

PLEASE DO NOT REMOVE ANY SHEETS FROM THIS DOCUMENT

TOWN OF VERNON



Request for Proposals (RFP) #2132

MUNICIPAL FLEET AUTOMATED CAR WASH SERVICES (SEDANS AND SUV'S)

Submittal Date – Wednesday, November 15, 2023 at 11:00 am

LATE SUBMITTALS WILL NOT BE ACCEPTED

**LEGAL NOTICE
REQUEST FOR PROPOSALS
TOWN OF VERNON, CT
CONTRACT #2132 MUNICIPAL FLEET AUTOMATED CAR WASH SERVICES**

The Town of Vernon, Connecticut is seeking proposals from a qualified 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. Potential vendors must have a demonstrated experience in providing such products and services and adhere to standards and requirements of the industry typical for such service.

Questions about this RFP should be directed to Dwight Ryniewicz, Director of Public Works, by e-mail at dryniewicz@vernon-ct.gov, no later than 3:30 PM on Thursday, November 2, 2023. Answers to all received questions shall be posted by Wednesday, November 8, 2023, on the Town's website at <https://www.vernon-ct.gov/government/bid-opportunities> and at the Connecticut State Department of Administrative Services (DAS) at <https://portal.ct.gov/DAS/CTSource/CTSource> by referencing Contract #2132. It is the sole responsibility of the respondent to review any or all addendum or question responses related to this RFP.

Three (3) copies of all proposals should be submitted in a sealed envelope, with **"BID DOCUMENT – DO NOT OPEN – CONTRACT #2132 MUNICIPAL FLEET AUTOMATED CAR WASH SERVICES"** clearly marked on the outside of the envelope, to: Michael J. Purcaro, Town Administrator, Town of Vernon, Memorial Building, 14 Park Place, 3rd Floor, Vernon, Connecticut 06066 no later than **Wednesday, November 15, 2023, at 11:00 am**. E-mailed faxed or late bids will not be accepted.

Proposals shall be opened and read aloud publicly on **Wednesday, November 15, 2023, at 11:00 am**. Bid results will be posted on the Town website.

The selected firm must meet all municipal, state, and federal AA and EEO practices and requirements. MBE's, WBE's, SBE's are encouraged to apply. The Town reserves the right to reject any or all proposals in whole or part, to award any one service or group of services or all services, to negotiate with any or all companies submitting proposals, and to enter into an agreement with any contractor for any services mentioned in this RFP; if it is deemed to be in the best interest of the Town.

Confidentiality: If Respondent believes that any information in its proposal should be treated as confidential, that material shall be clearly marked. The Town shall endeavor to protect confidential materials from disclosure to non- Town employees to the extent permitted by State or Federal law. In no event will the Town be responsible for the inadvertent disclosure of your response to this RFP.

Michael J. Purcaro, Town Administrator

TOWN OF VERNON, CT
CONTRACT #2132 MUNICIPAL FLEET AUTOMATED CAR WASH SERVICES

INSTRUCTIONS TO BIDDERS

1.1 GENERAL INSTRUCTIONS

These instructions are standard for all proposals issued by the Town of Vernon, Connecticut for the purchase of all supplies, materials, equipment, and the furnishing of certain services. **The Town may delete, supersede or modify any of these instructions for a particular proposal by indicating such change in a section entitled "Special Instructions to Bidders".**

1. The attached proposal is signed by the bidder with full knowledge of, and agreement with, the general specifications, conditions, and requirements of this bid.
2. This contract shall cover a one (1) year period from January 15, 2024 to January 15, 2025. Depending on the quality of service and funding, the contract may be extended for up to two one-year periods, if agreed upon by both parties. The Town Administrator, at his option, may renew the contract in one-year increments for a maximum of two (2) additional years upon sending the Contractor thirty (30) days written notice. Within ten (10) days after receipt of said notice, the Contractor shall indicate his/her acceptance or non-acceptance of the proposed renewal. In the event that the contract is renewed, all of the original terms shall remain in full force for the renewal period unless otherwise mutually agreed upon, in writing, between the Town and the Contractor.
3. Proposals must be submitted on the enclosed form with any required bid security.
4. Bids shall be submitted in sealed envelopes, which shall be addressed to the Town Administrator, 14 Park Place, Vernon, Connecticut 06066, and shall be clearly marked "**BID DOCUMENT - DO NOT OPEN - CONTRACT # 2132 - MUNICIPAL FLEET AUTOMATED CAR WASH SERVICES**".
5. Bids received later than the time and date specified in the " Request For Proposal" will not be considered. Withdrawal of bids received later than the time and date set for the bid opening, will not be considered.
6. Bids received prior to the advertised hour of opening will be securely kept sealed. The officer whose duty it is to open them will decide when the specified time has arrived and no bid received thereafter will be considered.

Town of Vernon office hours:

Monday, Tuesday, and Wednesday - 8:00 am – 5:00 pm

Thursday – 8:00 am – 7:00 pm

Friday - closed

7. Questions about this RFP should be directed to Dwight Ryniewicz, Director of Public Works, by e-mail at dryniewicz@vernon-ct.gov, no later than 3:30 PM on Thursday, November 2, 2023. Answers to all received questions shall be posted by Wednesday, November 8, 2023, on the Town's website at <https://www.vernon-ct.gov/government/bid-opportunities> and at the Connecticut State Department of Administrative Services (DAS) at <https://portal.ct.gov/DAS/CTSource/CTSource> by referencing Contract #2132. It is the sole responsibility of the respondent to review any or all addendum or question responses related to this RFP.
8. Not responsible for defects to electronically-mailed contracts.
9. All deliveries of commodities hereunder shall comply in every respect with all applicable laws of the Federal Government and the State of Connecticut.
10. The bidder shall insert the price per stated unit and extend a total price for each item. IN THE EVENT THAT THERE IS A DISCREPANCY BETWEEN THE UNIT PRICE AND THE TOTAL PRICE EXTENSION, THE UNIT PRICE WILL GOVERN.
11. In accordance with the provisions of Section 12-412(a) of the Connecticut General Statutes, the Town of Vernon is exempt from the payment of Federal or State tax and such tax or taxes shall not be included in bid prices.
12. Unless otherwise stated herein, all deliveries made under this contract must consist of new merchandise.
13. The Town reserves the right to reject any and all bids, wholly or in part; to waive technical defects, and to make awards in the manner deemed to be in the best interests of the Town.
14. The successful bidder must carry Workers' Compensation Insurance, a minimum of \$1,000,000, Bodily Injury Liability Insurance, a minimum of \$2,000,000 Property Liability Insurance.
15. All bids must be accompanied by bid security in the sum of not less than five percent (5%) of the total bid and shall be in the form of a bid bond, a certified check, a treasurer's or cashier's check drawn on a National or State bank or trust company and shall be made payable to the "Town of Vernon". The bid security shall secure the execution of the contract by the successful bidder.

Should any bidder to whom an award is made fail to enter into a contract within ten (10) days, exclusive of Saturdays, Sundays and legal holidays, after notice of the award has been mailed to the bidder, the amount so received from the bidder through his/her bond shall become the property of the Town of Vernon, Connecticut as liquidated damages for failure to enter into a contract.

The bid security, exclusive of the successful bidder, will be returned upon execution of the contract, but in no case later than forty-five (45) days after the opening of the bids. The bid security of the successful bidder shall be held until such time as all conditions of the proposal have been met.

END OF SECTION

TOWN OF VERNON, CT
CONTRACT #2132 MUNICIPAL FLEET AUTOMATED CAR WASH SERVICES

SPECIFICATIONS

I. INTRODUCTION

The Town of Vernon, Connecticut hereon referred to as the (“Town”) is seeking proposals from a qualified 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. Potential vendors must have demonstrated experience in providing such products and services and adhere to standards and requirements of the industry typical for such service.

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. Duration of Contract

This contract shall cover a one (1) year period from January 15, 2024 to January 15, 2025. Depending on the quality of service and funding, the contract may be extended for up to two one-year periods, if agreed upon by both parties. The Town Administrator, at his option, may renew the contract in one-year increments for a maximum of two (2) additional years upon sending the Contractor thirty (30) days written notice. Within ten (10) days after receipt of said notice, the Contractor shall indicate his/her acceptance or non-acceptance of the proposed renewal. In the event that the contract is renewed, all of the original terms shall remain in full force for the renewal period unless otherwise mutually agreed upon, in writing, between the Town and the Contractor.

VI. 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.

VII. 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.

VIII. Bidding Process

- Vendors must complete pages 11 - 13 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.

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.

END OF SECTION

TOWN OF VERNON, CT
CONTRACT #2132 MUNICIPAL FLEET AUTOMATED CAR WASH SERVICES

PROPOSAL

TO: Town of Vernon
14 Park Place
Vernon, CT 06066

Sirs:

THE UNDERSIGNED HEREBY DECLARES that:

- A. No person or persons other than those named herein are interested in this Proposal or in the Contract proposed to be taken; it is made without any connection with any other person or persons making any proposal for the same work, and is in all respects fair and without collusion or fraud; that no person acting for or employed by the Town of Vernon (the Town) is now or will hereafter be directly or indirectly interested therein, or in any portion of the profits thereof in any manner which is unethical or contrary to law;
- B. He has read the information contained herein relating to the work;
- C. That in the event a Contract, as contemplated by this Proposal, is awarded to him, he will enter into a written Contract with the Town, and agrees that in case he fails to do so, the Town may determine that the bidder has abandoned the Contract, and thereupon the acceptance of this Proposal and the award shall be null and void, and that the proposal guarantee may be forfeited in whole or in part to the Town as the Town may determine, and he will, by such Contract, agree to furnish all materials herein required, within the time stipulated by the Town, will perform all services and will assume all liabilities and obligations connected therewith, all in accordance with the Contract, Specifications, and Instructions to Bidders, all of which are made a part hereof, and will accept in full payment therefore the following sums, to wit:

TOWN OF VERNON, CT
CONTRACT #2132 MUNICIPAL FLEET AUTOMATED CAR WASH SERVICES

BID PROPOSAL

The undersigned representative of _____ hereby submits the following bid proposal on the equipment and/or work as specified:

Fill out each line item for providing, performing, and completing all work as noted in the RFP and Contract.

1. Pricing Year #1

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

Optional Pricing Year #2

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

Optional Pricing Year #3

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

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)*

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.

8. BID BOND ATTACHED: YES___ NO___

9. The undersigned declares that the signer of this proposal is:

- (a) INDIVIDUAL doing business as
- (b) PARTNERSHIP doing business as
- (c) CORPORATION entitled

organized under the laws of the State of _____ and having its

Principal offices at _____.

The names of all partners of a partnership or the principal offices of a corporation will be submitted upon request.

Firm Name: _____

Representative (printed): _____

Representative (**signed**): _____

Address: _____

City, State and Zip Code: _____

Email Address: _____

Telephone: _____

Area Code and Telephone Number

I, _____, hereby certify that I do not hold any executive or appointive office in the government of the Town of Vernon; furthermore, I do not anticipate holding or seeking office in the Town of Vernon for the duration of this contract. I further certify that the firm, which I represent, as named above, is an Equal Opportunity Employer.

Date

Signature