

ISSUING DEPARTMENT INPUT DOCUMENT

CONTRACT/PROJECT MEASURE ANALYSIS AND RECOMMENDATION

New
 OTR
 Sole Source
 Bid Waiver
 Emergency
 Previous Contract/Project No. FB-00309

Contract
 Re-Bid
 Other – Access of Other Entity Contract
 LIVING WAGE APPLIES: YES NO

Requisition No./Project No.: RQID2000083
 TERM OF CONTRACT 5 YEAR(S) WITH 0 YEAR(S) OTR

Requisition /Project Title: Mobile Car Wash Services

Description: The purpose of this solicitation is to establish a Contract for mobile car washing services for Miami-Dade County vehicles, including but not limited to Sedans, Trucks, Vans, Pickups and Sport Utility Vehicles (SUV) on an as-needed basis.

Issuing Department: Internal Services
 Contact Person: Brian Spradley
 Phone: 305-375-4706

Estimate Cost: 482,880

Funding Source:
 GENERAL
 FEDERAL
 OTHER Int,Pro,Lib

ANALYSIS

Commodity Codes:	92893			
Contract/Project History of previous purchases three (3) years Check here <input type="checkbox"/> if this is a new contract/purchase with no previous history.				
	<u>EXISTING</u>	<u>2ND YEAR</u>	<u>3RD YEAR</u>	
Contractor:				
Small Business Enterprise:				
Contract Value:				
Comments: 				
Continued on another page (s): <input type="checkbox"/> YES <input type="checkbox"/> NO				

RECOMMENDATIONS

	Set-Aside	Subcontractor Goal	Bid Preference	Selection Factor
SBE				
Basis of Recommendation: 				
Signed: Brian Spradley		Date sent to SBD: 04/08/2020		
		Date returned to SPD: 		

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, including but not limited to Sedans, Trucks, Vans, Pickups and Sport Utility Vehicles (SUV) on an as-needed basis.

2.2 TERM OF CONTRACT

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 expire on the last day of the five (5) year period.

2.3 METHOD OF AWARD

Award will be made to up to two lowest priced responsive, responsible Bidder(s) who submits an offer on all items listed per Zone and whose offer represents the lowest price when all items are added in the aggregate, meeting the minimum qualifications requirements, as defined below. To be considered, the Bidder(s) shall submit an offer on all items listed. If a Bidder fails to submit an offer on all items, its overall offer for that zone may be rejected. The Zones, North and South are outlined in Attachment 1 of this Invitation to Bid

The Bidder shall furnish all labor, equipment and necessary supervision to supply mobile car washing services.

For evaluation purposes, the County will calculate pricing as shown in the example below:

Fixed Price Per Vehicle x Est. Annual Vehicles To Be Serviced = Aggregate

While the County intends to award more than one Bidder(s) to ensure availability, County staff shall first issue purchase orders from the awarded Bidder(s) with the lowest overall aggregate price. If the first/lowest awarded Bidder(s) cannot meet the purchase order requirements, staff may then order from the next lowest awarded Bidder(s) offering the same specific service required. Staff must document any occurrence where a first/lowest awarded Bidder(s) cannot meet the purchase order requirements prior to moving to the next lowest awarded Bidder(s).

2.4 MINIMUM QUALIFICATION REQUIREMENT

1. Bidders proposing shall be regularly engaged in the business of providing the services as specified in this Invitation to Bid for a minimum of two (2) years.
2. Bidder(s) shall maintain a designated representative for the awarded contract who is authorized to discuss matters pertaining to the quoted items, who is cognizant of the industry and industry standards.

As such, all Bidders shall provide, at the time of bid submittal the following:

1. References to demonstrate that the Bidder is regularly engaged in the services as outlined in this Invitation to Bid. Bidders must provide three (3) references to which they have provided mobile carwash services within the last 2 years. The County shall ascertain from these references to its satisfaction that the Bidder has sufficient experience and expertise.
2. Provide, an email address and be equipped with a facsimile (FAX) machine.
3. Secondary (optional) staff within your company who will be responsible for providing a response to service request issued by Miami-Dade County may be listed as additional contact persons.

2.5 PRICES

Prices proposed by the Bidder shall remain fixed and firm during the term of the Contract. These rates shall be at a fixed rate per vehicle for five (5) years. In addition, during the contract term Bidder may offer the County discounts. The fixed rates quoted shall be deemed to provide full compensation to the Bidder for labor, equipment use, travel time, and any other element of cost or price.

2.6 ADDITION/ DELETION FACILITIES AND SERVICES

Additional Service, Facilities or Zones

Although this contract identifies vehicles to be serviced, it is hereby agreed and understood that the County may at its option add new vehicles to each Zone after commencement of the contract. Should the County determine that additional vehicles and/or services need to be added to a zone, a quote shall be obtained from the awarded Bidder servicing that zone. If the county determines that the price submitted by the awarded Bidder is not competitive, price quotes will be obtained from all the Bidders awarded a contract under this solicitation. If an additional zone needs to be added to the contract, price quotes will be obtained from all the awarded Bidder(s).

2.7 CLEAN-UP

All materials and debris shall be removed from the premises at the end of each workday, and disposed of in an appropriate manner. Upon final completion, the awarded Bidder shall thoroughly clean up all work areas utilized during service which will be mutually agreed upon with the County Project Manager.

2.8 COMPLIANCE AND REGULATIONS

A. Accident Prevention and Barricades:

Precautions shall be exercised at all times for the protection of persons and property. All Bidders performing services under this contract shall conform to all relevant OSHA, State and County regulations during the course of such effort. Any fines levied by the above mentioned authorities for failure to comply with these requirements shall be born solely by the responsible successful bidder. Barricades shall be provided by the successful Bidder when work is performed in areas traversed by persons, or when deemed necessary by the County Project Manager

B. Disposal of Waste and Hazard Waste:

Wastes or hazardous waste may be generated at various County facilities after car washing services onsite. Any such wastes must be discharged according to the all Local, State and Federal laws.

2.9 INSPECTIONS / DEFICIENCIES

The awarded Bidder is responsible for all supervision of his employees and for establishing a quality control program that will ensure that all work is completed according to the specifications before that work is submitted to the County for inspection. Any delays, costs, or rejected work that results from the Bidder submitting work that is in any way incomplete or unsatisfactory are the sole responsibility of the Bidder.

The County shall perform inspections to insure that the work has been completed conforming to the requirements specified in this solicitation.

A. Inspections to include, but not limited to:

1. The awarded Bidder(s) shall notify the County in writing no later than the end of close of business day the completion of all vehicles serviced that day. This information shall be submitted immediately to the County Project Manager for review.
2. The County intends to inspect at random a sample of the vehicles washed and reported as complete by the Bidder the same day of completion.
3. The County will meet with the awarded Bidder at a mutually agreed time to review the inspection of vehicles reported as completed, if necessary.

B. Deficiencies:

1. If determined by the County, upon notification, the awarded Bidder's representative shall visit each of the sites where the car washes are performed with the County, to discuss any form of corrective action(s).
2. The awarded Bidder(s) shall correct the deficiencies within two (2) business days after such deficiencies are reported. The awarded Bidder shall bear all cost of correcting any such deficiencies.
3. The awarded Bidder(s) shall notify the County in writing no later than the end of business day after the deficiencies have been corrected. The awarded Bidder shall re-submit the vehicles for inspection.

2.10 VEHICLES, EQUIPMENT and IDENTIFICATION

Awarded Bidder(s) shall have at all times, and in good working condition, such vehicles and equipment to permit awarded Bidder(s) to adequately and efficiently perform the services herein.

A. Vehicles:

Each vehicle shall comply with applicable federal, state and local regulations (i.e., Florida Department of Transportation, U.S. Environmental Protection Agency, etc.), meet industry standards, be licensed, and be approved by County's Project Manager. Bidder's Vehicles shall be identified with the company name

on both sides, which must be legible at a minimum of fifty (50) feet away during daylight hours. Company name and graphics shall be uniform in design and color on all vehicles and trailers.

B. Condition of Equipment:

All vehicles and auxiliary equipment shall be kept clean, sanitary, safe, and in good repair at all times in service. During service, equipment shall not emit excessive odor, shall not discharge fluids, shall not emit visible air emissions, and shall comply with all applicable noise ordinances and laws. If the County determines that the equipment is deficient for public safety, the Bidder will be notified immediately. The Bidder shall remove the deficient equipment from services upon notification and replace it with working equipment, immediately.

Repairs shall be made in a timely manner so that unserved vehicles are not permitted to accumulate.

C. Identification / Uniforms:

All personnel performing services under this contract must carry valid government issued photo identification such as a driver's license. All personnel shall wear a uniform shirt (or t-shirt) clearly displaying the awarded Bidder's company name/logo.

2.11 EXEMPTION TO CERTAIN CLAUSES

The following clauses are not applicable to this solicitation.

Section 1, Paragraph 1.31, Health Insurance Portability and Accountability Act (HIPPA). Section 1, Paragraph 1.32, Charter County Transit System Sales Surtax

2.12 (IF NEEDED)



SECTION 3

SCOPE OF WORK/TECHNICAL SPECIFICATIONS

3.1 SCOPE OF WORK

Awarded Bidder(s) shall provide mobile car washing services to various Miami-Dade County departments, on an as-needed basis. The awarded Bidder(s) must be able to provide mobile car washing services in the North and/or South Zones of Miami Dade County as stipulated in Attachment 1. The Zones have been divided as follows:

North Zone: Geographic area North of Flagler Street South Zone: Geographic area South of Flagler Street

The mobile car washing services shall be available to the County five (5) days per week, Monday through Friday from 8:00 AM to 5:00 PM (Eastern Standard Time).

Awarded Bidder(s) is required to respond to the County by close of business on the date of contact to schedule an appointment for needed service.

3.2 WORK ASSIGNMENTS

The County will give a minimum lead time of one (1) calendar day to the awarded Bidder(s) prior to the desired start date for any specific assignment.

3.3 SERVICES

Awarded Bidder(s) shall provide hand and/or power washing services for fleet vehicles, Sedans, Trucks, Vans, Pickups and Sport Utility Vehicles (SUV) as required.

Washing services includes, but are not limited to:

Exterior Only Wash

1. Hand wash the exterior of the vehicle with PH balanced soap.
2. Wipe dry all vehicle exterior surfaces.
3. Clean tires and rims.
4. Clean all windows, leaving them streak free
5. Clean door jambs
6. Remove all bugs as needed.

Interior and Exterior Wash

1. Hand wash the exterior of the vehicle with PH balanced soap
2. Wipe dry all vehicle exterior surfaces
3. Clean tires and rims
4. Clean all windows, leaving them streak free
5. Clean all door jambs
6. Remove all bugs, as needed
7. Clean/vacuum mats and all carpeted areas
8. Remove all debris from vehicles interior
9. Apply tire dressing
10. Clean dashboard
11. 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.

Detailed Wash

1. Hand Wash the exterior of the vehicle with PH balanced soap.
2. Wipe dry all vehicle exterior surfaces
3. Apply Clay bar wax application, after vehicle wash
4. Clean tires and rims
5. Clean all windows, leaving them streak free
6. Clean door jambs
7. Remove all bug as needed
8. Clean all carpeting and seating by shampooing or by using a steam cleaner
9. All plastics and vinyl should be properly cleaned and dressed, and any leather shall be conditioned and cleaner
10. Remove all debris from vehicles interior
11. Tire Dressing
12. Clean dashboard

3.4 NOTIFICATION PRIOR TO COMMENCEMENT OF WORK

Awarded Bidder(s) shall neither commence any work, nor enter a County's work premise, until receipt of a Work Order or Purchase Order from an authorized County representative directing the awarded Bidder to proceed.

3.5 (IF NEEDED)



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SECTION 4

SUBMITTAL FORM

Bidder(s): _____

GROUP 1: NORTH ZONE: GEOGRAPHIC AREA NORTH OF FLAGER STREET

Item No.	Estimated Vehicles to be serviced yearly	Unit	Type of Vehicle	Fixed Price Per Vehicle
1	390	EA	Exterior Wash Only - Sedans	\$ _____
2	300	EA	Exterior Wash Only - Trucks	\$ _____
3	101	EA	Exterior Wash Only - Vans	\$ _____
4	140	EA	Exterior Wash Only - Pickups	\$ _____
5	48	EA	Exterior Wash Only - SUV'S	\$ _____
6	420	EA	Interior and Exterior Carwash - Sedans	\$ _____
7	100	EA	Interior and Exterior Carwash - Trucks	\$ _____
8	170	EA	Interior and Exterior Carwash - Vans	\$ _____
9	300	EA	Interior and Exterior Carwash - Pickups	\$ _____
10	200	EA	Interior and Exterior Carwash - SUV'S	\$ _____
11	100	EA	Detailed Carwash - Sedans	\$ _____
12	30	EA	Detailed Carwash - Trucks	\$ _____
13	70	EA	Detailed Carwash - Vans	\$ _____
14	75	EA	Detailed Carwash - Pickups	\$ _____
15	30	EA	Detailed Carwash - SUV'S	\$ _____

SECTION 4

SUBMITTAL FORM

Bidder(s): _____

GROUP 2: SOUTH ZONE: GEOGRAPHIC AREA SOUTH OF FLAGER STREET

Item No.	Estimated Vehicles to be serviced yearly	Unit	Type of Vehicle	Fixed Price Per Vehicle
1	156	EA	Exterior Wash Only - Sedans	\$ _____
2	350	EA	Exterior Wash Only - Trucks	\$ _____
3	65	EA	Exterior Wash Only - Vans	\$ _____
4	20	EA	Exterior Wash Only - Pickups	\$ _____
5	12	EA	Exterior Wash Only - SUV'S	\$ _____
6	300	EA	Interior and Exterior Carwash - Sedans	\$ _____
7	200	EA	Interior and Exterior Carwash - Trucks	\$ _____
8	12	EA	Interior and Exterior Carwash - Vans	\$ _____
9	100	EA	Interior and Exterior Carwash - Pickups	\$ _____
10	50	EA	Interior and Exterior Carwash - SUV'S	\$ _____
11	12	EA	Detailed Carwash - Sedans	\$ _____
12	1	EA	Detailed Carwash - Trucks	\$ _____
13	1	EA	Detailed Carwash - Vans	\$ _____
14	50	EA	Detailed Carwash - Pickups	\$ _____
15	12	EA	Detailed Carwash - SUV'S	\$ _____

Note: Figures indicated above are just an approximate number of vehicles and are provided for information purposes only.

The fixed rates quoted shall be deemed to provide full compensation to the Bidder for labor, equipment use, travel time, and any other element of cost or price. These rates shall be at a fixed rate per vehicle.