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## **Request for Proposals**

### **Transit Bus Interior Washing Per Specifications RFP# 17-18-22**

**Pre-Proposal Meeting:** Thursday, January 25, 2018 @ 10:00AM

**Location:** 1500 Beatty Street, Greenville  
Public Works Conference Room

**Proposal Due Date:** Thursday, February 1, 2018 @ 4:00PM

**Location:** City of Greenville  
Financial Services/Purchasing  
Attention: Denisha Harris  
201 West 5<sup>th</sup> Street  
Greenville, NC 27834

### **Contact Persons:**

**Questions regarding the bid package:**

**Denisha Harris**  
**Purchasing Manager**  
**Telephone: 252-329-4862**  
**Fax: 252-329-4464**  
**Email: dharris@greenvillenc.gov**

**Questions regarding the Specifications:**

**Angel Maldonado**  
**Fleet Superintendent**  
**Telephone: (252) 258-9639**  
**Fax: 252-329-4464**  
**Email: amaldonado@greenvillenc.gov**

# **REQUEST FOR PROPOSALS**

## **Transit Bus Interior Washing Per Specifications**

**RFP# 17-18-22**

**Proposals Due: Thursday, February 1, 2018 @ 4:00PM**

### **INSTRUCTIONS TO BIDDERS**

1. The City of Greenville Purchasing Division invites all interested parties to submit proposals to provide Transit Bus Interior Washing/Cleaning services to the City's Public Works Transit Department. The person or firm submitting a proposal shall submit it in a sealed envelope to Denisha Harris, Purchasing Manager, located at **201 West 5<sup>th</sup> Street, Greenville, NC 27834**. **The words "TRANSIT BUS INTERIOR WASHING PROPOSAL" should appear on the outside of the envelope along with the proposer's Name.**

**A non-mandatory Pre-Bid Meeting will be held on Thursday, January 25, 2018 at 10:00 AM in the Public Works Conference Room, located at 1500 Beatty Street, Greenville, NC. Bidders desiring the opportunity to view the GREAT Transit Buses and to ask questions regarding the bid should plan to be in attendance.**

2. This is a Request for Proposals and therefore proposals will be received and examined and evaluated and an award will be made at the earliest possible date. No public bid opening will be held, and proposal award information will be made available after an award is made. No late proposals will be accepted.
3. Award of Proposals: Proposals shall be awarded to the lowest responsive responsible bidder taking into consideration quality, performance, and the time specified in the proposal for the performance of the contract.
4. **Each proposal must be submitted in a sealed envelope by date/time stated above. Proposals may be submitted via postal mail or hand delivery. No emailed or faxed proposals will be accepted.**

**PLEASE NOTE: All submittals should be on the attached PRICING SUMMARY FORM, regardless to the method of delivery. Any proposals not submitted on the attached form will be considered non-responsive.**

5. All proposals must be signed by an authorized official of the firm. Proposals may be rejected if they show any omissions, alterations of form, additions not called for, conditional bid or any irregularities of any kind.
6. The proposer shall insert the required responses and supply all the information as indicated on the Price Summary Form. The prices inserted shall be net and shall be the full cost including all factors whatsoever. **Any proposals not submitted on such forms provided will be considered unresponsive.**
7. No proposal may be changed or withdrawn after the time of submittal. Any modifications or withdrawals requested before this time shall be acceptable only when such request is made in writing to the Purchasing Manager.
8. The City of Greenville reserves the right to reject any and all bids, to waive any informality, and to accept the proposal or any portion thereof that is deemed most advantageous to the City. Any bid submitted will be binding for 90 days after the date of the bid opening.
9. The specifications attached represent the minimum general size, capacity and performance characteristics desired in the equipment to be purchased. These requirements are not intended to prevent obtaining fair responses or to eliminate competition, but they are intended for the protection of each and every bidder and to insure, if possible, that all bids submitted shall be upon a fair and comparable basis.
10. It is expressly understood by the bidders that written notice of award by the City will constitute an agreement by the City to consummate the transaction and will serve together with the proposal, advertisement, these instructions, and the detailed specifications, as the entire form of contract between the parties except in cases where formal contracts are warranted.
11. Each proposal shall specify delivery time.
12. Bid shall be FOB, Greenville, N. C.
13. Technical questions regarding the specifications of this proposal shall be directed to:  
  
Mr. Angel Maldonado, Fleet Superintendent, telephone (252) 329-4831; email: amaldonado@greenvillenc.gov.  
  
All other questions regarding the bid shall be directed to Denisha Harris, Purchasing Manager, and telephone (252) 258-9639; email: dharris@greenvillenc.gov.

## **GENERAL TERMS AND CONDITIONS**

1. **NON-DISCRIMINATION**: The City of Greenville does not discriminate on the basis of race, color, sex, national origin, religion, age or disability. Any contractors or vendors who provide services, programs or goods to the City are expected to fully comply with the City's non-discrimination policy.
2. **NON-COLLUSION**: Respondents, by submitting a signed proposal, certify that the accompanying submission is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under North Carolina or United States law.
3. **PAYMENT TERMS**: The City agrees to pay all approved invoices Net Thirty (30) days from the date received and approved. The City does not agree to the payment of late charges or finance charges assessed by the seller or vendor for any reason. Invoices are payable in U.S. funds.
4. **GOVERNING LAW**: Any agreement, contract or purchase order resulting from this invitation to bid, request for proposals or request for qualifications or quotes, shall be governed by the laws of the State of North Carolina.
5. **ACCEPTANCE/REJECTION OF PROPOSALS**: The City of Greenville reserves the right to award to the Firm who will best serve the interests of the City. The City also reserves the right to waive minor variations in the specifications and in the bidding process, as well as to accept in whole or in part such proposal(s) where it deems it advisable in protection of the best interests of the City. The City further reserves the right to accept or reject any or all proposals, and to award or not award a contract based on this proposal.
6. **E-VERIFY COMPLIANCE**: The Contractor shall comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Further, if the Contractor utilizes a Subcontractor, the Contractor shall require the Subcontractor to comply with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. By submitting a proposal, The Proposer represents that their firm and its Subcontractors are in compliance with the requirements of Article 2 Chapter 64 of the North Carolina General Statutes.
7. **Iran Divestment** Vendor certifies that: (i) it is not on the Iran Final Divestment List created by the NC State treasurer pursuant to N.C.G.S. 147-86.58; (ii) it will not take any actions causing it to appear on said list during the term of any contract with the City, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on said list.

8. **CONFLICT OF INTEREST**: Each proposer shall affirm that no official or employee of the City of Greenville is directly or indirectly interested in this proposal for any reason of personal gain.
9. **EQUAL EMPLOYMENT OPPORTUNITY CLAUSE**: The City of Greenville has adopted an Equal Employment Opportunity Clause, which is incorporated into all specifications, purchase orders and contracts, whereby a vendor agrees not to discriminate against any employee or applicant for employment because of race, color, religion, sex, national origin or ancestry. A copy of this clause may be obtained at the City Clerk's Office, located in City Hall-200 W. Fifth Street Greenville, NC. By submitting a proposal, the firm is attesting that they are an Equal Opportunity Employer.
10. **DBE PROGRAM: Disadvantaged Business Enterprise Program**

This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *and Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The City's overall goal for DBE participation is 8.39%. A separate contract goal has not been established for this contract.

Questions regarding the City's DBE Program should be directed to the DBE Office at (252) 329-4462.
11. **FEDERAL LAW**: Federal law (Rehabilitation Act and ADA) prohibits handicapped discrimination by all governmental units. By submitting a proposal, the vendor is attesting to its policy of nondiscrimination regarding the handicapped.
12. **TAXES**: Sales taxes may be listed on the proposal, but as a separate item. No charge will be allowed for Federal Excise and Transportation tax from which the City is exempt.
13. **WITHDRAWAL OF PROPOSALS**: No bid/proposal may be changed or withdrawn after the stated time and date for submittal. Bids/proposals submitted shall be binding for ninety (90) days after the date of submittal.
14. **SERVICES PERFORMED**: All services rendered under this agreement will be performed at the Seller's own risk and the Seller expressly agrees to indemnify and hold harmless The City of Greenville, its officers, agents, and employees from any and all liability, loss or damage that they may suffer as a result of claims, demands, actions, damages or injuries of any kind or nature whatsoever by or to any and all persons or property.
15. **INDEPENDENT CONTRACTOR**: It is mutually understood and agreed the Seller is an independent contractor and not an agent of the City of Greenville, and as such, Seller, his or her agents and employees shall not be entitled to any City employment benefits, such as but not limited to vacation, sick leave, insurance, workers' compensation, pension or retirement benefits.

16. **VERBAL AGREEMENT**: The City will not be bound by any verbal agreements.
17. **CONTRACT TERM**: Initial term of this contract is for twelve (12) months. The City reserves the right to renew the contract for two additional years. The City also reserves the right to cancel the agreement at any time it deems necessary with a written thirty (30) day notice. .
18. **INSURANCE REQUIREMENTS**: Contractor shall maintain at its own expense
  - (a) **Commercial General Liability** Insurance in an amount not less than \$1,000,000 per occurrence for bodily injury or property damage; City of Greenville, 200 W. Fifth St. Greenville, NC 27834 shall be named as additional insured.
  - (b) **Professional Liability** insurance in an amount not less than \$1,000,000 per occurrence-if providing professional services;
  - (c) **Workers Compensation Insurance** as required by the general statutes of the State of North Carolina and Employer's Liability Insurance not less than \$500,000 each accident for bodily injury by accident, \$500,000 each employee for bodily injury by disease, and \$500,000 policy limit;
  - (d) **Commercial Automobile Insurance** applicable to bodily injury and property damage, covering all owned, non-owned, and hired vehicles, in an amount not less than \$1,000,000 per occurrence as applicable. Certificates of Insurance shall be furnished prior to the commencement of Services.

## **SPECIAL PROVISIONS**

### **FEDERAL TRANSIT ADMINISTRATION REQUIREMENTS**

#### **No Obligation by the Federal Government.**

(1) The City and Contractor acknowledge and agree that, notwithstanding any concurrence by the Federal Government in or approval of the solicitation or award of the underlying contract, absent the express written consent by the Federal Government, the Federal Government is not a party to this contract and shall not be subject to any obligations or liabilities to the City, Contractor, or any other party (whether or not a party to that contract) pertaining to any matter resulting from the underlying contract.

(2) The Contractor agrees to include the above clause in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clause shall not be modified, except to identify the subcontractor who will be subject to its provisions.

#### **Program Fraud and False or Fraudulent Statements or Related Acts.**

(1) The Contractor acknowledges that the provisions of the Program Fraud Civil Remedies Act of 1986, as amended, 31 U.S.C. § 3801 et seq. and U.S. DOT regulations, "Program Fraud Civil Remedies," 49 C.F.R. Part 31, apply to its actions pertaining to this Project. Upon execution of the underlying contract, the Contractor certifies or affirms the truthfulness and accuracy of any statement it has made, it makes, it may make, or causes to be made, pertaining to the underlying contract or the FTA assisted project for which this contract work is being performed. In addition to other penalties that may be applicable, the Contractor further acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification, the Federal Government reserves the right to impose the penalties of the Program Fraud Civil

Remedies Act of 1986 on the Contractor to the extent the Federal Government deems appropriate.

(2) The Contractor also acknowledges that if it makes, or causes to be made, a false, fictitious, or fraudulent claim, statement, submission, or certification to the Federal Government under a contract connected with a project that is financed in whole or in part with Federal assistance originally awarded by FTA under the authority of 49 U.S.C. § 5307, the Government reserves the right to impose the penalties of 18 U.S.C. § 1001 and 49 U.S.C. § 5307(n)(1) on the Contractor, to the extent the Federal Government deems appropriate.

(3) The Contractor agrees to include the above two clauses in each subcontract financed in whole or in part with Federal assistance provided by FTA. It is further agreed that the clauses shall not be modified, except to identify the subcontractor who will be subject to the provisions.

## **Access to Records**

The following access to records requirements apply to this Contract:

1. Where the City is not a State but a local government and is the FTA Recipient or a sub grantee of the FTA Recipient in accordance with 49 C.F.R. 18.36(l), the Contractor agrees to provide the City, the FTA Administrator, the Comptroller General of the United States or any of their authorized representatives access to any books, documents, papers and records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts and transcriptions. Contractor also agrees, pursuant to 49 C.F.R. 633.17 to provide the FTA Administrator or his authorized representatives including any PMO Contractor access to Contractor's records and construction sites pertaining to a major capital project, defined at 49 U.S.C. 5302(a)1, which is receiving federal financial assistance through the programs described at 49 U.S.C. 5307, 5309 or 5311.

2. Where the City which is the FTA Recipient or a subgrantee of the FTA Recipient in accordance with 49 U.S.C. 5325(a) enters into a contract for a capital project or improvement (defined at 49 U.S.C. 5302(a)1) through other than competitive bidding, the Contractor shall make available records related to the contract to the Purchaser, the Secretary of Transportation and the Comptroller General or any authorized officer or employee of any of them for the purposes of conducting an audit and inspection.

3. The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

4. The Contractor agrees to maintain all books, records, accounts and reports required under this contract for a period of not less than three years after the date of termination or expiration of this contract, except in the event of litigation or settlement of claims arising from the performance of this contract, in which case Contractor agrees to maintain same until the City, the FTA Administrator, the



Comptroller General, or any of their duly authorized representatives, have disposed of all such litigation, appeals, claims or exceptions related thereto. Reference 49 CFR 18.39(i)(11).

### **Federal Changes**

Contractor shall at all times comply with all applicable FTA regulations, policies, procedures and directives, including without limitation those listed directly or by reference in the Master Agreement between the City and FTA, as they may be amended or promulgated from time to time during the term of this contract. Contractor's failure to so comply shall constitute a material breach of this contract.

### **Energy Conservation Requirements**

The contractor agrees to comply with mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

### **Termination for Convenience (General Provision)**

The City may terminate this contract, in whole or in part, at any time by written notice to the Contractor when it is in the Government's best interest. The Contractor shall be paid its costs, including contract close-out costs, and profit on work performed up to the time of termination. The Contractor shall promptly submit its termination claim to the City to be paid the Contractor. If the Contractor has any property in its possession belonging to the City, the Contractor will account for the same, and dispose of it in the manner the City directs.

### **Termination for Default [Breach or Cause] (General Provision)**

If the Contractor does not deliver supplies in accordance with the contract delivery schedule, or, if the contract is for services, the Contractor fails to perform in the manner called for in the contract, or if the Contractor fails to comply with any other provisions of the contract, the City may terminate this contract for default. Termination shall be effected by serving a notice of termination on the contractor setting forth the manner in which the Contractor is in default. The contractor will only be paid the contract price for supplies delivered and accepted, or services performed in accordance with the manner of performance set forth in the contract.

If it is later determined by the City that the Contractor had an excusable reason for not performing, such as a strike, fire, or flood, events which are not the fault of or are beyond the control of the Contractor, the City, after setting up a new delivery of performance schedule, may allow the Contractor to continue work, or treat the termination as a termination for convenience.

## **Opportunity to Cure (General Provision)**

The City in its sole discretion may, in the case of a termination for breach or default, allow the Contractor ten (10) calendar days in which to cure the defect. In such case, the notice of termination will state the time period in which cure is permitted and other appropriate conditions

If Contractor fails to remedy to the City's satisfaction the breach or default of any of the terms, covenants, or conditions of this Contract within ten (10) calendar after receipt by Contractor of written notice from the City setting forth the nature of said breach or default, the City shall have the right to terminate the Contract without any further obligation to Contractor. Any such termination for default shall not in any way operate to preclude the City from also pursuing all available remedies against Contractor and its sureties for said breach or default.

## **Waiver of Remedies for any Breach**

In the event that the City elects to waive its remedies for any breach by Contractor of any covenant, term or condition of this Contract, such waiver by the City shall not limit the City's remedies for any succeeding breach of that or of any other term, covenant, or condition of this Contract.

## **Civil Rights**

The following requirements apply to the underlying contract:

(1) Nondiscrimination - In accordance with Title VI of the Civil Rights Act, as amended, 42 U.S.C. § 2000d, section 303 of the Age Discrimination Act of 1975, as amended, 42 U.S.C. § 6102, section 202 of the Americans with Disabilities Act of 1990, 42 U.S.C. § 12132, and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees that it will not discriminate against any employee or applicant for employment because of race, color, creed, national origin, sex, age, or disability. In addition, the Contractor agrees to comply with applicable Federal implementing regulations and other implementing requirements FTA may issue.

(2) Equal Employment Opportunity - The following equal employment opportunity requirements apply to the underlying contract:

(a) Race, Color, Creed, National Origin, Sex - In accordance with Title VII of the Civil Rights Act, as amended, 42 U.S.C. § 2000e, and Federal transit laws at 49 U.S.C. § 5332, the Contractor agrees to comply with all applicable equal employment opportunity requirements of U.S. Department of Labor (U.S. DOL) regulations, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor," 41 C.F.R. Parts 60 et seq., (which implement Executive Order No. 11246, "Equal Employment Opportunity," as amended by Executive Order No. 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," 42 U.S.C. § 2000e note), and with any applicable Federal statutes, executive orders, regulations, and Federal policies that may in the future affect construction activities undertaken in the course of the Project. The Contractor agrees to take affirmative action to ensure that applicants are employed, and that employees are treated during employment, without regard to their race, color, creed, national origin, sex, or age. Such action shall include, but not be limited to, the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination; rates of pay or other forms of compensation; and selection for training, including apprenticeship. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(b) Age - In accordance with section 4 of the Age Discrimination in Employment Act of 1967, as amended, 29 U.S.C. § § 623 and Federal transit law at 49 U.S.C. § 5332, the Contractor agrees to refrain from discrimination against present and prospective employees for reason of age. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(c) Disabilities - In accordance with section 102 of the Americans with Disabilities Act, as amended, 42 U.S.C. § 12112, the Contractor agrees that it will comply with the requirements of U.S. Equal Employment Opportunity Commission, "Regulations to Implement the Equal Employment Provisions of the Americans with Disabilities Act," 29 C.F.R. Part 1630, pertaining to employment of persons with disabilities. In addition, the Contractor agrees to comply with any implementing requirements FTA may issue.

(3) The Contractor also agrees to include these requirements in each subcontract financed in whole or in part with Federal assistance provided by FTA, modified only if necessary to identify the affected parties.

## **Disadvantaged Business Enterprises**

This contract is subject to the requirements of Title 49, Code of Federal Regulations, Part 26, *Participation by Disadvantaged Business Enterprises in Department of Transportation Financial Assistance Programs*. The national goal for participation of Disadvantaged Business Enterprises (DBE) is 10%. The City's overall goal for DBE participation is 8.39%. A separate contract goal has not been established for this contract.

The contractor shall not discriminate on the basis of race, color, national origin, or sex in the performance of this contract. The contractor shall carry out applicable requirements of 49 CFR Part 26 in the award and administration of this DOT-assisted contract. Failure by the contractor to carry out these requirements is a material breach of this contract, which may result in the termination of this contract or such other remedy as the City deems appropriate. Each subcontract the contractor signs with a subcontractor must include the assurance in this paragraph (see 49 CFR 26.13(b)).

The successful bidder/offeror will be required to report its DBE participation obtained through race-neutral means throughout the period of performance.

The contractor is required to pay its subcontractors performing work related to this contract for satisfactory performance of that work no later than 30 days after the contractor's receipt of payment for that work from the City. In addition, the contractor may not hold retainage from its subcontractors.

The contractor must promptly notify the City whenever a DBE subcontractor performing work related to this contract is terminated or fails to complete its work, and must make good faith efforts to engage another DBE subcontractor to perform at least the same amount of work. The contractor may not terminate any DBE subcontractor and perform that work through its own forces or those of an affiliate without prior written consent of the City.

## **Incorporation of Federal Transit Administration (FTA) Terms**

The preceding provisions include, in part, certain Standard Terms and Conditions required by DOT, whether or not expressly set forth in the preceding contract provisions. All contractual provisions required by DOT, as set forth in FTA Circular 4220.1E, are hereby incorporated by reference. Anything to the contrary herein notwithstanding, all FTA mandated terms shall be deemed to control in the event of a conflict with other provisions contained in this Agreement. The Contractor shall not perform any act, fail to perform any act, or refuse to comply with any City requests which would cause City to be in violation of the FTA terms and conditions.

# **TECHNICAL AND PERFORMANCE REQUIREMENTS**

## **SPECIFICATIONS**

### **Cleaning Schedule**

The exact schedule will be determined based on vehicle condition, weather conditions and weather forecast. As a general rule, the following schedule will apply:

Interior Washing:                    One day a week – four (4) buses (one additional bus may be added to this contract)

Contractor must wash vehicles when they are available and on a schedule agreed upon by the Fleet Division and Transit. Washing will typically occur Monday during the morning.

Contractor must be available and respond to interior wash vehicles with same-day notice. Situations arise that require contractor response to special events and bodily fluid clean-up. To the extent possible, all washing will be scheduled by the contractor and the Fleet Division contract administrator days in advance to allow maximum preparation. Fleet Division expects the contractor to monitor upcoming weather conditions and wash vehicles as appropriate based on conditions and not convenience to the contractor. Failure to perform services as requested by Fleet Division will result in contract termination.

### **Contractor**

The contractor must specialize in interior vehicle cleaning with a minimum of 3 years experience along with his/her own mobile equipment. The contractor must provide a minimum of 3 references. Workers' Compensation should be statutory workers' compensation with Employer's Liability limits of at least \$500,000; auto liability with a minimum of \$1,000,000; general liability limits of a minimum of \$1,000,000. To the fullest extent permitted by law, \_\_\_\_\_, hereinafter referred to as Contractor, (i) agrees to protect, defend, indemnify and hold City of Greenville, its officers, managers, directors, and employees free and harmless from and against any and all losses, penalties, damages, settlements, costs, charges, professional fees including but not limited to attorneys' fees and costs or other expenses or liabilities of every kind and character arising out of or relating to any and all claims, liens, demands, obligations, actions, proceedings, or causes of action of every kind in connection with or arising out of this Agreement and/or the performance hereof that are due, in whole or in part, to the negligence of Contractor, its officers, employees, and agents, and (ii) to investigate, handle, respond to, provide defense for, and defend the same at its sole expense and to bear all other costs and expenses related thereto.

## **INTERIOR**

Contractor shall be responsible for thoroughly cleaning the interior of the assigned vehicles on the schedule and frequency agreed upon by the contractor and Fleet Division contract administrator. Products shall not be used that can cause damage to interior panels, flooring or fabric. If the contractor is found to use such items they will be subject to contract termination and restitution for damages. Contractor will also be liable for any water damage. Contractor shall be responsible for notifying Fleet Division maintenance personal of any and all damage found or incurred during the cleaning process.

### **Chemical Agents**

Contractor shall use environmentally friendly chemicals to the maximum extent. A complete listing of chemicals, including all MSDS information, must be submitted to the Fleet Division contract administrator. If at any time chemicals change, the contractor must submit an updated chemical list before the new chemical is used.

### **Windows & Clear Partitions**

All windows shall be completely clean and free of debris. All windows shall be thoroughly rinsed and streak-free. Contractor shall remove cleaning solution from windows with a squeegee or similar device. Special care shall be used to clean window decals. Contractor shall be liable if decals are damaged or removed.

### **Mirrors, Front Windows, Front Door Glass and Windshield**

Special attention shall be given to the mirrors, front windows, front door glass and windshield. These surfaces must be completely clean and streak-free without exception. Failure to comply with this specification will result in the contractor being immediately notified to return and complete this requirement at their expense.

### **Driver's Area and Dash**

Extra attention is required in the driver area. The dash and area surrounding the driver seat shall be free of debris. A vacuum type device should be used to contain debris and airborne particulate matter. The pedals and surrounding floor shall be completely clean and free of debris. The driver seat shall be thoroughly cleaned and disinfected. The front dash, side console and overhead console, including switches and two-way radio microphone, shall be completely wiped clean with a disinfectant cleaner. All gauges shall be cleaned. The complete front dash and doorway area must be free of debris and streak-free.

### **Trash Container**

Each trash container shall be thoroughly cleaned and disinfected.

## **Interior Panels (including but not limited to sidewalls, window trim, modesty panels, wheel wells and ceiling panels)**

All interior trim panels, including ceiling panels and driver area, shall be thoroughly cleaned using a disinfectant solution. All panels shall be completely free of graffiti and all outside markings and soils. Contractor shall provide the Fleet Division contract administrator with a detailed list of graffiti. Special attention must be given to corners, doorways and the intersection of the sidewall and floor.

## **Heat, Ventilation, and Air Conditioning Cove Molding**

All debris must be removed from the air outlets and the advertising space. Care should be taken to collect all debris particulate matter with a vacuum type device or damp cloth. Surfaces must be completely clean and streak-free.

## **Rear Bulkhead (fabric)**

Care should be used in cleaning and deodorizing the rear bulkhead. The fabric should be free of debris and free of absorbed odor. The HVAC grate should be cleaned using a vacuum type device to contain debris and airborne particulate matter.

## **Electrical Equipment Box (where applicable)**

The electrical equipment box shall be thoroughly cleaned on all sides to be completely free of debris and streak-free.

## **Seating**

General dry cleaning shall be performed on all seats with a vacuum type device to remove all loose and embedded debris. Special attention shall be used in the area between the wall and seat, between seats, and between the back and bottom cushion. The seat underside and back shall be completely free of debris, including chewing gum and graffiti.

All seating surfacing contaminated by bloodborne pathogens must be removed by certified personnel and properly steam cleaned and disinfected. Annually, seats shall be steam cleaned to remove embedded debris and sanitize seating surface.

Seats shall be cleaned with manufacturer approved solutions and methods only. See the specific manufacturer recommendations for additional information.

## **Hand Rails, Vertical Stanchions and Seating Handholds**

Seating handholds, vertical stanchions and horizontal overhead rails shall be thoroughly wiped down with a disinfectant solution.

## **Floor**

All flooring shall be cleaned and spot treated by manufacturer recommendations. Only approved cleaning solutions and equipment shall be used. Fleet Division/Transit contract administrator can provide the manufacturer specifications. The contractor is responsible for following all instructions. Failure to follow manufacturer instructions leading to flooring damage or discoloring will be grounds for termination of the contract and restitution for damages. Special attention must be given to corners, doorways and the intersection of the sidewall and floor.

Flooring surfacing contaminated by bloodborne pathogens must be cleaned by certified personnel and properly disinfected.

The following outlines the minimum weekly expectations:

1. Sweep and vacuum up dust, grit and other debris. Hand brush in corners and under seats. Thoroughly clean driver's area.
2. Remove chewing gum and treat stains. Use a spatula to remove chewing gum. Apply warm water and an oxygen bleach like Comet or Ajax directly onto stains. Leave for 3 minutes, then scrub with a coarse nylon brush such as a Flo-Pac or scrubbing pad. Rinse the floor with clean, cool water.
3. Spread cleaning agent to side sections and center aisles following maker's dilution guide. Avoid high-pressure cleaners, except under strict operating instructions. Soak 2-3 minutes. Scrub with a coarse nylon brush, such as a Flo-Pac or with machine.
4. Use a wet vacuum cleaner to remove dirty water.
5. Thoroughly rinse the floor with hot or cold water.
1. Use a wet vacuum to remove excess water and allow to dry. Use a commercial floor drying fan to assist the drying process. The floor should be completely dry in less than 15 minutes per vehicle. At no time is it acceptable to leave pooled water or an excessively wet floor. Water damage can occur.

Special attention must be given to wheelchair securement areas and devices. All floor pockets and slide tracks must be completely free of all debris. The wheelchair lift or ramp must be completely free of all debris. Special instruction will be given regarding the cleaning procedure of wheelchair lifts and ramps. The securement devices should be neatly stowed and secure off of the floor surface and cleaned with a disinfectant cleaner.

## **Air Quality**

Contractor shall use products that leave a non-offensive fragrance. Scented products shall not leave an overpowering inhalable fragrance. Upon completion of cleaning the interior shall have a fresh clean scent.

**END OF SPECIFICATONS**



**PRICING SUMMARY FORM**

<b>Interior Bus Wash</b>	\$ _____/unit
<b>Seat Steam cleaning for contaminates.</b>	\$ _____/unit
<b>Annual Seat Steam Cleaning</b>	\$ _____/unit

I certify that this proposal is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, equipment or services and is in all respects fair without collusion or fraud. I understand collusive bidding is a violation of state and federal law and can result in fines, prison sentences, and civil damage awards. The bidder hereby makes an offer to the City of Greenville in accordance with the proposal documents, including this Bid Proposal Form and all enclosures. The undersigned individual certifies that he or she is authorized to sign this bid for the bidder.

**E-Verify Compliance:**

**BIDDER also acknowledges that compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes is required by the Contractor and its Subcontractors by North Carolina law and the provisions of the Contract Documents. The BIDDER represents that the BIDDER and its Subcontractors are in compliance with the requirements of Article 2 of Chapter 64 of the North Carolina General Statutes. Article 2 of Chapter 64 of the North Carolina General Statutes requires employers, that transact business in the State of North Carolina and employ 25 or more employees in the State of North Carolina, to electronically verify the legal employment status of an employee through the federal E-Verify program after hiring the employee to work in the State of North Carolina.**

**Iran Divestment**

**Vendor certifies that: (i) it is not on the Iran Final Divestment List created by the NC State treasurer pursuant to N.C.G.S. 147-86.58; (ii) it will not take any actions causing it to appear on said list during the term of any contract with the City, and (iii) it will not utilize any subcontractor to provide goods and services hereunder that is identified on said list.**

Date \_\_\_\_\_

The following are enclosed: (check all applicable)

\_\_\_ Brochures

\_\_\_ Samples

\_\_\_ Other

\_\_\_\_\_  
OFFICIAL LEGAL NAME OF COMPANY

\_\_\_\_\_  
ADDRESS

\_\_\_\_\_  
CITY STATE ZIP CODE

\_\_\_\_\_  
AUTHORIZED SIGNATURE

\_\_\_\_\_  
PRINT NAME TITLE

(\_\_\_\_)\_\_\_\_\_(\_\_\_\_)\_\_\_\_\_  
TELEPHONE NO FAX NO.

\_\_\_\_\_  
FEDERAL I.D. NUMBER

\_\_\_\_\_  
EMAIL/WEB SITE ADDRESS