



INVITATION TO QUOTE
City of North Miami
Purchasing Department
776 NE 125th Street
North Miami, Florida 33161
Phone: 305-895-9886
Fax: 305-891-1015

**THIS IS NOT
AN ORDER**

Standard Carwash Services

ITQ No. 27-13-14

ADDITIONAL INFORMATION AND CLARIFICATION DEADLINE

TUESDAY, DECEMBER 9TH, 2014 AT 2:00PM

RESPONSES ARE DUE NO LATER THAN
TUESDAY, DECEMBER 16TH, 2014 AT 2:00PM

AT

CITY OF NORTH MIAMI
PURCHASING DEPARTMENT- 3RD FLOOR
776 NE 125TH STREET
NORTH MIAMI, FLORIDA 33161

OR VIA EMAIL TO:

LJULIEN@NORTHMIAMIFL.GOV

NOTES:

1. All prices shall be F.O.B. Destination delivery point including all costs and freight unless otherwise specified (if there is shipping involved).
2. Failure to complete and sign this form renders your bid/quotation non-responsive and ineligible for award.

Method of Award: Award will be made to the respondent whose quotation is advantageous to the City.

Local preference will be applied as applicable, if applicable.

Addenda Received: Yes No

If yes, please indicate the number of addenda received: _____

It is hereby certified and affirmed that the Respondent shall accept any awards made as a result of this quotation. Respondent further agrees that prices quoted will remain fixed for a period of sixty (60) days from date quotation is due.

The City's tentative schedule for this Solicitation is as follows:

Event	Date	Time
Advertisement Date:	Monday, December 01, 2014	
Last Date for Receipt of Written Questions:	Tuesday, December 09, 2014	2:00pm
Opening of Solicitation:	Tuesday, December 16, 2014	2:00pm

(The City reserves the right to delay or modify scheduled dates and will notify Respondents of all changes in scheduled dates.)

SPECIAL TERMS & CONDITIONS

1.1 PURPOSE

The purpose of this solicitation is to establish a contract for Standard Carwash Services of City of North Miami ("City") owned vehicles including Sedans, SUVs, Pickup Trucks and Vans ("Services") on an as needed when needed basis, by an insured and experienced Service provider ("Contractor"). This solicitation provides for the submission of documents and forms intended to verify that the firm responding to this solicitation ("Respondent") meets or exceeds the minimum criteria set forth elsewhere in this solicitation. This solicitation shall serve to provide interested parties with general information as to the procedures for which a firm may be selected.

1.2 METHOD OF AWARD

Award of this solicitation may be made to the lowest responsive, responsible Respondent whose quotation, qualifications and references are most advantageous to the City.

The City reserves the right to reject quotations, to waive any irregularities and/or inconsistencies in any response, and to make the award in a manner deemed in the best interest of the City.

1.2.1. MINIMUM QUALIFICATION

To be eligible to respond to this Solicitation, the Respondent must demonstrate that it has sufficient capacity, resources and experience to provide the Services under this solicitation. Any Respondent that fails to meet all the following minimum qualification requirements may be noted as "NON-RESPONSIVE". Those qualifications are as follows:

- Respondent shall be licensed to do business in the State of Florida. Submit Sunbiz report with your company registered as active.
- Respondents must be properly registered and licensed to engage in Services, by all applicable state and local agencies.
- Respondent must provide at least three (3) references of clients to which it has provided said Services. If available, such references should represent Florida agencies to which the Respondent is currently providing, or has provided, Services within the last five (5) years.

1.3 PAYMENT

Respondent shall submit a unit price complete inclusive of all labor, equipment, and materials needed to furnish and deliver Services.

1.4 TERM OF CONTRACT

A contract is expected to commence on the first calendar day of the month succeeding approval of the contract by the City Council, or City Manager.

The initial term of the contract shall be for three (3) years with the first six (6) months being a trial period. If the Services provided by the Contractor are satisfactory (as determined by the City at the conclusion of the six-month trial period) the contract will continue for the remaining initial term period. The contract shall remain in effect for the entirety of the initial term, unless otherwise terminated earlier by the City, with or without cause.

1.5 OPTION TO RENEW

Prior to, or upon completion, of the initial term, the City shall have the option to renew the contract for an additional period of two (2) years, on a year-by year basis. The Contractor shall maintain, for the entirety of the stated additional period(s), the same prices, terms, and conditions included within the originally awarded contract. Continuation of the contract beyond the initial period, and any option subsequently exercised, is a City prerogative, and not a right of the Contractor.

The City reserves the right to negotiate lower pricing for the additional term(s) based on market research information or other factors that influence the price of Services. The City reserves the right to apply any reduction in pricing for the additional term(s) based on the downward movement of the Service price.

1.6 INDEMNIFICATION AND INSURANCE

Respondents must submit, with their response, a Certificate of Insurance naming the City of North Miami as additional insured. Proof of insurance meeting or exceeding the following coverage or a letter of intent to provide the following requirements if awarded a contract:

Worker's Compensation: As required by the State of Florida with statutory limits, and Employer's Liability with a minimum limit of \$500/\$500/\$500 \$1,000,000 per accident for bodily injury or disease.

General Liability Insurance: \$1,000,000 per occurrence, general aggregate, personal injury and products/completed operations

Automobile Liability: \$1,000,000 per occurrence. Each occurrence shall include liability for Owned, Non-Owned & Hired automobiles.

Respondents shall guarantee all required insurances remain current and in effect throughout the term of the Contract. All insurance policies required by the Contract shall be maintained in full force and effect throughout the term period. The required insurance coverage shall be issued by an insurance company authorized and licensed to do business in the State of Florida, with a minimum rating of B+ or better. If contractor does not own any auto, a contractor agrees to maintain coverage for hired and non-owned automobile liability which can be satisfied by way of an endorsement to the Commercial Liability policy.

The City shall be named as an additional insured for claims caused in whole or in part by the negligent acts or omissions of Contractor, its subcontractors, employees or assignees during the term of contract. This provision shall not limit the City's recovery for coverage under Contractor's insurance policy.

The City shall be named as an additional insured on all liability insurance policies for claims caused in whole or in part by the negligent acts or omissions of Contractor, its subcontractors, employees or assignees during the term of contract. This provision shall not limit the City's recovery for coverage under Contractor's insurance policy.

1.7 FAILURE TO PERFORM

If in the opinion of the City's representative, if the Contractor refuses to provide timely Services or improperly performs Services, then the City's representative may notify the Contractor to redo Services immediately or cancel the contract.

The City may thereupon look to the next lowest and responsive and responsible Respondent to complete the Services or re-advertise for solicitations for the uncompleted Services and charge the cost incurred by the City to Contractor.

1.8 RESERVATION OF RIGHTS

The City specifically reserves the right to select the Contractor which will provide the highest quality Services at a reasonable cost to the City. The City hereby notifies Respondents that certain Services may be deleted from the contract if it exceeds the City's budget expectations.

1.9 SOLICITATION CLARIFICATION AND INQUIRIES

Any questions or clarifications regarding this Solicitation shall be submitted in writing to Linda Julien via email at Ljulien@northmiamifl.gov. Respondent(s) must clearly understand that the only official answer or position of the City will be the one received in writing.

The solicitation number and title shall be referenced on all correspondence. Please include the page and paragraph number for each question in order to ensure that questions asked are responded to correctly. All questions must be received no later than the time and date specified in the Solicitation Timetable section. All responses to questions/clarifications will be sent to all prospective Respondents in the form of an addendum. NO QUESTIONS WILL BE RECEIVED VERBALLY OR AFTER SAID DEADLINE. Addendum(s) will be made available on the City's webpage and it is the Respondent's sole responsibility to assure receipt of all (if any) addenda(s).

GENERAL SPECIFICATIONS

2.1 SCOPE OF WORK

The City has issued this Solicitation to establish a contract, to furnish all labor, equipment, materials and expertise as required for Standard Carwash Services of City of North Miami ("City") owned vehicles including Sedans, SUVs, Pickup Trucks and Vans ("Services") on an as needed when needed basis, by an insured and experienced Service provider ("Contractor"). Services shall be performed in accordance with applicable federal, state and local regulations.

Contractor will provide hand and/or power washing services for fleet vehicles, police patrol units, light & medium duty trucks, and other specialty use vehicles. Washing service includes but is not limited to: washing and wiping dry of all vehicle exterior surfaces; cleaning of tires and rims; cleaning of all windows (inside and out) as well as the window sills; clean/vacuum mats and all carpeted areas; removal of all debris from vehicle interior; spot clean and damp wipe steering wheels, mirrors, dashboards, seats and/or benches, prisoner partition panels, ceiling panels, doors, handrails, AC/heater vents and other interior surfaces.

The vehicle exterior, including windows and windshields, must be free of dirt, dust, residue and water marks after the wash. Contractor must remove all trash and debris from all vehicle interiors. The City reserves the right to inspect any vehicle upon completion. In the event Services are not satisfactory, City staff may request the Contractor to redo all or part of the Services to the inspector's satisfaction.

2.2 QUANTITIES

All quantities listed within this solicitation are estimates based on prior year usage. These quantities can increase or decrease at the City's discretion at no additional cost to the City.

2.3 STANDARD CARWASH

The standard carwash shall include but not limited to the following;

- Machine exterior wash
- Inside vacuum
- Exterior clear coat protection
- Cleaning of all windows and mirrors
- Dashboard cleaning
- Tire Dressing

2.4 OTHER ITEMS

While the City has listed all major items within this solicitation which are utilized by City departments in conjunction with their operations, there may be similar items that must be purchased by the City during the term of the contract. Under these circumstances, a City representative will contact the primary vendor to obtain a price quote for the similar items. If there are multiple vendors on the contract, the City representative may also obtain price quotes from these vendors. The City reserves the right to award these

similar items to the primary contract vendor, another contract vendor based on the lowest price quoted, or to acquire the items through a separate solicitation.

2.5 SUBMISSION REQUIREMENTS

Respondent shall include completed and signed mandatory ITQ submission forms. Failure to include any of the mandatory forms may result in the quotation being declared non-responsive and not considered for award.



COVER PAGE & CONTACT PERSON INFORMATION

**STANDARD CARWASH SERVICES
ITQ No. 27-13-14**

Include this sheet as the very first page of your response. Please complete the entire form in its entirety. The contact person indicated should be someone the City may contact for any questions or provide any correspondence related to this solicitation.

Legal Name of Business/Respondent(s): _____

Doing Business As (DBA)
If applicable: _____

Federal Employee Identification Number
(FEIN): _____

Mailing Address: _____

City, State, Zip Code: _____

Contact Persons Name: _____

Title: _____

Email Address: _____

Telephone Number: _____

Fax Number: _____



PRICE PROPOSAL FORM

**STANDARD CARWASH SERVICES
ITQ No. 27-13-14**

The prices listed below shall include the total cost to complete the Services including but not limited to materials, labor, equipment, bonds, insurance, etc, as necessary to ensure proper delivery of services and/or products Services requested by the City.

ITEM	EST. QUANTITY	UNIT	DESCRIPTION	UNIT PRICE	TOTAL PRICE
1.	10	EA	Standard Car Wash Services- SUV's		
2.	50	EA	Standard Car Wash Services- Sedans		
3.	3	EA	Standard Car Wash Services- Motorcycles		
4.	5	EA	Standard Car Wash Services- Vans		
5.	10	EA	Standard Car Wash Services- Medium SUV (i.e. Escape, Explorer)		
6.	10	EA	Standard Large SUV (i.e. Tahoe, Suburban)		
7.	3	EA	Hand Wax+ Standard Service -Sedans		
8.	1	EA	Hand Wax + Standard Service-Medium SUV (i.e. Escape, Explorer)		
9.	1	EA	Hand Wax + Standard Service- Large SUV (i.e. Tahoe, Suburban)		
				TOTAL	\$

I hereby certify that I am authorized to act on behalf of the Respondent, individual, partnership, corporation or association making this Price Proposal and that all statements made in this document are true and correct to the best of my knowledge. I agree to hold this offer open for a period of one hundred and eighty (180) days from the deadline for receipt of Quotation; or, if I am selected as the Top-Ranked Respondent, for such further period as is necessary for obtaining contract signature and approval.

I understand and agree to be bound by the conditions contained in the Invitation to Quote and shall conform to all requirements indicated herein.



MINIMUM REQUIREMENTS

**STANDARD CARWASH SERVICES
ITQ No. 27-13-14**

#	Description	Check List
1.)	The Respondent shall be licensed to do business in the State of Florida.	<p align="center">Attach Copy of Active Sunbiz.org Registration</p> <p align="center"><input type="checkbox"/></p>
2.)	References: at a minimum Respondent must provide at least three (3) references of clients to which it has provided said Services. If available, such references should be representatives of Florida agencies to which the Respondent is currently providing, or has provided, Services within the last five (5) years.	<p align="center">Attach Copy of City Contract Form A-14</p> <p align="center"><i>(This form can be found on our website under Purchasing Department Contract Forms)</i></p> <p align="center"><input type="checkbox"/></p>



SOLICITATION SUBMITTAL FORM

**STANDARD CARWASH SERVICES
ITQ No. 27-13-14**

FEIN NO. : ____/____-____/____/____/____/____/____/____
(Respondent Federal Employer Identification Number) If none, Respondent Social Security Number

LOCAL PREFERENCE CERTIFICATION: For the purpose of this certification, a "local business" is a business located within the limits of City of North Miami that conforms with the provisions of the General Specifications of this solicitation and contributes to the economic development of the community in a verifiable and measurable way. Place a check here only if affirming Respondent meets requirements for Local Preference. **Failure to complete this certification at this time (by checking the box above) shall render the Respondent ineligible for Local Preference.**

OR

WORKFORCE LOCAL PREFERENCE CERTIFICATION: The local preference may be applied to Respondents with a least ten percent (10%) of its total Workforce residing within the geographical boundaries of the City. Place a check here only if affirming Respondent meets the requirements for Workforce Local Preference. **Failure to complete this certification at this time (by checking the box above) shall render the Respondent ineligible for Workforce Local Preference.**

OR

SUBCONTRACTOR LOCAL PREFERENCE CERTIFICATION: The local preference may be applied to Respondents that subcontract at least ten percent (10%) of the contractual amount of a City project to subcontractors who are physically located within the City of North Miami. **(Must complete forms A-3a Statement of Intent & A-3b Participation Schedule.)** Place a check here only if affirming Respondent meets the requirements for subcontractor Local Preference. **Failure to complete this certification at this time (by checking the box above) shall render the Respondent ineligible for subcontractor Local Preference.**

All referenced forms can be found on the City's website at: <http://www.northmiamifl.gov/departments/purchasing/forms.aspx>

The undersigned bidder certifies that this bid is submitted in accordance with the bid specifications and conditions governing this bid, and that the bidder will accept any award(s) made to him as a result of this bid.

FIRM NAME: _____

DBA (if any): _____

STREET ADDRESS: _____

CITY/STATE/ZIP CODE: _____

TELEPHONE NO.: _____ FAX NO.: _____

E-MAIL: _____

By signing this document the Respondent agrees to all Terms & Conditions of this Solicitation & the resulting Contract.

AUTHORIZED SIGNATURE _____ Date _____

PERSON AUTHORIZED TO ENTER INTO CONTRACTUAL AGREEMENT

PRINT NAME OF AFFIANT _____

TITLE OF OFFICER _____

THE EXECUTION OF THIS FORM CONSTITUTES THE UNEQUIVOCAL OFFER OF RESPONDENT TO BE BOUND BY THE TERMS OF ITS QUOTATION. FAILURE TO SIGN THIS SOLICITATION WHERE INDICATED ABOVE BY AN AUTHORIZED REPRESENTATIVE SHALL RENDER THE QUOTATION NON-RESPONSIVE. THE CITY MAY, HOWEVER, IN ITS SOLE DISCRETION, ACCEPT ANY QUOTE THAT INCLUDES AN EXECUTED DOCUMENT WHICH UNEQUIVOCALLY BINDS THE RESPONDENT TO THE TERMS OF ITS OFFER.