

August 6, 2019
BOARD OF COUNTY COMMISSIONERS
ORANGE COUNTY, FLORIDA
INVITATION FOR BIDS (IFB) #Y19-1120-SW, ADDENDUM NO. 1

CAR WASHING AND DETAILING SERVICES FOR ORANGE COUNTY

This Addendum is hereby incorporated into the bid documents of the project referenced above. The following items are clarifications, corrections, additions, deletions, and/or revisions to and shall take precedence over the original documents. Additions are indicated by **underlining** and deletions via ~~strikethrough~~.

A. The Bid Opening Date remains Thursday, August 22, 2019 at 2:00PM.

B. Section 2 Special Terms and Conditions, 11. Payment is modified as follows:

Partial billing will not be accepted. Orange County will pay 100% of the contract price after all have been rendered. Payment shall be made in accordance with Florida Statute 218, Local Government Prompt Payment Act. Payment for accepted equipment/goods/services shall be accomplished by submission of an invoice, in duplicate, to:

Orange County Fleet Management
Attn: Service Writers
4400 Vineland Road
Orlando, FL 32811
Phone (407) 836-8200

A valid invoice shall include the following:

1. Reference to the Delivery Order
2. Service Dates
3. Vehicle Number
4. Type of Service
5. Location of Service
6. Unit Prices in accordance with the Bid Response Form
- ~~7. Printed name of driver~~
- ~~8. Signature of driver~~

In the event additional public entities utilize this contract, invoices are to be sent directly to entity placing the order.

Billing for all Orange County Board of County Commissioner vehicles and elected officials under Fleet Managements custodianship (Sheriff's Office, State Attorney's Office, State of Florida Health Department, Comptroller's Office, Clerk of Courts Office, Tax Collectors Office, Supervisor of Elections Office, and Orange Blossom

Trail Development Board) shall be billed to Orange County Fleet Management. We reserve the right to amend this billing location at later dates if deemed necessary.

C. Section 3 Specifications/Scope of Services, Service Locations: is modified as follows:

Service locations must be within a twenty-five (25) mile radius of the following major Orange County sites and located within Orange County (OC):

O. C. Utilities	8100 President's Drive, 32809 (South)
O. C. Utilities – Eastern Water Facilities	9100 Curry Ford Road, 32825 (East)
O. C. Utilities – Waste Water Facilities	1621 South Alafaya Trail, 32828 (East)
O. C. Fire/Rescue Headquarters	6590 Amory Court, 32792 (Winter Park)
O. C. Public Works Department	4200 S. John Young Parkway, 32809 (S.W.)
O. C. Administrative Building	400 East South Street, 32801 (Downtown)
O.C. Public Works—Highway	3258 Clarcona Rd. Apopka 32703 (West)

The Contractor shall maintain at all times a list of service locations located in Orange County and maintain service locations within the twenty-five (25) mile radius as required herein. The bay door/opening dimensions (~~Height x Width~~) shall be at a minimum Height of eighty-two (82") inches high and a minimum Width of seventy-seven (77") inches wide. The bay door/opening must be able to accept automobiles and light trucks (up to ½ ton) and medium duty trucks (¾ to 1 ton) for each location.

D. Section 4 Bid Submission Requirement and Documentation, Bid Package Requirements: is modified as follows:

This bid will be awarded to a responsible, responsive bidder, qualified by experience to provide the work specified. Failure to submit the below requested information may be cause for rejection of your bid.

The determination on whether a bidder is responsible or not shall be at the sole discretion of the County. Although the County may request the submission of a minimum number of contracts similar to the requirements of this solicitation with certain minimum dimensions, quantities, dollar values, etc., the County's determination of a bidder's responsibility shall not be solely based on the number of similar procurements the bidder provides but the entirety of the bidder's qualifications.

The Bidder shall submit the following information with the bid. It is recommended to use the list below as a checklist for your bid submittal:

[] 1. Reference Documentation Form
(Required)

Bidder shall complete the attached Reference Documentation Form. References shall be for work substantially similar in scope and magnitude satisfactorily completed and shall validate the following capabilities and experience:

1. Providing services for company vehicles or governmental vehicles (References shall be from a public agency or private company with a fleet size of 25 minimum)

[] 2. Bidder shall provide a written statement on its letterhead affirming the firm is capable of servicing approximately 25 vehicles monthly and has adequate experience, staff, resources, facilities and equipment to successfully perform the work in accordance scope of services herein.
(Required)

[] 3. Bidder shall provide a list of service locations located in Orange County. Each location shall state the dimensions (Height & Width) of the bay door opening which would allow automobiles and light trucks (up to ½ ton) and medium duty trucks (¾ to 1 ton) to enter through.
(Required)

[] 4. Bidder shall provide a map of each service location demonstrating the distance between the Orange County service location and the Contractor's site. Maps shall be a printout from Google Maps <https://www.google.com/maps>, MapQuest <https://www.mapquest.com/> or equivalent publicly accessible mapping website.
(Required)

Service Locations:

Service locations must be within a twenty five (25) mile radius of all the following major Orange County sites and located within Orange County (OC), and demonstrate full coverage for all sites.

O. C. Utilities	8100 President's Drive, 32809
O. C. Utilities – Eastern Water Facilities	9100 Curry Ford Road, 32825
O. C. Utilities – Waste Water Facilities	1621 South Alafaya Trail, 32828
O. C. Fire/Rescue Headquarters	6590 Amory Court, 32792
O. C. Public Works Department	4200 John Young Parkway, 32809
O. C. Administrative Building	400 East South Street, 32801
O. C. Public Works—Highway	3258 Claracona Rd. Apopka 32703

- 5. ~~Copies of General Permit from the State of Florida per location.~~
(Required)
- 6. Bid Response Form
(Required)
- 7. Acknowledgement of Addenda
(Required if Applicable)
- 8. Authorized Signatories/Negotiators
(Required)
- 9. Drug-Free Workplace
(Required)
- 10. Schedule of Sub-contracting
(Required if Applicable)
- 11. Conflict/Non-Conflict of Interest Form
(Required)
- 12. E-Verification Certification
(Required)
- 13. Current W9
(Required)
- 14. Relationship Disclosure Form
(Required to be Submitted and Notarized)
- 15. Orange County Specific Project Expenditure Report.
(Required to be Submitted and Notarized)
- 16. Agent Authorization Form
(Submit if Applicable)
- 17. Leased Employee Affidavit
(Submit if Applicable)
- 18. Information for determining Joint Venture Eligibility (if Applicable)
(Submit if Applicable)

- [] 19. Contract Y19-1120, Counterpart (1), signed without exception to terms and conditions. Counteroffers shall not be allowed.
(Required)

Failure to submit the above requested information may be cause for rejection of your bid.

E. Questions and Answers:

1. **Question:** Page 22, Item 11. Since our car washes are fully automated, is there a way to not have to get a written signature or driver name. The software is not capable of capturing this information. This would eliminate items 7 and 8 on the valid invoice information.

Answer: Yes. Item 7, Printed name of driver and Item 8, Signature of driver are not required. A unique, affixed bar code for each vehicle is required.

2. **Question:** On page 32, there is a reference to the height and width of the door opening. We understand the need for this information, but it is important to know that most conveyor car washes have a maximum height allowance of 7 feet and a maximum vehicle width of 82 inches. We will be happy to provide the information requested, but thought you should know.

Answer: The standard size is sufficient to meet the modified specification as listed above.

F. ACKNOWLEDGEMENT OF ADDENDA

- a. The bidder shall acknowledge receipt of this addendum by completing that applicable section in the solicitation or by completion of the acknowledgement information on the addendum. Either form of acknowledgement must be completed and returned no later than the date and time for receipt of the bid.
- b. All other terms and conditions of the IFB remain the same.
- c. Receipt acknowledge by:

Authorized Signature

Date

Title

Name of Firm