



Request for Proposal

No. RFP-0011

Full Service Fleet Washing

PARTNERSHIP

AMERICA'S POVERTY FIGHTING NETWORK

Community Action Partnership
of San Bernardino County

Community Action Partnership
of San Bernardino County
Purchasing Department
696 S. Tippecanoe Ave.
San Bernardino, CA 92415
November 21, 2011

I. Purpose of Request

Community Action Partnership of San Bernardino County (CAPSBC) is requesting proposals to provide Full Service Fleet Washing of our fleet of 54 vehicles located at 678 S. Tippecanoe Ave. and 825 E. 3rd Street, San Bernardino, CA for our Energy, Education, and Environmental Services Program (EEES) funded through our 2011/2012 Utility Contracts and our Food Bank Program funded by our 2011/2012 Community Services Block Grant (CSBG) contracts. The specifications and requirements of the food menu and delivery schedule are outlined in the following Request for Proposal (RFP).

II. Need for Competitive Procurement

Competition in purchasing provides equal opportunity for qualified vendors to compete for local private business including non-profit agencies in an attempt to offer the best prices, quality, or service. Competition is the central principal of any legitimate procurement process. In its purest form, competition ensures a free, open and healthy economy. When competition is available but is artificially restricted, the principles of public procurement are defeated.

CAPSBC encourages the participation of small businesses, minority-owned firms, and women’s business enterprises in the procurement process, and whenever possible will use the services and assistance of such organizations as the Small Business Administration and the Department of Commerce’s Minority Business Development Agency in the solicitation and utilization of small businesses minority owned firms and women's business enterprises to the fullest extent practicable.

III. TimeLine & Schedule

CAPSBC will maintain the following timeline in selecting a qualified vendor who can propose Full Service Fleet Washing meeting all specifications and requirements by the deadline for submission or until a pool of qualified vendors is established and upon administrative approval.

Issue Request for Proposal	November 21, 2011
Deadline for Submission of Proposals	December 02, 2011
RFQ Award Notification	Pending Administrative Approval

IV. Instructions to Proposers

- A. All proposals must be submitted to:
 Community Action Partnership of San Bernardino County
 Purchasing Department – David Gallardo
 696 S. Tippecanoe Ave.
 San Bernardino, CA 92415
 (909) 723-1552

- B. All proposals must be type written and submitted in a sealed envelope and clearly marked on the lower left-hand corner, RFP - 0011 – Full Service Fleet Washing. All proposals must be received by December 02, 2011. All proposals will be reviewed and assessed for completion to make sure they meet State requirements. All proposals will be scored based on the criteria outlined in this RFQ and the results will be posted on the webpage as soon as final approval is granted. Two (2) copies of

the RFP must be presented. No faxed or telephone quotes will be accepted. E-mail submission will be accepted upon prior notice.

- C. Proposals should be prepared simply and economically, providing a straightforward, concise description of provider capabilities to satisfy the requirements of the request. Special bindings, colored displays, promotional materials, etc., are not desired. Emphasis should be on completeness and clarity of content. Use of recycled paper for requests and any printed or photocopied material created pursuant to a contract with CAPSBC as well as use both sides of paper sheets for any submittal to CAPSBC is desirable whenever practical.
- D. CAPSBC Buyer or designee will answer any questions up to the deadline date of the RFP and will notify the selected vendor upon State CSD approval.
- E. All proposals must include the following information:
 - 1. The names of individuals from those firms who will be working on the project and their areas of responsibility.
 - 2. Provide an accurate mailing address of the firm or organization.
 - 3. Itemize breakdown of the equipment and features.
 - 4. Proposal must represent the final pricing including, additional fees, discounts, rebates, equipment, and taxes.
 - 5. Timeline outlining the order, shipment, and delivery of the equipment.
 - 6. Indicate that all quotes are good for 90 days.
 - 7. References

V. Selection Criteria

Factors	Weight Given
A. Responsive of the written proposal to the purpose and scope of service.	30%
B. Price	40%
C. Ability and history of successfully completing contracts of this type, meeting projected deadlines and experience in similar work	30%
Total Criteria Weight	100%

Each quote will be independently evaluated on factors A, B, and C.

VI. Terms and Conditions

- A. CAPSBC reserves the right to reject any and all quotes and to waive minor irregularities to any quote.

- B. CAPSBC reserves the right to request clarification of information submitted and to request additional information from the vendor.
- C. CAPSBC reserves the right to award the contract to the next most qualified vendor if the successful vendor does not execute a contract within sixty (60) days after the award of the contract has been announced.
- D. Any proposal may be withdrawn up to the date and time set in this RFP. Any proposal not timely withdrawn shall constitute an irrevocable offer for a period of ninety (90) days to sell to CAPSBC the equipment described in the following specifications or until one or more of the quotes have been granted State CSD approval.
- E. The contract resulting from acceptance of a proposal by CAPSBC shall be in a form supplied or approved by CAPSBC and shall reflect the specifications in this RFP. A copy of all contract entered will be available for review. CAPSBC reserves the right to reject any proposed agreement or contract that does not conform to the specifications contained in this RFP and which is not approved by CAPSBC or the State CSD.
- F. CAPSBC shall not be responsible for any cost incurred by the vendor in preparing, submitting, or presenting its response to the RFP.
- G. All proposals, documents, and forms will become the property of CAPSBC upon delivery and acceptance of the sealed proposal.

VII. Scope of Work

CAPSBC is looking for a qualified vendor who can provide Full Service Fleet Washing for the following list of 54 vehicles located at 678 S. Tippecanoe Ave. and 825 E. 3rd St., San Bernardino, CA meeting the following minimum specifications and requirements outlined:

Fleet Wash Services Include:

- Mobile On-site Power Washing
- Power Wash Service for:
 - 3- 13' Refrigerated Box Trucks
 - 1 - 15' Box Truck
 - 11 - 16' Box Trucks
 - 4 - 24' Box Truck
 - 5 - 10' Express Cargo Vans
 - 5 - 10' Cutaway Vans
 - 8 - Utility Bed Trucks
 - 2 - Stake Bed Trucks
 - 9 - Cargo Vans
 - 3 - Semi Trucks
 - 2 - 36' Refrigerated Trailers
 - 1 - 53' Refrigerated Trailer
 - 1 - 20 Passenger Bus
- Full Service Fleet Wash to be done on **SUNDAYS**. (Due to availability of vehicles)
- Cleaning Solution must be Biodegradable

- Vendor must have a Waste Water Recovery System that Complies with all Environmental Regulations
- Vendor must provide a minimum of \$1,000,000.00 per occurrence General Liability Insurance Coverage.
- Vendor will provided a summarized monthly invoice with Net 30 day terms.

