



**NEW CASTLE COUNTY**  
**Purchasing Division**  
**87 Reads Way**  
**New Castle, DE 19720**  
**(302) 395-5250**

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**CAR WASH SERVICE**  
**Bid #22A-137R**

Sealed proposals for: **Car Wash Service, Bid #22A-137R**

will be received until **2:00 p.m. Wednesday, June 23, 2021** in the Purchasing Division, New Castle County Government Center, 87 Reads Way, New Castle, DE 19720 (Telephone: 302-395-5250).

Minority and Women-owned Business Enterprises (MWBE) will be afforded full opportunity to submit proposals and will not be subject to discrimination on the basis of race, color, national origin, sex, religion, age, disability, or sexual orientation in the consideration of this award.

**INSTRUCTIONS TO BIDDERS**

Due to the coronavirus (COVID-19) emergency declared by the State of Delaware, New Castle County bid responses may be accepted electronically at [bids@newcastlede.gov](mailto:bids@newcastlede.gov) and the electronic receipt will serve as the official time stamp with hard copies to follow by mail, provided that the hard copy mailed shall match the electronic submission without exception. In addition, New Castle County bid openings shall be recorded and published without in person attendance (provided that bid receipts are certified by the County) and will be timely announced on [bids.newcastlede.gov](http://bids.newcastlede.gov).

Any questions concerning the bid(s) should be directed to Robin Allen within the Purchasing Division at [robin.allen@newcastlede.gov](mailto:robin.allen@newcastlede.gov).

**Bidders are responsible for obtaining the bid specifications and all addendums from the New Castle County Purchasing website at [www.nccde.org/purchasing](http://www.nccde.org/purchasing).**

Bid envelopes will carry a clear notation in the lower left quadrant, "**BID FOR Car Wash Service, Bid #22A-137R.**"

Fax bids will **not** be accepted.

Bid security is waived.

New Castle County reserves the right to divide the award unless stated otherwise in the specifications.



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Awards, if any, will be made by the Purchasing Division to the lowest and best responsible bidder. The County reserves the right to reject all bids and to waive minor irregularities.

**NOTE:** If required by State or Federal regulations, vendors will provide the M.S.D.S. sheets for the above projects.

Pursuant to County Ordinance 83-172, 87-105, and Delaware State Law, no contract will be awarded to any vendor unless before or in conjunction with the actual award of the contract to such vendor, has submitted proof satisfactory to the County or to the awarding agency, or the designated representative of the County or the awarding agency, as the case may be, that it and each and every subcontractor named by it in its bid, if any, will at the time it submits such proof have valid and effective licenses required by the State and the County, and the political subdivisions, if any, in which the project is located, and the United States government, in order for each of them (i) to do business therein; (ii) to comply with all tax laws thereof; and (iii) to perform the labor and/or supply the material involved in the performance of the contract.

**Mailing address:** Purchasing Division  
New Castle County Government Center  
87 Reads Way  
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**GENERAL**

It is the intent of New Castle County to award to as many vendors at multiple locations as are required to provide full coverage for the fleet. Under Section 2.05.502A.12g of the New Castle County Code, New Castle County reserves the right to make multiple awards under this contract in order to provide the best value for New Castle County.

Final approval of each car wash shall rest on the individual operator of each vehicle at the conclusion of the wash.

**FORM OF PROPOSAL**

Please quote prices on the attached form only. Proposal must be signed by an official of the firm.

**BASIS OF AWARD**

The Division of Purchasing shall award this contract to the lowest responsible and responsive bidder(s) who best meets the terms and conditions of the bid. The award will be made on the basis of price, product evaluation, and prior history of service capability.

The Division of Purchasing reserves the right to reject any or all bids in whole or in part, to make multiple awards, partial awards, award by types, award by sections, item by item, or lump sum total, whichever may be most advantageous to New Castle County. There is no guarantee that New Castle County will grant to any awardee any request for services and/or products.

Pursuant to County Code, New Castle County reserves the right to purchase goods, contractual, and professional services from other governments and cooperative purchasing agreements when it is determined by the Office of Administrative Services to be in the best interest of the County.

**ADDITIONS**

New Castle County may require other related services, products, and/or equipment not specifically listed. Vendor may be given the opportunity to provide a quote. Should New Castle County deem the quote to be non-competitive, New Castle County reserves the right to seek proposals from other vendors.



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**All** services are to be provided seven (7) days per week year-round, depending on weather conditions.

**LENGTH OF CONTRACT**

From July 1, 2021, to June 30, 2022, prices shall be firm for the length of the contract. This contract may be extended for a period of three (3) years, one (1) year at a time, by mutual agreement of both parties.

**TERMINATION OF CONTRACT**

New Castle County reserves the right to terminate the contract upon thirty (30) days' written notice. In the event contract language is not adhered, immediate termination of contract may prevail.

**INSURANCE**

**Workers' Compensation & Employer's Liability Insurance**

Vendor shall purchase and keep in force and effect workers' compensation insurance that will provide the applicable statutory benefits for all of the vendor's employees who may or do suffer covered injuries or diseases while involved in the performance of their work for the Vendor; and, even if permitted to do so by statute, Vendor shall not reject any workers' compensation insurance option that, in the absence of such a rejection, would be applicable to any of the said employees. The policy providing the workers' compensation insurance shall include: (1) broad form all-states coverage; (2) an endorsement that specifically waives any subrogation rights the insurer would otherwise have against New Castle County, its officials or employees.

Vendor shall purchase and keep in force and effect, Employer's Liability insurance with minimum limits for each employee of \$1,000,000 for each bodily injury by accident, or occupational disease, and \$1,000,000 aggregate minimum limits for all bodily injuries by accidents and occupational diseases within the coverage period, regardless of the number of employees who may sustain bodily injuries by accident or occupational disease.



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Automobile and General Liability Insurance

Vendor shall purchase: (1) motor vehicle liability coverage, for owned, hired and non-owned vehicles, covering any and all claims for bodily injury and property damage that arise out of Vendor's performance of work for New Castle County, (2) comprehensive Commercial General Liability (CGL) insurance with limits of no less than \$1,000,000 each occurrence and \$2,000,000 annual aggregate. The CGL policy shall be extended by endorsement or otherwise to also include (a) coverage for Contractual Liability assumed by Vendor, with defense provided in addition to and separate from policy limits for indemnities of the named insured, (b) coverage for Independent Contractor Liability providing coverage in connection with such portion of the Services being subcontracted prior to any of the Services being subcontracted, in accordance with the terms and conditions of this Agreement, (c) coverage for Broad Form Property Damage Liability, (d) coverage for Personal Injury and Advertiser's Liability, (e) products and completed operations.

( ) Professional Liability Insurance (applicable if checked)

Each vendor of professional services for whom this provision is applicable shall provide professional liability insurance with limits of at least \$1,000,000 per occurrence and \$3,000,000 annual aggregate.

All insurance required under this contract except workers' compensation, employer's liability, and professional liability (if applicable) shall be provided on a policy(s) that specifically names New Castle County, its officials and employees as additional insureds.

Each policy shall provide an endorsement that specifically waives any subrogation rights the insurer would otherwise have against New Castle County, its officials or employees.

Each policy shall be endorsed to require the insurer to give New Castle County at least thirty (30) days' advance written notice of the insurer's intention to cancel, refuse to renew, or otherwise terminate the policy, suspend or terminate any coverage under the policy, or reduce any policy limits, increase any policy deductibles, or otherwise modify or alter any terms or conditions of the policy or renewal issued by the same insurer.



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Each policy shall be written by a carrier licensed by the State of Delaware to do insurance business of the type involved in the State of Delaware, and which has, and maintains for the life of this contract, at least an "A" rating from the A.M. Best Agency with "Stable" outlook.

Any change in this rating or outlook must be related to New Castle County by the Vendor or insurance carrier as soon as possible upon learning of same, and the Vendor shall use due diligence with its insurance broker or carrier to keep track of same.

All insurance required under this contract except workers' compensation, employer's liability and professional liability shall expressly provide that such insurance shall be primary insurance, and any similar insurance in the name of Vendor shall be excess and non-contributing.

Deductibles for insurance provided under this contract shall not exceed five percent (5%) of policy limits.

**INDEMNITY**

Vendor shall indemnify, defend, and hold harmless New Castle County from and against any and all claims, demands, suits, judgments, costs, and expenses asserted by a person or persons, including, but not limited to, agents, employees, or volunteers of vendor, by reason of death or injury to persons, or loss or damage to property, resulting from operations or use of services, products and/or equipment purchased hereunder, or sustained in or upon the premises of New Castle County.

**NOTE**

It is the intent of New Castle County that minority-owned businesses shall have the maximum feasible opportunity to participate in the performance of contracts in the capacity of prime vendor.

**M.S.D.S. SHEETS**

If required by State or Federal regulations, the successful vendor must provide the M.S.D.S. sheets to the Risk Management Division and to the requesting department.



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**FUNDING OUT**

The continuation of this contract is contingent upon funding appropriated by County Council.

**STATE OF DELAWARE BUSINESS LICENSE**

Within seven (7) days from receiving a notice of award, the successful vendor shall either furnish the County with proof of a Delaware Business License or initiate the process of application where required. An application may be requested in writing to: Division of Revenue, Carvel State Building, PO Box 8750, 820 N. French Street, Wilmington, DE 19899 or by telephone to (302) 577-8200.

**CONTRACT ACCESSIBILITY**

This contract shall be accessible to State agencies, political subdivisions, school districts, and volunteer fire companies.

**CONFIDENTIALITY**

All documents submitted as part of the vendor's bid/proposal will be deemed confidential during the evaluation process. Vendor proposals will not be available for review by anyone other than New Castle County's Evaluation Committee or its designated agents. There shall be no disclosure of any vendor's information to a competing vendor prior to award of the contract.

New Castle County is a public agency and is subject to the Freedom of Information Act (FOIA).

Firms must designate those items that are considered "trade secrets" as defined in the Delaware State Code Title 29, Chapter 100. Vendor(s) are advised that once a proposal/bid is received by NCCo and a decision on contract award is made, its contents will become public record and nothing contained in the proposal will be deemed to be confidential except those proprietary items marked as "trade secrets".

**SUPPLIER DIVERSITY**

New Castle County encourages supplier diversity among firms. Please provide information on your firm's effort to encourage supplier diversity in your workforce and in the selection of subcontractors.



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**DELAWARE LABOR**

New Castle County encourages the use of Delaware Labor.

**SCOPES OF SERVICES**

**INVOICING**

**New Castle County requests that the vendor maintain a log to be signed by each operator of each vehicle after cleaning has been completed. This log should contain the following information, and may be in electronic or paper form.**

- 1) Date of service
- 2) Department to which vehicle is assigned
- 3) Operator's name
- 4) Vehicle number

**A copy of the log must be submitted each month to New Castle County's Accounts Payable Division for payment. Any invoice that does not have the described log attached cannot be processed for payment.**

**Please provide a sample log detailing the above information with this proposal.**

At New Castle County's option, vendor shall supply car wash tickets, one per wash, in booklet format which shall be available in increments of five tickets per booklet. A purchase order will be mailed to the vendor ordering such booklets. Vendor shall mail coupon books to the requesting agency upon receipt of purchase order. Vendor shall then mail invoices to Accounts Payable, 87 Reads Way, New Castle, DE 19720 for payment of coupon books.



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**ITEM 1**

**SELF-SERVE WASH**

Vendor must provide a full service, all conveyor car wash with the following features:

- One (1) Conveyor
- One (1) Prep Arch
- One (1) Pre-Wash
- Two (2) Mitters - all cloth or rubber
- Two (2) Side and window washer - all cloth or rubber
- Two (2) Wash arounds - all cloth or rubber
- Two (2) Side blasters - high pressure water that blasts dirt-mud, etc., wheel well and undercarriage lower panels of cars
- One (1) Undercarriage wash
- One (1) Final rinse arch
- One (1) or Two (2) Vacuums - Minimum of 20 Horsepower
- Total reclaim system - Total car wash can be operated with reclaim water to minimize water usage in case of drought
- Forced air dryer - minimum of 30 Horsepower
- Four (4) to five (5) minutes total operation
- Enter conveyor until dried

**Cleaning Requirements:**

- 1) All units are to be washed externally with industry accepted standard detergent and water. This external cleaning is to include rocker panels and tires.
- 2) Facility must have a self-serve vacuum available for personnel to use prior to or after the wash. The self-serve vacuum should be available for department vehicles regardless of whether the vehicle is washed or not.
- 3) Each vehicle is to be forced air blown dry at the conclusion of the wash.
- 4) External high-pressure spray wash is to include undercarriage and wheel wells to remove road dirt and salt deposits.



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**CAR WASH SERVICE**  
**Bid #22A-137R**

**ITEM 2**

**REGULAR CAR WASH**

Vendor must provide a full service, all conveyor car wash with the following features:

- One (1) Conveyor
- One (1) Prep Arch
- One (1) Pre-Wash
- Two (2) Mitters - all cloth or rubber
- Two (2) Side and window washer - all cloth or rubber
- Two (2) Wash arounds - all cloth or rubber
- Two (2) Side blasters - high pressure water that blasts dirt-mud, etc., wheel well and undercarriage lower panels of cars
- One (1) Undercarriage wash
- One (1) Final rinse arch
- One (1) or Two (2) Vacuums - Minimum of 20 Horsepower
- Total reclaim system - Total car wash can be operated with reclaim water to minimize water usage in case of drought
- Forced air dryer - minimum of 30 Horsepower
- Four (4) to five (5) minutes total operation
- Enter conveyor until dried

**Cleaning Requirements:**

- 1) All units are to be washed externally with industry accepted standard detergent and water. This external cleaning is to include rocker panels and tires.
- 2) Windows in all units are to be washed and dried, inside and out.
- 3) The interior of each unit is to be vacuumed and wiped down to eliminate dust accumulation.
- 4) Each vehicle is to be forced air blown and towel dried at the conclusion of the wash.
- 5) External high-pressure spray wash is to include undercarriage and wheel wells to remove road dirt and salt deposits.



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**ITEM 3**

**DELUXE CAR WASH**

Vendor must provide a full service, all conveyor car wash with the following features:

- One (1) Conveyor
- One (1) Prep Arch
- One (1) Pre-Wash
- Two (2) Mitters - all cloth or rubber
- Two (2) Side and window washer - all cloth or rubber
- Two (2) Wash arounds - all cloth or rubber
- Two (2) Side blasters - high pressure water that blasts dirt-mud, etc., wheel well and undercarriage lower panels of cars
- One (1) Undercarriage wash
- One (1) Final rinse arch
- One (1) or Two (2) Vacuums - Minimum of 20 Horsepower
- Total reclaim system - Total car wash can be operated with reclaim water to minimize water usage in case of drought.
- Forced air dryer - minimum of 30 Horsepower
- Four (4) to five (5) minutes total operation
- Enter conveyor until dried

**Cleaning Requirements:**

- 1) All units are to be washed externally with industry accepted standard detergent and water. This external cleaning is to include rocker panels and tires.
- 2) Windows in all units are to be washed and dried, inside and out.
- 3) The interior of each unit is to be vacuumed and wiped down to eliminate dust accumulation.
- 4) Each vehicle is to be forced air blown and towel dried at the conclusion of the wash.
- 5) External high-pressure spray wash is to include undercarriage and wheel wells to remove road dirt and salt deposits.
- 6) Sealer Wax, Wheel Bright and Rust Inhibitor.



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**ITEM 4**

**VEHICLE DETAILING**

**Cleaning requirements:**

Extensive detailed cleanings are needed. This detailed cleaning will bring the exterior and interior condition to a state of cleanliness and appearance not attainable with the services of a wash. Detailing shall be completed within six (6) hours. It will include the following:

Wash (as described below) and wax exterior.

Car Wash: Vendor must provide a full service, all conveyor car wash with the following features:

- One (1) Conveyor
- One (1) Prep Arch
- One (1) Pre-Wash
- Two (2) Mitters - all cloth or rubber
- Two (2) Side and window washer - all cloth or rubber
- Two (2) Wash arounds - all cloth or rubber
- Two (2) Side blasters - high pressure water that blasts dirt-mud, etc., wheel well and undercarriage lower panels of cars
- One (1) Undercarriage wash
- One (1) Final rinse arch
- One (1) or Two (2) Vacuums - Minimum of 20 Horsepower

Total reclaim system - Total car wash can be operated with reclaim water to minimize water usage in case of drought. Forced air dryer - minimum of 30 Horsepower four (4) to five (5) minutes total operation. Enter conveyor until dried.

- 1) All units are to be washed externally with industry accepted standard detergent and water. This external cleaning is to include rocker panels and tires.
- 2) Windows in all units are to be washed and dried, inside and out.



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---

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- 3) The interior of each unit is to be vacuumed and wiped down to eliminate dust accumulation.
- 4) Each vehicle is to be forced air blown and towel dried at the conclusion of the wash.
- 5) External high-pressure spray wash is to include undercarriage and wheel wells to remove road dirt and salt deposits.
- 6) Spot cleaning of stains and dirt are to occur in interior.
- 7) Intensive, thorough cleaning is to occur of head liner, door panels, seats and seat backs, floors, and all other upholstered and other interior surfaces.
- 8) Scheduling of detailed interior cleanings will be coordinated with the vendor.

**ITEM 5**

**SPECIALIZED VEHICLES - WASH AND INTERIOR CLEANING**

Vehicles such as horse trailers, Suburbans that pull trailers, crime scene van, command post vehicles, etc., that are too large to take through conveyor.

**Cleaning Requirements:**

- 1) All units are to be washed externally with industry accepted standard detergent and water. This external cleaning is to be completed by **hand** washing.
- 2) Windows in all units are to be washed and dried, **inside** and **out**.
- 3) The interior of each unit, with the exception of the horse trailers, is to be vacuumed and wiped down to eliminate dust accumulation. Stains and dirt are to be spot cleaned.
- 4) Each vehicle is to be towel dried at the conclusion of the wash.



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---

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- 5) External high-pressure spray wash is to include undercarriage and wheel wells to remove road dirt and salt deposits.
- 6) These vehicles will be **left** with the vendor, and are expected to be completed in no more than one (1) hour's time.
- 7) The vendor is expected to have adequate parking space to complete the washing of these types of vehicles on site.
- 8) Scheduling of washing will be coordinated with the vendor.

**Note: Please provide a copy of the Sample Log with your bid submittal.**



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**CAR WASH SERVICE**  
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**Pricing and Signature Form**

**ITEM 1** PRICING \$ \_\_\_\_\_ cost per vehicle  
SELF SERVE CAR WASH

**ITEM 2** PRICING \$ \_\_\_\_\_ cost per vehicle  
REGULAR CAR WASH

**ITEM 3** PRICING \$ \_\_\_\_\_ cost per vehicle  
DELUXE CAR WASH

**ITEM 4** PRICING \$ \_\_\_\_\_ cost per vehicle  
VEHICLE DETAILING

**ITEM 5** PRICING \$ \_\_\_\_\_ cost per vehicle  
SPECIALIZED VEHICLES  
- WASH AND INTERIOR CLEANING



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**NON-COLLUSION STATEMENT**

By signing below, the Vendor certifies they have neither directly nor indirectly, entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this proposal, and further certifies that it is not a subcontractor to another Vendor who also submitted a proposal as a primary Vendor in response to this solicitation.

**SIGNATURE PAGE**

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Name of Company

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Address

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Telephone No.

Fax No.

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Signature

Federal Tax I.D. No.

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Printed Name

**Email (REQUIRED)**

Date

How did you hear about this bid? \_\_\_\_\_



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**CAR WASH SERVICE**  
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**NEW CASTLE COUNTY, DELAWARE**  
**PROCUREMENT AFFIDAVIT**

**AUTHORIZED REPRESENTATIVE**

**I HEREBY AFFIRM THAT:**

I am the (title) \_\_\_\_\_ and I am duly authorized to represent and bind (business) \_\_\_\_\_ (the "Business"), and that I possess the legal authority to make this Affidavit on behalf of myself and the Business for which I am acting.

**I FURTHER AFFIRM THAT:**

Neither I, nor to the best of my knowledge, information, and belief, the Business, nor any of its officers, directors, partners, members, affiliates, or any of its employees directly involved in obtaining or performing contracts with public bodies has been excluded from receiving Federal contracts, certain subcontracts, and certain Federal financial and non-financial assistance and benefits, pursuant to the provisions of 31 U.S.C. 6101, note, E.O. 12549, E.O. 12689, 48 CFR 9.404, and each agency's codification of the Common Rule for non-procurement suspension and debarment.

I DO SOLEMNLY DECLARE AND AFFIRM UNDER THE PENALTIES OF PERJURY THAT THE CONTENTS OF THIS AFFIDAVIT ARE TRUE AND CORRECT TO THE BEST OF MY KNOWLEDGE, INFORMATION, AND BELIEF, AFTER DILIGENT INQUIRY.

Date: \_\_\_\_\_

By: \_\_\_\_\_  
Name:

Title: \_\_\_\_\_  
(Authorized Representative and Affiant)