



CITY OF DETROIT

OFFICE OF CONTRACTING & PROCUREMENT

REQUEST FOR QUOTE

Auto Wash Service for a three (3) year period

RFQ NO. 23AC- 183439,1

Proposal Due Date: (5/5/23 4:00 PM)

PRE BID CONFERENCE: April 25, 2023 at 3:00 PM Eastern Standard Time

Microsoft Teams meeting

Join on your computer, mobile app or room device

[Click here to join the meeting](#)

Meeting ID: 277 896 973 705

Passcode: AtEG6n

[Download Teams](#) | [Join on the web](#)

Or call in (audio only)

+1 469-998-6602,,44479460# United States, Dallas

Phone Conference ID: 444 794 60#

[Find a local number](#) | [Reset PIN](#)

[Learn More](#) | [Meeting options](#)

QUESTION DEADLINE (EST): **(April 26, 2023 at 4:00 PM Eastern Standard Time)**
Questions will NOT be entertained after the deadline date/time

*Bids must be uploaded into the Supplier Portal on or prior to the exact date and time indicated above. Late or emailed bids will not be accepted.

Respondents must enroll in the Supplier Portal to download the bid documents and to ensure inclusion in our database www.detroitmi.gov/supplier. Instructions may be found on the City of Detroit website which includes tutorials on how to register. If you have any Oracle related questions, including assistance in **accessing** files please contact the e-Procurement Team: Mr. Cedric McCree at mccree@detroitmi.gov or (313) 670-7878 or Ms. Tracey Thompson at thompsontr@detroitmi.gov or (313) 670-6604.

The individual listed below is the bid contact.

Company **City of Detroit**
 Buyer **ARNITA CLARK**
 Location **2 WOODWARD AVENUE**
STE 1100
DETROIT, MI 48226
UNITED STATES
 Phone **313-224-1875**
 Fax
 E-mail **ArnitaC@detroitmi.gov**

When submitting your response, include the following information.

Your Company Name	
Company Site <i>(Optional)</i>	
Address	
Contact Details	
Response Valid Until <i>(Optional)</i>	

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Table of Contents

1 Overview.....5
 1.1 General Information.....5
 1.2 Schedule.....5
 1.3 Negotiation Controls.....5
 1.4 Terms.....5
 1.5 Attachments.....5
2 Requirements.....6
 2.1 Section 1. Proposer's Attachments and Affidavits.....6
3 Lines.....8
 3.1 Line Information.....8
 3.2 Line Details.....8
 3.2.1 Line 1.....8
 3.2.2 Line 2.....8
 3.2.3 Line 3.....8

1 Overview

1.1 General Information

Title **Auto Wash Service for a three (3) year period**
 Synopsis **Auto Wash Service for a three (3) year period.**
 Amendment Date **4/21/23 1:38 PM**
 Amendment Description **to add link for pre-bid conference**
 Buyer **ARNITA CLARK** Outcome **Contract Purchase Agreement**
 E-Mail **ArnitaC@detroitmi.gov**
 Introduction

To provide Auto Wash service for a three (3) year period with no renewal options, will be received electronically by the City of Detroit, Office of Contracting and Procurement, through the Oracle e-Procurement System on or before 4:00 p. m. on May 5, 2023.

1.2 Schedule

Preview Date Open Date **4/21/23 1:38 PM**
 Close Date **5/5/23 4:00 PM** Award Date
 Time Zone **Eastern Standard Time**

1.3 Negotiation Controls

Response Visibility **Sealed**

Lines Settings

Rank Indicator **No indicator displayed**
 Ranking Method **Price only**

1.4 Terms

Agreement Start Date Agreement End Date
 Agreement Amount
 (USD)
 Payment Terms **Net 30** Freight Terms **Account of Seller**
 Shipping Method **Lowest Cost Carrier** FOB **Delivered**
 Negotiation Currency **USD (US Dollar)**
 Price Precision **2**

1.5 Attachments

File Name or URL	Type	Description
General_Conditions_Updated 5.8	File	
Combined Certificates of Autho	File	
Signature Page.pdf	File	
183439 Auto Wash Specification	File	
183439- Auto Wash Services RFQ	File	
Affidavit of Disclosure of Int	File	
PROFESSIONAL SERVICE CONTRACT	File	

2 Requirements

**Response is required*

Please provide the required documents below along with the following:

BIDDERS WILL UPLOAD THE FOLLOWING DOCUMENTS WITH THEIR RESPONSE:

1. **COMPLETED RFQ NOTICE.** Name of Company should be part of the file name.
2. **SIGNATURE PAGE (NAME ON SIGNATURE PAGE SHOULD BE ON THE CERTIFICATE OF AUTHORITY).** Name of Company should be part of the file name.
3. **CERTIFICATE OF AUTHORITY**
4. **CERTIFICATE OF GOOD STANDING FROM THE STATE OF MICHIGAN**
5. **CONSOLIDATED AFFIDAVITS**
6. **DISCLOSURE OF INTEREST AND NON COLLUSION STATEMENT**

***NOTE: MODEL PROFESSIONAL SERVICES CONTRACT IS THE SAMPLE CONTRACT THAT WILL BE ISSUED. YOU DO NOT NEED TO RETURN THIS DOCUMENT. A COPY OF THE CONTRACT WILL BE SENT TO THE SUCCESSFUL BIDDER**

REFERENCES:

You may use the reference form attached to this solicitation.

2.1 Section 1. Proposer's Attachments and Affidavits

- *1. Complete the attached form for Combined Certificates of Authority and upload to your response

Select one of the following:

- a. Uploaded (*Response attachments are optional*)
 b. Not Uploaded (*Response attachments are optional*)

Comments:

- *2. Bidder has read and complies with all provisions stated in the INSTRUCTIONS TO BIDDERS. Please check Yes or No.

Select one of the following:

- a. Yes
 b. No

Comments:

- *3. Below document is necessary for you to upload along with the proposal:
Reference Form

Select one of the following:

- a. Uploaded (*Response attachments are optional*)
 b. Not Uploaded (*Response attachments are optional*)

Comments:

-
4. For information regarding the City of Detroit's Equalization Credit Statement, please download and review the attachment.

Comments:

- *5. Will you be utilizing any Sub-Contractors?

Select one of the following:

- a. Yes (upload all required documents) *(Response attachments are optional)*
 b. No *(Response attachments are optional)*

Comments:

- *6. Please use the below URL to complete the Income Tax and Account Receivables Clearance process:

<http://bit.ly/detroitclearances>

Select one of the following:

- a. Completed
 b. Not Completed

Comments:

7. Attention: Considering a Joint or Mentor Venture? Click the URL.

<https://app.smartsheet.com/b/form/2359d53ee4364f709cdda15913b530d6>

Comments:

3 Lines

Instructions
Please name the file in the following format: "Name of company - Price Sheet" The total amount on the price sheet should be entered into the Oracle line. Also, the RFQ Notice and signature page should be completed and uploaded. Please follow the same naming protocol as with the price sheet. "Name of Company - RFQ Notice response" and "Name of Company - Signature Page". PLEASE NAME OTHER DOCUMENTS ACCORDINGLY.

3.1 Line Information

Line	Estimated Quantity	Response Price	Line Amount	Response Minimum Release Amount
1-Auto Wash Service - Cars				
2-Auto Wash Service - SUV and MiniVans				
3-Auto Wash Service - Trucks				

3.2 Line Details

3.2.1 Line 1 Auto Wash Service - Cars

Category Name	928.93 Washing, Waxing, Polishing, Steam Cleaning, Disinf	
Allow Alternate Lines	No	
Target Minimum Release Amount (USD)		Estimated Total Amount (USD)
Start Price (USD)		

3.2.2 Line 2 Auto Wash Service - SUV and MiniVans

Category Name	928.93 Washing, Waxing, Polishing, Steam Cleaning, Disinf	
Allow Alternate Lines	No	
Target Minimum Release Amount (USD)		Estimated Total Amount (USD)
Start Price (USD)		

3.2.3 Line 3 Auto Wash Service - Trucks

Category Name	928.93 Washing, Waxing, Polishing, Steam Cleaning, Disinf	
Allow Alternate Lines	No	
Target Minimum Release Amount (USD)		Estimated Total Amount (USD)

Start Price (USD)

