

# Request for Quotes

**City of Canton, Ohio**  
Purchasing Department  
218 Cleveland Ave. SW, 4<sup>th</sup> floor  
Canton, Ohio 44702

Interior and Exterior Washing of City Vehicles

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**Item/Project**

Purchasing

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**Responsible Department**

Wednesday, May 2, 2018 on or before 4:00PM local time

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**Quotes Due**

## Proposal Submitted By:

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**Company Name**

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**Street Address**

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**City**

**State**

**Zip**

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**Contact Person**

**Phone No.**

**Email Address**

**Exterior and Interior Washing of City Vehicles  
Purchasing Department**

**RFQ Overview**

The City of Canton will accept sealed quotes until 4:00 PM Wednesday, May 2, 2018 for a one (1) year supply contract for:

**Interior and Exterior Washing of City Vehicles**

Submit quotes according to the enclosed specifications and proposal page. Submit all quotes to the City of Canton Purchasing Department, 218 Cleveland Avenue SW, Purchasing Department/ Fourth Floor, Canton, Ohio 44702 before 4:00 PM on Wednesday, May 2, 2018. The City will not consider quotes received after this deadline.

The maximum dollar amount that can be expended under this contract shall be \$20,000.00. However, historically, the City has spent approximately \$3,000.00-\$5,000.00 per year through this contract.

Contact Katie Wise at (330) 438-4185 or [kathryn.wise@cantonohio.gov](mailto:kathryn.wise@cantonohio.gov) if you have any questions.

The Board of Control reserves the right to reject any or all quotes and to accept the quote deemed most beneficial to the City of Canton.

All companies must submit their Federal ID Numbers for IRS purposes.

The vendor must print this entire packet and submit in its entirety.

**Exterior and Interior Washing of City Vehicles  
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**Section I: Table of Contents and Vendor's Checklist**

A complete proposal packet will consist of the items listed below.

Complete this checklist to confirm the items required in your proposal. Place a checkmark or "X" next to each item that you are submitting to the City of Canton. Failure to submit the listed documents may be cause for rejection of your proposal. This checklist should be returned with your proposal.

- \_\_\_\_\_ Cover sheet (Page 1)
- \_\_\_\_\_ RFQ Overview (Page 2)
- \_\_\_\_\_ Section I: Table of Contents and Vendor's Checklist (Page 3)
- \_\_\_\_\_ Section II: Proposal Forms and Instructions (Pages 4-11)
  - \_\_\_\_\_ Proposal Form Instructions
  - \_\_\_\_\_ Proposal Form 1: Vendor and Contractor Employment Practices Report
  - \_\_\_\_\_ Proposal Form 2: Vendor Information
  - \_\_\_\_\_ Proposal Form 3: W9 Tax Form
- \_\_\_\_\_ Section II: Specifications (Pages 12-15)
- \_\_\_\_\_ Section IV: Proposal and Signature Pages (Pages 16-17)

## Section II: Proposal Forms and Instructions

### Proposal Form Instructions

#### *Proposal Form 1: Vendor and Contractor Employment Practices Report*

This form is designed to provide an evaluation of a vendor's policies and practices relating to the extension of equal employment opportunity to all persons without regard to race, religion, color, sex or national origin. The successful vendor will be required to complete and submit the Vendor and Contractor Employment Practices Report. Additionally, the successful vendor will be required to submit an "affirmative action plan" and/or "EEO policy." If the successful vendor does not have a formal EEO policy, it will be required to complete and submit the provided EEO policy statement.

#### *Proposal Form 2: Vendor Information*

The vendor shall submit the required information on the included form and shall supplement the information there given as may be required by the City after the receipt of proposals. Low vendors may be interviewed by the City and shall furnish such information as the City may deem necessary to consider prior to making an award.

#### *Proposal Form 3: W9 Tax Form*

Please provide an up to date copy of your Company's W9.

**Exterior and Interior Washing of City Vehicles  
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**Proposal Form 1: Vendor and Contractor Employment Practices Report**

**Vendor and Contractor Employment Practices Report  
City of Canton Office of Compliance**

**I. INSTRUCTIONS**

- A. This form is designed to provide an evaluation of your policies and practices as they relate to the extension of equal employment opportunity to all persons regardless to race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity.
  
- B. City of Canton Codified Ordinance 507 and rules and regulations pursuant thereto provide for a contract compliance inspection of personnel policies and practices related to any contract with the City including contracts for work, labor, services, supplies, equipment, materials, leases, concession agreements, and permits.
  
- C. Completion of this Contractor and Vendor Employment Practices Report is one of the steps which demonstrate compliance with the City's Equal Employment Opportunity Program. Responsibility for demonstrating compliance with the Program by the vendor and its subcontractors rests with the vendor or subcontractor. Such demonstration is a prerequisite for continued eligibility for the award City contracts.

**II. VENDOR OR VENDOR INFORMATION**

1. Reporting Status  A. Prime Contractor      B. Prime Subcontractor      C. Supplier      D. Other (Specify)
2. Name, Address and Telephone Number of Vendor Covered by This Report   
3. Name, Address and Telephone Number of Principal Official or Manager of Vendor   
4. Name, Address and Telephone Number of Principal Office of Vendor   

Evaluation (Office Use Only)

- Compliant
- Non-Compliant
- Follow up needed \_\_\_\_\_

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**III. POLICIES AND PRACTICES**

The vendor and the Contractor will indicate his willingness or unwillingness to comply with the requirements of the Equal Employment Opportunity Program of the City of Canton by encircling the applicable letter associated with each item below. The letters are interpreted as follows:

**A** – Current Practice    **B** – Company will immediately adopt this policy    **C** – Company is unwilling or is unable to adopt policy.

Circle One	Items	State Reason if (C) is checked
A    B    C	1. The company will adopt a policy of non-discrimination on the basis of race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity, with regard to recruitment, hiring, training, upgrading, promotion and discipline of employees or applicants for employment. This policy will be communicated in writing to all employees, subcontractors, recruitment sources and all relevant labor organizations and unions.	
A    B    C	2. The Company will develop procedures which will assure that this policy is understood and carried out by managerial, administrative, supervisory personnel.	
A    B    C	3. The company will use recruitment sources such as employment agencies, unions, and schools which have a policy of referring applicants on a non-discriminatory basis.	
A    B    C	4. The company will participate in training programs for the benefit of employees or prospective employees, according to the intent of City Codified Ordinance 507.	
A    B    C	5. Company recruiters will seek a broad recruitment base in order that a representative cross-section of applications might be obtained, and will refrain from a hiring policy which limits job applicants to persons recommended by company personnel.	
A    B    C	6. Company will take steps to integrate any position, departments, or plant locations which have no minority persons, or are almost completely staffed with one particular ethnic or racial group.	
A    B    C	7. The Company will review its qualifications for each job to determine whether such standards eliminate unemployed persons who could, if hired, perform the duties of the job adequately. The following qualifications should be reviewed: Education, Experience, Tests, and Criminal Records.	
A    B    C	8. Residence in a particular geographical area will not be a qualifying or disqualifying criterion for employment with the Company.	
A    B    C	9. The Company will provide that all bargaining agreements with employee organizations, including labor unions, have non-discrimination clauses requiring equal employment opportunity.	

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**IV. EMPLOYMENT DATA**

Please note that this data may be obtained by visual survey or post-employment records. Neither visual surveys nor post-employment records are prohibited by any Federal, State or local law. All specified data are required to be filled in by law. Please provide truthful and accurate information. If information provided is found to be false, vendor/contractor will be subject to the loss of all future awards.

**MALE:**

**FEMALE:**

Categories	Overall Total	Total Male	Total Female	African American	Asian American	Native American	Hispanic	Caucasian	African American	Asian American	Native American	Hispanic	Caucasian
Officials, Managers and Supervisors													
Professionals													
Technicians													
Part-Time Seasonal													
Office & Clerical													
Craftsman (skilled)													
Operatives (semi-skilled)													
Laborers (un-skilled)													
Service Workers													
<b>Total:</b>													

REMARKS: Please explain any identification data appearing on the last report which differs from that given above. This includes major changes in employment, changes in composition of reporting units, and other pertinent information. Use a separate sheet if additional space is required.

**V. ADDITIONAL INFORMATION (Optional)**

Describe any other actions taken which show that all employees are recruited, hired, trained, and promoted without regard to their race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity. Use a separate sheet if additional space is required.

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**VI. POLICY STATEMENT**

The City of Canton, Ohio in conformance with local, state, and federal regulations, requires each vendor, contractor, and material suppliers working on city projects or awarded City contracts be signatures of the following statements:

- 1) It is the policy of \_\_\_\_\_ that equal employment opportunities be afforded to all qualified persons without regard to race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity.
  
- 2) In support of this document \_\_\_\_\_ will not discriminate against any employee or applicant because of race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity.
  
- 3) \_\_\_\_\_ will take affirmative action to ensure that applicants for employment and current employees are treated fairly without regard to race, religion, color, sex, age, national origin, disability, sexual orientation, or sexual identity. Such action will include but not be limited to recruitment, advertising, or solicitation for employment, hiring, placement, upgrading, transfer or demotion, selection for training including apprenticeship rates of pay or other forms of compensation, layoffs or termination.
  
- 4) \_\_\_\_\_ will make every effort to comply with minority utilization goals as follows: (9%) nine percent minorities in your workforce on the job, (6.9%) six point nine percent female utilization on this job, and (10%) ten percent of contract amount expended with minority business enterprises, women-owned business enterprises or a combination of both.
  
- 5) \_\_\_\_\_ shall require each sub-contractor hired for this project to adhere to this statement.

**VII. SIGNATURE**

The undersigned certifies that he/she is legally authorized by the vendor/bidder to affirm all information and statements included in this employment practices report. That he/she has read all of the foregoing statements, representations, and affirmations and that they are true and correct to the best of his/her knowledge and belief. The undersigned, understands that if any of the statements and representations are made knowing them to be false or there is a failure to implement any of the stated intentions or objectives, set forth herein, without prior notice to the Office of Compliance, the vendor/contractor could be subject to loss of current and future awards.

**Firm or Corporation Name:**

\_\_\_\_\_

**Signature:**

\_\_\_\_\_

**Title:**

\_\_\_\_\_

**Date of Signing:**

\_\_\_\_\_





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**Proposal Form 2: Page 2**

2. Form of Business Organization.

\_\_\_\_ Corporation

\_\_\_\_ Partnership

\_\_\_\_ Other

3. The vendor shall provide the names and addresses of all persons interested as principals (officers, partners, and associates) in this proposal. Write first name in full, and give titles for offices.

_____	_____
_____	_____
_____	_____
_____	_____

All of the above, including the signatory to this proposal, are citizens of the United States, except the following. (Provide names and addresses of those not a citizen of the United States.)

_____	_____
_____	_____
_____	_____
_____	_____

4. Name and address of other person, firms or companies interested in this contract.

_____	_____
_____	_____
_____	_____
_____	_____

5. Local Vendor Preference Information: Does your company have a headquarters, division, sales office, sales outlet, manufacturing facility, or similar significant business-related location in Stark County, Ohio? If yes, please provide the name and address of the location below.

_____
_____
_____
_____

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**Proposal Form 3: W9 Tax Form**

Please provide an up to date copy of your Company's W9.

## Section V: Specifications

### 1.0 SCOPE AND CLASSIFICATION

- 1.1 **Scope:** It is the intent of the City of Canton to enter into a one (1) year contract for the interior and exterior cleaning of various City vehicles with the option of a two (2) year extension at the sole discretion of the City of Canton.
- 1.2 **Classification:** The vendor will be required to clean City vehicles at the listed prices on an as needed basis pursuant to these specifications.

### 2.0 APPLICABLE PUBLICATIONS & STANDARDS

- 2.1 N/A

### 3.0 REQUIREMENTS

- 3.1 General Requirements
- 3.1.1 Quality: All work performed must meet the minimum specifications listed herein.
- 3.1.2 The maximum dollar amount that can be expended under this contract shall be \$20,000.00.
- 3.1.3 All City departments shall be able to use this contract.
- 3.1.4 If for some reason the services provided under this contract prove not to be satisfactory, the City maintains the option to cancel this contract within (30) thirty days upon a written notification.
- 3.1.5 Contracts resulting from this request for quotes are to be one-year as needed supply contracts, with the option of a thirty (30) day extension at the sole discretion of the City of Canton. The initial term of the resulting contract(s) shall be from May 30, 2018 to May 29, 2019.
- 3.1.6 The City of Canton reserves the right to award multiple contracts as a result of this request for quotes and to split the award between multiple vendors if it is in the interest of the City to do so.
- 3.1.7 Non-Exclusivity: The City of Canton reserves the right to contract for the same or similar items covered in this request for quotes from additional vendors not awarded contracts resulting from this proposal if found to be in the best interest of the City.

**Exterior and Interior Washing of City Vehicles  
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3.2 Wash Requirements

3.2.1 Basic Washes

3.2.1.1 This contract shall include a fixed firm rate for the complete washing of the exterior and cleaning of the interior of various City cars.

3.2.1.2 This contract shall include a fixed firm rate for the washing of the exterior only for various City cars, pick-up trucks, light trucks, and vans.

3.2.1.3 This contract shall include a fixed firm rate for the complete washing of the exterior and cleaning of the interior of various City pick-up trucks, light trucks, and vans.

3.2.1.4 The procedure for the exterior washing of these vehicles shall be by means of an automatic drive-thru and hand-towel drying car washing operation.

3.2.1.5 The vendor shall have a car wash equipped to accommodate light trucks, pick-up trucks, and vans with beacons on their roofs.

3.2.1.6 The City must be able to bring its vehicles for washings and cleanings during normal business hours on an as needed basis.

3.2.2 Biohazard Wash Requirements

3.2.2.1 This contract shall include a fixed firm rate for the interior cleaning of various biohazards including but not limited to the cleaning and disinfecting of blood, vomit, urine and feces.

3.2.2.2 This biohazard cleaning must be able to be scheduled and completed on an as needed basis in a reasonable amount of time. During most of these biohazard cleanings, the City employee should be able to wait on site for the cleaning to be completed. In most cases a reasonable amount of time shall mean to be approximately thirty (30) minutes.

3.3 Validation of City Vehicle/Employee

3.3.1 A City driver purchasing a wash of any type shall be required to provide his/her vehicle number, license plate number and signature at the office of the selected vendor at the time of each wash.

3.4 Insurance Requirements

3.4.1 The vendor shall submit its Worker's Compensation certificate.

3.4.2 The vendor shall submit its Liability Insurance Certificate which shall:

**Exterior and Interior Washing of City Vehicles  
Purchasing Department**

- 3.4.2.1 Be from an insurance company satisfactory to the City of Canton.
- 3.4.2.2 Name the City of Canton as having additional insured status.
- 3.4.2.3 Indicate coverage for Bodily Injury and Property Damage and the amounts of those coverages which shall provide coverage at a minimum of \$300,000.00 per occurrence and \$300,000.00 aggregate.
- 3.4.2.4 Contain an endorsement by the insurance carrier providing thirty (30) days' notice to both the City and insured in the event of any change in coverage under the policy. No less than thirty (30) days advance notice of cancellation of the insurance policy shall be given to the City by the insurer.
- 3.4.3 Please submit this information with the submitted quote sheet.
- 3.4.4 In the performance of work involved with this contract, the vendor shall be responsible for any accidents, which involve that company's personnel.
- 3.4.5 Location of wash facilities will be considered in the award of all contracts.

**4.0 SAMPLING, INSPECTION, AND TEST PROCEDURES**

- 4.1 Periodic inspections will be made to determine the quality of service being provided by the successful vendor's company.

**5.0 BILLING AND INVOICING**

- 5.1 Invoices must contain the purchase order number, vehicle number, license plate number, and name of driver for all washes being billed.
- 5.2 Invoices must be broken down by individual department.
- 5.3 Invoices must be mailed to each separate department on a monthly basis per the address on the purchase order

**6.0 NOTES AND INSTRUCTIONS**

- 6.1 All questions may be directed to:  
Katie Wise  
City of Canton Purchasing Department  
Email: [kathryn.wise@cantonohio.gov](mailto:kathryn.wise@cantonohio.gov)

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- 6.2 Vendors are expected to and responsible for monitoring the City's website for all official addenda.
- 6.3 Oral instructions or decisions, unless confirmed by addenda, will not be considered valid, legal or binding.
- 6.4 The party submitting a bid is solely responsible for the delivery of the bid to the specified location prior to the deadline for the receipt of bids. The Purchasing Department time stamp clock is the official time used for the deadline of the submission of bids.

**Section VI: Proposal and Signature Page**

**Proposal Page**

**Exterior and Interior Washing of City Vehicles**

We (I), the below signed hereby propose to furnish the following article(s) and/or service(s) at the price(s) and terms stated subject to all instructions, conditions, specifications, and all attachments hereto. We (I) have read all attachments including the specifications and fully understand what is required.

- A. Complete washing of exterior and cleaning of interior of cars \$ \_\_\_\_\_/wash
- B. Complete washing of exterior and cleaning of interior of light trucks, Pick-up trucks, and vans \$ \_\_\_\_\_/wash
- C. Washing of the exterior only of cars \$ \_\_\_\_\_/wash
- D. Washing of the exterior only of light trucks and pickup trucks \$ \_\_\_\_\_/wash
- E. Washing of the exterior only of vans \$ \_\_\_\_\_/wash
- F. Biohazard cleaning of vehicle interior \$ \_\_\_\_\_/wash

**Wash Location and Information**

Please indicate below the location(s) where the City should take the vehicles washings (please attach additional sheets if necessary):

Location 1

Name of Car Wash \_\_\_\_\_

Address \_\_\_\_\_

Phone and email \_\_\_\_\_

Location 2

Name of Car Wash \_\_\_\_\_

Address \_\_\_\_\_

Phone and email \_\_\_\_\_

Location 3

Name of Car Wash \_\_\_\_\_

Address \_\_\_\_\_

Phone and email \_\_\_\_\_

**Addenda Acknowledgement**

I hereby acknowledge the following official addenda (leave blank if no addenda were issued)

Addenda Number(s) \_\_\_\_\_



**Exterior and Interior Washing of City Vehicles  
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**Signature Page  
Exterior and Interior Washing of City Vehicles**

To the Director of Public Service of the City of Canton:

The undersigned, having carefully examined the complete invitation to proposal, herewith proposes to furnish all of the goods and/or services contained within the proposal for **Exterior and Interior Washing of City Vehicles** in accordance with all specifications on file to the satisfaction of the Director of Public Service of said City.

The vendor hereby agrees that the Director of Public Service has the right to reject any and all quotes and to accept the quotes(s) deemed most beneficial to the City of Canton.

The vendor acknowledges receipt of Addenda Numbers: \_\_\_\_\_

SIGNATURE OF VENDOR: \_\_\_\_\_

**Please have this page Notarized.**