

**Cajon Valley Union School District
Purchasing & Warehouse**

**225 Roanoke Road, El Cajon, CA 92020 Phone: (619) 588-3010
P.O. Box 1007, El Cajon, CA 92022 FAX: (619) 441-0843
District Web Page: www.cajonvalley.net**

REQUEST FOR QUOTATION

**RFQ NO. 1299
VEHICLE WASHING SERVICE**

RFQ DEADLINE Thursday, September 24, 2009, 2:00 p.m.
.....Purchasing Department, 225 Roanoke Road, El Cajon, CA 92020

CVUSD CONTACT PERSON:.....Sharon Clay, Buyer, Purchasing
Phone: (619) 588-3012, FAX: (619) 441-0843, clays@cajonvalley.net

SUBMITTED BY:

Name of Company

MAY BE FAXED, E-MAILED, OR MAILED

TABLE OF CONTENTS
REQUEST FOR QUOTATION NO. 1299
VEHICLE WASHING SERVICE

Information for Vendors	1-4
Request for Quotation Form	5-6
References	7
Map of CVUSD Educational Support Facility	8
Inventory of District Vehicles	9-13

CAJON VALLEY UNION SCHOOL DISTRICT

**VEHICLE WASHING SERVICE
Request for Quotation No. 1299**

INFORMATION FOR VENDORS

1) **PROPOSALS**

Request for Quotations to receive consideration shall be made in accordance with the following instructions:

- (a) Quotations shall include any applicable taxes and fees. Sales tax in El Cajon is 9.75% (local and state).
- (b) All quotations shall be for exterior washing of district vehicles at multiple locations & departments at the Cajon Valley Union School District Educational Support Facility, as per the attached inventory of district vehicles. A map of the CVUSD Educational Support Facility is attached for reference.
- (c) Vehicle Washing Service will be required one time per month for the Maintenance, Warehouse, Child Nutrition and Information Technology Services Departments, after 4:00 p.m. Monday - Friday. Vehicle Washing Service will be required twice per month for the Transportation Departments, on weekends. Service must be scheduled 24 hours in advance.
- (d) Additions and changes to inventory of district vehicles may occur. Awarded vendor will be notified in writing of any changes to the inventory. Additional vehicles shall be charged at the same awarded rate per vehicle.
- (e) Quotations should include company information such as brochures, standard practices, detergents used, or any other information that may be useful in the District's evaluation of the proposal. A Material Safety Data Sheet (MSDS) should be attached for each product used.

2) **EXPERIENCE AND COMPETENCY**

The Successful vendor will be skilled and regularly engaged in the general class or type of work called for under the proposal. The Successful Proposer will also have no less than **five (5)** years' experience of the work proposed. It is the intent of the Cajon Valley Union School District to award the contract to a Proposer who has the requisite experience, ability, sufficient capital and facilities to enable him to prosecute the work successfully and properly, and to complete it within the time specified in the contract.

3) **AWARD OF CONTRACT**

Award shall be made to the qualified Proposer whose proposal meets the evaluation standards and will be most advantageous to the school district with price and all other factors considered which include the greatest value in terms of suitability to purpose, quality of goods and service, experience, prices and response time. Purchasing may consider any other reason deemed to be in the best interest of the District; thus the result will not be determined by price alone. Price is of the utmost importance; however, the District is seeking the least costly outcome that meets the needs of the District as interpreted as such.

Awards resulting from this solicitation will be made to one and only one vendor.

No services shall be performed by the vendor prior to the receipt of a purchase order by the District, as verification and authorization for the transaction.

4) **ORDERS/INVOICING**

There will be 5 separate purchase orders issued (one purchase order per department). Invoices must reference the purchase order number and there must be a separate invoice for each purchase order. Invoices must reflect actual vehicles washed (may differ each time). Invoices may be e-mailed to invoices@cajonvalley.net or mailed to P.O. Box 1007, El Cajon, CA 92022.

5) **TERM OF REQUEST FOR QUOTATION**

Initial Contract Term: October 1, 2009 - June 30, 2010

Renewal Option, 1st additional year: July 1, 2010 – June 30, 2011

Renewal Option, 2nd additional year: July 1, 2011 – June 30, 2012

The District may exercise an option to renew the Contract for two (2) additional one (1) year periods under the terms and conditions herein stated. The renewal is contingent on a mutual agreement between the District and the vendor with such agreement to be confirmed sixty (60) days prior to the expiration of the contract period. Any option acceptance must be confirmed, in writing, before it becomes valid. The District's initial letter offering the bidder an opportunity to renew the contract does not constitute an award of the option period.

6) **WEB SITE INFORMATION**

The Purchasing web page is on the District's web site: www.cajonvalley.net Information regarding this Request for Quotation will be posted. Please look under: Departments, Purchasing, Request for Quotation Information. This Request for Quotation is Request for Quotation 1299, VEHICLE WASHING SERVICE.

7) **INDEPENDENT CONTRACTOR**

Proposer covenants that it presently has no interest, and will not acquire any interest, direct or indirect, financial or otherwise, which would conflict in any manner or degree with the performance of the services hereunder. Proposer further covenants that, in the performance of this contract, no subcontractor or person having such an interest will be employed. Proposer certifies that to the best of his knowledge, no one who has or will have any financial interest under this contract is an officer or employee of the Cajon Valley Union School District. It is expressly agreed by Proposer that in the performance of the services required under this contract, Proposer, and any of its subcontractors or employees, will at all times be considered independent Contractors and not agents of the Cajon Valley Union School District.

8) **INFORMATION TO BE SUBMITTED**

Failure to submit any required data item may be cause for rejection. Proposers may submit such other data, as they deem appropriate and called for in this proposal; however, voluminous or overly elaborate proposals are discouraged.

9) **DEMONSTRATIONS**

If the District considers a need, proposers shall be required to arrange demonstrations of items or services quoted. Failure to be able to provide such working demonstration may disqualify the quotation.

Unless otherwise requested by the District, demonstrations shall be provided at the District facility. ALL DEMONSTRATIONS SHALL BE PROVIDED FREE OF CHARGE.

10) **INK OR TYPEWRITTEN**

All information, prices, notations, signatures, and corrections must be in permanent ink or typewritten. Mistakes may be crossed out and corrections typed or printed adjacent to the mistake and initialed in permanent ink by the person signing the proposal.

11) **LEGAL NAME**

Proposals shall clearly indicate the legal name, address, and telephone number of the PROPOSER (company, firm, partnership, and individual). Proposals shall be signed above the typed or printed name and title of the signer. The signer shall have the authority to bind the PROPOSER to the submitted quotation.

12) **QUOTATION DEADLINE**

Quotations may be submitted any time **before** the Submittal Deadline, September 24, 2009, 2:00 p.m. Quotations that do not arrive by the Submittal Deadline are late.

13) **QUOTATION SUBMITTAL**

One (1) signed copies of your quotation. The quotation to be clearly marked:

“RFQ No. 1299, VEHICLE WASHING SERVICE”

Proposals may be mailed, faxed, or e-mailed as long as they are received by the deadline, to:

Cajon Valley Union School District
Purchasing Department
Sharon Clay, Buyer
clays@cajonvalley.net
225 Roanoke Road, El Cajon, CA 92020
FAX: (619) 441-0843

Please call Sharon Clay, Buyer, (619) 588-3012, to confirm receipt of quotation.

14) **REFERENCES**

All quotations must include a list of references on the attached form when submitting their offers, preferably including school districts in California and in particular, Southern California.

15) **INSURANCE PERMITS AND LICENSES**

Awarded vendor agrees to carry a commercial general and automobile liability insurance policy with limits of One Million Dollars (\$1,000,000) per occurrence combined single limit for bodily injury and property damage in a form mutually acceptable to the parties to protect Vendor and District against liability or claims of liability which may arise out of this contract. No later than ten (10) working days after notice of award, vendor shall provide a copy of the policy or policies of insurance evidencing all coverages and endorsements required hereunder including a provision for a thirty (30) day written notice of cancellation or reduction in coverage. Vendor agrees to name the Cajon Valley Union School District and their officers, agents and employees as additional insured under said policy.

16) **STORM WATER POLLUTION PREVENTION PROGRAM**

Vendor assumes full responsibility for reclamation/containment of waste water, compliance with all Stormwater Pollution Prevention Program requirements, Environmental Protection Agency Requirements and all other applicable local, state and/or federal laws.

17) **WORKER'S COMPENSATION**

The Cajon Valley Union School District will not provide any insurance coverage to Vendor/Contractor, including Workmen's Compensation coverage. The Contractor is advised that taxes or social security payments shall not be withheld from a District's payment issued hereunder and that Vendor/Contractor should make arrangements to directly pay such expenses, if any.

18) **RESERVED RIGHTS**

The District reserves the right to accept or reject proposals on each item separately or as a whole, to waive irregularities and technicalities. There is no obligation on part of the District to award the contract to the lowest Proposer and the District reserves the right to award the contract to the most

responsible Proposer submitting a responsive proposal with a resulting Agreement, which is most advantageous, and in the best interest of the District. The District will be the sole judge of the proposal and the resulting purchase order that is in its best interest, and its decision will be final. The District also reserves the right to make such investigation, as it deems necessary to determine the ability of any Proposer to perform the Work or Service requested.

19) **CANCELLATION FOR INSUFFICIENT OR NON-APPROPRIATED FUNDS**

The Proposer hereby agrees and acknowledges that monies utilized by the District to purchase is public money appropriated by the State of California or acquired by the District from similar public sources and is subject to variation. The District fully reserves the right to cancel this Proposal at any time and/or modify service due to non-availability or non-appropriation of sufficient funds.

In the event funding from state, federal, or other sources is withdrawn, reduced, or limited in any way after the effective date of this Contract and prior to normal completion, the District's Superintendent or designee may, without advance notice and without liability for damages, terminate the Contract under any such new funding limitations and conditions.

20) **FAILURE TO FULFILL CONTRACT**

When any contractor or vendor shall fail to deliver any article or service or shall deliver any article or service which does not conform to the specifications, the District may, at its sole discretion, annul and set aside the contract entered into with said vendor or contractor, either in whole or in part, and make and enter into a new contract for the same items or service to be to the best advantage of the Cajon Valley Union School District.

21) **TERMINATION FOR CONVENIENCE**

Except as otherwise provided in this Contract, the District's Superintendent or designee may, by two week written notice, beginning on the second day after the mailing, terminate this Contract in whole or in part. The notice will specify the date of termination and shall be conclusively deemed to have been delivered to and received by the Contractor as of midnight the second day of mailing in the absence of proof of actual delivery to and receipt by the Contractor. If this Contract is so terminated, the District will be liable only for payment required under the terms of the Contract for services rendered or goods delivered prior to the effective date of termination.

22) **TERMINATION FOR DEFAULT.**

The District may terminate this Contract for default, in whole or in part, by written notice to the Contractor if the District's Superintendent or designee has a reasonable basis to believe that the Contractor has:

1. Failed to meet or maintain any requirements for Contracting with the District;
2. Failed to ensure the health or safety of any client for whom services are being provided under this Contract;
3. Failed to perform under, or otherwise breached, any term or condition of this Contract; and/or
4. Violated any applicable law or regulation.

CAJON VALLEY UNION SCHOOL DISTRICT
REQUEST FOR QUOTATION FORM
VEHICLE WASHING SERVICE
Request for Quotation No. 1299

Legal Name of Request for Vendor: _____

By _____
Signature of Authorized Officer of Agent

Typed or Printed Name: _____

Address: _____

City/State/Zip: _____

Telephone: _____

FAX: _____

E-Mail Address: _____

Company Internet Address: _____

**REQUEST FOR QUOTATION NO. 1299
VEHICLE WASHING SERVICE
ITEMIZED QUOTATION FORM**

Vendor: _____

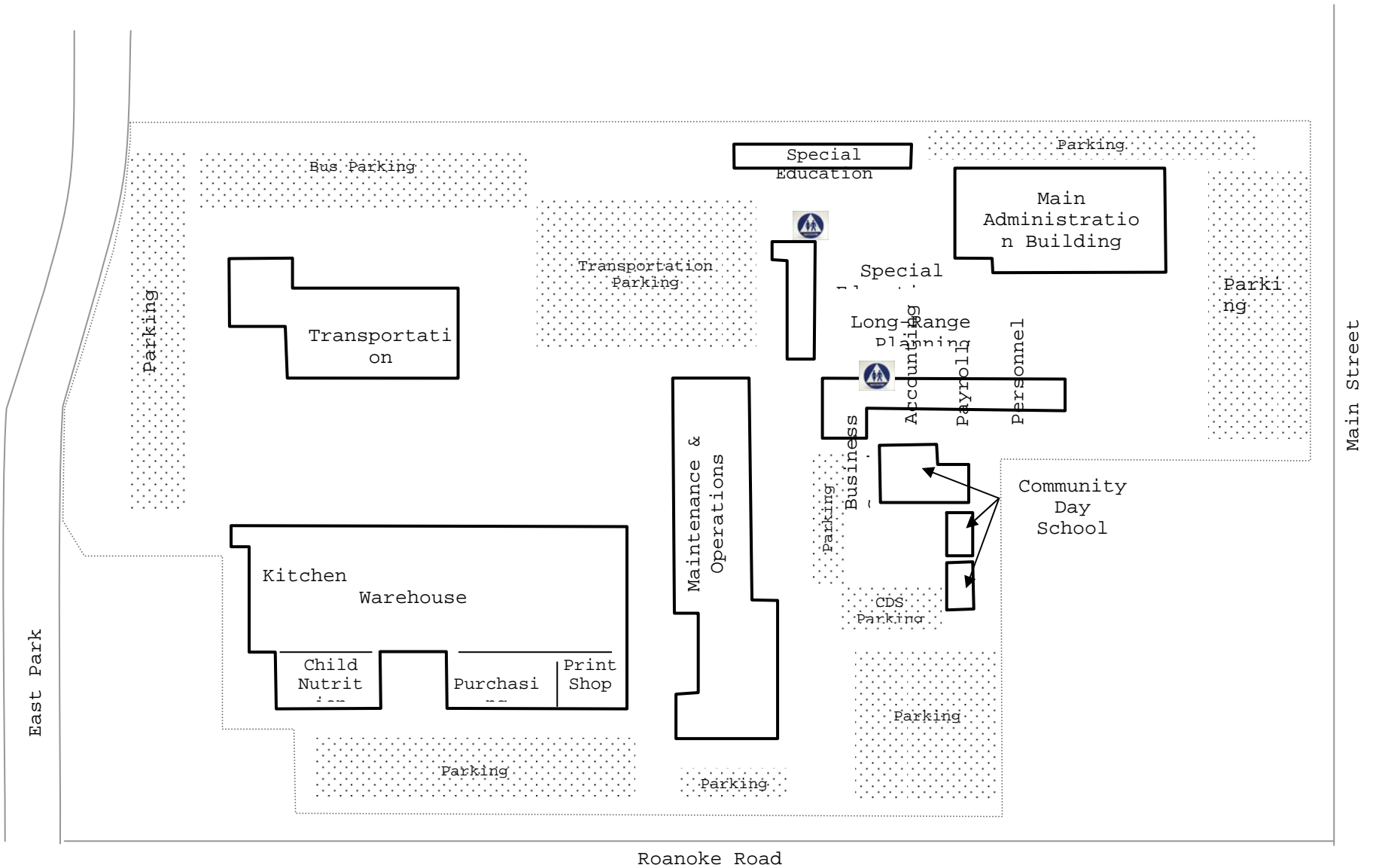
Quotations are for exterior washing of district vehicles, per attached inventory lists.				
ITEM NO.	Type of Vehicle	Estimated Qty	<u>Cost (Each)</u>	<u>Extended Cost</u>
1	Cars/Pickups/Vans	33		
2	Trucks	15		
3	Buses (Including Rooftops)	46		
			TOTAL	\$ _____

LOCAL REFERENCES
REQUEST FOR QUOTATION NO. 1299
VEHICLE WASHING SERVICE

1) Organization: _____
Contact Person: _____
Phone: _____ Fax: _____
Contract: _____ Dates: _____
Comments: _____

2) Organization: _____
Contact Person: _____
Phone: _____ Fax: _____
Contract: _____ Dates: _____
Comments: _____

3) Organization: _____
Contact Person: _____
Phone: _____ Fax: _____
Contract: _____ Dates: _____
Comments: _____



Cajon Valley Union School District
Educational Support Facility



Inventory of Vehicles for Washing Service

Cajon Valley Union School District Vehicles		
Maintenance & Grounds Vehicles Location: 225 Roanoke Road, El Cajon, CA 92020 Frequency of Washing: Once per month		
Make/Model		
		Year
Maintenance Vehicles	Ford/F350	2008
	Chev/Malibu	2000
	Ford/Van	2008
	Ford/Van	1989
	Chev/3500	1990
	Ford	2008
	Ford/Truck	1999
	Chev/1 Ton	1990
	Ford/F250	1991
	Chev/3500	1990
	Ford/Van	2008
	Ford	2008
	Ford/F250	1991
	Ford/F250	1990
	Chevy 1 Ton 3500	1990
	Ford/F250	2004
	Ford/F350	2008
	Ford/Van	1991
	Chev/1 Ton	1990
Ford/F450	2008	
Grounds Vehicles	Ford F-350/1 Ton Truck	1989
	Ford/F350	2005
	Ford/F250	1990
	Ford-550 Super Duty	2008
	Ford Dump Truck	1990
	Ford/F350	1989
	Chey/Van	2001
	Ford F350	2008
	Ford/Van	1989
	Ford/F250	1989
	Ford F-350/1 Ton Truck	1989
	Ford Econoline Van	1990
	Ford/Van	1991
Ford/F250	1990	

Cajon Valley Union School District Vehicles	
Child Nutrition Department Vehicles Location: 225 Roanoke Road, El Cajon, CA 92020 Frequency of Washing: Once per month	
Make/Model	
Year	
Child Nutrition Vehicles	Chevrolet HHR, LT (Silver)
	2006

Cajon Valley Union School District Vehicles	
	Warehouse Department Vehicles Location: 225 Roanoke Road, El Cajon, CA 92020 Frequency of Washing: Once per month
	Make/Model
Warehouse Vehicles	Boxed Van, 18'
	Freightliner, 24'
	Freightliner, 24'
	Freightliner, 24'
	GMC, 21'
	GMC, 21'
	GMC, 21'
	GMC, 21'
	GMC, 21'
	GMC, 21'

Cajon Valley Union School District Vehicles		
		Transportation Department Vehicles (Buses) Location: 721 E. Park Ave., El Cajon, CA 92020 Frequency of Washing: Twice per month
	Quantity	Make/Model
Transportation Vehicles	10	Bluebird TCRE (Qty: 10)
	8	Freightliner Thomas C-2
	3	Ford/Bluebird B-600
	1	Ford/Bluebird AARE3903
	4	Ford/Thomas B-700
	10	IH/Bluebird 3800-H
	1	IH/Bludbird 3800/444
	4	Freightliner Thomas
	3	Safetliner Thomas
	2	Bluebird All American

Cajon Valley Union School District Vehicles		
Information Technology Services Dept. Vehicles Location: 750 E. Main St., El Cajon, CA 92020 Frequency of Washing: Once per month		
Make/Model		
Year		
I.T.S. Vehicles	Chevrolet HHR, LT	2007
	Chevrolet HHR, LT	2007
	Chevrolet HHR, LT	2007
	Ford Van	1998