids and waive informalities in bidding.

**AUTO & TRUCK BODY/COLLISION REPAIR SERVICES  
LAUDERDALE COUNTY VEHICLE FLEET  
612 22<sup>ND</sup> AVENUE S  
Bids due on or before 9:00 a.m. CDT on March 12, 2024.**



**OBJECTIVE**

This bid has been issued to establish a three (3) year contract to provide automotive body repair and paint on an as needed basis as described in this bid invitation, for all vehicles in the counties fleet to include, but not limited to the Sheriff’s Department, Road Department, Emergency Management, etc. in accordance with the requirements therein.

*This bid in no way commits Lauderdale County to award a contract, to pay any costs in preparation of a bid, or to contract for the goods and/or services offered. Although it is Lauderdale County’s intent to contract with the person/company that best meets the qualifications to complete the scope of work, Lauderdale County may terminate the negotiations if they are unsuccessful in reaching an agreement on all matters including the delivery, assembly, and installation of said furnishings.*

**BID SUBMITTAL**

Please submit one (1) original and one (1) copy of the proposal. **An executed copy of the Bid Data & Certification Form SIGNED AND NOTARIZED (Pages 18 & 19) must be included in each submission.** Please note that if no Bid Affidavit is included, the response will be rejected. Lauderdale County is exempt from all state and federal taxes. Tax exempt certificates are available upon request.

***All responses should be submitted in a sealed envelope, with the following marked on the outside:***

*“RFP #LC103-2024: AUTO & TRUCK BODY/COLLISION REPAIR SERVICES – LAUDERDALE COUNTY VEHICLE FLEET”  
YOUR COMPANY NAME  
YOUR COMPANY ADDRESS*

Responses must be received by **9:00 a.m. Local Time on Tuesday March 12, 2024**. Late bids will be rejected and returned without being opened. ***The clock in the Purchasing office is the official time piece for this submission.*** If interested, Vendors may use mail or express systems to deliver their bid to the Purchasing Department; they should ensure that they are tendered to the carrier in plenty of time to reach the Purchasing Department by the time and date required. ***Facsimile transmitted bids shall not be accepted.***

**SUBMISSION LOCATION:** All bids which are mailed, shipped, delivered, etc. should be addressed as follows:

**Lauderdale County Board of Supervisors**  
Purchasing Department  
Attention: Stephanie Jackson  
612 22<sup>nd</sup> Avenue S, 2<sup>nd</sup> Floor, Suite 2013  
Meridian, MS 39301

## **SCOPE/BACKGROUND**

Lauderdale County is seeking vendors to provide automotive body repair and paint on an as needed basis. The County manages a fleet of vehicles which are gasoline and diesel fuel powered. The fleet composition consists of foreign and domestic automobiles, both large and small, ranging from fuel efficient automobiles to police interceptors; cars, vans, and pick-up trucks up to one (1) ton in gross vehicle weight.

In accordance with state law, all vehicles are to be repaired back to their pre-accident condition.

The body repair and paint services contract for the fleet of vehicles will be awarded to a vendor in or near Lauderdale County, MS. Upon award of the contract, the County will request repair estimates on an as needed basis from the awarded vendor. The vendor will provide a quote/estimate for each repair required by the County. The repairs/work will be approved in the form of a purchase order. Upon receipt of such, the vendor can proceed with said work. No work is to begin without the issuance of a purchase order issued by the Lauderdale County Purchasing Department.

## **VENDOR MINIMUM QUALIFICATIONS**

Bids will be considered only from those who can clearly demonstrate to the County a professional ability to perform the type of work specified within the Proposal; Vendors that are regularly and continuously engaged in the business of providing automotive body repair/paint services for at least five (5) years as described in this Proposal; that have a record of performance for a reasonable period of time; and that have sufficient financial support, equipment, and organization to ensure that they can satisfactorily perform the work if awarded the Bid under the terms and conditions herein stated. Vendor shall:

- 1) Vendor(s) must be licensed by the Mississippi Board of Contractors per Mississippi Motor Vehicle Repair Act.
  - a. This number must be provided wherever indicated.
  - b. Bids will be considered non-responsive if this number is not provided.
  - c. Must include a copy of the license with bid proposal.
- 2) Vendors must provide the name of the parent company, if applicable.
- 3) Be in good standing with the Mississippi Department of Revenue.
- 4) Shall have in their employ a person(s) certified in collision repair to work on County vehicles.

## **VENDOR RESPONSIBILITIES & INFORMATION**

Read the entire bid invitation prior to filling it out.

The successful Vendor shall be solely responsible for meeting all terms and conditions specified in the proposal, and any resulting award.

Each Vendor must provide at least three (3) references, who can verify your performance as a Vendor. Performance includes, but is not limited to, servicing/repairing fleet with satisfactory references. Lauderdale County **prefers** references to be from Commercial/or Government customers. References must be able to verify the quality-of-service Vendor's company provides, and that the Bidder has completed a project of similar size and scope of work in this response. Failure to provide this information may deem the bidder non-responsive.

## **SPECIAL PROVISIONS**

1. **SUBCONTRACTING:** The Awarded Vendor may not sublet or subcontract any of the contractual obligations concerning this bid matter except as provided for in the written contract between the County and Awarded Vendor. This statement prohibits subcontracting overall management obligations pertaining to the work and requires the Awarded Vendor to retain ultimate liability for all contractual obligations.
2. **CONTRACT PERIOD:** The Contract shall be effective for one (1) year from the date of award. By written mutual consent between the County and the Awarded Vendor, the Contract may be extended on an annual basis for up to three (3) additional one (1) year periods.
3. **CERTIFICATE OF INSURANCE:** The awarded Vendor will maintain such insurance that will protect the Vendor and the County from claims under the Workers' Compensation Acts, and any amendments thereof, and from any other claims for damages from personal injury, including death, which may arise from operations under this agreement, whether such operations be by themselves or by any sub-contractor, or anyone directly or indirectly employed by either of them. ***Current certificates of insurance shall be enclosed with the bid packet furnished to Lauderdale County and shall show all applicable coverage(s), reference to any special endorsements restricting standard policy coverage.*** Any subcontractor must adhere to the same requirements listed above and below.

### **Other Insurance Requirements Are:**

- -General Liability (including completed operations) with a \$1,000,000 per occurrence limit and \$2,000,000 general aggregate.
- -Commercial Automobile Liability with a limit of no less than \$1,000,000. The coverage will also extend liability to hired and non-owned autos.
- -Workers' Compensation with limit of \$1,000,000 for Employers Liability Limits.
- -We also require a minimum umbrella (or follow form excess policy covering over general liability, auto liability and workers compensation) of no less than \$2,000,000.

***Lauderdale County will require the selected Vendor to name Lauderdale County as an additional insured for both the general liability and auto liability.*** A waiver of subrogation in favor of the County is required for the workers compensation. If the additional insured status or waiver of subrogation is not on a blanket basis, please send a copy of the actual endorsements prior to commencement of any work. All insurance must be placed through an insurance carrier licensed to operate in Mississippi and have an AM Best Rating greater than A-VI.

**Comprehensive Insurance Coverage:** The Awarded Vendor shall take out and maintain during the life of this Contract, Comprehensive General Liability Insurance, and Comprehensive Automobile Liability Insurance, and shall protect them from claims for damage for personal injury, including accidental death, as well as claims for property damage which may arise from operations under this Contract whether such operations be by themselves or by anyone directly or indirectly employed by them, and the amounts of such insurance shall be the minimum limits as follows:

- Commercial/Comprehensive General Liability
  - i. Bodily Injury \$300,000 per person per occurrence
  - ii. Property Damage \$300,000 per occurrence

- iii. Automobile Liability \$300,000 combined single limit bodily injury and property damage
- iv. Garage Liability \$1,000,000 combined single limit each occurrence
- v. Garage Keepers Liability \$100,000 collision and comprehensive per vehicle

4. **AWARD:** Award shall be made to the most responsive Bid and responsible Bidder meeting specifications, price, and other factors considered. The cheapest repair estimate may not be the best option. It is the intent of this Bid to obtain fixed labor rates; “cost plus” pricing for Original Equipment Manufacturer (OEM), Aftermarket, and Like, Kind and Quality (LKQ), and Certified Automotive Parts Association (CAPA) parts; and paint supply fees from a vendor.

The award could be made to more than one (1) Bidder to ensure that Work is completed in a timely manner, if deemed necessary.

A. The award will be dependent upon the determination that the Bids are responsive, Bidders are responsible, evaluation criteria stated in the Bid document and any other evaluation criteria deemed relevant and beneficial. Bids and Bidders determined to be deficient in either responsiveness or responsibility may be rejected without further consideration.

B. Tabulation of the Bid prices will be published within 24 hours of the bid opening. Bid results will be published on the Lauderdale County website:  
<https://lauderdalecounty.org/archived-bids/>

5. **BID OPENING:** The Bid Opening will be open to the public. Bids will be received until the time and date listed herein and will be read aloud immediately thereafter in the Boardroom located on the 1st floor.

6. **CANCELLATION:** When deemed to be in the best interest of Lauderdale County, any contract(s) resulting from this Bid may be canceled by the following means:

- A. 10 calendar days’ written notice with cause, or;
- B. 30 calendar days’ written notice without cause.

If it becomes necessary to terminate the Contract without cause, all items and/or materials provided through the date of receipt of written notice of cancelation may be invoiced to the County and will be considered for payment providing documentation of said expenses are forwarded with the request for payment. An award may be made to the next best responsive Bid and responsible Bidder based on evaluation.

7. **NEXT BEST BIDDER:** In the event of a default by the Awarded Vendor, or cancelation by the County, the County reserves the right to utilize the next best responsive Bid and responsible Bidder. In the event of this occurrence, the new Awarded Vendor shall be required to provide the Bid items at the prices as contained in their BID RESPONSE for the remainder of the award period.

8. **EMERGENCY:** If an emergency requirement should occur, the County reserves the right to deviate from this Contract and procure services from the most readily available source.

**\*SIGNATURE OF ACKNOWLEDGEMENT OF PROVISIONS:** \_\_\_\_\_  
 Signature Required

## SPECIFICATIONS

1. IN GENERAL: The purpose of this Request for Proposal (Bid) is to describe the requirements to secure pre-approved and qualified vendor to provide automotive body repair and paint services for Lauderdale County vehicles. All Work will be performed on an as-needed basis.
2. SPECIFICATIONS AND SCOPE OF WORK: The requirements of this Bid include, but are not limited to; body painting, repair of dents, scratches, and other repairs to the hoods, bumpers, fenders, side panels, headlamp assemblies, brake light assemblies, and undercarriages of Lauderdale County vehicles in accordance with established industry standards.

In some instances, the removal and application of decals, and the removal and installation of push bumpers, emergency response lights and other aftermarket vehicle components may be required in affected areas. In such instances, it may be necessary for those services to be performed by another vendor. These situations will be handled on a case-by-case basis, and you will coordinate with the requesting Department Head/Manager or designee as to how to proceed.

If these are services that you provide, please indicate the extent of the services you provide in Paragraph 1, *Exceptions*, BID RESPONSE. The hourly rate for these services shall be listed in Paragraph 2, *Pricing*, BID RESPONSE.

3. ESTIMATED QUANTITIES: The estimated annual expenditure for services to be performed under this Contract is approximately \$75,000. This estimate is furnished as a guide for preparing the BID RESPONSE and should not be construed as representing the actual value of services to be provided under this Bid. Lauderdale County makes no guarantee as to the total amount that will be expended per year under this contract.
4. RESPONSE TIME AND TIME FOR COMPLETION: Awarded Vendor will be notified via telephone/or email when a vehicle needs repair and will coordinate a date and time for an inspection at a designated location.

In the event of a collision, the vehicle is to be either driven or towed to the awarded Vendors' repair facility at the awarded Vendors' expense. Thirty (30) minutes will be the time given during regular business hours (Monday through Friday, 8a.m. to 5p.m.). Forty-Five (45) minutes will be the time allotted for after hours, as well as weekends and holidays.

The awarded Vendor shall inspect the vehicle to be repaired and provide a written estimate to the requesting Department Head/Manager or designee via email within three (3) business days (excluding County holidays) of County's request. All communication with Lauderdale County regarding vehicle body repair such as estimates, questions and responses are to be directed to the Department Head/Manager or designee via email.

All repairs shall be completed and the vehicle ready for pickup within fifteen (15) business days or less, upon receipt of the vehicle. ***If a repair is expected to take longer than fifteen (15) business days, the Awarded Vendor must include a time of completion and justification for the time extension in the written estimate.*** The Lauderdale County reserves the right to use an alternate repair service if the awarded Vendor cannot complete the work within an acceptable timeframe.

The Lauderdale County department initiating the repair shall pick up the vehicle(s) from the awarded Vendors' repair facility.

5. LABOR RATES: Labor rates are to include all overhead costs such as travel, estimate preparation, **transporting/towing of vehicles**, shop supplies, and all incidentals. Labor rates shall be calculated using an industry standard paint and repair guide, such as, CCC or Mitchell, and shall be indicated in Paragraph 2, *Pricing*, BID RESPONSE.
6. ESTIMATES: The Awarded Vendor(s) shall provide a separate estimate for each vehicle to be repaired.

At a minimum each estimate shall include:

- Vehicle Identification Number (VIN)
  - Vehicle Number (if applicable)
  - Vehicle Make and Model
  - License Plate Number
  - Detailed Description of Proposed Work
  - Repair Labor Rate and Repair Labor Hours
  - Paint Labor Rate and Paint Labor Hours
  - Cost of Paint Supplies
  - Estimated Time for Repair
  - Cost of Parts:
    - Identify OEM, Aftermarket, LKQ, or CAPA Parts to be Used
    - Percentage Markup on all Parts to be Used
7. INVOICING AND PAYMENTS: The awarded Vendor shall invoice Lauderdale County for work completed. All invoices must have a unique invoice number and include the County Purchase Order Number. Each vehicle shall be invoiced separately from other vehicles. At a minimum, each invoice shall include:
    - Vehicle Identification Number (VIN)
    - Vehicle Make and Model
    - License Plate Number

Invoices shall be sent directly to the Lauderdale County Board of Supervisors, Attention: Purchasing, 612 22<sup>nd</sup> Avenue S, Suite 2013, Meridian, MS 39301, or emailed to [purchasing@lauderdalecounty.org](mailto:purchasing@lauderdalecounty.org). In accordance with the Prompt Payment Act, it is the intention of Lauderdale County to make payment on completed orders within twenty (20) days after receipt of invoice or completion of services; whichever is later, unless unusual circumstances arise. Invoices must be fully documented as to labor, materials, discounts, and equipment provided and must reference the Lauderdale County Purchase Order Number to be processed for payment. **No payments shall be made on invoices not listing a Purchase Order Number.**

No down or partial down payment will be made.

8. OEM, AFTERMARKET, LKQ, CAPA PARTS: Original Equipment Manufacturer (OEM) Parts are required for use on one (1) year old or newer vehicles or vehicles with less than 30,000 miles. All other vehicles are authorized to use OEM, Aftermarket or LKQ auto parts. When the approved replacement part (OEM, Aftermarket, LKQ) as listed above is not available, approval must be obtained from the Department Head/Manager to use an alternate replacement part.



Prior approval must be obtained in order to use alternate replacement parts. Replacement parts shall match the part being replaced and shall not in any way void the Manufacturer's warranty. Safety parts and features shall be repaired or replaced with OEM or Certified Automotive Parts Association (CAPA) certified replacement parts.

Paint finishes must be free of dirt, imperfections, and smooth to the touch. Complete refinish and/or body repairs will conform to the original manufacturer's paint finish.

9. LAUDERDALE COUNTY-PROVIDED PARTS AND MATERIALS: The County may require an Awarded Vendor to install parts or materials provided by the County. These parts may be new or used. The Awarded Vendor shall charge the Bid Labor Rate for the installation of these parts.
10. OUTSIDE REPAIRS: Any resulting award shall not be construed to encompass all repairs to the County Fleet. The County reserves the right to have repairs performed by other providers, if deemed necessary, to keep the maximum number of County Fleet vehicles in full operation.
11. VEHICLE SECURITY: All County vehicles shall be kept secured while in the Awarded Vendor possession. Unless being actively serviced, all vehicles shall be locked and all vehicle keys shall be secured. To the extent provided by the law, the Awarded Vendor shall be accountable and liable for damage or loss to County vehicles, to any and all personal property in the vehicle(s), and for all vehicle accessories and equipment. The Awarded Vendor shall be responsible for returning the vehicle in the same interior and exterior condition as it was received.

As a matter of public safety, the Awarded Vendor shall operate County vehicles on public roadways solely for the purpose of transporting said vehicle(s) to and from the Awarded Vendors' shop, if necessary, and only between the hours of 8:00 A.M. through 4:00 P.M., Monday through Friday.

12. HIDDEN DAMAGES: Every reasonable effort must be made to provide accurate estimates based on the original inspection. When hidden conditions or damage are discovered after the Work or repairs have commenced, the Awarded Vendor must advise the County Department Head/Manager or designee as to the nature and the extent of the hidden conditions or damage and provide a written estimate and photos of additional repairs needed.

No additional Work shall commence until approved by the County Department Head/Manager or designee.

13. WARRANTY REQUIREMENTS: The Awarded Vendor will warrant all replacements and repairs for a one (1) year period from the date of the work completion, including paint, which shall be for a two (2) year period to warrant against peeling, fading, labor, etc.

If a failure develops during the warranty period, the Awarded Vendor is responsible for repairs at no cost to the County.

***\*SIGNATURE OF ACKNOWLEDGEMENT OF SPECIFICATIONS:*** \_\_\_\_\_  
Signature Required

## **BID QUESTIONS & INQUIRIES**

There will be no pre-bid conference. However, any questions you may have, clarifications needed, and/or requested changes shall be submitted by an individual authorized to commit their organization to the Terms and Conditions of this bid and shall be received in writing at the Lauderdale County Purchasing Department no later than **4:00 pm on Tuesday February 27, 2024**.

Questions received after said date and time will not receive a response. Questions shall not be submitted to anyone other than the Purchasing Agent or his/her representative. Vendors that submit questions verbally or in writing to any other County entity or County personnel shall be found in violation of this part and may be found non-compliant.

***All questions are to be submitted by e-mailed to [purchasing@lauderdalecounty.org](mailto:purchasing@lauderdalecounty.org).***

Submissions shall clearly identify the RFP Number, the Vendor's name and address and the name of the person submitting the question.

## **ADDENDA**

Responses to all questions received will be sent to each Vendor known to have copies of the Proposal. Answers and clarifications which are considered to materially change the solicitation will be issued as written addenda to the original Proposal and will be posted to both the Lauderdale County website at <https://lauderdalecounty.org> and Central Bidding at [www.centralbidding.com](http://www.centralbidding.com).

Before your submission and periodically prior to the RFP closing, check the site for any addenda or other materials that may have been issued affecting the bid.

***It is the Bidder's sole responsibility to review this site and retrieve all related documents up to the RFP due date.***

***The following pages must be completed, along with the Cover Page (pg. 1), and returned/submitted with bid. Failure to do so will result in the bid being deemed non-responsive.***

**[THIS SPACE WAS LEFT BLANK INTENTIONALLY]**

**RFP NO. LC103-2024: AUTO & TRUCK BODY/COLLISION REPAIR SERVICES**  
LAUDERDALE COUNTY VEHICLE FLEET

**ADDITIONAL INFORMATION RESPONSES**

**TOWING SERVICES**

Lauderdale County is seeking to utilize towing services for all vehicle related needs i.e., collision and mechanical. Our intent is to have the ability to call/contact one individual for all needs, and the preferred recipient would be the Awarded Vendor. For the cause of this proposal (bid) a subcontractor may be utilized for these services.

Our fleet is vital to the County’s ability to meet the needs of the community we serve. Therefore, the response time of said services is crucial to our ability to be successful. Bidders should ensure that they, the Awarded Vendor/or Subcontractor, can meet the County requirements to have a response time as follows:

Thirty (30) minutes will be the time given during regular business hours (Monday thru Friday, 8a.m. to 5p.m.). Forty-Five (45) minutes will be the time allotted for after hours, as well as weekends and holidays.

***Please answer the following questions:***

1. Do you have your own wrecker? \_\_\_ Yes or \_\_\_ No
  
2. Do you currently have this service sub-contracted out? \_\_\_ Yes or \_\_\_ No
  
3. If so, provide the name of the subcontractor?

\_\_\_\_\_

***Please remember to list the/any subcontractor(s) you intend to utilize for this bid on the Supplier/Subcontractor Data Form.***

Our Sheriff’s Department operates 24 hours a day, 7 days a week. Please explain the process of how you would handle the after-hours operations procedures regarding towing and storage of vehicles. Your response should consider *Specifications, Page 9, Item 11.*

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**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**



2. **PRICING:** The undersigned has carefully examined the Bid Package and all conditions affecting the cost of the Work required by the County.

The undersigned certifies that any exceptions to the Bid specifications are noted in the BID RESPONSE. All specifications not noted thereon are as requested. The undersigned also understands that any exceptions presented after the award may be cause for cancelation of award.

We hereby propose to furnish the below-described line item(s) in accordance with the Bid Package, except as noted on Paragraph 1 *Exceptions*, BID RESPONSE:

ITEM	TYPE	PRICE
A	Labor Rate: Body	\$ /Hour
B	Labor Rate: Paint	\$ /Hour
C	Paint Supplies	\$ /Hour
D	OEM Parts	% over cost
E	Aftermarket Parts	% over cost
F	Like, Kind, Quality (LKQ) Parts	% over cost
G	Certified Automotive Parts Association (CAPA) Parts	% over cost
H	Paint and Repair Labor Guide	
I	Other: Additional Charges	

***Please describe any other charges that may impact repair costs under this agreement:***

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List Body Shop Location(s):

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Physical Address #1

Office 

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Physical Address #2 (if applicable)

Office 

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**

3. **VENDOR SERVICE INSTRUCTIONS: List the preferred person/point of contact to request service for a vehicle requiring service.** (Print the information below)

Contact Name & Title: \_\_\_\_\_

Address: \_\_\_\_\_

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

Office 📞: (\_\_\_\_) \_\_\_\_\_ Mobile 📱: (\_\_\_\_) \_\_\_\_\_ Fax 📠: (\_\_\_\_) \_\_\_\_\_

Email 📧: \_\_\_\_\_

Company Website: \_\_\_\_\_

***Bid Submission Certification Statement:*** I hereby certify that I am authorized to sign this bid for/or on behalf of the company.

Name Of Company: \_\_\_\_\_

Legal Address:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Office 📞: (\_\_\_\_) \_\_\_\_\_ Fax 📠: (\_\_\_\_) \_\_\_\_\_

Federal Tax Identification #: \_\_\_\_\_ (Attach W-9)

MS Board of Contractors License #: \_\_\_\_\_ (Attach Copy of License)

Email Address to Send Purchase Orders: \_\_\_\_\_

Signature: \_\_\_\_\_

Printed Name: \_\_\_\_\_

Official Title: \_\_\_\_\_

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

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**

**RFP NO. LC103-2024: AUTO & TRUCK BODY/COLLISION REPAIR SERVICES**  
LAUDERDALE COUNTY VEHICLE FLEET

**SUPPLIER/SUBCONTRACTOR DATA SHEET**

*The Bidder shall indicate below the name of each supplier and/or subcontractor(s) they will use in the fulfillment of the contract. The Bidder shall specify the equipment to be provided by the supplier and/or work/services to be performed/provided by the subcontractor. (If applicable, otherwise indicate N/A & enter company name)*

**Supplier Information: (If applicable)**

Company Name: \_\_\_\_\_ FEIN: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_  
Equipment to be utilized: \_\_\_\_\_  
\_\_\_\_\_

**Sub-Contractor Information: (If applicable)**

Company Name: \_\_\_\_\_ FEIN: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_  
Work/Services to be performed/provided: \_\_\_\_\_  
\_\_\_\_\_

**Sub-Contractor Information: (If applicable)**

Company Name: \_\_\_\_\_ FEIN: \_\_\_\_\_  
Address: \_\_\_\_\_  
City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_  
Phone No.: \_\_\_\_\_ Email: \_\_\_\_\_  
Work/Services to be performed/provided: \_\_\_\_\_  
\_\_\_\_\_

\_\_\_\_\_ Company Name of Bidder

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**

**VENDOR REFERENCE SHEET**

QUALIFICATIONS: Vendors shall have the capability and capacity in all respects to fulfill the contractual requirements to the satisfaction of the Lauderdale County Board of Supervisors.

*Indicate the length of time you have been in business as a company providing the type of service(s) specified in this proposal. Year(s) \_\_\_\_\_ Month(s) \_\_\_\_\_*

1. Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Service Description: \_\_\_\_\_

2. Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Service Description: \_\_\_\_\_

3. Business Name: \_\_\_\_\_

Address: \_\_\_\_\_

Contact Person/Title: \_\_\_\_\_

Phone Number: \_\_\_\_\_ Email: \_\_\_\_\_

Service Description: \_\_\_\_\_

\_\_\_\_\_  
Company Name of Bidder

\_\_\_\_\_  
Signature of Person Completing

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**



# ADDENDA FORM

## RFP NO. LC103-2024: AUTO & TRUCK BODY/COLLISION REPAIR SERVICES LAUDERDALE COUNTY VEHICLE FLEET

The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Total.  
*(If no addenda, please indicate with N/A in space provided.)*

1. Addendum # \_\_\_\_\_ Date: \_\_\_\_\_
2. Addendum # \_\_\_\_\_ Date: \_\_\_\_\_
3. Addendum # \_\_\_\_\_ Date: \_\_\_\_\_
4. Addendum # \_\_\_\_\_ Date: \_\_\_\_\_

### Addendum Acknowledgement:

\_\_\_\_\_  
Signature of Bidder or Authorized Agent

\_\_\_\_\_  
Date

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**

# VENDOR BID DATA & CERTIFICATION FORM

## RFP NO. LC103-2024: AUTO & TRUCK BODY/COLLISION REPAIR SERVICES LAUDERDALE COUNTY VEHICLE FLEET

The affiant, \_\_\_\_\_ states with respect to this submission to County: I (we) hereby declare and warrant that no elected or appointed official, officer or employee of the County has been or shall be compensated, directly or indirectly, in connection with this bid. Should any agreement be approved in connection with this bid, vendor declares and warrants that no elected or appointed official, officer, or employee of the County, during the term of his/or her service with the County shall have any direct interest in that agreement, or obtain any present, anticipated or future material benefit arising therefrom.

My signature certifies that the accompanying bid is not the result of or affected by, any act of collusion with another person/or company engaged in the same line of business or commerce, or any act of fraud.

I hereby certify that I have full authority to bind the company and that I have personally reviewed the information contained in the Proposal and this submission, and all attachments and appendices, and do hereby attest to the accuracy of all information contained in this submission, including all attachments and exhibits.

Mississippi Board of Contractors License #: \_\_\_\_\_

Name of Business: \_\_\_\_\_

Legal Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Phone (\_\_\_\_) \_\_\_\_\_ Fax (\_\_\_\_) \_\_\_\_\_

Type of business organization (corporation, LLC, partnership, proprietorship)

Federal ID #: \_\_\_\_\_

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Printed Name & Official Title: \_\_\_\_\_

**\*\*\*\*\*PLEASE PRINT THE INFORMATION PROVIDED BELOW\*\*\*\*\***

Owner #1: Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Owner #2: Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Parent Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

*(if applicable)*

(SEAL-Bidder's Notary)

ATTEST: Signed and sworn (or affirmed before me on \_\_\_\_\_ (date) by  
\_\_\_\_\_ (name(s) of person(s) making statement).

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_

TITLE: \_\_\_\_\_

*My Commission expires* \_\_\_\_\_, 20\_\_\_\_\_

**THIS FORM MUST BE COMPLETED AND RETURNED WITH YOUR BID**