

## Town of Vernon, CT



### REQUEST FOR PROPOSALS

#2073

### Municipal Fleet Automated Car Wash Services (Sedans and SUV's)

#### I. Background

The Town of Vernon (Town) is seeking a qualified vendor (Vendor) located in Vernon, Connecticut to provide automated car wash services and access to interior vacuum-cleaning equipment for municipal fleet vehicles (approximately 60 vehicles). Usage is estimated at one car wash per vehicle per month under normal circumstances. Vendor will provide services under a twelve (12) month contract with the option of up to two (2) twelve (12) month renewals, upon mutual agreement between the Town and the Vendor.

#### II. Vendor Qualifications

- Vendor must be located in Vernon, CT.
- Must be registered with the State of Connecticut.
- Must be current with all municipal taxes.

#### III. Automated Car Wash services must include:

- Exterior wash, including wheels and tires.
- Rinsing and drying exterior.
- Access to interior vacuum cleaning equipment, including mats.
- Internal controls with the ability to identify and verify fleet vehicle usage of services, by vehicle.

#### IV. Vehicle Identification

Upon contract award, the Town will provide to the Vendor a list of fleet vehicles authorized to use automated car wash services. Vendor will have internal control measures that will verify that vehicles being presented for cleaning are present on the Town's approved fleet vehicle list. The Town may at its discretion, add, remove or replace approved fleet vehicles and will contact vendor as appropriate.

#### V. Purchase of Passes/Billing

Billing shall include all services as described in Section III. Upon contract award, the Town will purchase a pre-determined amount of car wash passes from the vendor. The purchased passes will not have an expiration date. The successful vendor shall not invoice the Town more than one time per calendar month. **Please describe internal control measures, how the vendor will track fleet vehicle usage and the billing process on page 5 of this RFP.**

#### VI. Proposal Evaluation Criteria

Proposals will be evaluated on the following criteria:

- Pricing
- Facility amenities
- Additional value-add services, if any
- Experience of vendor
- Training of staff
- Results of reference check

- Compliance with specifications and provisions of this Request for Proposal.

**VII. Bidding Process**

- Vendors must complete pages 4 and 5 of these RFP specifications.
- Vendor shall also furnish three (3) business references which shall include the business name and address, telephone number and name of contact person.

**VIII. Insurance**

The successful vendor must carry the following insurance coverage upon contract award:

**Commercial General Liability** (Town of Vernon added as additional insured):

Each Occurrence:	\$ 1,000,000
Personal/Advertising Injury per Occurrence:	\$ 1,000,000
General Aggregate:	\$ 2,000,000
Product/Completed Operations Aggregate:	\$ 2,000,000
Fire Damage Legal Liability	\$ 100,000

**Automobile Liability** (Town of Vernon added as additional insured):

Each Accident:	\$ 1,000,000
Hired/Non-owned Auto Liability:	\$ 1,000,000

**Workers' Compensation/Employers Liability**

Workers' Compensation Statutory Requirement set forth by State of CT

Employers Liability

Each Accident	\$ 100,000
Disease-Policy Limit	\$ 500,000
Disease-Each employee	\$ 100,000

**Umbrella/Excess Liability** (*following form of general liability, auto liability and employer liability*):

Each Occurrence:	\$ 1,000,000
General Aggregate:	\$ 2,000,000
Product/Completed Operations Aggregate:	\$ 2,000,000

**Professional Liability** (*where required*)

Each Claim:	\$ 1,000,000
Annual Aggregate	\$ 1,000,000

All insurance may not be canceled or modified without thirty (30) days written notice to the Vernon Town Administrator's Office, 14 Park Place, Vernon, CT 06066.

**IX. Independent Contractor**

The selected vendor is an independent contractor and is not an employee, partner, or co-venturer of, or in any other service relationship with the Town of Vernon. The vendor is not authorized to speak for, represent, or obligate the Town of Vernon in any manner without the prior expressed written authorization from the Town of Vernon.

**X. Indemnification/Hold Harmless**

The selected vendor agrees to defend, indemnify and hold harmless the Town of Vernon, its respective officers, employees, elected officials, agents, servants and volunteers from and against any and all claims, liabilities,

obligations, causes of action of whatsoever kind and nature for damages, including but not limited to damage to the premises or other property, and costs of every kind and description arising from its entry upon the premises, or arising from work or other activities conducted thereon, alleging but not limited to bodily injury, personal injury, medical malpractice, property damage caused by the vendor and its employees, contractor, sub-contractors and agents. This indemnification includes the vendor's duty to defend the Town of Vernon from any such claims.

XI. **Waiver Of Subrogation Requirement**

The selected vendor will require all insurance policies in any way related to the work and secured and maintained by the vendor to include clauses stating each carrier will waive all rights of recovery, under subrogation and otherwise, against the Town of Vernon, and its respective officers, employees, agents, servants, elected officials, and volunteers. The selected vendor shall require of subcontractors, by appropriate written agreements, similar waivers each in favor of the Town of Vernon.

XII. **Contingent Upon Availability of Funds**

The Town's obligation under this RFP is contingent upon the availability of appropriated funds from which payment for RFP purposes can be made. No legal liability on the part of the Town for any payment may arise until funds are made available and approved for this RFP and until a Purchase Order has been issued.

XIII. **No Interest to be Paid**

No interest is to be allowed or paid by the Town upon any monies retained under the provisions of this contract.

XIV. **Termination**

Termination for Cause: If, through any cause, the vendor shall fail to fulfill in a timely and proper manner the obligations under this RFP, or if the vendor shall violate any of the covenants, agreements, or stipulations of this RFP, the Municipality shall, thereupon, have the right to terminate this RFP by giving written notice to the vendor of such termination and specifying the effective date thereof, at least five (5) days before the effective date of such termination. In such event, all finished or unfinished documents, data, studies, and reports prepared by the vendor under this RFP shall, at the option of the Municipality, become its property and the vendor shall be entitled to receive just and equitable compensation for any satisfactory work completed prior to the effective date of termination.

Termination for Convenience: Either party to this RFP may terminate this RFP at any time by a notice in writing, effective not less than thirty (30) days prior to the termination date. If the RFP is terminated by the Municipality as provided herein, the vendor will be paid for services performed up to the date of termination.

# Town of Vernon, CT



## REQUEST FOR PROPOSALS

### #2073 - Municipal Fleet Automated Car Wash Services

# TO BE COMPLETED BY BIDDER

Vendor Name: \_\_\_\_\_

Vendor Address: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Contact Phone: \_\_\_\_\_

#### 1. Pricing Year #1

# of Vehicles	Type of Vehicle	Price per wash
26	Cars	
33	SUV's	
<b>Total Proposal</b>		<b>\$</b>

#### Optional Pricing Year #2

Est. # of Vehicles	Type of Vehicle	Price Per wash
26	Cars	
33	SUV's	
<b>Total Proposal</b>		<b>\$</b>

#### Optional Pricing Year #3

Est. # of Vehicles	Type of Vehicle	Price Per wash
26	Cars	
33	SUV's	
<b>Total Proposal</b>		<b>\$</b>

#### 2. Facility amenities (check as appropriate)

<input type="checkbox"/>	Exterior wash, including wheels and tires
<input type="checkbox"/>	Exterior rinse and dry
<input type="checkbox"/>	Access to interior vacuum cleaning equipment, including mats
<input type="checkbox"/>	Ability to identify and verify fleet vehicle usage of services
<input type="checkbox"/>	

#### 3. Additional value add services, if any (please briefly describe)

\_\_\_\_\_  
\_\_\_\_\_

#### 4. Experience of Vendor (briefly describe the length of years of corporation/vendor)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

5. **Training of Staff** *(please briefly describe)*

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6. **Business References**

Provide a minimum of three (3) business references for whom similar services are performed.

Reference Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_  
Company Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Description of services provided: \_\_\_\_\_

Reference Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_  
Company Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Description of services provided: \_\_\_\_\_

Reference Name: \_\_\_\_\_  
Company Name: \_\_\_\_\_ Contact Title: \_\_\_\_\_  
Company Address: \_\_\_\_\_ Phone #: \_\_\_\_\_  
Description of services provided: \_\_\_\_\_

7. **Purchase of Passes/Billing**

Please describe internal control measures, how the vendor will track fleet vehicle usage and the billing process as described on page 1 of this RFP.

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