

ADDENDUM NO. 1

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

This Addendum No.1 modifies the Town of Hilton Head's Invitation for Bid (IFB 2018-0015) for Vehicle Cleaning Services, previously issued on April 24, 2018.

Changes Made: Exhibit A as originally issued shall be deleted and replaced in its entirety with the "Revised Exhibit A" as attached on the following pages.

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REVISED 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, Vacuum Interior, Wash Windows inside and out, and Clean/Dust Dashboard	\$	\$

Provide Address of Facility: _____

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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:

1. Washing and towel drying exterior, door jams, and trunk jams
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 shall be done at the Contractor’s facility. Additionally, Contractor will also be detailing approximately 10 Fire Rescue vehicles, which will be done during normal business hours.

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	Oversized Vehicles*
Comprehensive Vehicle Detailing as described above	\$	\$	\$	

* - oversized vehicles such as fuel truck, service trucks

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: _____

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Authorized
Signature: _____ Date _____

Printed Name/Title: _____