

Leon County School Board (LCSB)
Purchasing Department
3397 West Tharpe Street
Tallahassee, Florida 32303
(850) 488-1206

Invitation to Quote

EMAIL QUOTES TO LCSQuotes@leonschools.net

Issue Date: May 20, 2022

ITQ Title: 092-2023 School Bus and Vehicle Wash and Detail Services

Due: June 2, 2022

Contact: Nancy Scott - scottn@leonschools.net

THE FOLLOWING MUST BE COMPLETED, SIGNED, AND RETURNED AS PART OF YOUR QUOTATION

Authorized Representative's Name/Title	Authorized Representative's Signature Telephone Number		Date Fax Number	
Company's Name				
Address	City	State	Zip Code	
Area Representatives	Telephone Number		Fax Number	
Federal Employer's Identification Number (FEIN)		Area Representative's	Representative's Email	

(Quote must be signed by an officer or employee having authority to bind the bidder legally)

I certify that I have not divulged, discussed, or compared this proposal with any other Proposers and have not colluded with any other proposer in the preparation of this proposal in order to gain an unfair advantage in the award of this contract. I acknowledge that all information contained herein is part of the public domain as defined in the Public Records Act, Chapter 119, F.S.

By signing and submitting this quote, I certify that I am authorized to sign this quote for this vendor and further certify unconditional acceptance of the contents of this ITQ, all Attachments, Worksheets, Appendices, Supplemental Materials, and the contents of any Addendum released hereto.



STATEMENT OF CONDITIONS

Quote your lowest price for the products/services to be provided, as specified in this ITQ document. Any deviation from the specifications must be identified and fully described. No additional charges for any other purpose will be allowed over and above the prices quoted on this sheet. The District reserves the right to accept or reject a quotation on each item separately or as a whole and waive any irregularities in a quote.

QUOTE SUBMITTAL: Quotes shall be submitted via email to LCSQuotes@leonschools.net. It is the exclusive responsibility of the bidder to ensure that the emailed quotation reaches LCSB before the time and date indicated herewith. Quotes received after the deadline date and hour specified will not be considered. Bidder shall insert unit price and extension, as required, opposite each item. Where the unit price and the extension price are at variance, the unit price shall prevail.

AWARD: The award will be based on the lowest cost quoted by the responsive and responsible vendor or what LCSB considers to be in its best interest. Award will be in compliance with LCSB policy 6325 Small Business Development Program and 6450 Local Preference. Policies may be viewed at: https://www.boarddocs.com/fla/leon/Board.nsf/Public.

The Purchasing Department will issue a purchase order(s) for any supplies, equipment, and/or services as a result of this ITQ. The Invitation to Quote and the corresponding purchase order(s) will constitute the complete agreement between the successful bidder and the School Board. Unless otherwise stipulated in the bid documents or agreed to in writing by both parties, no other contract documents shall be issued or accepted.

PURPOSE: To identify qualified vendors and secure firm pricing for washing and detail services for Leon County School busses & county vehicles.

GENERAL TERMS AND CONDITIONS

- 1. USE OF OTHER CONTRACTS: The School Board reserves the right to utilize any other District contract, any State of Florida Contract, any contract awarded by any other City or County governmental agencies, any other School Board, any other Community College/State University system, any cooperative bid agreement, or to directly negotiate/purchase per School Board policy and/or State Board Rule 6A-1.012(6) in lieu of any offer received or award made as a result of this ITQ.
- 2. TIE BID: According to FS 287.087, tie bid preference shall be awarded to Bidders with Drug-Free Workplace programs. Whenever two or more are equal with regard to price, quality, and service, a proposal received from a business that certifies that it has implemented a Drug-Free Work Place program shall be given preference in the award process. In the event both Bidders have a Drug Free Work Place, preference shall be awarded in the following order: Local Vendors as specified in School Board Policy 6450, SBE certified as specified in School Board Policy 6325. If both Bidders meet all requirements, according to standard purchasing practice, the Director of Purchasing will flip a coin to break the tie. Bidder's company name closest to the letter "A" will always be assigned heads in the coin toss.
- **3. DEFAULT:** In case of default by a successful bidder, the District may procure the goods or services from other sources and charge the bidder any excess cost or damages occasioned thereby, and debar the bidder from further Leon County School Board contracts in accordance with the Districts established policies and procedures.
- 4. TERMINATION FOR CONVENIENCE: The School Board or its designee reserves the right to terminate any contract resulting from this ITQ at any time and for no reason whatsoever upon giving 30 days prior written notice to the bidder. If the Contract should be terminated for convenience as provided herein, the School Board shall be relieved of all obligations under said Contract. The School Board or its designee shall only be required to pay to the successful bidder that amount of the Contract actually performed to the date of termination.



- 5. COMPLIANCE WITH SCHOOL CODE: Bidder agrees to comply with all sections of the Florida K-20 Education Code, Title XLVIII, Florida Statutes as it presently exists and further as it may be amended from time to time. Further, the Contractor agrees that failure to comply with the Florida K-20 Education Code shall constitute a material breach of this Contract and may result in the termination of this Contract by the School Board.
- **6. COMPLIANCE WITH LAW:** It is agreed that the items or services quoted shall comply with all Federal, State, and local laws relative thereto and that the bidder shall defend actions or claims brought and save harmless the District from loss, cost or damage due to actual or alleged infringements of patents, copyrights, etc.
- 7. PUBLIC RECORDS LAW: All quotation documents or other materials submitted by all bidders in response to this ITQ will be open for inspection by any person and in accordance with Chapter 119, Florida Statutes. To the extent a Bidder asserts any portion of its quote is exempt or confidential from disclosure under Florida's public records, the burden shall be on the bidder to obtain a protective order from a jurisdictional court protecting such information from disclosure under Florida's public records laws and also timely provide a certified copy of such protective order to the School Board prior to the School Board's release of such information into the public domain. It is recommended that potential suppliers exclude from their response any information that, in their judgment, may be considered a trade secret.
- 8. INDEMNIFICATION: This General Condition is NOT subject to negotiation, and any Bidder submitting a quote that fails to accept these conditions will be rejected as "non-responsive" unless the bidder is entitled to sovereign immunity by the action of the Florida Legislature. Each party agrees to be fully responsible for its acts of negligence or its agents' acts of negligence when acting within the scope of their employment and agrees to be liable for any damages resulting from said negligence to the extent allowable pursuant to Section768.28, Florida Statutes. Nothing herein is intended to serve as a waiver of sovereign immunity by the School Board. Nothing herein shall be construed as consent by the School Board to be sued by third parties in any matter arising out of any contract. Bidder shall hold harmless and defend the School Board and its agents and employees from all suits and actions, including attorney's fees and all costs of litigation and judgments of any name and description arising out of or incidental to the performance of this contract or work performed there under. This provision shall also pertain to any claims brought against the School Board by an employee of the named Bidder, any Subcontractor, or anyone directly or indirectly employed by any of them. The bidder's obligation under this provision shall not be limited in any way by the agreed-upon contract price as shown in this Contract or the bidder's limit of, or lack of, sufficient insurance protection.
- **9. INSURANCE:** Prior to beginning services, the Vendor has five business days after notification to submit proof of insurance as required herein. Failure to submit a fully completed certificate of insurance signed by an authorized representative of the insurer providing such insurance coverage's may cause the Vendor to be considered non-responsive and not eligible for award of the Contract. The insurance coverage's and limits shall meet, at a minimum, the following requirements.
 - **a.** Commercial General Liability Insurance in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
 - **b.** Automobile Liability Insurance covering all owned, non-owned, and hired vehicles used in connection with the operation of the Vendor, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
 - **c.** Workers' Compensation Insurance for all employees of the Vendor as required by Florida Statutes.
 - **d.** The School Board of Leon County, Florida" must be listed as additional insured on all liability coverage's except Workers' Compensation.



The insurance coverage required shall include those classifications, as listed in standard liability insurance manuals, which most nearly reflect the operations of the Vendor.

All insurance policies shall be issued by companies with either of the following qualifications.

- **1.** The company must be:
 - authorized by subsisting certificates of authority by the Department of Insurance of the State of Florida or
 - an eligible surplus lines insurer under Florida Statutes. In addition, the insurer must have a Best's
 Rating of "A" or better and a Financial Size Category of "IV" or better according to the latest edition
 of Best's Key Rating Guide, published by A.M. Best Company.
- 2. With respect only to the Workers' Compensation insurance, the company must be
 - authorized as a group self-insurer pursuant to Florida Statutes
 - authorized as a commercial self-insurance fund pursuant to Florida Statutes

Neither approval nor failure to disapprove the insurance furnished by the Vendor to the School Board shall relieve the Vendor of the Vendor's full responsibility to provide insurance as required by this Contract.

The Vendor shall be responsible for assuring that the insurance remains in force for the duration of the contractual period, including any and all option years that may be granted to the Vendor. The certificate of insurance shall contain the provision that the School Board be given no less than thirty (30) days written notice of cancellation. If the insurance is scheduled to expire during the contractual period, the Vendor shall be responsible for submitting new or renewed certificates of insurance to the School Board at a minimum of thirty (30) calendar days in advance of such expiration.

Unless otherwise notified, the certificate of insurance *must be delivered to the following address* Leon County School Board, Purchasing Department, Attn: June Kail, Director of Purchasing, 3397 W. Tharpe St., Tallahassee, Florida 32303

The name and address of the Leon County School Board, as shown directly below, must be listed as Certificate Holder on the Certificate of Insurance as well as clearly noted as "Additional Insured."

Leon County School Board 2757 W. Pensacola St. Tallahassee, FL 32304

The Vendor may be in default of this Contract for failure to maintain the insurance as required by this Contract. Any questions and/or inquiries should be directed to Tod Stupski at 850-561-8359.

10. GOVERNING LAW AND VENUE: All legal proceedings brought in connection with this contract shall only be brought in a state or federal court located in the state of Florida. Venue in state court shall be in Leon County, Florida. Venue in federal court shall be in the United States District Court, Northern District of Florida, Tallahassee Division. Each party hereby agrees to submit to the personal jurisdiction of these courts for any lawsuits filed there against such party arising under or in connection with this contract. In the event that a legal proceeding is brought for the enforcement of any term of the contract or any right arising there from, the parties expressly waive their respective rights to have such action tried by jury trial and hereby consent to the use of non-jury trial for the adjudication of such suit. All questions concerning the validity, operation, interpretation, construction, and enforcement of any terms, covenants, or conditions of this contract shall in all respects be



governed by and determined in accordance with the laws of the State of Florida without giving effect to the choice of law principles thereof and unless otherwise preempted by federal law.

11. AGREEMENT: This quote form, any addenda, and/or properly executed modifications, the purchase order (if issued), and a change order (if applicable), constitute the entire contract agreement.

12. AUDITS, RECORDS, AND RECORD RETENTION: REQUIRED PUBLIC RECORDS ACKNOWLEDGMENT

To the extent Contractor is required to comply with the Florida Public Records Law, Chapter 119, Florida Statutes, in the performance of its duties under this contract, Contractor will specifically.

- **a.** Keep and maintain public records required by LCSB to perform the service.
- **b.** Upon request from LCSB's custodian of public records, provide LCSB with a copy of the requested records or allow the records to be inspected or copied within a reasonable time at a cost that does not exceed the cost provided in Chapter 119, Florida Statutes or as otherwise provided by law.
- **c.** Ensure that public records that are exempt or confidential and exempt from public records disclosure requirements are not disclosed except as authorized by law for the duration of the contract term and following completion of the Agreement if the Contractor does not transfer the records to LCSB.
- **d.** Upon completion of the Agreement, transfer, at no cost to LCSB, all public records in possession of the Contractor or keep and maintain public records required by LCSB to perform the service. If Contractor transfers all public records to LCSB upon completion of the Agreement, Contractor shall destroy any duplicate public records that are exempt or confidential and exempt from public records disclosure requirements. If the Contractor keeps and maintains public records upon completion of the Agreement, the Contractor shall meet all applicable requirements for retaining public records. All records stored electronically must be provided to LCSB, upon request of LCSB's custodian of public records, in a format that is compatible with the information technology systems of LCSB.
- **e.** The failure of the Contractor to comply with the provisions set forth herein shall constitute a default and material breach of this Agreement, which may result in immediate termination, with no penalty to LCSB.

PUBLIC RECORDS NOTICE

IF CONTRACTOR HAS QUESTIONS REGARDING THE APPLICATION OF CHAPTER 119, FLORIDA STATUTES, TO CONTRACTOR'S DUTY TO PROVIDE PUBLIC RECORDS RELATING TO THIS AGREEMENT, CONTACT THE CUSTODIAN OF PUBLIC RECORDS, JULIE JERNIGAN, AT JERNIGANJ@LEONSCHOOLS.NET, (850) 487-7177, 520 SOUTH APPLEYARD DRIVE, TALLAHASSEE, FLORIDA 32304

13. E-VERIFY: Every Contractor must register with and use the U.S. Department of Homeland Security's E-Verify system to verify the work authorization status of all employees hired during the term of this Agreement and must, upon request, provide evidence of compliance with this provision. Subcontractors shall provide Contractor with an affidavit stating the Subcontractor does not employ, contract with, or subcontract with an unauthorized alien. See Section 448.095, Florida Statutes, for all requirements.



INSTRUCTION TO BIDDERS AND SCOPE OF WORK

A. SCOPE OF WORK: Awarded Contractor will be required to furnish everything necessary to perform the school bus and vehicle wash and detail services, including, but not limited to, labor, supervision, tools, and equipment. Equipment should be appropriate and well maintained.

The performance of services will be done at one or more of the following locations as listed below. The Board reserves the right to change these locations:

- 1. Transportation Compound 1156 Capital Circle S.W.
- 2. Gene Cox Stadium Bus Compound 601 Paul Russell Rd.
- **3.** Conner Lakes Bus Compound 3601 Conner Blvd.
- **4.** Appleyard Bus Compound 526 Appleyard Dr.
- **B. SUBCONTRACTING:** The awarded Contractor(s) shall be the primary service provider(s) and shall perform all requested inspections and corrections of deficiencies. Subcontracting for these base services is not allowed.
 - **1.** The School Board, for work where the Contractor(s) are requested to perform additional services, may allow subcontracting.
 - 2. Any work or service to be performed by a subcontractor must have the prior approval of the School Board. The School Board reserves the right to reject any subcontractor. Rejection of any subcontractor shall not entitle the Contractor to adjustment of bid prices. The Contractor shall inform the School Board Authorized Representative prior to scheduling any subcontractor's visit to any School Board facility.
 - **3.** Failure by the Contractor to have a subcontractor approved by the School Board will not relieve the Contractor of the responsibility to meet, comply with, and fulfill all of the terms and conditions of this Agreement.
 - **4.** The Contractor(s) shall be held fully responsible and liable for the supervision and performance of all work performed by subcontractors. The School Board shall not be responsible for the resolution of disputes between the Bidder and any subcontractor.
 - 5. The personnel of all subcontractors shall meet all of the requirements as stated herein to include, but not limited to, LCSB Policy 8475 and the Jessica Lunsford Act.
- **C. WORK REQUIREMENTS:** The interior cleaning specifications include the complete cleaning by the hand of every exposed interior surface of the vehicle/school bus. The finished vehicle/bus shall be clean, sanitary, and free from foreign and body substances, gum, graffiti, and unpleasant odors. Cleaning shall consist of but not be limited to the following:

1. INTERIOR

- **a. Defect Reporting**: The Contractor's Supervisor shall report any defects such as inoperative interior lighting, torn or loose seats, broken windows, broken panels, etc., to the District's Authorized Representative immediately as well as complete an inspection/damage report.
- **b. Deodorizer**: Deodorizer shall be sprayed throughout the bus interior and included in mop water resulting in a pleasant, clean, and fresh odor. The District shall approve the deodorizer.
- c. Glue and Stickers: Remove all stickers and residual glue using an effective removal product.
- **d. Graffiti**: Remove all graffiti using effective removal products
- **e. Gum**: Remove all gum and gum residue using effective removal products.
- **f. Litter**: Remove all litter and debris from the vehicle/ bus interior. All collected trash shall be bagged and placed in dumpsters.



- g. Driver's Area: Clean thoroughly using all-purpose cleaner; dry. The area includes the seat, frame, dashboard, visor, window framing, steering wheel and mount, telephone and call box, vanity panel, etc. The seat shall be moved fully forward in order for debris to be removed from behind and beneath it. Apply an Armor-All type product such as Shine Plus. Buff dry, leaving no residue. Wipe fabric seats with upholstery shampoo-laden cloths.
- **h. Fire Extinguisher and Flare Kit:** Remove dust using water-dampened cloth; dry. Items remain mounted.
- **i. Ceiling, Lighting, and Escape Hatches**: Clean thoroughly using all-purpose cleaner; dry, leaving no smears, smudges, or residue. Prevent drips to seats.
- **j. Wall Panels, A/C Panels including Vents**: Clean thoroughly using all-purpose cleaner; dry. Leave no smears, smudges, or residue. Prevent drips to seats.
- **k. Windows, Windshield, and Mirrors**: Clean thoroughly using a glass cleaner, leaving no residue, streaks, or smears. Squeegee dry where possible. Dry-wipe any residual marks. Leave no smears, smudges, or residue. Prevent drips to seats.
- **I. Grab Rails:** Clean thoroughly using an all-purpose cleaner, leaving no smudges. Apply Shine Plus or approved equal. Buff dry, leaving no residue.
- **m.** Seats: Clean all plastic and vinyl parts of the seats thoroughly using an all-purpose cleaner; dry. Clean fabric seats and seat backs thoroughly by wiping with cloths containing upholstery shampoo. Apply Shine Plus to vinyl seat backs; buff dry, leaving no residue. Wipe seat belt mounts with dampened cloths, and apply Shine Plus. Wipe clean the metal underside of the folding seats; apply Shine Plus to metal parts and vinyl pouch.
- n. Window Sills: Clean thoroughly using all-purpose cleaner; dry. Leave no smears, smudges, or residue.
- **o. Floors**: Remove all gum. Sweep. Wet floor with a mop that has been submerged in mop water containing deodorizer. Scrub thoroughly using floor soap and brush. Mop rinse with clean water. Mop dry. No running water shall be permitted on the bus floor.
- p. Stepwells: Remove all gum. Sweep. Hand clean thoroughly by scrubbing with floor soap and brush. Close doors to clean corners and step edges. Rinse with clean water, and mop dry. Deodorize if necessary. NOTE: This is the only interior area where running water is permitted.
- q. Wheel Well Covers: Clean all covers thoroughly using an all-purpose cleaner. Apply Shine Plus.
- **r. Doors**: Clean thoroughly using glass cleaner on all interior and exterior glass areas and an all-purpose cleaner on the remainder of door panels, including touch bars, handles, and rubber stripping.
- s. Bellows: Clean interior side only using an all-purpose cleaner. Wipe bellows dry after cleaning.
- **t. Foreign/Body Substances**: Completely and correctly remove substances; clean surface thoroughly using quaternary disinfectant cleaner pursuant to U.S. OSHA regulations. Deodorize if required.

2. EXTERIOR:

- a. Vehicle/ Bus Body & Roof: *The vehicle/ Bus exterior body & roof is to be cleaned* with a non-abrasive cleaning solution. Vehicle/ Bus exterior & roof is to be rinsed with a pressure washer not exceeding 1500psi.
- **b. Brush Application**: The cleaning solution is to be applied by brush by manually agitating surfaces of vehicle/ bus (excluding roof area).
- **c. Bumpers**: Vehicle/ Bus bumpers (front and rear) are to be cleaned.
- **d. Windows**: All windows and windshields are to be cleaned.



- e. Tires: Tires and rims are to be cleaned.
- **f.** Lenses: All exterior lighting lenses are to be cleaned.
- **g. Molding**: All molding surfaces are to be cleaned.
- h. Mirrors: Outside mirrors and mirror frames are to be cleaned.
- i. Surfaces: All exterior surfaces must be clean and free of any graffiti.
- **D. TERM:** Prices quoted shall be firm for the period beginning on or about June 2, 2022 June 30, 2023. All prices shall be firm for the term of the contract. The successful vendor agrees to this condition by signing its bid. Any contract extension is contingent upon approval of the Purchasing Director and the awarded Contractor; however, the Board reserves the right to cancel any award at any time for any reason it feels would be in the best interest of the Board.
- **E. SCHEDULING:** Services will be scheduled semi-annually after buses have returned to the bus compounds from their regularly scheduled daily routes, Monday through Friday and/or on weekends. Emergency and miscellaneous vehicle cleaning services will be scheduled on an as-needed basis.
 - It is anticipated that the buses will be cleaned during the summer after school ends, during the Winter Holidays, and during Spring Break. The schedule of services shall be established by the Transportation Department with agreement by the Contractor.
 - The District will work with the Awarded Vendors(s) to execute one (1) or more contracts for services soon after the award of this ITQ. Vendors must have the ability to begin the implementation of services if awarded on or before June 2, 2022.
- **F. EMERGENCY SERVICES:** In the case of a designated emergency, due to bus vandalism, epidemic quarantine (i.e., roach infestations), or other circumstances, the vendor will be required to respond to a call for emergency service within twenty-four (24) hours. Emergency service is defined as an unexpected situation or occurrence that would be cause for taking a bus off a route until a wash and/or detail could be accomplished. Emergency services will be declared at the sole discretion of the District Authorized Representative.
- **G. INSPECTIONS:** The School Board will have the right to inspect the services covered by this ITQ. Upon completion, all services are subject to the School Board's inspection and approval. However, such inspection, or the waiver thereof, will not relieve the bidder from full responsibility for furnishing services conforming to the requirements of this ITQ or the ITQ Specifications and will not prejudice any claim, right, or privilege the School Board may have due to unsatisfactory service. The Contractor will correct all deficiencies noted by the School Board at no cost to the District within ten (10) calendar days after notification.
- **H. DAMAGE TO BOARD OWNED PROPERTY:** The awarded Contractor agrees to be responsible for all costs of any damage to vehicles, buildings, and grounds that are a direct result of the carelessness of the Contractor's service personnel.



Cost Proposal

ITQ No. 092-2023 School Bus and Vehicle Wash and Detail Services DUE JUNE 2, 2022 / VIA EMAIL TO: LCSQuotes@leonschools.net

Business Name		Email Address	Phone Number			
Name of Authorized Representative		Title of Authorized Representatives				
		Signature	Date			
ITEN	I NO.	DESCRIPTION	DESCRIPTION			
1. INTERIOR BUS CLEANING ONLY						
а	a.	THIRTY-SIX (36) FT. BUSES (Conventional Bus	ses)	each		
b).	FORTY-ONE (41) FT. BUSES (Transit Buses)	;	each		
2. EXTERIOR BUS WASHING ONLY						
а	a.	THIRTY-SIX (36) FT. BUSES (Conventional Bus	ses)	eacheach		
b).	FORTY-ONE (41) FT. BUSES (Transit Buses)		each each		
3. FULL BUS DETAIL (INTERIOR CLEANING & EXTERIOR WASHING)						
а	a.	THIRTY-SIX (36) FT. BUSES (Conventional Bus	ses)	each each		
b).	FORTY-ONE (41) FT. BUSES (Transit Buses)		each each		
4. EMERGENCY BUS EXTERIOR WASH/INTERIOR CLEANING (24 HOUR RESPONSE TIME REQUIRED) (Transit & Conventional Buses)			ntional Buses)	\$		
5. CARGO VAN - COMPLETE DETAIL INTERIOR AND EXTERIOR (SCHEDULED AS NEEDED)			\$			
6. PICK UP TRUCK - COMPLETE DETAIL INTERIOR AND EXTERIOR (SCHEDULED AS NEEDED) \$			\$_			
7. SEDAN - COMPLETE DETAIL INTERIOR AND EXTERIOR (SCHEDULED AS NEEDED)				\$		
8. SUV - COMPLETE DETAIL INTERIOR AND EXTERIOR (SCHEDULED AS NEEDED)				\$		

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