

INVITATION FOR REQUEST
FOR PROPOSAL

REQUEST FOR INTEREST NO. 11-11-5

**“DAMAGED VEHICLES APPRAISAL CLAIMS SERVICES
CHATHAM COUNTY, GEORGIA**

DATE ISSUED: FEBRUARY 2, 2011

LETTERS OF INTEREST RECEIVED BY: 2:00 P.M., MARCH 2, 2011

THE COMMISSIONERS OF CHATHAM COUNTY, GEORGIA

PETE LIAKAKIS, CHAIRMAN

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COMMISSIONER DEAN KICKLIGHTER

COMMISSIONER PRISCILLA D. THOMAS

R. JONATHAN HART, COUNTY ATTORNEY

CHATHAM COUNTY, GEORGIA

Important Message to All Bidders

All Bidders/Contractors/Sub-Contractors/Suppliers/Vendors or any individual(s) desiring to do business with Chatham County Purchasing and Contracting Division **MUST** be registered on the Vendors management Information System (VIMS) at www.chathamcounty.org/purchasingandcontracting. Those previously registered should update their business and contact information.

Successfully registered businesses will be emailed when the County has a solicitation for the product (s) or service (s) you listed under your particular 6-digit NAICS Code. Ensure you have the correct code (s) for your products or services. Here is an example:

56 Code: Administrative & Support & Waste Management & Remediation Services:

561720 Janitorial Services **561730** Landscaping Services

* If your service is not listed, you would go with the closes **561990** All Other Support Services
Finding the best fit NAICS Code will ensure you receive an email and not those you don't want or need.

Beginning 2 January 2011, Purchasing and Contracting will no longer mail routine or recurring solicitations directly. You must download or print from the website above or pick up from our office. Your business must be registered in VIMS. This procedure will help reduce cost of advertising and postage for taxpayers. General/Prime Construction Contractors, Trades and Sub-Contractors must also register for Public Works Construction Projects.

“DAMAGED VEHICLES APPRAISAL SERVICES FOR CHATHAM COUNTY, GEORGIA

REQUEST FOR INTEREST

1. INTRODUCTION

Chatham County is soliciting interest from individuals/organizations interested in providing damaged vehicles appraisal claims services and other personal property/heavy equipment appraisal capability.

Response to this Request for Interest (RFI) may lead to one or more of the following outcomes:

- A request for additional information from the RFI respondents;
- Direct negotiations with a respondent to this RFI respondents;
- The issuance of a Request for Proposal (RFP), Invitation for Bid (BID) or Request for Qualification (RFQ) to one or more respondents;
- The issuance of an RFP or RFQ open to all potential respondents; or
- Termination of this solicitation process without the selection of a respondent or issuance of an RFP or RFQ.

2. BACKGROUND

Chatham County, GA retains the exposure with regard to auto vehicle claims and self-administers all claims filed against the County. As part of the County's self-administration program, letters of interest for conducting visual appraisals and preparation of appropriate reports are hereby being requested. It is estimated appraisals will average between 30-40 per year.

3. SCOPE OF SERVICES

- A. Contact claimant within 24 hours of being assigned the claim to schedule an appraisal appointment.
- B. Perform the appraisal within 48 hours of being assigned, unless claimant desires otherwise.
- C. Provide 'New Assignment' form that can be faxed or e-mailed to the local office or assigned appraiser for the purpose of your initial notification.
- D. Appraise damages, providing at least two (2) photographs of the damage, and make a recommendation to either repair or declare the vehicle a total loss.
- E. Based on claimant preference, prepare an "Agreed Amount Appraisal" with the identified repair facility.
- F. Provide name(s) if any, of repair facilities that you or your firm will not or cannot perform appraisals on-site.

4. **REPORTING:** Appraisal reports will be either ‘Repairable’ or ‘Total Loss.’ The reports will include at minimum:
- A. Repairable:
 - 1. Complete description of the vehicle including, but not limited to, year, make, model, engine size, style, vehicle identification number, and color. Identify existing damage, if any.
 - 2. Odometer reading.
 - 3. Estimated number of days to repair.
 - 4. Whether vehicle is drivable.
 - 5. Total repair cost – including itemized listing of all parts, labor, painting, supplies, towing, and storage. Repair costs are to be calculated based on the latest edition of Motor Crash Estimating Guide or its equivalent.
 - B. Total Loss:
 - 1. Description of vehicle including year, make, model, engine size, number of doors, vehicle identification number, and color. Identify existing damage, if any.
 - 2. Total value of the vehicle based on book value, applicable sales tax, and dealer’s value from at least two area dealers and any additions or subtractions for condition of the vehicle.
 - 3. Attach at least two salvage bids.
 - 4. At County’s request, confirm total loss of County vehicles via visual appraisal.
5. **GENERAL REPORTING REQUIREMENTS:**
- A. Fax or electronically transfer copy of damage appraisal to (912) 652-7920 or (912) 652-7938. Appraisals can also be e-mailed to cmvoelke@chathamcounty.org.
 - B. Include separate invoice for each appraisal.
 - C. Appraise any supplemental damage discovered at the time of repair and prepare an updated report for the County’s Risk Manager or County Attorney.
 - D. Respond to questions regarding damage to the vehicle from the County’s Risk Manager or County Attorney.
 - E. When requested, provide determination of diminished or depreciated value.

- F. Quality of reporting (please submit examples).
- G. References to include name of client, business address, and telephone numbers. Minimum 2 references.

6. CONTENTS OF VENDOR SUBMISSIONS

Any interested individual or organization should submit a Letter of Interest along with a brief description of the interested party's background, qualifications and experience. Also include any other facts considered relevant to Chatham County for this RFI. Chatham County reserves the right not to award a contract nor negotiate any agreement based solely on its decision of whether it serves the public's interest.

7. TERMS, CONDITIONS AND OTHER CONSIDERATIONS

- All cost and expenses incurred by prospective vendors relating to their Request for Interest will be borne by the vendors.
- Chatham County reserves the right to generate subsequent inquiries and/or expressions of interest concerning this or similar projects if deemed appropriate in the sole discretion of the County, or to request in writing new or additional information regarding each prospective vendor and its submission in response to this inquiry.

8. RFI SUBMISSION AND RESPONSE PROCESS

- All communications regarding this RFI and any questions or requests for clarification regarding this RFI should be submitted in writing to the address below or emailed to kwscott@chathamcounty.org or fax to (912) 790-1627. All correspondence must reflect the RFI solicitation number. The deadline for all questions to be submitted is February 17, 2011 at 4:00pm. Responses to all questions will be provided to interested potential respondents no later than February 24, 2011.
- Please submit one (1) original and one (1) copy of your Letter of Interest. List the title and number of the RFI on the outside of the envelope and mail or deliver it to the address listed below:

Purchasing and Contracting Division

Mrs. Kathleen Watson-Scott, CPPB, Procurement Specialist

P.O. Box 15180

Savannah, GA 31416

or

1117 Eisenhower Drive, Suite C

Savannah, GA 31406

LEGAL NOTICE

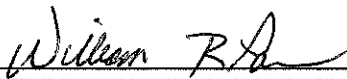
CC NO. 164420

Chatham County, Georgia is seeking Request For Interest (RFI) from an individual/organization to provide **“Damaged Vehicles Appraisal Claims Services”** Chatham County Board of Commissioners, **Request for Interest No. 11-11-5.**

Letters of Interest are due by **2:00 P.M., MARCH 2, 2011** and must be mailed or hand delivered to the Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406.

A copy of this Request for Interest is available in Chatham County Purchasing Office, 1117 Eisenhower Drive, Suite C, Savannah, Georgia, 31406. For additional information concerning specifications, please contact Ms. Kathleen Watson-Scott, CPPB, Procurement Specialist, at (912) 790-1619. Specifications are also available on and can be downloaded from the County’s website at <http://purchasing.chathamcounty.org>

CHATHAM COUNTY RESERVES THE RIGHT TO REJECT ANY/AND ALL BIDS AND TO WAIVE ALL FORMALITIES. “CHATHAM COUNTY IS AN EQUAL OPPORTUNITY EMPLOYER, M/F/H, ALL BIDDERS ARE TO BE EQUAL OPPORTUNITY EMPLOYERS”.



WILLIAM R. PARSON, CPPO, PURCHASING AGENT
CHATHAM COUNTY, GEORGIA

- Savannah News- INSERT: February 3; February 16, 2011

NEWS ONLY-

Please send two copies of affidavit to:

Chatham County Purchasing Department
P.O. Box 15180
Savannah, GA 31416
(912) 790-1618