
University of California, Santa Barbara

REQUEST FOR INFORMATION # CP121013

FOR Vehicle Maintenance & Repair

Date Issued: December 10, 2013



It is the Responder's responsibility to read this entire document, and any Exhibits, Attachments, and addenda hereto, and to comply with all requirements set forth herein.

Issued By: The University of California, Santa Barbara

RFI Administrator: Calli Price
University of California, Santa Barbara
Purchasing Department
Student Affairs/Administrative Services Building (SAASB)
3rd Floor 3203
Santa Barbara, CA 93106-1150

The information contained in this Request for Quote, and in each Attachment and Exhibit to this Request for Quote, is confidential and proprietary to the University of California and is to be used by the recipient solely for the purpose of responding to this Request for Quote.

Table of Contents

General Information

Section I

Attachments

Bidder's Response Form

Attachment A

University of California Vendor Information Form (VIF)

Attachment B

University of California Insurance Requirements

Attachment C

SECTION I: GENERAL INFORMATION

A. PURPOSE OF THE RFI

The purpose of this Request for Information ("RFI") is to gather information and identify local vehicle mechanic shops within the Goleta/Santa Barbara area to service fleet vehicles belonging to UC Santa Barbara's Transportation Services.

B. Issuing Office and Communications Regarding this RFI

This RFI, and any subsequent addenda, are being issued by the UCSB Purchasing Department, and is the sole point of contact regarding all procurement and contractual matters relating to the requirements described in this RFI, and are the only office authorized to change, modify, or clarify the specifications, terms, and conditions of this RFI and any contract(s) resulting from this RFI.

All communications, including any requests for clarification, should be addressed in writing to:

Calli Price (calli.price@bfs.ucsb.edu)

C. Addenda to this RFI

Any changes, additions, or deletions to this RFI will be in the form of an addendum issued by the University and sent to the applicant pool, as well as posted on the [UCSB website](#). The University shall not be responsible for failure of any prospective Responder to receive such addenda.

D. Instructions for Submitting Responses

Bid responses must be received to the Issuing Office, as outlined above, no later than 4:00pm (Pacific Daylight Time) on **January 7, 2014**. No other formatting or type of submission will be accepted.

The submission of a signed Response will confirm understanding and acceptance of all requirements, terms, and conditions set forth in this RFI unless specific exceptions are taken and alternative language or provisions are offered.

E. Quotation Acceptance Period

The Responder acknowledges and agrees that all Responses shall remain valid and available for the University's acceptance for a minimum of one hundred twenty (120) calendar days following the RFI submission deadline. Acceptance, for the purposes of this RFI, shall be in the form of a UCSB Purchase Order.

F. Use of Quotations, Disclosure of Records, and Confidentiality of Information

All Quotations, Responses, supporting materials, and related documentation will, upon receipt by UCSB, become the property of the University of California. Additionally, by submission of each Quotation and/or Response, each Responder grants the University a royalty-free, irrevocable, perpetual, paid-up, worldwide license (with the right to sublicense) to copy, have copied, modify, make derivative works of, use, display, and otherwise distribute the Proposal and/or Response in connection with the University's RFI evaluation and associated internal operations.

This RFI, together with copies of all documents pertaining to any award or contract resulting from this RFI, shall be kept by the University for a period of not less than five (5) years from the date of contract expiration or termination and shall be made a part of a file or record which shall be open to public inspection. If the Response contains any trade secrets or proprietary information that should not be disclosed to the public, or that should not be used by the University for any purpose other than evaluation of the Responder's Response, the top of each sheet of each page including such information must be marked with the following legend: "CONFIDENTIAL INFORMATION".

All information submitted as part of a Response after an award has been made, must be open to public inspection (except items marked as "Confidential Information" and considered trade secrets under the California Public Records Act). Should a request for information be made of the University for information that has been designated as confidential by the Responder and, on the basis of that designation, the

University denies the request for information, the Responder shall be responsible for all legal costs necessary to defend such action if the denial is challenged in a court of law.

The Responder may not distribute any announcements or news releases regarding this RFI without the prior written approval of the University.

G. Audit Requirements

Any contract resulting from this RFI shall be subject to the examination and audit of the Auditor General of the State of California for a period of three (3) years after final payment under the contract.

The examination and audit will be confined to those matters connected with the performance of the contract, including, but not limited to, pertinent books, documents, papers, and records of the Responder involving transactions and work related to the contract as well as the costs of administering the contract.

H. Marketing References

The Responder shall be prohibited from making any reference to the University of California or to the University of California, Santa Barbara (UC or UCSB) in any literature, promotional material, brochure, or sales presentation without the express written consent of the University of California or the University of California, Santa Barbara.

I. Insurance Requirements

Bidder(s) shall furnish a certificate of insurance acceptable to the University, as outlined in Attachment C. All certificates shall name the Regents of the University of California as an additional insured.

J. University of California Terms and Conditions

The University of California Terms and Conditions of Purchase, Exhibit C, Appendix A (<http://www.ucop.edu/ucophome/policies/bfb/bus43exh-c-appa>) shall be incorporated into any purchase agreement resulting from this RFP. Prevailing wage scale is a requirement as stated in Supplement 2 (<http://www.ucop.edu/ucophome/policies/bfb/bus43exh-c-sup2.pdf>).

K. Errors and Omissions

If the Bidder discovers any discrepancy, error, or omission in this RFI or in any of the attached Appendices, UC should be notified immediately and a written clarification/notification will be issued to all bidders who have been furnished a copy of this RFI for bidding purposes. No bidder will be entitled to additional compensation for any error or discrepancy that appears in the RFI where UC was not notified and a response provided. All addendums of clarification will be posted on the UCSB website at: <http://www.bfs.ucsb.edu/purchasing/our-vendors/bid-postings>.

L. Termination of Contract

Any contract resulting from this RFI may be terminated in whole or in part by the University for cause and/or for convenience, and without penalty, upon a written sixty (60) day notice from the University.

M. Order of Precedence

In matters of conflicts of terms, the order of precedence shall be as follows: 1.) Purchase Order(s) awarded from the RFI; 2.) The RFI Document and any subsequent Addenda; 3.) The University of California Standard Terms and Conditions of Sale – Appendix A (<http://www.ucop.edu/ucophome/policies/bfb/bus43exh-c-appa.pdf>).

**PROCUREMENT SERVICES**

BIDDER'S RESPONSE FORM

Attachment A

Bidders: Please complete this form and include with your bid package.

RFI Number	CP121013
Company Name	
Contact Name and Title	
Phone & Email Address	

Responses should be prepared simply and economically, providing straightforward, concise answers to the questions. Responses do not have to be in complete sentences if one or a few words can clearly communicate the answer. Special bindings, color displays, unnecessarily lengthy explanations, etc., are not desired. Promotional materials are especially discouraged.

BIDDER QUALIFICATIONS

1. Please check the box(es) next to the services your company can provide to the University:

- | | | |
|--|--|--|
| <input type="checkbox"/> Vehicle computer systems diagnostics & repair | <input type="checkbox"/> Steering, suspension & brake repair | <input type="checkbox"/> Exhaust system repair |
| <input type="checkbox"/> Engine mechanical diagnostics & repair | <input type="checkbox"/> Front end alignment | <input type="checkbox"/> Glass repair & replacement |
| <input type="checkbox"/> Transmission diagnostics & repair | <input type="checkbox"/> Tire balance & replacement | <input type="checkbox"/> Body repair |
| <input type="checkbox"/> Smog testing & repair | <input type="checkbox"/> Mechanical accessory installation (steps, vices, cabinets, racks) | <input type="checkbox"/> Interior fabric cleaning |
| <input type="checkbox"/> Smog testing & repair (Star certified) | | <input type="checkbox"/> Electrical accessory installation (lighting, alarms, radios, back-up cameras) |

2. The University requires a quick turnaround on service repairs. What service level and response time can you provide to UCSB? What are your customer service standards?

3. What is the hourly labor rate you will charge UCSB? _____

4. What is the cost markup you will charge UCSB for materials? _____

5. Can your company provide a Certificate of Insurance matching the requirements in Attachment C?

Yes ☐ No ☐

Bids must be signed by a company officer authorized to enter into contracts on behalf of the bidding firm. The submission of a signed bid will confirm understanding and acceptance of all requirements, terms, and conditions of the RFI unless specific exceptions are taken and alternative language or provisions are offered.

Name:	Signature:	Date:
-------	------------	-------



UC SANTA BARBARA VENDOR INFORMATION FORM

This form is to be completed by any supplier proposing to do business with the University of California. Once completed, suppliers will be visible campus-wide in our e-Procurement system for ordering. For security purposes, we recommend your company fax this to: 805-893-8639. **To ensure timely payment of invoices, please attach a sample invoice.**

I. BUSINESS INFORMATION:

Company Name (as registered with the IRS)		Remit-To Name	
Fulfillment/Physical Address		City, State, Zip	
Phone Number		Email or Fax to which your company will accept a Purchase Order	
Taxpayer Identification Number <div style="border: 1px solid black; padding: 2px; display: flex; justify-content: space-around;"> ETIN (or) SSN (or) ITIN </div>		DUNS Number (Dun and Bradstreet)	
Federal Tax Classification (check only one) <input type="checkbox"/> Individual/Sole Proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/Estate <input type="checkbox"/> Exempt Payee <input type="checkbox"/> Other: _____ <input type="checkbox"/> Limited Liability Company; enter the tax classification (C=C Corporation, S=S Corporation, P=Partnership)			
Description of goods: Does your company provide services other than Delivery? If so, what:			
Are any of the owners or owners' relatives currently employed by the University of California? Yes <input type="checkbox"/> No <input type="checkbox"/> If yes, please provide details on a separate sheet of paper.			
Are any of the owners a current University of California student? Yes <input type="checkbox"/> (if yes, Perm # _____) No <input type="checkbox"/>			

II. BILLING INFORMATION: Attach a sample invoice to this submission

Remit-to Address	City, State, Zip
Are you or your Company qualified to do business in California? Yes <input type="checkbox"/> No <input type="checkbox"/>	
Are you or your Company a US Person or Entity? Yes <input type="checkbox"/> No <input type="checkbox"/> If No, Please attach a W-8; additional Glacier documentation may be required.	
Preferred Settlement type: Check <input type="checkbox"/> Direct Deposit (ACH) ¹ <input type="checkbox"/> Credit Card <u>only</u> ² <input type="checkbox"/> Payment Plus ³ <input type="checkbox"/>	
<p>1. For ACH, please fill out the attached Vendor Payment Direct Deposit Authorization Form</p> <p>2. If your company only accepts a credit card, your company will not be available for campus-wide selection in our e-Procurement environment, this tool is used with companies that accept a Purchase Order.</p> <p>3. With Payment Plus, instead of a check being issued by Accounts Payable, a file is sent to our bank and the vendor is notified immediately via email. The vendor may process immediate payment by charging a dedicated credit card, eliminating the need to process and deposit checks, and the possibility of lost checks.</p>	

All goods and services are processed in our e-Procurement system, Gateway. This system allows us to process and pay your invoices promptly. Please state your prompt payment discount for payments below. Note: we are able to accommodate dynamic discounting.

Discount Percentage	Payment Days
____%	5
____%	10
____%	15
____%	20
____%	30

Other/Comments:

III. TYPE OF BUSINESS SELF-CERTIFICATION:

LARGE ☐ SMALL ☐

Note: If you check "Small", please also check a Small Business Type below. Definitions of the different Small Business types are located at <http://www.bfs.ucsb.edu/purchasing/small-business-program>, and further information can be found at <http://www.sba.gov/>. This information will be used for State of California reporting purposes and your company will be featured on the e-Procurement website at UCSB stating your business type. If you are a small business, you must complete the attached Self Certification to be considered for Subcontract opportunities (Federal Contracts that require the use of Small Business). Contact Lynn Corrigan at 805/893-4073 for more information on Subcontracts)

☐ Small Business Enterprise

☐ Woman-Owned Business Enterprise

☐ Disadvantaged Business Enterprise

☐ Veteran Business Enterprise

☐ Disabled Veteran Business Enterprise

☐ Historically Underutilized Business Zone Small Business (HUBZoneSB)

☐ OTHER; PLEASE STATE: _____

Is your company not-for-profit? Yes ☐ No ☐

IV. CERTIFICATION

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

The Internal Revenue Service does not require your consent to any provision of this document other than the certifications required to avoid backup withholding.

Pursuant to the Federal Privacy Act of 1974, you are hereby notified that the disclosure of your social security number is voluntary. This record keeping system was established pursuant to the authority of The Regents of the University of California under Art. IX, Sec. 9 of the California Constitution. The social security number is used to verify your identity.

The State of California Information Practices Act of 1977 (effective July 1, 1978) requires the University of California to provide the following information to individuals who are asked to supply information about

themselves:

- The principal purpose of requesting the information on this form is to evaluate your qualifications as a supplier to the University and for reporting purposes in accordance with state law and University policy.
- Furnishing all information (except Social Security Number) requested on this form is mandatory; failure to provide all requested information will delay or may prevent evaluation of your firm's ability to do business with the University.

NAME	TITLE
SIGNATURE	DATE

UCSB RFI #CP121013
Attachment C

University of California, Santa Barbara

University of California Insurance Requirements for Vendors

Prior to working with the University, service providers must furnish to the University current certificates of insurance that show the following minimum coverages and meet the following conditions.

If the required certificate of insurance is not received and approved prior to the service to be provided the Vendor cannot provide the service.

A. Commercial Form General Liability:

1. Combined Single Limit Per Occurrence	\$1,000,000
2. Products and Completed Operations	\$2,000,000
3. Personal and Advertising	\$1,000,000
4. General Aggregate, Bodily Injury, Property Damage	\$2,000,000

B. Business Automobile Liability Insurance for owned, scheduled, non-owned or hired automobiles with a combined single limit of not less than \$1,000,000 per occurrence.

C. Workers' Compensation: as required under California State Law.

D. Additional Insured Endorsement: The General Liability and Auto Liability coverage shall be endorsed to name The Regents of the University of California as an additional insured.

E. Written Notice of Cancellation: Certificates shall provide for advance written notice to University in accordance with policy provisions of any modification, change, or cancellation of any component of the insurance coverage.

F. Certificate Holder on the Certificate of Insurance shall be:

The Regents of the University of California
Purchasing Department
3203 SAASB
Santa Barbara, CA 93106-1150
