



Department of Purchasing
Donald R. Riley, CPPB, Procurement Specialist

REQUEST FOR QUOTE NUMBER:		18RFQ091218-DRR
WILL BE RECEIVED UNTIL	SEPTEMBER 27, 2018	3:00 p.m. EST
DESCRIPTION: City of Stockbridge – Car Washing and Detailing Services for Fleet Vehicles		
Return to:	Donald R. Riley, CPPB, Purchasing Specialist City of Stockbridge – Purchasing Department 4640 N. Henry Boulevard Stockbridge, Georgia 30281	
ANY QUESTIONS REGARDING PURCHASING PROCEDURES OR THE SPECIFICATIONS SHOULD BE ADDRESSED <u>ONLY</u> TO THE PURCHASING SPECIALIST LISTED BELOW. QUOTERS MAY NOT HAVE CONTACT WITH CITY OFFICERS, ELECTED OFFICIALS OR CITY EMPLOYEES REGARDING THIS QUOTE PRIOR TO AWARD OF PURCHASE ORDER. VIOLATION OF THIS INSTRUCTION WILL RESULT IN YOUR QUOTE BEING FOUND NON-RESPONSIVE. LAST DAY FOR QUESTIONS September 24, 2018 @ 3:00 P.M. EST.		
CONTACT NAME: Donald R. Riley, CPPB	E-Mail Address : DRiley@CityofStockbridge-ga.gov	Telephone Number: (770) 389-7912 (fax only)
All information requested on this sheet must be completed. The signature block and related information on each quote sheet must also be completed. Unless specifications indicate “NO SUBSTITUTE”, items determined by City of Stockbridge to be “EQUAL OR BETTER” will be given full consideration. All prices QUOTED must be “FOB DELIVERED” unless otherwise requested, and must be submitted in the format requested. The City reserves the right to cancel the solicitation and to reject any or all quotes in whole or in part and is not bound to accept any quote if rejection of that quote is determined to be contrary to the best interest of the City.		
Company Name:		
Company Address:		
City	State	Zip Code
Telephone Number:	Fax Number:	E-Mail Address:
RESPONSES MUST BE DELIVERED/EMAILED TO THE PURCHASING OFFICE BY THE DATE INDICATED.		
Person submitting QUOTE: (Please Print)		Date
Title		
*Signature of the person submitting QUOTE:		
*This person has binding authority to sign contracts on behalf of the responding company. By signing this form and all attachments, vendor agrees that their quote is an offer to sell. All Quoteders shall comply with all City of Stockbridge purchasing laws, policies, and procedures, as well as relevant state and federal laws— including compliance with EEOC hiring guidelines and requirements under the Americans with Disabilities Act.		

NO QUOTE:

REASON: _____

**REQUEST FOR E-QUOTE SPECIFICATIONS
CAR WASHING AND DETAILING SERVICES FOR FLEET VEHICLES
PUBLIC WORKS DEPARTMENT**

1. DESCRIPTION

The City of Stockbridge Finance Department - Purchasing Division is soliciting quotes from all qualified Contractors to provide all necessary tools, accessories, material, equipment, services and apparatuses necessary to provide the City of Stockbridge Department of Public Works Department with car washing and detailing services for fleet vehicles.

2. CONTACT PERSON

Please contact Donald R. Riley, CPPB, Purchasing Specialist, by e-mail at DRiley@cityofstockbridge-ga.gov or fax me at (770) 389-7912 only, with any procedural or technical questions. All questions should be submitted in writing to the Purchasing contact person via email only. No phone calls will be accepted. Any responses made by the City will be provided in writing to all Quoters by addendum. No verbal responses shall be authoritative.

PRE-QUOTE CONFERENCE – THERE WILL NOT BE A CONFERENCE FOR THIS SERVICE.

3. TERM OF AGREEMENT

This procurement is for One (1) year from issuance of notice to proceed.

4. PRODUCT/SERVICE SPECIFICATIONS

The City of Stockbridge Finance Department – Purchasing Division is soliciting quotes from all qualified Contractors to provide all necessary tools, accessories, material, equipment, services and apparatuses necessary to provide the City of Stockbridge Department of Public Works Department with car washing and detailing services for fleet vehicles.

The awarded Contractor must assume full responsibility for the coordination, to. The works shall be done as per scope of work, specifications and General contract conditions.

The Contractor shall provide all labor, material tools, equipment, supervision and other related items required to complete the project as per scope of work and specifications. Contractors are advised to visit the site, verify the existing site conditions to develop their quote.

This Contract is to be used for City of Stockbridge's fleet vehicles only. No personal vehicles shall be serviced under this Contract.

- 4.1. Contractor's staff shall monitor and ensure that each vehicle is cleaned only once per day.
- 4.2. Each vehicle cleaned shall be logged into the City car log-in sheet. Every City employee bringing a vehicle in for cleaning service or mobile detailing shall sign the log and submit the required information to document each service. **In the instance of an illegible or missing vehicle ID number on the log, the City will not reimburse the Contractor for that mobile cleaning service.**
- 4.3. Although the City is looking for facilities that have twenty-four (24) hour capability, the Contractor's facility shall be open for business seven (7) days a week, 8:00 A. M. EST through 5:00 P. M. EST is desired but not required.
- 4.4. Public Works Vehicles:

Public Works, Water, Sewer, Stormwater, Code Enforcement, Parks and Recreation vehicles shall use the standard base level exterior car wash and air/towel dry only. Special care shall be taken not to damage emergency lighting systems, antennas, exterior racks or any other equipment attached to the vehicles. During normal business hours (7:00 A. M. EST through 3:00 P. M. EST, Monday through Friday), the Contractor shall have sufficient staff to pre-clean by hand heavily soiled vehicles prior to the automatic wash to ensure the vehicles are sufficiently clean upon exit.
- 4.5. Administrative Office Vehicles:

Administrative Office vehicles (which includes City Council, Administration, Executive, Community Development, Business Services, Economic Development and City Events Departments) shall use the automatic deluxe wash exterior wash only. This level of wash shall include standard exterior wash, spray wax and under carriage wash and air/towel dry, at a minimum. Special care shall be taken not to damage emergency lighting systems, antennas, exterior racks or any other equipment attached to the vehicles. During normal business hours (8:00 A. M. EST through 5:00 P. M. EST, Monday through Friday), the Contractor shall have enough staff to pre-clean by hand heavily soiled vehicles prior to the automatic wash to ensure the vehicles are sufficiently clean upon exit. The monthly car wash combination should include 3 quick exterior washes only and 1 full service wash (interior, exterior, wheel, and tire).
- 4.6. The awarded contractor must have BMP's (Best Management Practice) for stormwater runoffs or have a way to recycle all chemically induce water run offs from entering the stormwater drainage system in place prior to washing or cleaning any of the City vehicles.

5. PRICING SHEETS

The quoted price is for complete car washing and detailing services for fleet vehicles.

PRICING SHEET (CONTINUED)

#	ITEM DESCRIPTION	ESTIMATED QUANTITY	UNIT OF ISSUE	UNIT COST
1	Car Wash – SUV (Exterior)	10	EACH	\$ _____
2	Car Wash – Car (Exterior)	5	EACH	\$ _____
3	Car Wash – Truck (Exterior)	5	EACH	\$ _____
4	Full Service Detail – SUV	10	EACH	\$ _____
5	Full Service Detail – Car	5	EACH	\$ _____
6	Full Service Detail – Truck	5	EACH	\$ _____
	TOTAL COST FOR SERVICES			\$ _____

6. INSURANCE & RISK MANAGEMENT PROVISIONS

INSURANCE & RISK MANAGEMENT PROVISIONS

- 6.1.1. **INSURANCE REQUIREMENTS:** Insurance must be written by a licensed agent in a company licensed to write insurance in the State of Georgia and acceptable to the City of Stockbridge. Insurance coverage must be current from time of award through the period of final acceptance from City of Stockbridge. The following requirements shall apply.
- 6.1.2. Policies and/or certificates certifying policies are to contain an agreement that the policies will not be changed and/or canceled without a ten (10) day prior notice to City of Stockbridge, as evidenced by return receipts of registered or certified letters.
- 6.1.3. Each respondent shall submit with the quote, evidence of insurability satisfactory to the City as to form and content. Either of the following forms of evidence are acceptable:
- 6.1.4. A letter from an insurance company stating that upon your firm/company being the successful Quoteder/respondent that a Certificate of Insurance shall be issued in compliance with the Insurance Requirements outlined below.
- 6.1.5. A Certificate of Insurance complying with the Insurance Requirements outlined below.
- 6.1.6. Upon award, the Contractor must maintain, at their expense, insurance in at least the following amounts and types outlined below. Any and all Insurance and Bonds required by this contract shall be maintained during the entire length of the contract, including any extensions or renewals thereto, and until all work has been completed to the satisfaction of the City.
- 6.1.7. The Contractor shall insure that the Request for Quote/Proposal number and Project Description appear on the Certificate of Insurance.
- 6.1.8. The Certificate of Insurance shall identify the Certificate Holder as:

City of Stockbridge – Finance Department
 Attn: Purchasing Specialist
 4640 North Henry Boulevard
 Stockbridge, GA 30281

6.2. WORKERS COMPENSATION – STATUTORY (In compliance with the Georgia Workers Compensation Act)

EMPLOYER'S LIABILITY	BY ACCIDENT - EACH ACCIDENT	-	\$500,000.
INSURANCE	BY DISEASE - POLICY LIMIT	-	\$500,000
(Aggregate)	BY DISEASE - EACH EMPLOYEE	-	\$500,000

6.3. COMMERCIAL GENERAL LIABILITY INSURANCE (Including contractual Liability Insurance)

Bodily Injury and Property Damage Liability	Each Occurrence	-	\$1,000,000
(Other than Products/Completed Operations)	General Aggregate	-	\$2,000,000
Products\Completed Operation	Aggregate Limit	-	\$1,000,000
Personal and Advertising Injury	Limits	-	\$1,000,000
Fire Damage	Limits	-	\$ 100,000

6.4. BUSINESS AUTOMOBILE LIABILITY INSURANCE

Combined Single Limits	Each Occurrence	-	\$1,000,000
(Including operation of non-owned, owned, and hired automobiles).			

- 6.5. **UMBRELLA LIABILITY**
 (In excess of above noted coverage's) Each Occurrence - \$2,000,000

- 6.6. **FIDELITY BOND**
 (Employee Dishonesty) Each Occurrence - \$ 100,000

Insurance in no way Limits the Liability of the Respondent.

INDEMNIFICATION AND HOLD HARMLESS AGREEMENT

The successful contractor will agree to indemnify, save harmless and defend the City, its agents, servants, and employees from all lawsuits, claims, demands, liabilities, losses and expenses for or on account of any injury or loss in connection with the work performed under this contractor: Provided, however the contractor shall not be liable for any damages resulting from the sole negligent or intentional acts or omission of the City and its employees, agents or representatives.

THE RESPONDENT ACKNOWLEDGES HAVING READ, UNDERSTANDING, AND AGREES TO COMPLY WITH THE ABOVE STATEMENTS, AND IS AUTHORIZED TO SIGN CONTRACTS ON BEHALF OF THE RESPONDING COMPANY.

COMPANY: _____ **SIGNATURE:** _____

NAME: _____ **TITLE:** _____ **DATE:** _____

7. STATE OF GEORGIA

CITY OF STOCKBRIDGE

GEORGIA SECURITY AND IMMIGRATION CONTRACTOR AFFIDAVIT AND AGREEMENT

By executing this affidavit, the undersigned contractor verifies its compliance with O.C.G.A 13-10-91, stating affirmatively that the individual, firm or corporation which is engaged in the physical performance of services on behalf of the City of Stockbridge and has registered with, is authorized to use, and uses, the federal work authorization program commonly known as EVerify, or any subsequent replacement program, in accordance with the applicable provisions and deadlines established in O.C.G.A. 13-10-91. Furthermore, the undersigned contractor will contract for the physical performance of services in satisfaction of such contract only with subcontractors who present an affidavit to the contractor with the information required by O.C.G.A. 13-10-91(b). Contractor hereby attests that its federal work authorization user identification number and date of authorization are as follows:

Federal Work Authorization User Identification Number

Date of Authorization

Name of Contractor

Name of Project

Name of Public Employer

I hereby declare under penalty of perjury that the foregoing is true and correct.
Executed on _____, __, 2018 in Stockbridge, Georgia.

Signature of Authorized Officer or Agent

Printed Name and Title of Authorized Officer or Agent
SUBSCRIBED AND SWORN BEFORE ME ON THIS THE _____ DAY of _____,
2018.

My Commission Expires: _____

NOTARY PUBLIC

8. REFERENCE AND RELEASE FORM

List at least five (5) references for the Prime Contractor and each proposed subcontractor using a separate Reference and Release Form for each. Provide the information requested in the form below for the contact person who will verify the Contractor's experience and ability to perform the type of services listed in the quote.

CONTRACTOR NAME: _____
ADDRESS: _____
PROJECT TITLE & PROJECT NUMBER: _____
PHONE: _____ EMAIL: _____
CONTACT PERSON: _____
WORK TO BE PERFORMED: _____
DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE OF WORK: _____ %

CONTRACTOR NAME: _____
ADDRESS: _____
PROJECT TITLE & PROJECT NUMBER: _____
PHONE: _____ EMAIL: _____
CONTACT PERSON: _____
WORK TO BE PERFORMED: _____
DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE OF WORK: _____ %

CONTRACTOR NAME: _____
ADDRESS: _____
PROJECT TITLE & PROJECT NUMBER: _____
PHONE: _____ EMAIL: _____
CONTACT PERSON: _____
WORK TO BE PERFORMED: _____
DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE OF WORK: _____ %

CONTRACTOR NAME: _____
ADDRESS: _____
PROJECT TITLE & PROJECT NUMBER: _____
PHONE: _____ EMAIL: _____
CONTACT PERSON: _____
WORK TO BE PERFORMED: _____
DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE OF WORK: _____ %

CONTRACTOR NAME: _____
ADDRESS: _____
PROJECT TITLE & PROJECT NUMBER: _____
PHONE: _____ EMAIL: _____
CONTACT PERSON: _____
WORK TO BE PERFORMED: _____
DOLLAR VALUE OF WORK: \$ _____ PERCENTAGE OF WORK: _____ %