



INVITATION FOR BID
for
VEHICLE CLEANING SERVICES
TOWN OF HILTON HEAD ISLAND

IFB 2018-0015

**TOWN OF HILTON HEAD ISLAND
INVITATION FOR BID (IFB 2018-0015) -VEHICLE CLEANING SERVICES**

The Town of Hilton Head Island (Town) is soliciting sealed bids from qualified bidders (Bidder or Contractor) for a multi-year contract for vehicle cleaning services for Town vehicles in accordance with the scope of services specified in Exhibit A. To obtain a copy of this solicitation visit the Town's website at www.hiltonheadislandsc.gov or contact Richard Groth at 843-384-3231 or richg@hiltonheadislandsc.gov.

Sealed bids are due no later than 2:00 pm local time, Thursday, May 17, 2018 at Town Hall, One Town Center Court, Hilton Head Island, SC 29928. A Bid Opening will be held at Town Hall at 2:05 pm the same day. No late bids will be accepted for any reason. No faxed bids will be accepted. Label bid proposals on the outside of the sealed envelope with the following: "**IFB 2018-0015 - VEHICLE CLEANING SERVICES**". Bids may be delivered by hand to the Receptionist at Town Hall, One Town Center Court, Hilton Head Island, SC, or by traceable courier service (i.e. Fed Ex) to Town of Hilton Head Island, One Town Center Court, Hilton Head Island, SC 29928 Attention: Procurement Officer (IFB 2018-0015). For general information or questions regarding this solicitation contact Richard Groth at 843-384-3231 or richg@hiltonheadislandsc.gov. For any information related to Town vehicles contact Keith Tison at 843-682-5151 or keitht@hiltonheadislandsc.gov.

The contract for services will be awarded to the responsive and responsible Bidder whose proposal results in the lowest cost to the Town. Services include two separate categories: (1) Routine Vehicle Washing, and (2) Comprehensive Vehicle Detailing Services. While the intent is to award one contract covering both services, the Town, at its sole discretion, shall have the option to award separate contracts, one for Routine Vehicle Washing and one for Comprehensive Vehicle Detailing Services, if it is in the best interests of the Town to do so.

The Town reserves the right to accept or reject any or all bids received as a result of this invitation for bid, or to negotiate with all qualified Bidders, or to cancel in part or in its entirety this invitation for bid, if it is in the best interest of the Town to do so.

This solicitation does not commit or obligate the Town to award a contract, pay Bidders for any costs incurred in preparation of their bid, or to procure or contract for any articles of goods or services.

Bids must be signed by an official authorized to bind the Bidder, and shall contain a statement that the bid is good for a period of at least sixty (60) days from the date of Bid Opening.

The Town does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or in the provision of goods and services.

BID INSTRUCTIONS

Bidders shall complete Exhibit A providing all information requested. If Bidder does not provide both Routine Vehicle Washing, and Comprehensive Vehicle Detailing Services, Bidder should indicate on Exhibit A that they are intentionally not submitting pricing for the applicable service. Prior to providing any services to the Town, Contractor will be required to have or obtain a valid Town Business License. Contractor will also be required to provide certificates of insurance to the Town evidencing that it meets the insurance requirements as provided in the contract terms.

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EXHIBIT A

SCOPE OF SERVICES

A. Routine Vehicle Washing:

Contractor must have at least one servicing facility located on Hilton Head Island to be considered for contract award. Contractors not having a servicing facility on Hilton Head Island will be rejected for Routine Vehicle Washing services, as it is not practical for the Town to take vehicles off-island for such services.

The Contractor shall provide routine car washing services for all Town vehicles of a size that will fit through a standard automatic car wash facility. The Town fleet consists of compact cars, SUVs, pickup trucks and utility trucks. Contractor is not expected to provide routine car washing services for vehicles such as Fire Trucks and Ambulances. Services will be on an as needed basis as determined by Town, with no guarantee to Contractor for a minimum volume or dollar value. Contractor shall invoice Town monthly for all services provided. Invoices shall be submitted to the Town within thirty (30) days of the end of the month in which services were provided, and shall be itemized to include at a minimum, each date of service and Vehicle Unit Number of the vehicle(s) serviced on that date. Contractor may propose, and Town may accept at its sole discretion, another methodology to identify Town vehicles serviced other than the Vehicle Unit Number, but such method shall not require anything to be affixed to Town vehicles (i.e. stickers). Invoices submitted by Contractor that do not include the billing detail required by Town may be refused for payment. The number of Town vehicles that would potentially utilize these services is approximately 45-50 vehicles, but may vary over the term of the contract.

Indicate pricing in the table below as indicated:

Service	Price Per Each	
	Autos	SUV's/ Trucks
Exterior Wash & Dry	\$	\$
Exterior Wash & Dry, and Vacuum Interior	\$	\$
Exterior Wash & Dry, Vacuum Interior, Wash Windows inside and out, and Clean/Dust Dashboard	\$	\$

Provide Address of Facility: _____

B. Comprehensive Vehicle Detailing Services:

The Contractor shall be responsible for providing Comprehensive Vehicle Detailing services for Town vehicles on an as needed basis, and such services shall include:

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1. Washing and drying exterior
2. Vacuuming interior
3. Cleaning all windows inside and out
4. Clean as needed interior upholstery
5. Waxing or polishing exterior

Detailing of the Town fleet as described above in “A” above shall be done after normal business hours or Saturday and Sunday. Additionally, Contractor will also be detailing approximately 10 Fire Rescue vehicles, which will be done during normal business hours.

Vehicles will be grouped at Town facilities and detailing work will be performed at those facilities by Contractor. The Town will provide a connection to water and electricity, and therefore this should be considered by Contractor when pricing these services.

Please provide a per unit price for each vehicle type listed below. Pricing shall be all inclusive and include, but not be limited to: all labor, materials and applicable taxes.

	Price Per Each		
	Autos	SUV's/ Trucks	Fire Rescue Vehicles
Comprehensive Vehicle Detailing as described above	\$	\$	\$

Hourly Rate for Vehicles Requiring “Excessive Cleaning”: Town and Contractor must mutually agree on vehicles needing excessive cleaning, before services are provided, otherwise Contractor may forfeit payment of additional fees. The hourly rate is flat and per vehicle, regardless of the number of Contractor employees performing excessive cleaning services.

Flat Hourly Rate: \$ _____

Vendor Acknowledgment:

We have reviewed the specifications of this IFB 2018-0015, including the Town’s standard contract terms and conditions as detailed in Exhibit B, and agree to comply with all requirements therein if awarded a contract. If selected by the Town of Hilton Head Island, we shall provide the required and specified services for an initial three (3) year term, commencing upon execution of the contract. The contract may be renewed for one (1) additional two (2) year term, upon mutual written agreement.

Company
Name: _____

Authorized
Signature: _____ Date _____

Printed Name/Title: _____

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EXHIBIT B

STATE OF SOUTH CAROLINA)	
)	AGREEMENT
COUNTY OF BEAUFORT)	

THIS AGREEMENT is made this <<Date>> between <<Company Name>> (hereinafter called "Contractor") and the Town of Hilton Head Island (hereinafter called "Town"), a municipal corporation organized and existing under the laws of the State of South Carolina.

WHEREAS, the Town has a requirement to <<list service or supply>>;

WHEREAS, the Town and the Contractor desire to enter into an Agreement wherein the Contractor shall provide such services as set forth herein below.

NOW, THEREFORE, for and in consideration of the mutual promises, undertakings and covenants set forth herein, the receipt and sufficiency of which is acknowledged and affirmed by the Town and the Contractor, the parties hereto agree as follows:

1. The Contractor shall <<list task or services to be provided>>.
2. The total cost of this contract shall not exceed <<List total cost>> annually.
3. The term of this Agreement shall be from the date of execution to <<date>>.
4. The contractor is required to maintain appropriate levels of insurance for both workers compensation coverage and for auto liability. The Contractor is required to maintain One Million dollars of general liability insurance. The contractor must provide the Town with a Certificate of Workers Compensation and general liability coverage that names the Town as an additional insured. The contractor is required to immediately contact the Town should any change to these policies occur during the course of the performance of this contract. Failure to maintain these policies is grounds for termination.
5. The Town Manager may terminate this contract in whole or in part at any time for the convenience of the Town. If the contract is terminated for the convenience, the Town will pay the contractor for costs incurred to that date of termination.
6. Should any part of this Agreement be rendered void, invalid, or unenforceable by any court of law, such a determination shall not render void, invalid, or unenforceable any other part of this Agreement.
7. This Agreement has been made and entered into in the State of South Carolina, and the laws of South Carolina shall govern the validity and interpretation of this Agreement in the performance due hereunder.
8. This Agreement may not be modified unless such modification is in writing and signed by both parties.

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9. The Contractor may not assign this contract without the prior written approval of the Town.
10. The Contractor shall defend, indemnify, and hold harmless the Town, its officers, directors, agents, and employees from and against any and all actions, costs, claims, losses, expenses, and/or damages, including attorney's fees, whether incurred prior to the institution of litigation, during litigation, or on appeal arising out of or resulting from the conduct of any activity hereby authorized or the performance of any requirement imposed pursuant by this Agreement, however caused or occasioned, unless caused by the willful misconduct or gross negligence of the Town.
11. The parties hereto intend that no master/servant, employer/employee, or principal/agent relationship will be created by this Agreement. Nothing contained herein creates any relationship between the Town and the Contractor other than that which is expressly stated herein. The Town is interested only in the results to be achieved under this Agreement, and the conduct and control of the agents and employees of the Contractor and the methods utilized by the Contractor in fulfilling its obligations hereunder shall lie solely and exclusively with the Contractor and its agents and employees shall not be considered agents or employees of the Town for any purpose. No person employed by the Contractor shall have any benefits, status, or right of employment with the Town.
12. The Contractor, by signing this Contract, hereby certifies that Contractor shall comply with all applicable requirements of the South Carolina Illegal Immigration Reform Act, S.C. Code Ann. §41-8-10 (2007) et seq., (the "Act"), and that Contractor covenants and agrees as follows:
 - 12.1. Contractor shall not knowingly or intentionally employ any unauthorized alien and, unless excluded from coverage of the "Act", shall verify the work authorization of all new hirers performing work under the contract by either:
 - (a) registering and participating in the Federal Work Authorization Program (E-verify) and verifying the work authorization of every new hired employee within five (5) business days after employing employee; or
 - (b) employing only workers who, at the time of said employment:
 1. possess a valid South Carolina driver's license or identification card; or
 2. are eligible to obtain a South Carolina driver's license or identification card by providing proof of name, social security number and date and place of birth; or
 3. possess a valid driver's license or identification card from

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another state deemed by the Executive Director Department of Motor Vehicles to have requirements at least as strict as those in South Carolina.

Contractor may choose either option 12.1 (a) or option 12.1 (b) but acknowledges that Contractor cannot use both.

12.2. Contractor agrees to provide to the Town all documentation requested by it to establish either:

- (a) the applicability of the South Carolina Illegal Immigration Reform Act to Contractor; or
- (b) compliance with the South Carolina Illegal Immigration Reform Act by Contractor.

12.3. Contractor agrees to include in any contracts with its sub-contractors language requiring its sub-contractors to:

- (a) comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws; and
- (b) include in their contracts with the sub-subcontractors language requiring the sub-subcontractors to comply with the applicable requirements of Title 8, Chapter 14 of the South Carolina Code of Laws.

12.4. Contractor acknowledges and agrees that it shall comply with requirements of the Immigration Reform and Control Act of 1986 including the non-discrimination provisions thereof, and shall complete all required I-9 documentation for all workers employed by it.

12.5. Contractor certifies it shall comply with all state, federal, and local laws, rules, regulations and orders applicable to it in performance of work under the contract.

IN WITNESS WHEREOF, the parties hereto have affixed their signatures hereto the date first written hereinabove.

WITNESSES:

<< CONTRACTOR'S FULL NAME >>

By: _____

Its: _____

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WITNESSES:

**TOWN OF HILTON HEAD ISLAND
By: Gregory D. DeLoach, Esq.,
Its: Assistant Town Manager**