



## REQUEST FOR QUOTATION

### Yuba County Fleet Car Washing Services

#### Notice to Prospective Proposers

April 26, 2019

You are invited to review and respond to this Request for Quotation for Car Washing Services for Yuba County Fleet Vehicles. In submitting your quote, you must comply with these instructions.

Note that all agreements entered into with the County of Yuba will include by reference General Terms and Conditions that may be viewed and downloaded at Internet site

[https://www.yuba.org/departments/administrative\\_services/purchasing/purchasing.php](https://www.yuba.org/departments/administrative_services/purchasing/purchasing.php)

If you do not have Internet access, a hard copy can be provided by contacting the person listed below.

In the opinion of the Yuba County Administrative Services, this request for quote is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, the contact person for this solicitation is:

Lee Ann Hennessy, Buyer I  
Department of Administrative Services  
915 8<sup>th</sup> Street, Suite 119  
Marysville, CA 95901  
(530) 749-7889  
[lhennesy@co.yuba.ca.us](mailto:lhennesy@co.yuba.ca.us)

Please note that no *verbal* information given will be binding upon the County unless such information is issued in writing as an official notification.



Timothy J. McCoy,  
Purchasing Agent, Contract Administrator  
Director of Administrative Services



**Brief Project Description:**

Yuba County is looking for professional services for automated car washing services for all fleet vehicles.

**Objectives:**

Currently, Yuba County has 79 fleet vehicles that are leased through Enterprise Fleet Management. To demonstrate responsibility, all county departments with leased vehicles are required to have the vehicle kept clean and in good repair. It is required the vehicles be taken for a standard car wash 10 times a calendar year, and a full wash service 2 times a calendar year.

**Deliverables:**

As per standard terms and conditions of Yuba County, invoice for payment from vendor must be sent via postal mail, email or hand-delivered by the 10<sup>th</sup> of every month to ensure monthly payments remitted in a timely manner. Invoice must detail the County vehicle number, as provided by county personnel and match the decal on the rear of each side of the vehicle. County will ensure all vehicles are marked properly. County personnel to receive receipt upon every car wash. Standard car wash should not include any detailing; however, full service include more than exterior washing. Please summarize what is included in the full service (i.e. vacuum, wipe surfaces, clean interior windows, etc.) in quote submission.

**Quotation:**

Quote can be submitted in invoice form or similar pricing form. Please include any additional rates (i.e. taxes, discounts, etc.) applicable. Quotes must be submitted to the address below, no later than Friday, May 31, 2019 to be considered.

Department of Administrative Services, Yuba County  
Attn: Lee Ann Hennessy  
915 8<sup>th</sup> Street, Suite 119  
Marysville, CA 95901