

COUNTY OF ROCKLAND
Department of General Services
Purchasing Division

Contract Award Notification

Title: **AUTOMOTIVE COLLISION REPAIRS**

Contract Period: **October 1, 2025, through September 30, 2026, w/ (2) 1-year options**

Original Date of Issue: September 24, 2025

Date of Revision:

BID No: **RFB-RC-2025-061**

Catalog: **Automotive**

Authorized Users: United States Agencies, Other States & Political Subdivisions Therein,
Local Governments, School Districts & Non-Profit Agencies

Address Inquiries To:

Name: Justin Listwan
Title: Purchaser I
Phone: 845-364-3334
Fax: 845-364-3809
E-mail: ListwanJ@co.rockland.ny.us

Description

This contract is for automotive collision repair.

Contract #	Vendor Number	Contractor & Address	Telephone No.
BID 25-061	0000017163	Circle Collision Center, Inc. 1 Orchard Street Nanuet, NY 10954 Contact: Michael Marinelli Circlecollision@aol.com	845-623-7507 845-623-0225

COUNTY OF ROCKLAND
DGS – PURCHASING DEPARTMENT
BLDG. A, 6TH FLOOR, 50 SANATORIUM ROAD
POMONA, NY 10970
TELEPHONE NO.: 845-364-3820
FAX NO.: 845-364-3809

VENDOR: CIRCLE COLLISION CENTER, INC.

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
SECTION ONE : LIGHT-DUTY VEHICLES UP TO 10000 GVW						
1-1	Collision Repair Services for Light-Duty Vehicles up to 10,000 GVW for CAPA Certified Parts at crash guide list.	06074000018	25000	Percent Discount	28%	\$18,000.00
1-2	Collision Repair Services for Light-Duty Vehicles up to 10,000 GVW for OEM Certified Parts at crash guide list	06074000017	2000	Percent Discount	25%	\$1,500.00
1-3	Collision Repair Services - Labor for Light-Duty Vehicles	92819000019	700	Per Hour	\$28.00	\$19,600.00
1-4	Collision Repair Services-Paint Labor, Paint and Supplies/Materials based on paint hours for Light-Duty Vehicles	92819000020	400	Per Hour	\$28.00	\$11,200.00
1-5	Collision Repair Services - Frame and Straightening Labor for Light-Duty Vehicles	92819000032	5	Per Hour	\$30.00	\$150.00
1-6	Cost for transporting Light -Duty Vehicles to bidders location and return to County Fleet Management, Pomona, NY	92819	5	Per One Way Trip	NO BID	NO CHARGE
	TOTAL OF LINE ITEMS 1-1 to 1- 6				TOTAL	\$50,450.00

COUNTY OF ROCKLAND
DGS – PURCHASING DEPARTMENT
BLDG. A, 6TH FLOOR, 50 SANATORIUM ROAD
POMONA, NY 10970
TELEPHONE NO.: 845-364-3820
FAX NO.: 845-364-3809

VENDOR: CIRCLE COLLISION CENTER, INC.

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
SECTION TWO: VEHICLES UP TO 10,001 to 26,000 GVW						
2-1	Collision Repair Services for Medium-Duty County Vehicles from 10,001 to 26,000 GVW for CAPA Certified Parts at crash guide list.	06074000052	5000	Percent Discount	28%	\$3,600.00
2-2	Collision Repair Services for Medium-Duty County Vehicles 10,001 to 26,000 GVW for OEM Certified Parts at crash guide list.	06074000016	2000	Percent Discount	25%	\$1,500.00
2-3	Collision Repair Services - Labor for Medium-Duty County Vehicles	92819000016	300	Per Hour	\$32.00	\$9,600.00
2-4	Collision Repair Services-Paint Labor, Paint and Supplies/Materials for Medium-Duty County Vehicles based on paint hours for Medium Duty Vehicles	92819000017	200	Per Hour	\$28.00	\$5,600.00
2-5	Collision Repair Services - Frame and Straightening Labor for Medium-Duty County Vehicles	92819000033	5	Per Hour	\$36.00	\$180.00
2-6	Cost for Driving Medium-Duty County Vehicles to bidders location and return to County Fleet Management, Pomona, NY	06074	5	Per Hour	NO BID	NO CHARGE
	TOTAL OF LINE ITEMS 2-1 to 2-6				TOTAL	\$20,480.00

COUNTY OF ROCKLAND
DGS – PURCHASING DEPARTMENT
BLDG. A, 6TH FLOOR, 50 SANATORIUM ROAD
POMONA, NY 10970
TELEPHONE NO.: 845-364-3820
FAX NO.: 845-364-3809

VENDOR: CIRCLE COLLISION CENTER, INC.

LINE NO.	DESCRIPTION	ITEM NUMBER	EST. QTY.	UNIT	UNIT PRICE	EXTENDED PRICE
SECTION THREE: VEHICLES 26,001 GVW and OVER						
3-1	Collision Repair Services for Heavy-Duty County Vehicles 26,001 GVW and over for CAPA Certified Parts at crash guide list.	06074000040	3000	Percent Discount	28%	\$2,160.00
3-2	Collision Repair Services for Heavy-Duty County Vehicles 26,001 GVW and over for OEM Certified Parts at crash guide list.	06074000041	2000	Percent Discount	23%	\$1,540.00
3-3	Collision Repair Services - Labor for Heavy-Duty Vehicles	92819000026	100	Per Hour	\$38.00	\$3,800.00
3-4	Collision Repair Services - Frame and Straightening Labor for Heavy-Duty Vehicles	92819000034	25	Per Hour	\$38.00	\$950.00
3-5	Collision Repair Services-Paint Labor, Paint and Supplies/Materials based on paint hours for Heavy-Duty Vehicles	92819000027	5	Per Hour	\$38.00	\$190.00
3-6	Cost for transporting Heavy-Duty County Vehicles to bidders location and return to County Fleet Management, Pomona, NY	92819	5	Per One Way Trip	NO BID	NO CHARGE
3-7	TOTAL OF LINE ITEMS 15 to 20					\$8,640.00
	GRAND TOTAL OF Sections 1-2 & 3					\$79,570.00

COUNTY OF ROCKLAND - DGS-PURCHASING
BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE: AUTOMOTIVE COLLISION REPAIRS

RFB-RC-2025-061

PURCHASES BY OTHER

LOCAL GOVERNMENTS, SCHOOL DISTRICTS, AND NON PROFIT AGENCIES

As per the New York State General Municipal Law, all political subdivisions of New York State are allowed to make purchases through the resulting contract(s). As per Rockland County Procurement Policy, Non -Profit Agencies approved to participate in New York State's Contract Extension Program are authorized to make purchases through the resulting contract(s).

1. The County of Rockland shall make all contract award information available to other political subdivisions and non- profit agencies through our website: www.rcpurchasing.com
2. Any other political subdivision or Rockland County non- profit agency will issue purchase orders directly to vendors within the specified contract period referencing the County's contract and shall be liable for any payments due on such purchase orders; and shall accept sole responsibility for any payment due.
3. All purchases shall be subject to audit and inspection by the other political subdivisions and Rockland County non- profit agencies for which the purchase was made.
4. No officer, board or agency of a county, town, village, or school district shall make any purchase through the County when bids have been received for such purchase by such officer, board or agency, unless such purchase may be made upon the same terms, conditions and specifications at a lower price through the County.
5. All Bidders shall be on notice that as a condition of the award of a County contract, the successful bidder shall accept the award of a similar contract with any other political subdivision in New York State and Rockland County non- profit agencies authorized to use New York State's contracts, if called upon to do so. A listing of approved Rockland County non- profit agencies is available on the Purchasing Division's website at www.rcpurchasing.com. The County, however, will not be responsible for any debts incurred by the participants pursuant to this or any other agreement.
6. Necessary deviations from the County's specifications in the award of a participant contract, whether such deviations relate to quantities, or delivery points shall be resolved between the successful bidder and the other political subdivisions and Rockland County non -profit agencies.

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE: AUTOMOTIVE COLLISION REPAIRS

RFB-RC-2025-061

SPECIFICATIONS

A Virtual Pre-Bid via Microsoft Teams will be hosted on Microsoft Teams on 5/15/2025 at 11:00 a.m.
- To Participate select the link below.

Microsoft Teams Meeting Link: [CLICK HERE TO JOIN MEETING](#)

Meeting ID: 279 065 394 905 4
Passcode: Ki93Hw27

1. SCOPE

- 1.1. The scope of this bid is to provide all facilities, equipment, materials, parts and labor necessary to repair damaged passenger vehicles, trucks, vans, specialty vehicles inclusive of (Fire Apparatus, Command Vehicles and Law Enforcement Specialty Vehicles). Vehicles are identified in the TRAA ID Guide (Attachment #1).

2. REQUIREMENTS

- 2.1. The Bidder shall demonstrate that they have successfully completed services similar to those specified in the Scope/Specifications and are routinely engaged in performing such services and are properly and legally licensed (if required) to perform such work.
- 2.2. The County of Rockland reserves the right to inspect the bidder's facilities, equipment, personnel, and organization at any time to or to take any other action necessary to determine the bidder's ability to perform. The Director of Purchasing reserves the right to reject bids where evidence or evaluation is determined to indicate inability to perform.
- 2.3. The successful Bidder shall comply with Environmental Protection Agency (EPA) guidelines for the disposal of hazardous materials, and all other EPA regulations that govern the work herein. A hazardous waste hauler must be utilized and all regulations followed.
- 2.4. The bidder must have a complete body shop meeting the following minimum requirements:
 - 2.4.1. Qualified and experienced personnel with experience in repairing municipal fleet vehicles and law enforcement vehicles.
 - 2.4.2. Personnel experienced in fiberglass repair.
 - 2.4.3. Paint Booth with equipment for mixing and matching paint color.
 - 2.4.4. Automotive frame and straightening machines at the Bidder's location with a qualified operator (on-site or under contract).
 - 2.4.5. An inside storage area for police and other vehicles which contain electronic equipment. For the purpose of this specification "inside storage" includes storage within a secured area, which could include a locked, fenced area acceptable to the County of Rockland.
 - 2.4.6. The bidder awarded the Truck and Specialty Vehicle portion of the contract must have an indoor area large enough to handle trucks requiring a minimum 13-foot height clearance.
 - 2.4.7. Bidders must obtain all required local, state and federal licenses/permits required to perform the work specified.

COUNTY OF ROCKLAND - DGS-PURCHASING
 BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
 TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE: AUTOMOTIVE COLLISION REPAIRS

RFB-RC-2025-061

- 2.5. The work proposed in this contract shall be performed at the successful bidder's place of business unless authorized by the County.
- 2.6. The County of Rockland requires the use of Original Equipment Manufacturer parts on all Law Enforcement Passenger and Specialty Vehicles, Fire Apparatus and other specialty vehicles. The County of Rockland will authorize the use of aftermarket parts certified by the Certified Automotive Parts Association (CAPA-certified parts) on all other passenger vehicles and trucks.
- 2.7. The successful bidder must agree to assume full liability and responsibility for all vehicles and contents, including radios and other standard or installed equipment including garage liability in the amount of \$1,000,000.00 and name Rockland County as an additional insured.
- 2.8. This contract shall cover: (See Attachment 1)
 - 2.8.1. Light-Duty Vehicles (sedans, light trucks up to 10,000 GVW and similar equipment such as vans etc.)
 - 2.8.2. Medium-Duty Vehicles (Law enforcement, Fire Apparatus, Command Vehicles, and other Specialty Vehicles 10,001 GVW up to 26,000 GVW) requiring higher than usual standards in quality of repairs, finish, etc.
 - 2.8.3. Heavy-Duty Vehicles (Law enforcement, Fire Apparatus, Command Vehicles, and other Specialty Vehicles 26,001 GVW and more) requiring higher than usual standards in quality of repairs, finish, etc.
- 2.9. The County of Rockland reserves the right to assign vehicles which require specialized or proprietary repairs, finish etc. to any other contractor, at its discretion, depending on the nature and extent of the specialized or proprietary work required.
- 2.10. All work done without the services of an independent adjuster shall be priced in accordance with the contractor's estimate. Such an estimate shall be subject to review and approval by the County of Rockland before any work may start. The Contractor must obtain approval in writing by the County of Rocklands authorized representative prior to the commencement of repairs. The Contractor is required to e-mail estimates, with corresponding digital pictures to the County's Fleet Manager or another Department Representative.
- 2.11. Time is of the essence in repairing County of Rockland vehicles. If the County of Rockland determines that the workload of a successful bidder is such that timeliness is not possible in a given situation, the County of Rockland reserves the unilateral right to assign the job to a backup contractor. Repeated assignments to a backup contractor (more than six in a two-month period) may result in contract termination. The successful bidder agrees that work assigned under this contract shall receive priority over the other work in its shop unless specific prior approval has been obtained from the County of Rockland authorized representative. Vehicle repairs shall not exceed two weeks for minor repairs and 30 day for major repairs.
- 2.12. An annual review of the timeliness and quality of repairs will be conducted including number of vehicles returned for correction of original repair.

COUNTY OF ROCKLAND - DGS-PURCHASING
BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE: AUTOMOTIVE COLLISION REPAIRS

RFB-RC-2025-061

- 2.13. The County of Rockland has estimated that approximately \$95,000 will be spent on automotive bodywork during each year of the contract. **This figure is only an estimate and is not a binding guarantee of the work to be done under the contract.** Estimated parts and labor figures are for evaluation purposes only. Actual amounts may be more or less than those used for evaluation.
- 2.14. Mitchell’s crash guide or the applicable industry standard list used by the appraisal firm shall be used in determining list prices and labor hours for repairs performed under this contract.
- 2.15. Pricing for Paint Labor, Paint and Paint Materials/Supplies is combined into one-line item for each section. Pricing shall be provided for Paint and Paint Material/Supplies based on a per paint hour basis.

3. PICK UP AND DELIVERY

- 3.1. The Contractor shall be responsible for returning repaired passenger vehicles to the County Department that requested the repairs. Specialty Vehicles including Fire Apparatus and Law Enforcement Specialty Vehicles will be towed/delivered and picked up by County of Rockland personnel. When vehicles are returned to the County of Rockland, Contractor’s operators shall remain with the vehicle until it is inspected and accepted. If it is determined that the vehicle is not properly repaired, the contractor’s operator will return the vehicle to the successful bidder’s shop for additional repairs and redeliver the vehicle without any additional charges.
- 3.2. All vehicles must be returned within 24 hours of completion.
- 3.3. The County of Rockland reserves the right to deliver and pick up vehicles if it is deemed to be in the best interest of the County.

4. INCREASES

- 4.1. In the second year of this agreement, at the County of Rockland’s option, the Contractor may receive a Unit Daily Cost increase not to exceed the prevailing CPI. The decision of the County of Rockland is final and binding. At the option of the County of Rockland this contract(s) may be extended for one additional one-year term with the prevailing CPI increase.
- 4.2. CPI-U means the Consumer Price Index for U.S. City Average-Consumer Price Index for All Urban Consumers as published by the Bureau of Labor Statistics of the United States Department of Labor or a successor or substitute index, appropriately adjusted. The Final and Binding decision to extend or not extend this agreement shall rest with the County of Rockland.
- 4.3. The Director of Purchasing may use available indexes (e.g., CPI or PPI) to determine if the requested Price Adjustment is reasonable. Typically, a Price Adjustment that exceeds 5% will not be approved unless very unusual and significant changes have occurred in the industry
- 4.4. In the event of industry costs decline, the County shall have the right to receive, from the Contractor, a reasonable reduction in prices/pricing that reflect such cost changes in the industry. The County will make a written request to the Contractor for a Price Adjustment in writing with supporting documentation

COUNTY OF ROCKLAND - DGS-PURCHASING
BLDG. A., 6TH FLOOR, 50 SANATORIUM RD, POMONA, NY 10970
TELEPHONE: 845-364-3820 / TELEFAX: 845-364-3809

TITLE: AUTOMOTIVE COLLISION REPAIRS

RFB-RC-2025-061

5. VARIANCES FROM ESTIMATES

- 5.1. Successful bidder(s) shall be responsible for obtaining approval of the County of Rockland prior to undertaking any work not included in the original estimate. Additional work shall be based upon flat rates published in the "Mitchell Collision Estimating Guide/System," latest edition, or acceptable equivalent if no rate is available from the Guide. The estimate shall be subject to the County of Rockland concurrence.
- 5.2. If the successful bidders(s) are able to straighten or otherwise fix a part and use it instead of using a new part, which was included in the estimate, the successful bidder (s) shall notify the agency using and amend the estimate to reflect a reduction in price.
- 5.3. Successful bidder(s) must maintain full, detailed and accurate records of all work performed. Said records must be available for inspection by the County of Rockland at any reasonable time and retained for three years after the expiration of the contract.

6. WARRANTY

- 6.1 A Minimum of 12 months or 12000 miles must accompany all parts, labor and repairs.
- 6.2 Vehicles are to be repair at no cost to the County for any warranty work uncovered 12 months or 12,000 miles after repair.

7. AWARD

- 7.1. The County of Rockland shall award this bid by section or as a whole, whichever is in the best interest of the County of Rockland. Also, a secondary contractor may be awarded. The secondary awardee will be utilized in the event that there is a significant delay at the primary contractor or an emergency vehicle is needed due to the special nature of it operation. This situation will be determined by the County as needed.
- 7.2. In addition to the pricing submitted on the Bid Proposal Pages; the County of Rockland's internal costs (based on mileage and labor costs) for pickup and delivery of vehicles to and from the Contractor's location, and towing costs for vehicles towed to the Contractor's location may be used in the evaluation process to determine the lowest responsible bidder. The County of Rockland shall use Sanatorium Road, Pomona NY to determine transportation costs to and from the Contractor's location and will utilize the rates in the County's contract for towing services to determine the costs for towing a vehicle to the Contractor's location.
- 6.3 The County of Rockland reserves that right to use towing services from the successful bidder or to use the County's existing and future contracts for towing services; whichever the County of Rockland determines is in its best interest. The County of Rockland shall entertain bids from authorized repair shops located within the geographic area defined as the New York/ New Jersey Metro Area . Preferably within a 15 mile radius of the main campus located at 50 Sanatorium Road Pomona Ny.10970

DEPARTMENT OF GENERAL SERVICES, PURCHASING DIVISION

Dr. Robert L. Yeager Health Center
50 Sanatorium Rd, Building A
Pomona, New York 10970
Phone : (845) 364-3820 Fax : (845) 364-3809
Email : purchasing@co.rockland.ny.us

Paul Brennan, FNIGP, NIGP-CPP, CPPO
Director of Purchasing

ADDENDUM # 1
RFB-RC-2025-061:
AUTOMOTIVE COLLISION REPAIRS

Several questions were receive regarding the above mentioned bid.

- 1) For Parts section, its listed as this:
Replacement Parts for other than Chrysler, Ford, General Motors, and International Harvester. Does this signify that Ford parts would NOT be required under this contract (along with GM, Internal, Chrysler, etc.)? **No! All manufacturers are required, including Ford.**
- 2) Do you have a vehicle list that shows all of the vehicles that would fall under this bid/contract? **No**
- 3) If not, could you advise approx. how many vehicles your fleet has and how many of them are Fords? **There are approximately 800 vehicles in the Fleet and approximately 200 of them are Fords.**
- 4) Finally, are you intending to offer an award to one single vendor who could manage your entire fleet or possibly more than one vendor? **The award section 7.1 of the bid states that a secondary award may be made. Depending on the number of bids and in the best interest of the County.**

The information in this addendum supersedes any contradictory information set forth in the contract documents. Acknowledge receipt of this addendum in the space provided on the signature page of the bid proposal. Failure to do so, may subject the bidder to disqualification. This addendum forms a part of the contract documents.

SIGNED:

Paul J. Brennan

PAUL J. BRENNAN, FNIGP, NIGP-CPP, CPPO
DIRECTOR OF PURCHASING

ADDENDUM