



EVENT #4243

AUTOMATIC CAR WASHING AND DETAILING ANNUAL CONTRACT

SPECIFIC SPECIFICATIONS AND SPECIAL CONDITIONS

- 4.0 The purpose of these specifications is to describe requirements for automatic car washing, hand washing and detailing services for the City of Savannah.

To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. To enter pricing manually, complete the attached bid proposal form. Bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

4.1 Automated Car Washes for City Vehicles

- 4.1.1 Car wash services shall be an automatic drive-through system for City of Savannah administrative vehicles or other City vehicles.
- 4.1.2 Hours of Operation: Monday through Saturday, 8:00 a.m. to 5:00 p.m.
- 4.1.3 "While you wait" Service: The contractor should keep in mind that a time limit of no more than twenty (20) minutes per vehicle will be strictly enforced. Failure to agree to or meet this requirement will be grounds for rejecting bids or canceling the contract after award.
- 4.1.4 Due care must be taken to prevent damage to radio antennas, flasher lights, and vehicle finishes. The automatic car wash equipment used must handle all external apparatus without damage, relocation, or adjustment of equipment.
- 4.1.5 A signature log will be maintained at each location. For each vehicle washed, the following information must be recorded.
- Each space must be completed or no payment will be made for that service.
 - The driver (City employees only) of the vehicle must provide the contractor with the vehicle number, the vehicle tag number, City employee number, printed name and legal signature. If any of this information is missing, a payment for that service cannot be made. A list of department numbers will be provided to the contractor for reference information.
 - The contractor must provide the appropriate service code for service being rendered, the cost of that service as submitted in the bid, the cashier's initials and a total of all services for each page.
 - The contractor must complete the Summary of Department Charges by Service form on a monthly basis. This form summarizes the total number of services provided per category by department number then multiplied by the cost per service.
 - To submit payment request, the contractor must provide the entire log with all detailed information, along with the summary of costs by department number. The

total of the summary must equal to the total of all car wash services on the log sheets.

- 4.1.6 Each vehicle is to be thoroughly washed with soap and water, cold water rinsed, and wiped dry. Lights and mirrors shall be washed free of bugs, dirt, road tar, or other matter that prevents a clean, clear surface. The vehicle body, grille, and bumpers shall be cleaned of all foreign matter. Interior shall to be vacuumed clean. Stains shall be removed from seats, floor mats, and upholstery. Rear seats are to be sprayed with a disinfectant. Floor mats, if any, are to be removed, washed, and replaced. All ashtrays are to be emptied. Dash board and vinyl surfaces are to be dusted.
- 4.1.7 Windows and windshields are to be cleaned inside and out. Tire sidewalls and wheels to be scrubbed as required to remove brake dust, dirt or grease accumulation.

4.2 Hand Vehicle Washing

Hand car wash services include City of Savannah police sedans and administrative vehicles, including vans and buses.

- 4.2.1 Hours of operation: Monday through Saturday, 8:00 a.m. to 5:00 p.m.
- 4.2.2 "While you wait" service shall be enforced. However, vehicles requiring extensive hand detailing may need to be left for service. Failure to agree to or meet this requirement will be grounds for rejecting bids or canceling the contract after award.
- 4.2.3 Due care must be taken to prevent damage to radio antennas, flasher lights, and vehicle finishes. The equipment used must handle all external apparatus without damage, relocation, or adjustment of equipment.
- 4.2.4 A signature log will be maintained at each location. For each vehicle washed, the following information must be recorded.
 - a) Each space must be completed or no payment will be made for that service.
 - b) The driver (City employees only) of the vehicle must provide the contractor with the vehicle number, the vehicle tag number, their City employee number, printed name and legal signature. If any of this information is missing, a payment for that service cannot be made. A list of department numbers will be provided to the contractor for reference information.
 - c) Contractor must provide the appropriate service code for service being rendered, the cost of that service as submitted in the bid, the cashier's initials and a total of all services for each page.
 - d) The contractor must complete the Summary of Department Charges by Service form on a monthly basis. This form summarizes the total number of services provided per category by department number then multiplied by the cost per service.
 - e) To submit payment request, the contractor must provide the entire log with all detailed information, along with the summary of costs by department number. The total of the summary must equal to the total of all car wash services on the log sheets.
- 4.2.5 Each vehicle is to be thoroughly hand washed with soap and water, cold water rinsed, and wiped dry. Lights and mirrors shall be washed free of bugs, dirt, road tar, or other matter that prevents a clean, clear surface. The vehicle body, grille, and bumpers shall be cleaned of

all foreign matter, from seats, floor mats, and upholstery. Floor mats, if any, are to be removed, washed, and replaced. All ashtrays are to be emptied.

4.2.6 Interior to be vacuumed clean. Stains shall be removed from seats, floor mats, and upholstery. Rear seats are to be sprayed with disinfectant. Dashboard and vinyl surfaces are to be dusted.

4.2.7 Windows and windshields are to be cleaned inside and out. Tire sidewalls and wheels to be scrubbed as required to remove brake dust, dirt or grease accumulation.

4.2.8 Dash board and door panels shall be cleaned and a vinyl dressing applied.

4.3 Hand Detailing

4.3.1 Full Detailing: Shall include a complete exterior hand wash to specifications stated in specification 4.1.6. Additionally, a high quality shall be hand applied and buffed to a high gloss according to manufacturer's specifications. Wheel dressing shall be applied to all tires. Interior of vehicle to be cleaned per specification detailed in specification 4.1.7. Additionally, interior carpets and upholstery shall be shampooed with spots pre-treated. Dash board and door panels shall be cleaned and a vinyl dressing applied.

4.3.2 Exterior only: Shall include a complete exterior hand wash, wax and wheel dressing as stated above.

4.3.3 Interior only: Shall include a complete interior cleaning and upholstery and carpet shampooing, as well as dash board and door panel cleaning and application of vinyl dressing.

4.3.4 Carpet/upholstery Shampoo: Shall include vacuuming, pre-treatment of spots and a complete shampooing of fabric and carpeted vehicle interior.

4.3.5 Motorcycle waxing: Shall include application of a high quality wax applied by hand and buffed to a high gloss.

4.3.6 Engine cleaning: Shall be cleaned using a de-greasing cleaner and rinsed completely. Care shall be taken to prevent moisture from entering into engine components where water could cause significant damage.

4.4 This is an annual contract. Prices are to remain firm for one (1) year (twelve months). This contract may be renewed for up to three (3) additional twelve (12) month periods if all prices and conditions remain firm, upon the mutual consent of the contracting parties.

4.5 Insurance Requirements

4.5.1 Commercial General Liability

- Liability insurance shall be provided on an "occurrence" basis
- The Mayor and Aldermen of the City of Savannah shall be named as the Certificate Holder
- Endorsements
 - Waiver of Subrogation in Favor of the Mayor and Aldermen of the City of Savannah
 - Thirty (30) day notice of cancellation
- Primary limits shall be

- \$1,000,000 Each Occurrence (BI/PD)

4.5.2 Automobile

- The Mayor and Aldermen of the City of Savannah shall be named as the Certificate Holder
- Endorsements
 - Waiver of Subrogation in Favor of the Mayor and Aldermen of the City of Savannah
 - Thirty (30) day notice of cancellation
- \$1,000,000 limit

4.5.3 Workers Compensation

- The Mayor and Aldermen of the City of Savannah shall be named as the Certificate Holder
- Include all coverage required by law
- Employer's liability
 - \$500,000 each accident
 - \$500,000 each employee (disease)
 - \$500,000 policy limit (disease)
- Endorsements
 - Waiver of Subrogation in Favor of the Mayor and Aldermen of the City of Savannah
 - Thirty (30) day notice of cancellation

4.5.4 Other Items Required

- No exclusions for subcontractors. The City recommends the contractor obtain certificates of insurance from sub-consultants, however, the contractor will ultimately be responsible for any gap in coverage or lack thereof.
- All insurance carriers in the policy/Certificate of Insurance (COI) are required to have an AM Best Rating of A-, IX or better
- The City of Savannah is not responsible for any of the property used in or owned by consultant
- All deductibles in the coverage are the responsibility of named insured on policy
- Any modifications to specifications must be approved by the City.

5.0 General Conditions

5.1 Bidder acknowledges that by submitting a bid for the specified event, it is waiving any right to insist upon the inclusion of any exculpatory provisions in the parties' contract. The City will not enter into any contract that contains exculpatory provisions in favor of bidder.

5.2 The bid response must include the following documents in this order:

- Bid Proposal Form (as a cover sheet)
- Exception Sheet
- Non-Discrimination Statement
- Proposed Schedule of M/WBE Participation
- Other requested submittals as stated

All referenced documents must be completed and returned in their entirety to constitute a complete bid.

5.3 Original invoices should be sent to:

City of Savannah
Accounts Payable
P.O. Box 1027
Savannah, Georgia 31402

5.4 Vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued for this event must be acknowledged in order for a bid to be considered.

5.5 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at www.savannahga.gov.

5.6 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.

5.7 The City reserves the right to split the award of this contract if it is deemed advantageous to do so.

5.8 Quantities stated herein are estimates only.

EXCEPTION SHEET

Event #4243

If the commodity(ies) and/or services proposed in the response to this bid is in anyway different from that contained in this proposal or bid, the bidder is responsible to clearly identify by specification section number, all such differences in the space provided below. Otherwise, it will be assumed that bidder's offer is in total compliance with all aspects of the proposal or bid.

Below are the exceptions to the stated specifications:

Date

Signature

Company

Title

BID PROPOSAL FORM

(SUBMIT AS THE COVER SHEET)

City of Savannah Purchasing Department
3rd Floor, City Hall
P. O. Box 1027
Savannah, Georgia 31402
ATTN: Purchasing Director

EVENT NUMBER: 4243

Business Location: (Check One)

Chatham County
 City of Savannah
 Other

ALL BIDDERS MUST BE REGISTERED VENDORS ON THE CITY'S WEBSITE TO BE AWARDED A CONTRACT. PLEASE REGISTER AT WWW.SAVANNAHGA.GOV.

BIDS MUST BE SUBMITTED ON THIS BID PROPOSAL FORM IN ORDER TO BE CONSIDERED.

Name of Bidder: _____

Street Address: _____

City, State, Zip Code: _____

Phone: _____ Fax: _____

Email: _____

**DO YOU HAVE A BUSINESS TAX CERTIFICATE ISSUED IN THE STATE OF GEORGIA?
(CHECK ONE) YES: _____ NO: _____**

**FROM WHAT CITY/COUNTY _____
TAX CERTIFICATE #: _____ FED TAX ID #: _____**

**INDICATE LEGAL FORM OF OWNERSHIP OF BIDDER (STATISTICAL PURPOSES ONLY):
CHECK ONE: _____ CORPORATION _____ PARTNERSHIP
_____ INDIVIDUAL _____ OTHER (SPECIFY: _____)**

**INDICATE OWNERSHIP STATUS OF BIDDER
(CHECK ONE):**
_____ NON-MINORITY OWNED _____ ASIAN AMERICAN
_____ AFRICAN AMERICAN _____ AMERICAN INDIAN
_____ HISPANIC _____ OTHER MINORITY (describe) _____
_____ WOMAN (non-minority)

Do you plan to subcontract any portion of this project? Yes _____ No _____
If yes, please complete the attached schedule of M/WBE participation. Also complete the schedule if you will be using any M/WBE suppliers.

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID SPECIFICATIONS.

ITEM NO	DESCRIPTION	ESTIMATED QUANTITY	UNIT PRICE	TOTAL
1	Automatic Car Washes	757		
2	Hand Car Washes – Sedans	35		
3	Hand Car Washes – Vans	25		
4	Hand Car Washes – Buses	5		
5	Full Detail	1		
6	Complete Exterior	20		
7	Complete Interior	5		
8	Carpet/Upholstery Shampoo	5		
9	Motorcycle Waxing	5		
10	Engine Cleaning	3		

TOTAL BID \$ _____

PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS

(Minimum of 10 working days must be allowed for discount to be considered in bid award)

___ Less ___ % ___ Days Prompt Payment Discount (if offered) (_____)

___ Net - 30 Days (no discount offered) - 0 -

TOTAL NET BID \$

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DO YOU HAVE THE REQUIRED INSURANCE? _____

CONFIRM RECEIPT OF ANY ADDENDA ISSUED FOR THIS BID:

ADDENDUM _____ #

DATE _____

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

Please Print Name

Authorization Signature

Date

NON-DISCRIMINATION STATEMENT

The bidder certifies that:

- (1) No person shall be excluded from participation in, denied the benefit of, or otherwise discriminated against on the basis of race, color, national origin, or gender in connection with any bid submitted to the City of Savannah or the performance of any contract resulting therefrom;
- (2) That it is and shall be the policy of this company to provide equal opportunity to all business persons seeking to contract or otherwise interested in contracting with this company, including those companies owned and controlled by racial minorities, cultural minorities, and women;
- (3) In connection herewith, we acknowledge and warrant that this company has been made aware of, understands and agrees to take affirmative action to provide such companies with the maximum practicable opportunities to do business with this company;
- (4) That this promise of non-discrimination as made and set forth herein shall be continuing in nature and shall remain in full force and effect without interruption;
- (5) That the promises of non-discrimination as made and set forth herein shall be and are hereby deemed to be made as part of and incorporated by reference into any contract or portion thereof which this company may hereafter obtain and;
- (6) That the failure of this company to satisfactorily discharge any of the promises of non-discrimination as made and set forth herein shall constitute a material breach of contract entitling the City of Savannah to declare the contract in default and to exercise any and all applicable rights and remedies including but not limited to cancellation of the contract, termination of the contract, suspension and debarment from future contracting opportunities, and withholding and/or forfeiture of compensation due and owing on a contract.

Signature

Title

PROPOSED SCHEDULE OF M/WBE PARTICIPATION

All M/WBEs listed **must be certified as a minority-owned or women-owned business** by the City of Savannah or a federally-recognized or state-level certifying agency (such as USDOT, State DOT, SBA 8(a) or GMSDC) that utilizes certification standards comparable to the City of Savannah **prior** to the due date of this bid. **Other business certifications that do not specify majority woman or minority ownership may not be substituted.** **Proof of M/WBE certification from the certifying agency is required to accompany the bid.** A firm that has submitted an application for M/WBE certification but has not been certified is not qualified as a certified M/WBE and will not be recognized as such during the City’s evaluation process. To expedite verification, please provide accurate phone numbers for all M/WBEs listed and ensure firms understand contact will be made following bid submittal.

Name of Proposer: _____ Event No. _____

Project Title: _____

NOTE: Unless certified through the City of Savannah M/WBE Program, proof of M/WBE certification must be attached for all firms listed.

Name of M/WBE Participant	Name of Majority Owner	Telephone	Address (City, State)	Type of Work Sub-Contracted	Estimated Sub-contract Value	MBE or WBE	Certified ? (Y or N)	Certifying Agency? (City of Sav. or Other)
					%			
					%			
					%			
					%			
					%			
					%			

MBE Participation Value: _____ % WBE Participation Value: _____ % M/WBE Participation Value: _____ %

The undersigned will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah. The Prime’s subcontractor that subcontracts work must enter into a formal agreement with the tier subcontractor identified herein for work listed in this schedule. The Prime may count toward the goal any tier of M/WBE subcontractors and/or suppliers that will be utilized in the contract work. However, when an M/WBE subcontracts part of the work, the value of the subcontracted work may **only** be counted toward the goal **if the tier subcontractor is an M/WBE.** Any work an M/WBE firm subcontracts to a non-M/WBE firm **will not count toward the M/WBE goal.** It is the responsibility of the Prime contractor to advise all M/WBEs of this requirement and to ensure compliance by subcontractors.

Joint Venture Disclosure

If the prime bidder is a joint venture, please describe the nature of the joint venture, the level of work and the financial participation to be provided by the Minority/Female joint venture firm in the space provided below.

Joint Venture Firms	Level of Work	Financial Participation

Printed name (company officer or representative): _____

Signature: _____ Date: _____

Title: _____ Email: _____

Telephone: _____ Fax: _____

The Minority/Women Owned Business Office is available to assist with identifying certified M/WBEs. Please contact the M/WBE Office at (912) 652-3582. The City of Savannah’s certified M/WBE registry is posted on its website @ www.savannahga.gov.

Developing a Strong M/WBE Participation Plan

Key facts every bidder/proposer needs to know prior to developing their M/WBE Participation Plan:

1. All bidders/proposers must submit a "Proposed Schedule of M/WBE Participation" which identifies the minority and/or woman-owned companies that have agreed to participate in the project if awarded. All companies listed on the form must be certified as either minority-owned and controlled or woman-owned and controlled. The City does not accept a company's "self-identification" as minority or woman-owned.
2. **Proof** of M/WBE certification from the certifying agency is required to accompany the bid; and certification must have been completed by the City of Savannah, a federally-recognized or a state-level certifying agency (USDOT, State DOT, SBA 8(a) or GMSDC) utilizing certification standards comparable to the City of Savannah.
3. The certification must have been approved prior to the due date of this bid. A firm that has submitted an application for certification but has not been certified will not be counted toward the M/WBE goal.
4. The M/WBE Office **will be contacting all M/WBE firms** included in the bidder's M/WBE Plan to confirm each: a) was contacted by the bidder/proposer; b) performs the type of work listed; and c) agreed to participate.
5. To expedite the verification process, bidders/proposers need to: provide accurate phone numbers for all M/WBEs listed; ensure M/WBEs know to expect to be contacted by phone and email; request M/WBEs be accessible during the critical period before bid-opening; and advise M/WBEs that City staff **must** receive the M/WBE's confirmation that the firm agreed to participate in the bid/proposal in order for the prime contractor to receive credit toward their proposed M/WBE participation goals.
6. If a proposed M/WBE cannot be confirmed as certified, performing the type of work described or agreeing to participate, the bidder/proposer will be notified and given a pre-determined period to submit a correction. If an M/WBE still cannot be confirmed or replaced, the proposed percentage of participation associated with the unverified M/WBE firm will **not be counted** and **will be deducted** from the overall proposed M/WBE goal.
7. Any tier of M/WBE subcontractors or suppliers that will be utilized in the contract work may count toward the MBE and WBE goal **as long as the tier subcontractors/suppliers are certified M/WBEs**. Work that an M/WBE subcontracts to a non-M/WBE firm does **not** count toward the M/WBE goal.
8. M/WBEs must perform a "**commercially useful function**" which is the provision of real and actual work or products, or performing a distinct element of work for which the business has the skills, qualifications and expertise, and the responsibility for the actual management and supervision of the work contracted.
9. Per the *Proposed Schedule of M/WBE Participation* "the undersigned (bidder/proposer) will enter into a formal agreement with the M/WBE Subcontractors/Proposers identified herein for work listed in this schedule, conditioned upon executing a contract with the Mayor and Aldermen of the City of Savannah." **This signed commitment is taken seriously by the City**, so do not list M/WBEs you do not plan to utilize. Any proposed changes must be pre-approved by the M/WBE Office, be based on legitimate business-related reasons, and still meet the M/WBE participation goals per the City's contract.
10. A bidder who is a certified M/WBE may count toward the goal the portion of work or services on a City contract that is actually performed by the M/WBE, including: the cost of supplies/materials purchased or equipment leased for contract work, fees for bona fide services such as professional or technical services, or for providing bonds or insurance specifically required for the performance of a City contract.
11. If awarded the contract, the MWBE Office **will be reviewing your company's subcontracts, invoices and payment records** to substantiate the completion of work and payment of M/WBEs. If the prime contractor is an M/WBE that is being included in its M/WBE goal, the prime contractor must maintain records **that will be inspected** to prove the portion of work performed, cost of work, and payments to the prime company.
12. Most bids for goods and materials do not have specific MWBE goals established for the contract. If no goals are include in the scope of work or General Specifications, you are not required to submit MWBE participation but encouraged to do so when the opportunity is available. The City maintains this information for statistical purposes only and it is not reflected in the award decision.