

## CHIEF PROCUREMENT OFFICER PROCUREMENT AWARD

### ACTION REQUESTED:

Approve the award of Bid 18-282, Vehicle Wash Services - On-site Detailing, to Brighton Auto Detailing for an amount not to exceed \$13,750 and for a one year term

DEPARTMENT: Department of Public Works

SUBMITTED BY: Richard, Dublinski, Director

### BOARD/COMMISSION REVIEW:

N/A

### BACKGROUND:

The City's fleet of cars, trucks and vans require vehicle wash services. Vehicle washing is part of proper routine care and maintenance of a vehicle, contributes to safe vehicle operation and can improve fuel efficiency. The City's vehicles are highly visible tools and maintaining clean vehicles also provides a clean image of the City of Naperville. Fleet Services requires that all City vehicles be washed and cleaned on a regular basis. The Police Department's vehicles serve as mobile offices and periodically require a more in-depth detail wash service and car wash. This contract will be awarded for on-site detail services only.

The City recently solicited Bid 18-282 to hire vendors to provide vehicle wash and detailing services for City owned vehicles on an as-needed basis throughout the year. It was the intent of the bid to award a contract to a car wash provider in each of the four City quadrants and award a separate contract for on-site detail services.

### DISCUSSION:

|                |            |                |    |
|----------------|------------|----------------|----|
| Advertisement: | 12/06/2018 | Notices Sent:  | 39 |
| Opening Date:  | 12/21/2018 | Planholders:   | 5  |
|                |            | Bids Received: | 2  |

The following vendors submitted bids:

| Vendor                  | Car Wash Services |            |            |            | On-site Detail Services | Total Award |
|-------------------------|-------------------|------------|------------|------------|-------------------------|-------------|
|                         | Quadrant 1        | Quadrant 2 | Quadrant 3 | Quadrant 4 |                         |             |
| Fullers Car Wash        | \$3550            | \$3550     | \$3550     | \$3550     | No Bid                  | \$14,200    |
| Brighton Auto Detailing | No Bid            | No Bid     | No Bid     | No Bid     | \$13,750                | \$13,750    |

On-Site Detailing Services

The City received one response for the on-site detailing services. The costs were consistent with current detailing service costs. Therefore, staff is recommending award of the on-site detailing services to Brighton Auto Detailing.

Car Wash Services

The City received only one response for the car wash services. Per the bid document, the car wash service bidders must be located within the quadrant in which they respond. Although Fuller Car Wash is located in Quadrant 4, the vendor submitted a bid for all four quadrants. Awarding the bid to the sole bidder for standalone vehicle wash services in all quadrants would increase the total cost associated with car washes City-wide. The operational expenses associated with having one service provider include: increased mileage and unnecessary wear and tear on City vehicles, increased operational downtime as units are transported for car wash, decreased service delivery of the City's core services, and increased labor costs associated with transporting vehicles to the car wash location. The car wash services will not be awarded with Bid 18-282.

The contract term for the on-site detailing services is one year from date of award through December 31, 2019 with four, one-year possible extensions.


**FISCAL IMPACT:**

CIP #: N/A

Vehicle Wash Services are expensed to the equipment maintenance account below. A total of \$500,000 has been budgeted for equipment maintenance, including vehicle wash services, in 2019. The requested award of \$13,750 is within the budgeted amount for this expense.

| Account Number  | Fund Description | Total Budget Amount |
|-----------------|------------------|---------------------|
| 31351100-531303 | General Fund     | \$500,000           |

**SUBMITTED BY:**

  
 Richard Dublinski, Director  
 Department of Public Works

1/23/19  
 Date

**APPROVED BY:**

  
 Rachel Mayer  
 Chief Procurement Officer

1/23/19  
 Date

KAS  
 1/23/19