



**PRINCE GEORGE'S COUNTY MEMORIAL
LIBRARY SYSTEM**

**REQUEST FOR QUOTES
RFQ-AM-2024-001
MOBILE AUTO DETAILING**

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| ISSUE DATE: | August 28, 2024 |
| PROJECT MANAGERS: | Otis Saunders, Facilities Manager |
| DEADLINE FOR QUESTIONS: | September 11, 2024 by 5 P.M. |
| RESPONSES TO QUESTION: | September 13, 2024 |
| DEADLINE FOR QUOTE SUBMISSION: | September 30, 2024 by 5 P.M. |
| QUOTE SUBMISSION FORMAT: | PDF |
| EMAIL TO SUBMIT QUOTE: | procurement@pgcmls.info |

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Background

The Prince George's County Memorial Library System (PGCMLS) consists of 19 branch libraries, a facility in the County Correctional Center and an administrative office. PGCMLS is a valued resource in the community with 69% of the county population registered as borrowers and almost 2.5 million visits last year. PGCMLS is a component unit of Prince George's County government with over 350 employees and governed by a 7-member Board of Library Trustees.

Point of Contact

All communication regarding this RFQ or any matter relating thereto must be transmitted electronically by email to the single Point of Contact ("POC") as follows, phone calls and visits will not be accepted:

POC: Tee Bonés, Procurement Technician

Email: procurement@pgcmls.info

Acceptable Submissions

No submission shall be accepted in any format other than as a PDF format file attached to an email addressed to procurement@pgcmls.info. This provision shall override any other method or form of submission referenced in this RFQ.

Vendor shall bear the responsibility of ensuring its submissions are received and acknowledged by PGCMLS.

In order for Quote to be considered for this RFQ, please submit a Quote as described below no later than 5:00 p.m. on September 30, 2024.

Inquiries

Any questions relating to this RFQ shall be directed via e-mail no later than 5:00 p.m. on September 11, 2024 to Procurement Specialist:

procurement@pgcmls.info

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Standard/Licensure Requirements

The selected Contractor shall provide documentation to the Library evidencing all necessary licenses/documents to perform the services prior to the awarding of the contract.

Basis of Award

All submittals will be reviewed based on cost and performance.

Quote Evaluation

Quote will be evaluated by the Library and the highest ranking Vendors will be asked to make formal presentation to the Evaluation Committee. Evaluation of the Quotes will include but not limited to the following areas:

1. Proven service capabilities and overall quality and completeness of service and product
(Based on recommendations by other customers, or otherwise)
2. Understanding of Library service needs
3. Cost of service (fees and charges)

Payment Terms

The Library makes monthly payment at work completion, during the next 30 days after the invoice date. Please include in your proposal any payment terms that deviate from monthly payment at work completion.

Agreement Required

We will issue a Purchase Order to the successful Vendor. The Vendor shall be required to sign an Agreement for Services for this engagement. No work shall

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begin under this contract until a Purchase Order has been issued and the Agreement for Services has been signed by both parties. The Vendor should ensure that the contract is completed within the specified time.

Vendor Rights

All materials submitted in response to this RFQ become the property of the Library upon delivery and shall be appended to any formal documentation, which would further define or expand the contractual relationship between the Library and the Vendor. Each Vendor, as an express condition for the Library's consideration of such Vendor Quote, agrees that the contents of every other Quote is confidential, proprietary and trade secret information in all technical areas and waives any right to access to such Quotes. No submissions for supporting documentation will be returned to Vendor.

Vendors submitting Quote should recognize that the Library is a public body and, as a public body, the Library is subject to disclosure requirements and must abide by public record laws. Neither party shall be liable for disclosures required by law.

Reservation of Rights

This RFQ does not commit the Library to award a Services Agreement, to pay any costs incurred in the preparation of a Quote to this request, or to otherwise contract for any services.

The Library reserves the right to accept or reject any or all Quotes received as a result of this request, to negotiate with any qualified sources, or to cancel in part or in its entirety this RFQ, if it is in the best interest of the Library to do so.

The Library will evaluate Quote based upon the effectiveness of the perceived performance as it relates to the Library's specific requirements. The lowest fee Quote shall not necessarily be selected. The Library specifically reserves the right to reject any or all Quotes or any part thereof; or to waive any defects or

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informalities in a Quote when it is determined by the Library to be in the Library's best interest.

Quote Format

The Proposal shall be signed by an individual authorized to bind the Vendor and shall contain a statement to the effect that the proposal is a firm offer for a one hundred eighty (180) calendar day period from the date of the opening.

The Proposal shall provide the name, title, address and telephone number of individuals with authority to contractually bind the Contractor and who may be contacted during the period of the Services Agreement. All fees quoted shall be firm and fixed for the full contract period and any extension.

The proposal shall be presented in the following format and include, at a minimum, all the information specified. Responses should be specific and complete in every detail, prepared in a simple straightforward manner:

1. The proposal shall be signed by an authorized representative of the Vendor and shall include the name(s), title, address, telephone number of the individual(s) authorized to negotiate a Services Agreement with the Library.
2. The price quoted shall include all materials, labor, supplies, equipment, insurance, travel expenses and all other charges related to the job. The Library is tax-exempt, a copy of the tax exemption certificate will be available upon award. The Library will not make any allowance for errors made in job planning by the Contractor.
3. At least three (3) references showing prior experience in the areas as outlined in this RFQ preferably with libraries, government agencies and/or corporate clients. Each reference shall include the name and address of client as well as the name and telephone, e-mail address of individual who can be contacted for verification of services.

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4. Copy of the Service/Order Agreement.
5. Include any other information that is considered to be important by the Vendor.

Late Quotes Not Considered

Quotes received after the stipulated Quote Submission Deadline will not be considered.

Inconsistency or Error in the RFQ

Any Vendor believing that there is any ambiguity, inconsistency or error in the RFQ shall promptly notify the Library in writing of such apparent discrepancy. Failure to notify the Library by the Quote Submission Deadline will constitute a waiver of claim of ambiguity, inconsistency or error.

Errors or Omissions

The Library is not responsible for any Vendor's errors or omissions.

Modification or Withdrawal of Quote

A Quote may not be modified, withdrawn or cancelled by a Vendor for one hundred eighty (180) days following the Quote Submission Deadline and each Vendor so agrees in submitting the Quote. Quotes may be withdrawn, altered and/or resubmitted at any time prior to the submission deadline.

Notice of pre-submittal date withdrawal must be in writing over the signature of the Vendor. Withdrawn Quotes may be resubmitted up to the Quote Submission Deadline, provided that they are then fully in conformance with these general terms and conditions.

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Rejection of Solicitation Responses

The Library reserves the right to reject any or all responses received, or any part thereof; to accept any response or any part thereof; or to waive any informality when it is deemed to be in the Library's best interest. Any Vendor Firm objecting to the rejection of Quote or portion thereof, must submit a written protest stating the reasons for the protest to the Library within five (5) calendar days from the date of the Library's Notification of Award letter.

Vendor Certification

By submission of a Quote, the Vendor certifies that the Vendor has not paid or agreed to pay any fee or commission, or any other item of value contingent on the award of a contract to any employee, official or current contracting consultant of the Library.

Contract Period

The Service Agreement shall cover the period depending upon date of the Services Agreement is awarded. The agreement may be renewed at the expiration of its terms by mutual agreement of the parties. The renewal may be two additional one (1) year terms.

Termination for Convenience

The performance of work under the contract may be terminated by the Library within 30 days written notice, or such time as mutually agreeable to the parties not to exceed 30 days, in accordance with this clause in whole, or from time-to-time in part, whenever the Library shall determine that such termination is in the best interest of the Library. The Library shall pay all reasonable costs associated with this contract that the Contractor has incurred up to the date of termination and all reasonable costs associated with termination of the contract. However, the Contractor shall not be reimbursed for any anticipatory profits, which have not been earned up to the date of termination.

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Termination for Default

If the Contractor fails to fulfill its obligations under the contract properly and on time or otherwise violates any provision of the contract, the Library may terminate the contract by written notice to the Contractor. The written notice shall specify the acts or omissions relied on as cause for termination. All furnished services provided by the Contractor shall, at the Library's option, become the Library's property. The Library shall pay the contractor fair and equitable compensation for satisfactory performance prior to receipt of notice of termination, less the amount of damages caused by the Contractor's breach. If the damages are more than the compensation payable to the Contractor, the Contractor shall remain liable after termination and the Library can affirmatively collect damages or deduct from monies due the Contractor on this or other Library contracts. Damages may include excess re-procurement costs.

Scope of Work

PGCMLS is seeking a qualified mobile-auto detailing company to provide exterior and interior cleaning for a fleet of thirty-eight (38) vehicles ranging from box delivery trucks to sedans at two locations on a quarterly basis. The vendor will provide all equipment, manpower and required supplies. In the quote specify if the vendor will provide their own water supply or will need to utilize PGCMLS' water supply. Also, vendor should describe the interior and exterior detailing services that will be provided.

The work will be completed on a scheduled quarterly basis (Monday-Friday during business hours) within the parking lot of 9601 Capital Lane, Largo, MD 20774 and 7414 Riverdale Rd New Carrollton, Maryland 20784.

Selected Vendor will come to the Administrative Offices of PGCMLS located at 9601 Capital Lane, Largo, MD for a scheduled presentation once selected by Procurement to demonstrate the exterior washing of a small size sedan.