

## REQUEST FOR QUOTE

Duplin County is seeking quotes for the purpose of maintaining the cleanliness of the County Public Transportation fleet. Currently, the fleet consists of 13 full size vans and one mini-van. The vendor will be responsible for the **on-site** cleaning of 14 vehicles selected by the Transportation Management on a **bi-weekly** basis; Cleaning of vehicles may occur on the weekend, days our agency is closed for business, or during the week as pre-arranged with DCPT staff. All quotes must be received by 12:00pm on July 15, 2022. Quotes may be hand-delivered to Duplin County Public Transportation or emailed to [angel.venecia@duplincountync.com](mailto:angel.venecia@duplincountync.com). Duplin County reserves the right to reject any and all bids.

### DUTIES TO BE PERFORMED AT EACH CLEANING:

- Wash the exterior of the vehicles.
- Clean tires and rims.
- Clean all windows interior and exterior.
- Clean any plexiglass/lexan partitions in van with an alcohol based cleaner & microfiber cloth to minimize scratching.
- Clean floors (sweep/mop including wheel chair lift area).
- Disinfect/Sanitize all interior using a portable fogger machine.
- Wipe all highly touched areas including railings, handles, steering wheel, seat belts, etc. with disinfecting solution.
- Protectant on steering wheel, dashboard, and any other like areas.
- Clean wash area after completion of fleet detailing.
- All cleaning supplies and materials are the responsibility of the vendor; including water.

### DUTIES TO BE PERFORMED BI-ANNUALLY:

- Wax exterior of Vehicles.

### REQUIREMENTS:

- References of previous cleaning experience.
- Proof of Workers' Compensation, if required by North Carolina General Statutes.
- Proof of liability insurance.

### ADDITIONALLY:

The need for immediate cleanings outside of regularly scheduled bi-monthly cleanings may be requested. Please include separately, the cost for each on-call/on demand cleaning of an individual vehicle that occurs outside of the normal regularly scheduled cleanings; including the expected response time to those requests.

As well, the need for increased frequency of washing may occur. These more frequent cleaning requests will be pre-arranged by DCPT with provider. Please note any increase in fee (if any) for more frequently scheduled washings that may be requested.

### INSPECTIONS:

Inspections will be performed periodically by Transportation Management and the staff of the Transportation Department. Any areas of concern will be discussed with the vendor and worked out to a satisfactory conclusion.

### INSURANCE REQUIREMENTS:

The vendor will be under contract with Duplin County and not an employee. The vendor will be responsible for providing Workers' Compensation Insurance, if required by North Carolina General Statutes. Vendor will have to carry general liability minimum coverage in the amount of \$100,000.