

# RFQ SOLICITATION REQUEST FORM

## Collision Repair and Body Shop Services

**Heavy Equipment: Including Trucks, construction equipment, specialized heavy equipment like fire trucks, rear load garbage trucks, etc.**

### Department Introduction Statement:

Welcome to the heart of efficiency and reliability in Oakland – the Equipment Services Division. As the diligent stewards of heavy equipment, we ensure that the city’s machinery operates seamlessly, reflecting our commitment to keeping Oakland running smoothly. From maintenance to innovation, our dedicated team powers the growth and progress of our vibrant and diverse community.

### Contract Length / Option Years:

- Base period of 5 years.
- The City is looking for one to three qualified contractors. This award will be non-exclusive. The City make make purchases from any multiple-award contractor in accordance with purchasing procedures.

**Estimated Contract Value: \$3,500,000 (\$700,000 per year) – shared among all qualified contractors.**

### Scope of Work (SOW):

The City of Oakland is seeking Bids from qualified Contractors to provide all labor, parts, materials and equipment to provide the following Painting, graphics and collision repair services for City owned or leased vehicles and heavy equipment - such as sedans, light trucks and miscellaneous other equipment units.

1. Provide a written quote, within 1 business day of request for estimate, including all costs associated with vehicle repair, painting and/or graphics to City’s Project Manager, this quote must be approved prior to beginning any work on City vehicles. Quotes shall be final unless potential open items were identified on original quote. Quotes are expected to be thorough and accurate as to keep quotes with opens to a minimum.
2. The potential for additional work not identified on the original quote must be approved by the City’s approving official before additional work is performed. Failure to comply with this guideline may result in nonpayment for unauthorized work.
3. Provide pick-up and delivery service from designated City locations at no charge to the City. Qualified vendors shall have drivers with proper licenses, or provide towing services to transport equipment for repairs. The vendor shall determine if the vehicle is safe to drive as part of their estimating process and include in written quotation. Pickup shall occur within 1 business day of quote approval and work authorization. Delivery return to City location shall be within 1 business day of completed work.

4. Provide complete body shop, paint and graphic services for collision repair and or specific work related to painting, graphics and body work. Repairs shall include structural, body, frame, interior, electrical, safety systems, heating and cooling systems etc. The repair process performed shall conform to best industry practices with latest industry tooling and fully skilled technicians in the area of collision repair. The final repairs must meet factory performance standards in terms of functionality, materials and aesthetics.
5. Successful bidder must have experience in repairing common municipal fleet repairs. For example, this may include frame straightening and repair, custom utility body repairs and other miscellaneous repairs requiring special fabrication. Vendor must be fully skilled in working with various materials and with proper tooling.
6. Provide all body and mechanical repairs by qualified staff. Mechanical, electrical, and structural repairs shall meet vehicle OEM and industry standards.
7. Perform chassis axle and wheel alignments with the proper techniques and tooling.
8. Provide full machine shop and welding services by qualified technicians and the proper tooling.
9. All materials (such as paints and primers etc.) and parts (body sheet metal, chassis etc.) used on City Vehicles should be OEM parts or equivalent. Equivalent parts must have prior approval from authorized City personnel.
10. Best mechanical practices shall be utilized, and all work shall be done in a professional workmanship like manner and must be functional. Any material or equipment not installed in this manner, determined by the City, shall be removed and replaced in a satisfactory manner at the expense of the Contractor within 5 business days.
11. Immediately following repair authorization: Repairs less than \$5,000, work shall be completed with 14 days. Repairs between \$5,000 and \$10,000, work shall be completed with 21 days. Repairs greater than \$10,000, work shall be completed within 30 days. Failures to complete authorized repairs in the time frames above may result in contract cancellation.
12. All repairs shall be inspected by City staff once vehicle is returned to City location. All vehicles returned shall be safe and fully functional including no activation of system warning lights such as check engine or tire inflation etc. Any repair deficiencies shall be communicated in writing back to vendor within two business days. Vendor is expected to correct identified discrepancies with 5 days of notification. Failure to correct discrepancies will result in delayed payment until needed correction is resolved. Completed repaired vehicles shall meet all OEM as well as federal and state vehicle code requirements.
13. All warranty work shall be performed to the satisfaction of the City, and at the Contractor's expense. All labor, parts and materials shall carry a two year warranty (or OEM warranty if greater) on all City vehicles, parts procured and/or installed by selected Contractor. Contractor shall respond to service warranty requests within twenty-four hours from time of Contractor's receipt of call on weekdays, or next weekday if request is on weekend during the

warranty period.

14. Regulatory Compliance -

Vendor will comply with all policies, guidelines, rules, and regulations administered by the following agencies:

- a) Bay Area Air Quality Management District (BAAQMD)
- b) Bureau of Automotive Repair (BAR)
- c) Environmental Protection Agency (EPA) - State and Federal
- d) Occupational Safety and Health (OSHA) - State and Federal
- e) Any other agencies that regulate:
  - 1. Automotive repair
  - 2. Discharge into sanitary and storm sewers
  - 3. Hazardous materials and waste
  - 4. Paint and solvent emissions

**Locations/Facilities:**

- MSC, 7101 Edgewater Drive, Building 5  
Oakland, CA 94621
  
- Heavy Equipment Shop, 5050 Coliseum Way  
Oakland, CA 94601

**Qualified Vendors:**

Qualified vendors must have a minimum of 5 years of experience in the areas of collision and body work repair services with automobiles and light trucks. Vendors must have a facility with the proper space and equipment for work on sedans and light trucks, including off street parking and secure storage. Facility shall include paint booth, frame straightening equipment, diagnostic tools etc.

**References**

Vendor must provide references for similar agencies with similar complement of vehicle types for required services were performed.

- **Invoicing:**

Invoices shall be submitted electronically to: **AP Portal**

Invoices must include: Standard Purchase Order (PO) number, Contract Purchase Agreement (CPA) number. The City of Oakland's fiscal year begins on July 1<sup>st</sup> and concludes of June 30<sup>th</sup> the following year.

One hundred percent of the contract price of goods invoiced will be paid to the Contractor within forty-five (45) days following receipt of correct invoice unless specific payment terms are included on the Bidding Sheet. No late fees will be paid.

**RETURN ABOVE PAGES WITH YOUR REQUISITION**

**City of Oakland – Equipment Services Division**  
**Body Repair Services RFQ Pricing Bid Sheet**

Vendor Name	Contact Name	Phone	Email	Shop Address	Labor Rate (Body)	Paint Labor Rate	Frame/Structural Rate	Mechanical Rate	Materials Markup (%)	Parts Discount (%)	Sublet Work Markup (%)	Shop Storage Fee (per day)	Towing Fee	Estimated Turnaround Time (days)
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<<Enter Vendor Here>>

**CITY OF OAKLAND  
PURCHASING SECTION  
AWARD RECOMMENDATION STATEMENT**



**Buyer:** John Lansangan

**Specification/Solicitation No.:** RFQ 406529 – PWA HEAVY EQUIPMENT COLLISION AND BODY REPAIR SERVICES 928.00

**Requesting Department:** PWA EQUIPMENT

**Bid Opening Date:** MARCH 6, 2026

**Procurement Purpose:**

The City of Oakland is seeking Bids from qualified Contractors to provide all labor, parts, materials and equipment to provide the following Painting, graphics and collision repair services for City owned or leased vehicles and heavy equipment - Including Trucks, construction equipment, specialized heavy equipment like fire trucks and rear load garbage trucks.

**Commodity/Service Description:** Heavy Equipment Collision Repair (928.00)

**Estimated Contract Award Amount:** \$3,500,000.00

**Invitation List:**

The following firms were invited to participate:

<b>Invited Vendors</b>	<b>Oakland Business Y/N</b>
Moeller Body Shop	N
Hustead Auto Body	Y
Bay Collision Center LLC	N
Topline Auto Services	N
Economy Trucking Services Inc.	N
American Auto Repair-Rebuilders	Y
Kelly's Truck Repair	N
H&G Truck Parts and Services	N
North Central Truck and Parts Supply	Y
Betts Truck Parts & Service	N

INVITATION LIST	TOTAL	RESPONSIVE AND RESPONSIBLE BIDS RECEIVED	
		LOCAL BUSINESS	NON-LOCAL
ASKED	10	3	7
NO RESPONSE RECEIVED	8	0	7
BIDS RECEIVED	2	0	2
AWARDS RECOMMENDED	2	0	2

10 firms were invited to participate; 3 businesses are an Oakland business.

**Submittals Received:**

The City's Clerks office received 0 bid proposals.

iSupplier Web Portal received 2 bid proposals from:

- **MOELLER BROS. BODY SHOP**
- **FALCON COLLISION REPAIR INC.**

**Award Recommendation:**

- Staff's recommendation is to award multi-award contract to MOELLER BROS. BODY SHOP and FALCON COLLISION REPAIR INC. to meet the requirements by the requesting department. The bids received has been deemed fair and reasonable.
- The estimated contract value will be: \$3,500,000.00.
- The contract length / option years: **5 YEAR PERIOD WITH NO OPTION TO EXTEND**