



**NOTICE OF REQUEST FOR PROPOSAL  
FOR  
MOBILE CARWASH AND DETAIL SERVICES**

**NOTICE IS HEREBY GIVEN** that the City of Compton will receive proposals to provide Mobile Carwash and Detail Services.

Proposals will be received in the office of the City Clerk, City of Compton, 205 South Willowbrook Avenue, Compton, California, 90220 until 5:00 p.m. on Thursday, October 14, 2010. POSTMARKS WILL **NOT** BE ACCEPTED. All proposals must be clearly marked, "PROPOSAL TO PROVIDE MOBILE CARWASH AND DETAILING SERVICES IN THE CITY OF COMPTON – DO NOT OPEN WITH REGULAR MAIL" and shall be delivered during the business hours of 7:00 a.m. to 5:00 p.m., Monday through Thursday, except holidays, to the City Clerk's office.

Submit one (1) original and three (3) copies of your service proposal. It should be understood that the final annual costs will be as negotiated with the City.

All submitted proposals will be reviewed and analyzed by City staff and the proposal which best meets the City's needs will be selected for further analysis and negotiation.

The City of Compton proposes to enter into an Agreement for a three year term with two potential one year extensions (5 years total).

The City of Compton reserves the right, in its sole discretion during this selection process, to reject any or all proposals or any portion without exception or explanation.

Parties interested in obtaining a Request for Proposal (RFP) package should contact the:

Public Works Department  
Street Maintenance Division  
City of Compton  
205 North Willowbrook Avenue  
Compton, CA 90221  
(310) 605-5691

**SUBMITTAL DEADLINE**

To be considered, proposals must be submitted no later than Thursday, October 14, 2010 at 5:00 p.m. to the City Clerk's Office, 205 South Willowbrook Avenue, Compton, California, 90220. Postmarks will not be accepted. The City may extend the deadline at its option.

**REQUEST FOR PROPOSALS**  
**CITY OF COMPTON MOBILE CARWASH AND DETAIL SERVICES**

The City of Compton is requesting proposals from qualified firms for mobile carwash and detail services. This program involves on-going and regular carwash and detail of the City's vehicles.

**Vendors must submit one original and 3 copies of this proposal by October 14, 2010**

Proposals will be received in the office of the City Clerk, City of Compton, 205 South Willowbrook Avenue, Compton, CA 90220, until 5:00pm on Thursday, October 14, 2010. POSTMARKS WILL **NOT** BE ACCEPTED. All proposals must be clearly marked, "PROPOSAL TO PROVIDE MOBILE CARWASH AND DETAIL SERVICES IN THE CITY OF COMPTON – DO NOT OPEN WITH REGULAR MAIL" and shall be delivered during the business hours of 7:00 a.m. to 5:00 p.m., Monday through Thursday, except holidays, to the City Clerk's office.

**City of Compton  
City Clerk's Office  
205 South Willowbrook Avenue  
Compton, CA 90220**

**Facsimile submissions will not be accepted.**

This project requires payment of State prevailing rates of wages for Los Angeles County. The contractor must post copies of the prevailing schedule at each job site. Copies of these rates of wages are available from the State of California Department of Industrial Relations Prevailing Wage Unit. [www.dir.ca.gov](http://www.dir.ca.gov).

**City of Compton**  
**Mobile Carwash and Detail Services**  
**Request for Proposals**

**I. GENERAL INFORMATION**

The City of Compton is soliciting Requests for Proposals (RFP) from qualified mobile car wash and detail companies to provide annual services for the on-site cleaning of the City's vehicles.

The purpose of this contract is to provide the City of Compton with the best possible carwash and detail vendors to maintain the City's fleet. The selected firm will work closely with the Fleet Maintenance Supervisor and other City staff to ensure the most appropriate care of the City's vehicles.

It is the intent of the City to award a contract, in a form approved by the City Attorney, to the selected firm. The City reserves the right to further negotiate the terms and conditions of the contract. The City must preserve the right to reject any proposal for noncompliance with contract requirements and provisions, or to not award contract because of unforeseen circumstances or if it is determined to be in the best interest of the City. This project will be awarded based on demonstrated ability and performance providing similar services at a fair and reasonable cost. This contract may not be awarded to the lowest bidder. The City Council will approve as part of the annual budget an annual contract amount. The City does not guarantee a specific amount of work and the quantity of work may increase or decrease depending on the annual needs of the City.

**II. SELECTION PROCESS**

The process will adhere to the current City of Compton policies for the award of contracts. Each Request For Proposal response will be evaluated based on the firm qualifications and the required submittals. Firm selection will be made by utilizing the criteria described in this document. Each firm will be evaluated on their qualification submitted. All applicants will be notified as to the results of this evaluation. The evaluation criteria used in the selection process includes, but is not limited to the following:

- A. Quality and Completeness of Proposal
  - 1. Relevance and conciseness of RFP and Statement of Qualifications
  - 2. Work Statement and Quality Control Plan
- B. Corporate Capability
  - 1. The bidder's ability, capacity, and skill to perform within specified time limits.
  - 2. The bidder's experience, reputation, efficiency, judgment, and integrity.
  - 3. The quality, availability and adaptability of the supplies and materials sold.
  - 4. Bidder's last performance.
  - 5. Sufficiency of bidder's financial resources to fulfill the contract.
  - 6. Bidder's ability to provide future services.
  - 7. Other applicable factors as the City determines necessary or appropriate.
- C. Reference Evaluation

1. Quantity and Quality of work previously performed.
2. References: Names and Numbers provided.

D. Fee Schedule

1. An evaluation of the firm's Fee Schedule

### **III. REQUIRED QUALIFICATIONS TO BE SUBMITTED WITH RFP PROPOSAL**

Award will be made to the firm who best meets the City's requirements and who offers the most advantageous combination of low price and highest qualification for all of the criteria described in this document. All firms submitting a RFP must obtain a City of Compton business license.

RFP proposals must include a list of all key persons that will be supervising, scheduling and/or performing the work outlined in the contract. Personnel must be qualified and trained in the industry. This will include the staffing of an on-site Supervisor who must be fluent in the English language. At all times during the contracted carwash maintenance activities, the firm must have work crews on site that are represented by an English speaking supervisor who can carry out instructions given by proper authorities.

The firm must be held liable for the faithful observance of any lawful instructions of the City, not in conflict, with the contract, which may be delivered to said party or his representatives on the work.

RFP proposals must include a list of at least (3) similar separate Southern California municipal maintenance contracts which have been successfully completed in the last five (5) years. Each project must be of comparable size and scope of this contract (descriptions of these projects and contact persons must be provided with RFP submission).

### **IV. SUBMITTALS**

A firm wishing to have their RFP considered for this project must submit the following at a minimum:

- A. A statement of the firm's qualifications applicable to this project including the following:
  1. Names and qualifications and proposed duties of staff to be assigned to this contract.
  2. List of staff qualifications.
  3. Technical ability and experience similar in the scope of this project. References to include contact names and telephone numbers.
  4. Statement of past project disqualification(s) and litigation.
  5. Letters of Reference.
- B. Completed RFP Sheet.
- C. A written description of the firm's plans to prevent any discharge or runoff of wastewater into the City's sewer or storm drain system that may result from auto detailing activities.

D. A written statement describing the firm's ability to provide mobile carwash and detail services to the City of Compton.

## V. PROJECT REQUIREMENTS

It must be understood that the Contractor will be required to perform and complete the proposed mobile carwash and detail services in a thorough and professional manner, and to provide all labor, tools, equipment, materials and supplies necessary to complete all the work in a timely manner that will meet the City's requirements. Contractor must be required to perform the following mobile carwash and detail activities at various sites throughout the City:

1. Basic exterior carwash including body, rims and tire cleaning.
2. Interior carwash services including the cleaning of the interior windows, dash board area, steering wheel, center console and door handles; vacuuming of the interior of the vehicle and removal and cleaning of the floor mats.

**Written questions**, if any, regarding the RFP must be sent in writing to Satra Zurita, Senior Administrative Analyst of Public Works, City of Compton, Public Works Department, 205 South Willowbrook Avenue, Compton, CA 90220 or via email to [szurita@comptoncity.org](mailto:szurita@comptoncity.org) so that they are received on or before Thursday, October 7, 2010, until 5:00 p.m. Responses to all questions will be returned on or before Tuesday, October 12, 2010. Verbal questions will not be accepted.

All submissions must be delivered to the City of Compton, City Clerk's Office, 205 South Willowbrook Avenue, Compton, CA 90220, no later than 5:00 p.m., on Thursday, October 14, 2010. Each submittal must contain one original, plus three (3) copies of RFP proposals in a sealed package, labeled "PROPOSAL TO PROVIDE MOBILE CARWASH AND DETAIL SERVICES IN THE CITY OF COMPTON – DO NOT OPEN WITH REGULAR MAIL", addressed to the above-referenced address.

|                                    |       |                   |
|------------------------------------|-------|-------------------|
| _____                              | _____ | _____             |
| Signature (Company Representative) | Title | Date<br>Submitted |

**CAR WASH & DETAIL SERVICES BID FORM**

**Vendor Name** \_\_\_\_\_

**Address** \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Phone** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Title** \_\_\_\_\_

**Date** \_\_\_\_\_

**Bid Price Per 200 Washes per Month** \_\_\_\_\_  
**(Dollar Amount)**

**Bid Price Per 100 Details per Quarter** \_\_\_\_\_  
**(Dollar Amount)**

**All Bids are to be submitted on this form and in a sealed envelope, plainly marked on the outside with the Bidder's name and address and the Project name as it appears at the top of the Proposal Form.**