



## CITY COUNCIL AGENDA ITEM

November 17, 2010

To: John Szerlag, City Manager

From: Mark F. Miller, Acting Assistant City Manager/Economic Development Services  
Susan A. Leirstein, Purchasing Director  
Timothy L. Richnak, Public Works Director

Subject: Standard Purchasing Resolution 2 – Bid Award: Sole Bidder - Vehicle Wash Services

### Background

On November 10, 2010, a bid proposal was opened to furnish two-year requirements for Vehicle Wash Service with an option to renew for two additional years. 51 companies were notified of the solicitation via the Michigan Intergovernmental Trade Network (MITN) website. Five (5) local companies received calls directly. Vehicles are washed on an as needed basis. It is anticipated this award will allow employees to keep their vehicles clean, reflecting a positive image of the City to the general public and increase the longevity of the vehicles.

### Recommendation

After reviewing the proposal, the Fleet Maintenance Division recommends awarding the contract for vehicle exterior wash only to the sole bidder, Pro Enterprise Inc, dba Pro Car Wash, for an estimated annual cost of \$14,526.00 for Items #1 and #3, at the unit prices listed below. No bids were received for the interior/exterior wash service. An informal quote process will be used to secure pricing for this service as total costs are expected to be below the formal bid threshold of \$10K. The approximate number of interior/exterior washes per year is expected to drop to 180 per year due to the interior complexity of police vehicles.

ITEM	EST QTY (Washes)	DESCRIPTION	PRICE PER WASH	ESTIMATED TOTAL
<b><u>Pro Enterprise Inc</u></b>				
1.	2,670	Wash Outside Only Car, mid-size SUV and Pickup	\$4.05	\$ 10,813.50
3.	825	Wash Outside Only Pickup Trucks & Vans	\$4.50	\$ 3,712.50
<b>ESTIMATED TOTAL COST:</b>				<b>\$ 14,526.00</b>

### Fund Availability

Funds for this service are available in Fleet Maintenance – Equipment Operation and Maintenance Account, Outside Maintenance

Opening Date -- 11/10/10  
 Date Reviewed -- 11/17/10

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CITY OF TROY  
 BID TABULATION  
 VEHICLE WASH SERVICES

VENDOR NAME:

<b>Pro Enterprise Inc</b>			
<b>dba Pro Car Wash</b>			

ITEM	EST QTY	DESCRIPTION	SERVICE LEVEL	COST/ UNIT	COST/ UNIT	COST/ UNIT	COST/ UNIT
1.	2,670	Wash Outside of Vehicle (passenger car & mid-size SUV, Pickups)	A	\$ 4.05			
2.	130	Complete Car Wash (clean inside/out)	B	N/A			
3.	825	Pickup Trucks and Vans (outside wash)	A	\$ 4.50			
4.	50	Pickup Trucks and Vans (clean inside/out)	B	N/A			
<b>ESTIMATED TOTAL AWARDED ITEMS:</b>				<b>\$ 14,526.00</b>			
CAR WASH LOCATIONS:				3785 Rochester Rd, Troy			
				3688 Rochester Rd, Troy			
CONTACT INFORMATION: Hrs of Oper. Phone #				7am-8pm; 9am-5pm Sun			
				(248) 778-5390			
INSURANCE Can meet Cannot meet				XX			
FACILITY SITE VISIT: Contact Name				Robert Waldron			
Phone #				(248) 778-5390			
Facility Address				3785 Rochester Rd, Troy			
PAYMENT TERMS:				Net 20th			
WARRANTY:				Blank			
EXCEPTIONS:				None			
ALL OR NONE AWARD: Y or N				N			
ACKNOWLEDGEMENT: Signed Y or N				Y			

**SOLE BIDDER**

PROPOSAL: Two-Year Requirements for City Vehicle Wash Service with an Option to Renew for an Additional Two (2) Years

ATTEST:

Sam Lamerato  
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 Diane Fisher  
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 Julie Hamilton  
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 Susan Leirstein CPPO CPPB  
 Purchasing Director