



Request for Information #2023019 – Mobile Car Detailing Services at Sandridge Golf Club

1. INTRODUCTION

This Request for Information (RFI) is issued to obtain information regarding vendors interested in providing Mobile Car Detailing services at Sandridge Golf Club, during its normal hours of operation. Requirements and additional information are provided on the following pages.

Sandridge Golf Club is a two course, championship level facility with Pro Shop, located at 5300 73rd St, Vero Beach, FL 32967. An average of 100,000 rounds of golf are played at the club each year.

The deadline to respond to this RFI is 2:00 p.m. on January 31, 2023. Information shall be provided on the attached Response Form and sent via e-mail to purchasing@ircgov.com, with the subject "Response to RFI 203019." Response packages may also be delivered to the Purchasing Division at 1800 27th Street, Room B1-301, Vero Beach, FL 32960

2. OBJECTIVES

- Provide a convenient Premium Car Wash and Detailing service at Sandridge Golf Club while the customer plays a round of golf
- Customers should be able to pre-book online, or directly through the vendor
- Vendor completes the transaction with the customer and is responsible for collecting all fees
- Vendor provides a percentage of sales to Sandridge Golf Club
- Vendor must provide a weekly log listing work completed and fees collected, along with the mutually-agreed percentage of fees to Sandridge, or a flat daily fee for each day on site, as negotiated in final agreement

3. REQUIREMENTS

- Only a space to perform the detailing will be provided by Sandridge.
- Detailer must provide everything necessary (including water, if used) to provide services
- Work area must be clean and clear at the end of each day (no equipment or debris left behind)
- Absolutely no pollutants, chemicals, or agents may be allowed to drain into catch basins
- The following minimum insurance requirements will need to be met:
 - **Commercial General Liability**, minimum \$500,000 per occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverage for premises/operations, products/completed operations, contractual liability, independent contractors. **Indian River County must be named as additional insured.**
 - **Business Auto Liability**, minimum \$500,000 per occurrence Combined Single Limit for Bodily Injury and Property Damage, including coverage for owned, hired, and non-owned autos. If a vendor is using a personal vehicle, the minimum acceptable limits for personal auto liability is \$100,000 per occurrence. Garage Keepers liability also accepted but not required.
 - **Workers' Compensation Insurance** in accordance with Florida Statutes, including Employer Liability with a limit of \$100,000 for each accident, \$500,000 disease (policy limit) and \$100,000 disease (each employee); **Or** "Certificate of Election to be Exempt"



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issued by the State of Florida Department of Financial Services Division of Workers' Compensation **Or** notarized statement of exemption that can be requested from the Purchasing Division.

- Vendor must have all necessary licenses and permits to operate in Indian River County.
- Vendor must be actively registered with and use, at their sole expense, the Department of Homeland Security's E-Verify system (www.e-verify.gov) to confirm the employment eligibility of all newly hired employees, as required by Section 448.095, F.S. Sole proprietorships are exempt from this requirement.
- Music or noise disruptive to golfing patrons is prohibited



Response Form

Send to purchasing@ircgov.com

(please use Subject: "Response to RFI 2023019-Mobile Detailing")

Responses accepted until 2 p.m. 1/31/2023

Response Form

Vendor Name: _____ Owner/Contact: _____

Email: _____ Phone Number: _____

Address: _____

Website: _____ Facebook: _____

Federal Tax ID: _____ SunBiz Registration: _____

Occupational Tax License Number(s): _____

Describe your detailing process: _____

List the equipment you will utilize (including vehicles): _____

Describe how the cost share to be provided to Sandridge Golf Club will be determined and processed:

Cost share: _____ % of sales revenue to be provided to Sandridge Golf Club

or

\$ _____ flat fee per day worked paid to Sandridge Golf Club

Attach to the following **supporting documentation** to this form:

Detailing options, pricing, and time to complete per vehicle size (car, SUV, Truck, van)

Photos of your mobile equipment to be used

Documentation of certifications, business license, etc.

Specimen Insurance Certificate meeting stated requirements

IRS form W-9 signed and dated within past 6 months