



Mobile Carwash Services
Estimated Cost - \$320,000/5 years
RQID1500124 - Verification of Availability

September 1, 2015

SBD is attempting to place a Small Business Measure on RQID1500124. Please review this document to determine if your firm would be able **provide the contract's scope of services and is willing to participate on this solicitation**. If your firm is interested, please include **a copy of your firm's resume or list of projects or list 3 similar projects on the last page of this document.**

The deadline to respond to this Verification of Availability is 12:00 PM, Tuesday, September 8, 2015.

Tyrone White
Contract Certification Specialist
Miami-Dade County Small Business Development Division
☎Office: (305) 375-3123
☎Fax: (305) 375-3160
Email: twj@miamidade.gov



“Help stimulate Miami’s economy by supporting Small Businesses”

Please familiarize yourself with the Project Review Process Website:
<http://www.miamidade.gov/smallbusiness/projects-under-review.asp>

VERIFICATION OF AVAILABILITY TO BID

INTERNAL SERVICES DEPARTMENT (ISD)
SMALL BUSINESS DEVELOPMENT (SBD) DIVISION
COMMUNITY SMALL BUSINESS ENTERPRISE PROGRAM
111 N.W. 1ST STREET, 19th FLOOR
MIAMI, FLORIDA 33128
PHONE: 375-3111 FAX: 375-3160

CONTRACT SPECIALIST: Tyrone White

I am herewith submitting this letter of verification of availability and capability to bid, provided the proposed scope of work attached. (**NOTE:** Please provide all the information requested; incomplete and/or incorrect verifications are not acceptable or usable.)

CONTRACT TITLE: Mobile Carwash Services

PROJECT NUMBER: RQID1500124

Estimated Contract Amount: \$320,000/5 years

(Scope of work and minimum requirements for this project is attached.)

NAME OF FIRM

ADDRESS

CITY

ZIP CODE

Certification Expires: _____
DATE

Telephone: (____) _____ - _____

PRINT NAME AND TITLE

SIGNATURE OF COMPANY REPRESENTATIVE

DATE

Currently Awarded Projects (Name of Project and Owner)	Project Completion Date	Contract Amount	Anticipated Awards

VERIFICATION OF AVAILABILITY TO BID

CONTRACT TITLE: Mobile Carwash Service
PROJECT NUMBERS: RQID1500124
ESTIMATED CONTRACT AMOUNT: \$320,000/5 years

SECTION 2 - SPECIAL TERMS AND CONDITIONS

2.1 PURPOSE

The purpose of this solicitation is to establish a Contract for mobile car washing services for Miami-Dade County vehicles such as Sedans, Trucks, Pickups and Vans on an as needed basis.

Can your firm provide mobile car washing services?

Yes _____ No _____

2.2 TERM OF CONTRACT: FIVE (5) YEARS

This Contract shall commence on the first calendar day of the month succeeding approval of the Contract by the Board of County Commissioners, or designee, unless otherwise stipulated in the Notice of Award Letter which is distributed by the County's Procurement Management Division, and contingent upon the completion and submittal of all required bid documents. The Contract shall remain in effect for five (5) years.

2.3 METHOD OF AWARD: TO LOWEST PRICED BIDDER BY GROUP

Award of this Contract will be made to the lowest priced responsive, responsible Bidder on a group-by-group basis. To be considered for award for a given group, the Bidder shall offer rates for all vehicles stipulated within the given group. The County will then select the Bidder for award for each group by totaling the unit prices for all of the vehicles within each group. If a Bidder fails to submit an offer for all vehicles within the group, its offer for that specific group may be rejected.

The successful Bidder shall provide a toll free telephone number and furnish all labor, equipment and necessary supervision to supply car washing services. Bidders must meet the minimum qualifications as follows:

2.3.1 QUALIFICATIONS FOR ALL GROUPS:

Bidders shall be regularly engaged in the business of providing the services as specified herein for a minimum of three (3) years. Bidders shall provide two (2) verifiable business references as proof of having previously provided mobile car washing services.

Has your firm been providing mobile carwash services as specified herein for a minimum of three (3) years?

Yes _____ No _____

Can you firm provide at least two (2) verifiable business references as proof of having previously provided mobile washing services?

Yes _____ No _____

(If yes, please provide a copy of your firm's resume or list of projects or list 3 similar projects on the last page of this document)

2.3.2 POINT OF CONTACT:

Bidder shall designate a day to day point of contact assigned to the County. Bidder must provide point of contact telephone number and email address.

Can you firm provide a day to day point of contact assigned to the County?

Yes _____ No _____

2.4 PRICES SHALL BE FIXED AND FIRM FOR THE TERM OF THE CONTRACT

If the Bidder is awarded a Contract under this solicitation, the prices proposed by the Bidder shall remain fixed and firm during the term of Contract.

Can your firm provide fixed and firm pricing for the term of the contract?

Yes _____ No _____

2.5 AVAILABILITY OF CONTRACT TO OTHER COUNTY DEPARTMENTS

Although this Solicitation is specific to various County Departments, it is hereby agreed and understood that any County department or agency may avail itself of this Contract and purchase any and all items specified herein from the awarded Bidder(s) at the Contract price(s) established herein. Under these circumstances, a separate purchase order shall be issued by the County, which identifies the requirements of the additional County department(s) or agency (ies).

Does your firm understand this section?

Yes _____ No _____

2.6 RATES

The fixed rates quoted shall be deemed to provide full compensation to the awarded Bidder for labor, equipment use, travel time, and any other element of cost or price. These rates shall be at a flat rate per vehicle. The awarded Bidder shall comply with minimum wage standards, and/or any other wage standards specifically set forth herein, and any other applicable laws of the State of Florida.

Does your firm understand this section?

Yes _____ No _____

2.8 PURCHASE OF OTHER SERVICES NOT LISTED WITHIN THIS SOLICITATION BASED ON PRICE

QUOTES:

While the County has listed required services within this Solicitation which are utilized by County departments in conjunction with their operations, there may be similar items that must be purchased by the County during the term of this Contract. Under these circumstances, a County representative may contact the awarded Bidder to obtain a price quote for the similar items. If there are multiple Bidders on the Contract, the County representative may also obtain price quotes from these Bidders. The County reserves the right to award these similar items to the awarded Bidder, another Contract Bidder based on the lowest price quoted, or to acquire the items through another means.

Does your firm understand this section?

Yes _____ No _____

2.10 COMPLIANCE WITH FEDERAL STANDARDS

All items to be purchased under this Contract shall be in accordance with all governmental standards, to include, but not be limited to, those issued by the Occupational Safety and Health Administration (OSHA), the National Institute of Occupational Safety Hazards (NIOSH), and the National Fire Protection Association (NFPA). It shall be the responsibility of the Bidder(s) to be regularly informed and conform to any changes in standards issued by any of the regulatory agencies that govern the commodities in this solicitation during the term of the Contract.

SECTION 3 – TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

This Solicitation is to obtain the services of Bidder(s) who will provide mobile car washing services to various Miami-Dade County departments, on an as needed basis. The awarded Bidder must be able to provide mobile car washing services in the North and South Zones of Miami Dade County. The Zones have been divided as follows:

North Zone: Geographic area North of Flagler Street

Can your firm provide mobile carwashing services for the North Zone?

Yes _____ No _____

South Zone: Geographic area South of Flagler Street

Can your firm provide mobile carwashing services for the South Zone?

Yes _____ No _____

3.2 SERVICES TO BE PROVIDED BY BIDDER

The awarded Bidder will provide hand and/or power washing services for fleet vehicles, police patrol units, light and medium duty trucks, and other vehicles. Washing services includes but are not limited to:

1. Washing and wiping dry all vehicle exterior surfaces
 2. Machine exterior wash
 3. Cleaning of tires and rims
 4. Cleaning of all windows (inside and out) as well as the window sills
 5. Clean/vacuum mats and all carpeted areas
 6. Removal of all debris from vehicles interior
 7. Exterior clear coat protection
 8. Tire Dressing
 9. Dashboard cleaning
 10. Spot clean and damp wipe steering wheels, mirrors, dashboards, seats and/or benches, prisoner partitions panels, ceiling panels, doors, handrails, ac/heater vents and other interior surfaces.
- The vehicle exterior, including windows and windshield, must be free of dirt, dust, residue and water marks after the wash. The awarded Bidder must remove all trash and debris from all vehicles interiors. The County reserves the right to inspect any vehicle upon completion. In the event Services are not satisfactory, the County may request the awarded Bidder to redo all or part of the services

Can your firm provide services listed above?

Yes _____ No _____

Does your firm have experience providing the services listed in section 3.2?

Yes _____ No _____

3.3 ADDITIONAL REQUIREMENTS

1. The mobile car washing services shall be available to the County seven (7) days per week from 8:00am to 4:00pm.

Can your firm provide car washing services seven (7) days a week from 8:00Am to 4:00PM?

Yes _____ No _____

2. The mobile car wash Bidder is required to respond to the County's needs for services within two (2) hours of notification.

Can your firm respond to the County's needs within two (2) hours of notification?

Yes _____ No _____

3.4 NOTIFICATION TO BEGIN WORK SHALL BE GIVEN THROUGH A WORK ORDER OR PURCHASE ORDER:

The awarded Bidder shall neither commence any work, nor enter a County work premise, until a Work Order or Purchase Order directing the awarded Bidder to proceed with various items of work has been received from any authorized County representative; provided however, that such notification shall be superseded by any emergency work that may be required in accordance with provisions included elsewhere herein.

2.9 SERVICES TO BE PROVIDED BY BIDDER

All work assignments during the Contract period will be on an "as needed" basis, complying with notification requirements. The awarded Bidder(s) shall assume no guarantees as to the number or frequency of work assignments or the amount of payments under the terms of this Contract.

Determination of the number of vehicles will be made by the County Department. The awarded Bidder and the County Department will mutually agree, in writing, of the beginning and ending dates of the work assignment.

Contractor Qualifications Questionnaire

This questionnaire will assist SBD in identifying the qualified contractors that can provide the aforementioned good(s)/service(s). Indicate yes "Y" or no "N" on the empty line on the left side of this questionnaire and forward it completely filled out to this e-mail address: twj@miamidade.gov or via fax (305) 375-3160 attention Mr. Tyrone White.

_____ PROPOSER (PRIME) has experience completing projects with a similar size and scope as this project, meets the requirements to qualify and can perform the work as required.

_____ PRIME **DOES NOT** have experience providing the required good(s) and/or services required by this solicitation.

I certify that to the best of my knowledge all the information provided is verifiable and correct.

Name of Firm: _____ Certification #: _____

Representative's Name: _____

Title: _____ Signature: _____

Please respond by **12:00 PM, Tuesday, September 8, 2015.**

Any questions, feel free to contact me at the number below.

**PLEASE LIST YOUR FIRMS HISTORY OF
SIMILAR PROJECTS, REASON(S) WHY YOUR
FIRM DOES NOT MEET THE EXPERIENCE
REQUIREMENTS (IF APPLICABLE) AND ANY
COMMENTS YOU MAY HAVE ON THE NEXT
PAGE**

SIMILAR PROJECTS AS PRIME OR SUB-CONTRACTOR

Please submit your firm's resume or list your firm's history of "Projects with Similar Scopes of Services" below:

Project Title: _____

Client Name: _____

Contact #: (____) _____ - _____ / _____

Contract Amount: \$ _____

Scope of Service(s):

Project Title: _____

Client Name: _____

Contact #: (____) _____ - _____ / _____

Contract Amount: \$ _____

Scope of Service(s):

Project Title: _____

Client Name: _____

Contact #: (____) _____ - _____ / _____

Contract Amount: \$ _____

Scope of Service(s):

REASONS & COMMENTS
