

Requests For Proposals

NOTICE IS HEREBY GIVEN that proposals will be received by the Board of Commissioners of the City of Union City, County of Hudson, State of New Jersey on **September 9, 2016, at 11:00 am** prevailing time in the City Clerks Office, second floor, 3715 Palisade Avenue, Union City, New Jersey, 07087 at which time and place the proposals will be opened and read in public for:

POLICE CAR WASHING SERVICES

Pursuant to the Fair and Open Process described under N.J.S.A. 19:44A-1, et. seq. the City seeks Requests for Proposals (RFP) for providing car washing and detailing services for the police cars in the City of Union City for a contract period of September 21, 2016 and ending on August 31, 2017. All candidates are required to comply with N.J.S.A. 10:5-31 et seq. and N.J.A.C. 17:27 as amended (Affirmative Action). The successful candidate will have will have the knowledge and experience set forth below and provide the City with services for:

POLICE CAR WASHING SERVICES

Entity will provide the following services for one year beginning September 1, 2016 and continue until August 31, 2017:

Services to be Provided

1. Provide priority service to wash and clean police vehicles inside and outside. Priority cleaning means that the police should not wait more than 15 minutes for service.
2. The car wash facility must be located within the City of Union City in order for the police cars to be off the road for the minimum amount of time while being washed.
3. The police fleet has approximately 50 vehicles (marked and unmarked police cars) and not all cars will be washed weekly, only the cars in service at the time will be washed. Car washing will be provided on Mondays and Thursdays. It is estimated that 8-10 vehicles a week will be cleaned.
4. The facility shall keep a record of all police vehicles cleaned and shall submit to the Police Department and City of Union City Purchasing Agent a monthly statement of the number of vehicles cleaned. The statement shall include the date of service, vehicle unit number, license number of the police vehicles cleaned, as well as the name of the police officer whose vehicle was cleaned. The Police

Department shall confirm with the Purchasing Agent the number of vehicles cleaned.

5. Provide detailing of the cars inside and outside. This service will be provided as needed.

Other Requirements

1. Insurance Requirements:
 - a. The Contractor shall be required to carry full insurance including comprehensive general liability; product liability; workman's compensation insurance; which shall cover all operations of the Contractor, its employees, agents and servants hereunder, and; motor vehicle and equipment used by the Contractor in connection with the Contractor's operations under the Contract. Said insurance, by endorsement, shall fully protect the City of Union City from liability.
 - b. Certificates naming the City of Union City as an additional named insured, and evidencing such insurance coverage, shall be filed with the City Clerk prior to the commencement of operations hereunder by the Contractor.

The following Certificates of Insurance must be furnished:

- I. Worker's Compensation;
Part Two - Statutory
- II. Comprehensive General Liability:
 - A. Minimum limits: \$1,000,000.00;
Combined Single Limit Coverage to include: Premise /Operations;
Independent Contractors;
Product / Completed Operations;
Contractual;
Personal Injury;
Broad Form Property Damage;
City of Union City as additional insured.
 - B: Comprehensive General Liability must be maintained for at least one year after completion of the contract and its acceptance by the City of Union City.

The certificate of insurance shall designate the City of Union City as an additional insured and shall contain a thirty (30) day notice of cancellation whereby the City Clerk will be provided with a written notification of cancellation. Said insurance must be paid for a minimum of six (6) months into the contract period at the time of the contract.

It is understood and agreed that the Contractor is an independent Contractor and not an employee of the City of Union City.

The Contractor agrees to indemnify and hold harmless the City of Union City, the Mayor and Board of Commissioners of the City of Union City, and all of its officers, agents and employees of and from any and all liability for damages for injury to person and property, including death and against and from all suits and actions and all costs, damages and change of whatsoever kind of nature, including reasonable attorneys' fees, to which the City of Union City may be put for or on account of any injury or alleged injury to person, including death, or property, resulting from the performance of the Contractor's operations under this Contract, or by or in consequence of any neglect or omission on the part of the Contractor in the performance of operations under this Contract, whether such operations, or in the absence thereof, be by the Contractor or anyone directly or indirectly employed by the Contractor.

The Contractor shall hold the City of Union City harmless for damages to the Contractor's Equipment utilized during the term of this Contract.

Programs of self-insurance are not acceptable.

The bidder is directed to provide a copy of the insurance requirements as described in item 19 to their insurance broker to determine that this requirement can be satisfied. A contract will not be awarded until proof of the aforementioned insurance requirements in a form of an insurance certificate is submitted after the bid opening and before the award of the contract.

2. Bidder must include a copy of the State of New Jersey Business Registration Certificate, as required by New Jersey P.L. 2001, Chapter 134 with its bid, including business registration certificates for any named and listed sub-contractor.
3. The City is inviting these proposals through a fair and open process in accordance with the provisions of N.J.S.A. 19:44A-20.5 et seq.
4. As of January 2007, all business entities are advised of their responsibility to file an annual disclosure statement of political contributions with the New Jersey Election Law Enforcement Commission (ELEC) pursuant to N.J.S.A. 19:44A-20.27 if they receive contracts in excess of \$50,000 from public entities in a calendar year. Business entities are responsible for determining if filing is necessary. Additional information on this requirement is available from ELEC at 888-313-3532 or at www.elec.state.nj.us.
5. Title II of the Americans with Disabilities Act of 1990 (42 U.S.C. §12101 et seq) prohibits discrimination on the basis of disability by public entities in all services, programs and activities provided or made available by public entities. Bidders are required to read Americans with Disabilities language that is included in

Appendix B of this specification and agrees that the provisions of Title II of the Act are made a part of the Contract. The contractor is obliged to comply with the Act and to hold the owner harmless.

6. The City reserves the right, at its option, to terminate this contract upon giving thirty (30) days written notice to the Contractor.

PROPOSAL FOR POLICE CAR WASHING SERVICES

PROPOSAL

- 1) For complete car wash inside and outside per vehicle \$_____
- 2) For detailing each vehicle inside and outside per vehicle \$_____

Respectfully Submitted,

Signature: _____ Print Name and Title _____

Company Name _____ Company Phone Number _____

Company Address _____ Company Fax Number _____

City, State, Zip _____

Federal Tax Identification Number _____

CERTIFICATE OF AUTHORITY IF BIDDER IS A CORPORATION

, the undersigned, as Secretary of the corporation submitting the foregoing Proposal, hereby certifies that under and pursuant to the bylaws and resolutions of said corporation, each officer who has signed said proposal on behalf of the corporation is fully and completely authorized so to do.

(Corporate Seal) _____ **Signature**

Sealed RFPs will be publicly opened by the Union City Clerk in his offices at Union City Hall, 3715 Palisade Avenue, Union City at _____.

Dominick Cantatore, Acting City Clerk
City of Union City
3715 Palisade Avenue
Union City, New Jersey 07086

Please submit one original and two (2) copies of the RFP. Use white 8 1/2" x 11" paper.
4834-3374-5717, v. 1