

REQUEST FOR QUOTES (RFQ)

Hamilton County Department of Job and Family Services (“HCJFS”) is seeking INTERIOR AND EXTERIOR CLEANING SERVICES FOR FLEET VEHICLES

Contract Term:

This agreement shall be in effect from date of June 1, 2024, through, May 31, 2025, with up to four (4) additional optional 12-month periods from June 1, 2025, through May 31, 2029, at the sole discretion of the County.

The total amount of the contract cannot exceed \$70,000.00, including renewals.

Scope of Service:

The County is seeking one or more vendors that will be responsible for each aspect of this Request.

This responsibility may include subcontracting with the understanding that the primary contractor will be responsible for all activities of said subcontractor(s) used for the items listed in this bid.

The County seeks vendors that are in Hamilton County, Ohio or outside the County, but within a 3-mile radius of the Hamilton County Job & Family Services headquarters located at 222 East Central Parkway, Cincinnati, OH 45202.

This RFQ is to provide the County with a firm price agreement for the purchase of vehicle cleaning services for County vehicles to include automobiles including sedans, sports utility vehicles, light trucks, heavy trucks, and vans. In addition, this RFQ is to provide the County with the option to purchase additional related services at the discretion of the County employee who is having the vehicle serviced. It is the intent of this RFQ to describe the minimum requirements for all quotes to provide vehicle cleaning services as designated by the County. Vendors are not required to quote each line item. Additionally, the County reserves the right to make awards to one or multiple vendors that best meet the County needs as it relates to this RFQ request. This agreement may be issued on a non-exclusive basis, reserving the County’s right to make multiple Vendor selections when considered in its best interest to do so.

GENERAL: All costs, to include but not limited to labor, materials, cleaning products, for services, as specified in this RFQ, shall be included in the Vendor's bid prices.

DELIVERY: The Bidder shall perform the services specified in this RFQ during the core hours of 9:00 A.M. through 5:00 P.M., Monday through Friday. Service may be scheduled outside the core hours by agreement of both parties. All equipment, materials, supplies, and labor are to be provided by the Vendor.

The successful Vendor and the Vendor's employees are cautioned to use extreme care when providing services, to protect all property, interior/exterior of vehicles, from damage during this work. In the event of damage, the property shall be repaired at the Vendor's expense, to satisfaction of the County.

REQUIREMENTS AND SPECIFICATIONS: The vehicles in the County's fleet may or may not have been treated with clear coat. As a result, all washing and/or waxing exterior products shall be clear coat safe products that will not damage or remove the vehicle's clear coat. For vehicles in the Fleet that do not have clear coating, all products shall not cause any discoloration or removal of paint. No services shall cause damage or removal of any decals. Clean exterior and/or interior of vehicles, trucks and equipment of all dirt and grime and dried by towel or air dried.

Vehicles with light bars, roof racks or any other exterior vehicle accessories will have to be cleaned/waxed so that none of the exterior vehicle accessories are damaged. If an automated car wash is being used, an override will have to be in place so that brushes, or air dryer will not become entangled in the exterior vehicle accessories. All vehicles with exterior accessories should be inspected for any damage prior to any vehicle cleaning services. Any damage discovered prior to vehicle cleaning should be conveyed to the County employee, who is on-site, prior to any services provided. All exterior accessories should be inspected, and any damage discovered prior to the washing should be reported to the County employee. If vehicle has be left for later service any damage should be reported in writing prior to any cleaning to note that previous damage is would not the responsibility of the vendor. Any damage to the County's vehicles, interior or exterior or special equipment, caused by the Vendor's automated car wash or employees shall be repaired or replaced at the sole expense of the Vendor.

SCHEDULING: Service shall be available same day if the County employee drives the County vehicle to the Vendor before 3 PM on weekdays. When scheduled ahead of time by appointment, a service appointment shall be made available within 72 hours of the service request by drive-in or a Vendor's mobile service. County vehicles may be dropped off at the location of the Vendor for later pickup at the convenience of both parties.

INSPECTIONS: Upon completion of services, the County employee will inspect the serviced vehicle to ensure that the quality of service provided was satisfactory. If the service is deemed unsatisfactory, the vendor shall resolve all issues immediately to the satisfaction of the County employee.

Quote Guidelines:

The RFQ, the evaluation of responses, and the award of any resultant Contract must be made in conformance with current federal, state, and local laws and procedures.

Program Schedule

RFQ Issued	March 22, 2024
Deadline for Receiving Final RFQ Questions	April 5, 2024
Deadline for Issuing Final RFQ Answers	April 8,2024
Deadline for Quotes Received by Procurement Contact Specialist	April 19, 2024
Anticipated Quote Review Completed	April 21, 2024
Anticipated Start Date	May 25, 2024

RFQ Contact Person

RFQ Contact Person and mailing address for questions about the proposal process, technical issues, the Scope of Service or to send a request for a post-proposal meeting is:

***Procurement Sheila Bass**, Contract Services (All correspondence should be via email).*

Hamilton County Department of Job & Family Services

222 East Central Parkway, 3rd floor

Cincinnati, Ohio 45202

SHEILA.BASS@jfs.ohio.gov

Individuals associated with this RFQ, and related program include, but are not limited to the following:

- A. Public officials; including but not limited to the Hamilton County Commissioners; and
- B. Any HCJFS employees, except for the RFQ Contact Person listed above.

Examples of unauthorized communications prior to the award of the contract, except to the RFQ Contact Person listed above, including but are not limited to:

- A. Telephone calls;
- B. Letters, emails, social media contacts and faxes regarding the RFQ process, anything related to the RFQ or the RFQ process; and
- C. Visits in person or through a third party attempting to obtain information regarding the RFQ, anything related to the RFQ or the RFQ process.

Notwithstanding the above, there shall be no contact with anyone, including the RFQ Contact Person after April 19, 2024.

Current Vehicles

Sheriff's Pump Vehicle #	Vehicle Year	Vehicle Make	Vehicle Model
120049	2022	Ford	Escape
120450	2022	Ford	Escape
120109	2020	Ford	Fusion
120071	2021	Ford	Transit
120728	2017	Ford	Transit
120476	2013	Ford	Fusion
120909	2019	Ford	Transit
120448	2012	Ford	Fusion
125381	2000	Ford	E150
128883	2020	Ford	Transit
128882	2020	Ford	Transit

*Vehicle inventory is subject to change.

Service (with summary)	Small-to Medium Vehicles (Sedans/Hatchbacks/SUVs/Minivans/Pickups up to 6 passengers)	Passenger Vans (7-12 passengers)	Cargo Vans/Non-CDL Light Duty Box Trucks
Basic Wash (Hand wash or auto wash exterior)	\$ _____	\$ _____	\$ _____
Standard Wash (Hand wash or auto wash exterior, vacuum and dust interior, clean windows, tires, and rims)	\$ _____	\$ _____	\$ _____
Exterior Detail (Hand wash or auto wash exterior, clean windows, tires and rims, clay treatment, buff & polish, wax)	\$ _____	\$ _____	\$ _____
Interior Detail (Vacuum, condition, and shampoo interior upholstery and rugs/mats; clean/sanitize all interior fixtures)	\$ _____	\$ _____	\$ _____
Full Interior and Exterior Services (combined interior and exterior detail)	\$ _____	\$ _____	\$ _____

Other Services (list with explanation)	Small-to Medium Vehicles (Sedans/Hatchbacks/SUVs/ Minivans/Pickups up to 6 passengers)	Passenger Vans (7-12 passengers)	Cargo Vans/Non-CDL Light Duty Box Trucks
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____
	\$ _____	\$ _____	\$ _____