



**TOWN OF STRATFORD
PURCHASING DEPARTMENT
STRATFORD, CONNECTICUT**

BID No. 2016-022

Issued : April 18, 2016

Subject : Car Wash Services

The Town of Stratford through the Office of the Purchasing Agent, will receive SEALED BIDS for furnishing the equipment described in the accompanying specifications, in accordance with the instructions, conditions and reservations that follow:

A. CLOSING DATE:

Bids will be received until 3:00 pm May 2, 2016, at which time they will be publicly opened and read. All bidders are invited to attend this public opening, which will be held immediately following the closing time specified above, in the Office of the Purchasing Agent, Room 202, Town Hall, 2725 Main Street, Stratford, CT 06615.

Any bid may be withdrawn prior to the above-scheduled time for receiving bids or authorized postponement thereof. Any bids received after the date and time specified shall NOT be considered. No bidder may withdraw a bid within 45 days after the actual opening thereof.

B. INSTRUCTIONS:

Bid proposals are to be submitted (**TWO COPIES**) in a sealed envelope and clearly marked with the bid number and description on the outside of the envelope, including all outer packaging (DHL, FedEx, UPS, etc).

Bids must be delivered to:

Purchasing Department
Stratford Town Hall – Rm 202
2725 Main Street
Stratford, CT 06615

C. CONDITIONS:

Bid Surety:

A bid surety is not required.

Payment: Final payment will be made upon the acceptance of the completed work by an authorized representative of the Town of Stratford. NO partial payments will be made. Invoices covering the work specified herein should be forwarded to the Purchasing Department upon completion of the project.

Taxes: The Town of Stratford is exempt from all State and Federal taxes. Do not include these amounts in your quotation.

Addendums: All addendums will be posted on the town website, www.townofstratford.com. It is the responsibility of the bidder to check the website for any addendums before submitting their bid.

F.O.B. Destination: All prices quoted must be net delivered to destination.

Conflict of Interest: No public official or employee shall, while serving as such, have any financial interest or engage in any business, employment, transaction or professional activity or incur any obligation of any nature which is in substantial conflict with the proper discharge of his/her duties or employment in the public interest.

D. RESERVATIONS:

The Town of Stratford may consider informal any bid not prepared and submitted to the Town in accordance with the provisions herein stated. The Town of Stratford reserves the right to reject any or all bids or parts of bids; to waive defects in same bids; or to accept any bid or part thereof deemed to be in the best interests of the Town of Stratford.

BID 2016-022

Car Wash Services

The Town of Stratford is seeking competitive quotes from qualified contractors to provide car wash services for multiple vehicle types such as but not limited to : police cruisers, mid-size sedans, SUV's and ambulances.

The following services are structured to meet the requirements pf police fleet services vehicles. However public safety and other Town vehicles will utilize the same service options. This does not include large commercial trucks or oversize equipment.

Requirements:

- ◆ Bidder must have a permanent full services facility located within the Stratford town line.
- ◆ Must be able to provide full car wash services for mid-size sedans, SUV's and ambulances.
- ◆ Public safety vehicles must be able to exit the car wash facility immediately where upon entering the premises, to be able to respond to emergency calls. The vehicle must be able to access an escape route when the vehicle is initially queued in the service line.
- ◆ The Town reserves the right to award the contract to multiple contractors based on lowest price, broadest range of services offered, locality, responsive schedule, or nay combination of these criteria.
- ◆ The contractor shall protect all decals and molding on these vehicles from being damage or removed.
- ◆ The entire cleaning process should not exceed more than fifteen minutes from the time the vehicle queues at the facility. This excludes the "full service" option.
- ◆ The contractor shall provide invoices to each department on a monthly basis with an itemized breakdown of each vehicle serviced, including: time, date, description of service, the driver's name, and the vehicle plate number. Driver shall provide identification upon request of contractor.
- ◆ Proof of service must accompany each monthly invoice. Payment will not be processed for any discrepancy where proof of service cannot be provided.

Term of contract:

Prices submitted shall be effective for 12 months from the date of the contract award.

BID 2016-022
BID SHEET

1. Exterior Wash

Wash and dry exterior of vehicle, including tires and wheels.

\$ _____ per vehicle

2. Exterior Wash & Interior Clean

Wash and dry exterior of vehicle, including tires and wheels.

Vacuum interior, including mats.

Clean all windows, inside and outside.

Wipe down dashboard and center console, including door panels.

Wipe down plexi-glass cage where equipped in police vehicles.

\$ _____ per vehicle

3. Full Service:

Wash and dry exterior of vehicle, including tires and wheels.

Vacuum interior, including mats

Clean all windows, inside and outside.

Wipe down dashboard and center console, including door panels.

Apply interior shine to dashboard and center console, including door panels.

Wipe down plexi-glass cage where equipped in police vehicles.

Wash vehicle with hot wax or foam polish, apply under carriage protective sealant.

Clean and wipe door jams.

Clean wheels and apply tire shine.

\$ _____ per vehicle

References (Mandatory):

Three with contact name and phone number

Please note any exceptions to the requested specifications:

- _____
- _____
- _____
- _____

Vendor Name: _____

Address: _____

City/Town: _____ **State:** _____ **Zip Code:** _____

Phone Number: _____

Contact: _____