

GREAT BASIN UNIFIED AIR POLLUTION CONTROL DISTRICT

157 Short Street, Suite 6,
Bishop, California 93514
(760) 872-8211, fax (760) 872-6109

BID NUMBER 2014-CW1: Washing of District Vehicles in Bishop, California

BIDS AND MATERIALS
TO BE DELIVERED TO:

**GREAT BASIN UNIFIED
AIR POLLUTION CONTROL DISTRICT
157 Short Street, Suite 6
Bishop, CA 93514**

BIDS WILL BE OPENED: **October 16, 2014 4:00 p.m.**

DIRECT QUESTIONS TO: **Valerie Thorp at (760) 872-8211**

Prices will be quoted FOB Destination unless otherwise stated. Make your bid or quotations in the space provided on the attached sheets.

IMPORTANT: Bid must be sealed with bid number as indicated above on the outside of envelope. **No faxed bids will be accepted.** Read the Instructions and Conditions before making your Bid or Quotation. References to "District" in this document shall mean the Great Basin Unified Air Pollution Control District.

INSTRUCTIONS AND CONDITIONS

1. All prices and notations must be typewritten or written in ink. No erasures are permitted. Mistakes may be crossed out with corrections made adjacent and initialed in ink by the person signing the quotation.
2. State the brand or make on each item. If you are quoting on the articles exactly as specified, the words "or equal" must be stricken out by the bidder and initialed. If you are quoting on another make, model, or brand, the manufacturer's name and catalog number must be given with descriptive information and attached to the quotations.
3. Price should be stated in units specified herein.
4. Each quotation must be in a separately sealed envelope with bid number on the outside. It must be submitted to the District's Bishop Office, not later than the hour and day specified herein, at which time it will be publicly opened and read.

5. Time of delivery is a part of the consideration and MUST BE stated in definite terms and adhered to. If the time varies on different items, the bidder shall so state.
6. All quotations must be signed with the Firm's name and by a responsible officer or employee. Obligations assumed by such signature must be fulfilled.
7. No charge for packing, shipping, or for any other purpose will be allowed over and above the prices quoted on this sheet.
8. Contracts and/or purchase orders will be made or entered into with the lowest responsible bidder meeting the specifications. Where more than one item is specified, the District reserves the right to determine the low bidder either on the basis of individual items or on the basis of all items included in the Instructions and Conditions.
9. The right is reserved, unless otherwise stated, to accept or reject any or all quotations or any part thereof, either separately or as a whole, or to waive any inconformity in a bid.
10. In case of default by the vendor, the District may procure the articles or service from other sources.
11. Cost of transportation, handling, and/or inspection on deliveries or offers for delivery which do not meet the specifications will be the responsibility of the vendor.
12. The vendor shall hold the District, its officers, agents, servants and employees, harmless from liability of any nature or kind on account of use of any copyrighted or uncopied composition, secret process, patented or unpatented invention, article, or appliance furnished or used under this quotation.
13. The vendor will not be held liable for failure or delay in fulfillment if hindered or prevented by fire, strikes, or Acts of God.
14. Verify your quotations before submission as they cannot be withdrawn or corrected, after being opened.
15. Return all sheets of the bid package whether or not you quote a price. If you do not quote, state your reason or your name may be removed from the mailing list.
16. Amounts paid for transportation of property to the District are exempt from Federal Transportation Tax. An exemption certificate is not required where the shipping papers show the consignee as the Great Basin Unified Air Pollution Control District, as such papers may be accepted by the carrier as proof of the exempt character of the equipment.

THE FOLLOWING MUST BE FILLED IN BY THE BIDDER IN SUBMITTING BID:

TO THE GREAT BASIN UNIFIED AIR POLLUTION CONTROL DISTRICT:

We (I) hereby agree to furnish the articles and/or services, at the prices and terms stated, subject to the Instructions and Conditions set forth in this bid.

COMPANY NAME _____

STREET ADDRESS _____

CITY AND STATE _____ ZIP _____

PHONE NO. _____

BY _____

SIGNATURE _____

DATED AT _____

ON _____, 19_____

**Specifications for Bid Number 2014-CW1
Great Basin Unified Air Pollution Control District
Request for Bids for Washing of District Vehicles**

General Description: Monthly Washing of Nine (9) District Vehicles, October 2014 through June 2015

Detailed Specifications:

On a monthly basis, thoroughly wash vehicle exterior, including wheels and tires; vacuum interior floors, seats, and cargo area; wash windows inside and out; clean dashboard, storage areas.

Vehicles must be collected from and returned to District's Bishop office.

Vehicles to be washed will include but not be limited to:

- Four (4) Sport Utility Vehicles (E.g., Toyota 4Runner)
- One (1) Seven-Passenger Van (Toyota Sienna)
- Two (2) Four-Wheel Drive Pickup Trucks (E.g., Toyota Tacoma)
- Two (2) Station Wagons (Subaru Forester)

On an annual basis (once per vehicle per contract), detailed cleaning of up to six (6) of the following vehicles, but not limited to:

- Four (4) Sport Utility Vehicles (E.g., Toyota 4Runner)
- Two (2) Four-Wheel Drive Pickup Trucks (E.g., Toyota Tacoma)

Detailing to include but not be limited to the following:

- Hand wash and wax vehicles
- Clay barring to remove scratches, oxidation
- Window cleaning/polishing inside and out
- Clean seats, floor mats with compressed air, then
- Shampoo floor mats, cloth seats
- Shampoo carpets, spot-clean headliner
- Clean and dress interior: air vents, door panels, dash, console, steering column, cup holders, mirrors
- Clean and dress wheel wells, tires, wheel covers, rims
- Clean and polish chrome trim
- Clean and dress exterior vinyl, rubber, plastic
- Clean door jambs, thresholds
- Vacuum interior including trunk, hatch areas

Special Requirements:

- 1) Bidder must have been in business for at least one year.
- 2) Bidder must have a valid business license.
- 3) Bidder must have a valid California driver's license.
- 4) Bidder must have serviced a similar sized organization and provide references.
- 5) Bidder must have \$1,000,000 in liability insurance.

All determinations made by the District regarding these special requirements shall be final.

**Bid Form for Bid Number 2014-CW1
Great Basin Unified Air Pollution Control District
Request for Bid for Washing of District Vehicles**

Name of Bidder: _____

Price for **One (1) Vehicle Washing for District office in Bishop, CA, per District specifications, Including Tax** and All Applicable Government Fees.

Amount: \$ _____ (Figures)

_____ Dollars and _____ Cents (Words)

Price for **Nine (9) Vehicle Washings for District office in Bishop, CA, per District specifications, Including Tax** and All Applicable Government Fees.

Amount: \$ _____ (Figures)

_____ Dollars and _____ Cents (Words)

Price for **One (1) Vehicle Detailing for District office in Bishop, CA, per District specifications, Including Tax** and All Applicable Government Fees.

Amount: \$ _____ (Figures)

_____ Dollars and _____ Cents (Words)

**GREAT BASIN UNIFIED
AIR POLLUTION CONTROL DISTRICT
REQUEST FOR BIDS**

Bid Number 2014-CW1

Request for Bids to Wash District Vehicles in Bishop, California

The Clerk of the Board is requesting bids for the monthly washing of District vehicles at its office in Bishop, California.

For detailed specifications, bid information and special requirements, contact the Clerk of the Board by telephone at (760) 872-8211, in person, or by mail at 157 Short Street, Bishop, California 93514. The bid packet can also be downloaded from the District's website at www.gbuapcd.org and selecting 2014-CW1 Bid Packet under What's New. Questions regarding this request for bids should be directed to Valerie Thorp at the above address and phone number or at the e-mail addresses on the District's website.

Sealed bids will be accepted until 4:00 p.m. on Thursday, October 16, 2014, at which time all bids received will be opened. No faxed bids will be accepted.

Publication: Inyo Register,
Publication Dates: October 7, 9, 11, 2014

Publication: Mammoth Times
Publication Dates: October 11, 2014