CACHE COUNTY
SCHOOL DISTRICT

INVITATION TO BID

FLEET VEHICLE WASHING SERVICES

CCSD #IFBWASH113026

I. Purpose

Cache County School District ("District" or CCSD) is seeking qualified vendor(s) to provide exterior vehicle-washing services for eligible District fleet vehicles on an as-needed, per-wash basis.

II. Scope

The eligible part of our fleet primarily consists of approximately 140 sedans, sport utility vehicles, minivans, full-size vans, and pickup trucks.

Special-use vehicles, maintenance vehicles with mounted equipment, vehicles with roof-mounted equipment, and other modified or oversized vehicles may be excluded unless the vendor has facilities for such equipment. This includes 33 vehicles.

III. Geographic Coverage

The vendor must provide convenient service coverage for District vehicles operating throughout Cache Valley. At a minimum, the vendor must provide qualifying service locations in both the northern and southern portions of the District's service area.

The vendor must notify the District before closing, relocating, or materially reducing service at a proposed location. Failure to maintain the required northern and southern coverage may be grounds for contract termination.

IV. Services Structure

The District is seeking per-wash pricing rather than a monthly per-vehicle subscription, under which the District pays only for completed, authorized washes, with no monthly membership fee per vehicle. We are seeking services for only the most basic wash with a basic, no-cost vacuum system. At a minimum, we are seeking an:

a. Exterior wash
b. Rinse
c. Drying process appropriate to the wash system
d. Vacuum services for interior cleaning

V. Vehicle Identification and Authorization

Each wash must be associated with an authorized District vehicle. The system must validate the vehicle against a District-approved vehicle roster. Authorization should be tied primarily to the District vehicle rather than an employee's personal account, telephone, or payment method.

VI. District Accounting

The system must allow designated District administrators to:

- Add, remove, suspend, or update vehicles
- Review current and historical transactions
- Review invoices
- Dispute transactions

The vendor must provide an itemized monthly invoice and an electronic usage report in a commonly usable format, such as Excel or CSV

Each transaction record must include:

- Vehicle identification
- Date and time of service
- Car-wash location
- Wash package or service provided
- Unit price
- Applicable taxes

VII. Bid Award

The bidder(s) who comply with all the bid requirements, deemed acceptable, and who have offered the most advantageous pricing or cost-benefit, based on the criteria stipulated in the bid documents, will be awarded a contract. CCSD may award to one or more bidders, as determined by the District, in its best interest.

VIII. Contract Terms

CCSD is seeking fixed pricing for a 1-year contract with an option to renew for two additional years at an agreed-upon rate by both parties.

The contemplated contract should address:

- ➔ Price adjustment limits
- ➔ Renewal options
- ➔ Required notice for price changes to the Purchasing Manager 30 days in advance
- ➔ No guaranteed purchase volume
- ➔ The District's right to add or remove vehicles
- ➔ The District’s right to add or remove participants
- ➔ The District’s right to audit transaction records
- ➔ Treatment of disputed charges
- ➔ Continued North and South geographic coverage
- ➔ Assignment and subcontracting
- ➔ Required record retention period
- ➔ Termination for convenience
- ➔ Termination for cause
- ➔ District-required insurance and governmental provisions

IX. Bid Submission

Bids shall be delivered in a sealed envelope no later than 2:00 PM, Monday, November 30th, and addressed to:

Cache County School District
Bid #IFBWASH113026
ATTENTION: Karma leatham
84 E 2400 N
North Logan, UT 84341

The winning bidder(s)' agreement will begin in December 2026 and continue for a period of one year with renewal options stated previously.

The District will issue a contract to the vendor(s) for signature by both parties. Upon completion of the contract, a Purchase Order will be issued.

The District reserves the right to reject any or all bids and to waive any informality or technicality in any proposal in the best interest of the District

All inquiries related to this bid must be directed to Karma Leatham, Purchasing Manager. 435-792-7622, karma.leatham@ccsdut.org

No other school district employee or board member should be contacted concerning this bid during the selection process. Failure to comply with this requirement may result in disqualification.

BID PROPOSAL SHEET - CCSD #IFBWASH113026

Legal Business Name _____

Contact Name_____Email_____Phone #_____

NORTH END - PROPOSED SERVICE LOCATION(S)-

Geographic coverage and convenience to District locations

Address:

Hours of operation:

- Description of wash equipment
- Description of other services (vacuums, etc)
- Vehicle size and equipment restrictions
- Description or demonstration of the vehicle-identification system.
    - How the system works (e.g., license plates, windshield tags, RFID devices, barcodes, mobile applications, access codes, or other identification method
- Service availability to service oversized vehicles with additional racks or snow plow equipment
- Description of school, department, and cost-center reporting capabilities.
    - A sample monthly invoice
    - A sample electronic usage report
    - Account-administration capabilities
    - Vehicle Tracking, reporting, and billing controls
    - Describe re-wash, refund, and vehicle-damage policies

COST PROPOSAL

Basic Wash	$
Vacuuming (if not included) with basic wash	$
Fees and Surcharges (if any)	$
Total Cost Per Wash - Tax Exempt	$

BID PROPOSAL SHEET - CCSD #IFBWASH113026

Legal Business Name _____

Contact Name_____Email_____Phone #_____

SOUTH END - PROPOSED SERVICE LOCATION(S)-

Geographic coverage and convenience to District locations

Address:

Hours of operation:

- Description of wash equipment
- Description of other services (vacuums, etc)
- Vehicle size and equipment restrictions
- Description or demonstration of the vehicle-identification system.
    - How the system works (e.g., license plates, windshield tags, RFID devices, barcodes, mobile applications, access codes, or other identification method
- Service availability to service oversized vehicles with additional racks or snow plow equipment
- Description of school, department, and cost-center reporting capabilities.
    - A sample monthly invoice
    - A sample electronic usage report
    - Account-administration capabilities
    - Vehicle Tracking, reporting, and billing controls
    - Describe re-wash, refund, and vehicle-damage policies

COST PROPOSAL

Basic Wash	$
Vacuuming (if not included) with basic wash	$
Fees and Surcharges (if any)	$
Total Cost Per Wash - Tax Exempt	$