



**REQUEST FOR QUOTES**

**SOLICITATION #2021-19**

**GENERAL TERMS, CONDITIONS AND SPECIFICATIONS FOR:  
CLEANING AND DETAILING THE INSIDE OF (13) MARKED AND  
FULLY EQUIPPED POLICE FORD EXPLORERS, (3) UNMARKED  
ADMINISTRATIVE FORD EXPLORERS, (1) PARTIALLY EQUIPPED  
FORD EXPEDITION, (2) FORD TAURUSES, (1) FORD FUSION, (2)  
DODGE CARAVANS, (2) FORD F150 CREWCAB PICKUP TRUCKS**

**ISSUED: March 25, 2021**

**Quotes Due: 2:00 PM APRIL 8, 2021**

**LT. JASON NORTON, POLICE PATROL LIEUTENANT**

**URBANA POLICE DEPARTMENT**

**400 S VINE ST URBANA, IL 61801 PHONE: 217.384.2358**

**EMAIL: [nortonjd@urbanaininois.us](mailto:nortonjd@urbanaininois.us)**

## **GENERAL TERMS AND CONDITIONS**

### **Request for Quotes**

The City of Urbana Police Department is seeking quotes for the cleaning, detailing and sanitizing the inside of (13) MARKED AND FULLY EQUIPPED POLICE FORD EXPLORERS, (3) UNMARKED ADMINISTRATIVE FORD EXPLORERS, (1) PARTIALLY EQUIPPED FORD EXPEDITION, (2) FORD TAURUSES, (1) FORD FUSION, (2) DODGE CARAVANS and (2) FORD F150 CREWCAB PICKUP TRUCKS. Vendors must submit a complete quote to the Urbana Police Department by 2:00 p.m. April 8, 2021.

### **Intent**

The City intends to accept one (1) bid from a qualified and responsible vendor for the cleaning, detailing and sanitizing the inside of the vehicles listed under **Specifications**.

However, the City reserves the right to determine the acceptability or unacceptability, or to reject any subpart and/or all quotes, or to negotiate the effects and costs of any such quotes prior to reaching a decision on the awarding of Contract.

### **Contact Person**

Lt. Jason Norton  
Urbana Police Department  
400 S Vine St Urbana, Illinois 61801  
217.384.2358  
[nortonjd@urbanaininois.us](mailto:nortonjd@urbanaininois.us)

### **Meeting Specifications**

The terms, conditions and specifications included in this package describe what the City thinks are necessary to meet the performance requirements of the City and shall be considered the minimum standards expected of the Vendor. The City shall require all Vendors to fully comply with the specifications.

The City reserves the right to determine the acceptability or unacceptability of any and all quotes.

### **Investigation by Potential**

It shall be the responsibility of the Vendor to thoroughly read and understand the information, instructions, and specifications. Vendors are expected to fully inform themselves as to the conditions and requirements of the services to be provided. Failure to do so is at the Vendor's own risk. No plea of error or plea of ignorance by the Vendor of conditions that exist or that may hereafter exist as a result of failure or omission on the part of the Vendor to make the necessary examinations and investigations will be accepted as a basis for varying the requirements of the City. The City will assume that submission of a quote means that the Vendor has familiarized itself with the conditions and requirements and intends to comply with them unless specifically noted otherwise.

### **Format for Submissions**

A properly prepared quote shall consist of:

Price Quotation Sheet listing all the pricing related to the specific type of vehicle and the cost of completing the cleaning, detailing and sanitizing of the inside of each vehicle listed.

### **Quote Delivery Procedures**

**Quotes can be delivered to the Urbana Police Department, 400 S Vine St, Urbana, Illinois, 61801 no later than 2:00 p.m. April 8, 2021 or emailed to Lt. Jason Norton at [nortonjd@urbanaininois.us](mailto:nortonjd@urbanaininois.us) no later than 2:00 p.m. April 8, 2021.** If you choose to deliver a quote, it should be clearly labeled "Police Vehicle Detailing" with the Vendor's name and address. If sent by mail, the sealed envelope containing the quote must be addressed to Lt. Jason Norton at the above listed address under contact person and must have "Police Vehicle Detailing" written on the outer envelope.

Quotes arriving after the above specified time, whether sent by mail, courier, or in person, shall not be accepted. These quotes will not be opened and disposed of. It is the Vendor's responsibility for timely delivery regardless of the methods used. Mailed quotes that are delivered after the specified time will not be accepted regardless of the postmarked date or time on the envelope. Facsimile ("fax") machine transmitted quotes shall not be accepted.

### **Withdrawals; Declinations**

A written request for the withdrawal of a quote will be granted if the request is received by Lt. Jason Norton prior to the specified time of the submission deadline. However, after a quote is submitted, it will be binding for a period of sixty (60) calendar days after the submission deadline.

**Non-Acceptance of Quotes** No quote shall be accepted from, or contract awarded to, any person, firm, or corporation that is in arrears or is in default to the City upon any debt or contract, or that is a defaulter, as surety or otherwise, upon any obligation to the City, or has failed to faithfully perform any previous contract with the City.

**Quote Opening Procedures** At the submission deadline, all quotes will be evaluated to ensure they were submitted as described in this document. The department will then select a Vendor who meets the criteria as requested. The City shall take all quotes under review. The City will render a decision within fifteen (15) working days after the opening of quotes.

**Competency of Vendors** The opening, reading or posting of quotes shall not be construed as acceptance by the City of the Vendors as being qualified, responsible candidates. The City reserves the right to determine the competence and financial and operational capacity of any Vendor. Upon request of the City, the Vendor shall furnish evidence as may be required by the City to evaluate its ability and resources to accomplish the services required by the specifications herein. The City shall unequivocally be the sole and final judge of such competency, and its decision shall be final and not subject to recourse by any person, firm, or corporation.

**Post Selection Documentation** The selected Vendor will be required to submit the following forms supplied by the City:

Vendor Representations and Additional Duties (VRAD) Form

IRS Form W-9

**Non-Collusion**

In submitting this quote, the Vendor declares and warrants that the only persons or parties interested in the quote as principals are those named herein; and that the quote is made without collusion with any other person, firm or corporation.

**Payments**

The Contractor will be paid for all services properly rendered within sixty (60) days of receipt of an invoice by the City. All amounts on the Price Quotation Sheet shall be listed in whole U.S. dollars. All blanks on the Price Quotation Sheet must be correctly filled in. Use of a computer or typewriter to fill in the price quotation sheets is strongly encouraged. Neatly handwritten price quotation sheets are acceptable provided they are clear, legible, and in black ink. The City cannot and will not be responsible for quote submissions or Price Quotation Sheets that are illegible or unintelligible. All forms requiring signatures must be properly signed in ink in the proper spaces

**Schedule**

The selected vendor shall deliver all of the specified services to the Urbana Police Department, 400 S Vine St, Urbana, Illinois 61801 no later than thirty (45) days upon the awarding of the contract. The Police Department and Vendor may enter in to an agreement that may extend the delivery time for unforeseen or extenuating circumstances. Regardless, this extension will not exceed 60 days from the original date that the quote is awarded to the vendor. The Police Department reserves the right to change the delivery location.

**Specifications**

**1. Number of Units**

- (13) Marked and fully equipped police Ford Explorers**
- (3) Unmarked administrative Ford Explorers**
- (1) Partially equipped Ford Expedition**
- (2) Ford Tauruses**
- (1) Ford Fusion**
- (2) Dodge Caravans**
- (2) Ford F150 crew cab pickup trucks**

- 2. Each vehicle will need the interior to be cleaned, detailed and sanitized. This should include the floors, seats and any other cleanable surface inside each vehicle.**
- 3. The City may require the presence of a police department employee when the cars are cleaned.**

**City of Urbana, Illinois**

**Price Quotation Sheet**

Company Name: \_\_\_\_\_ Phone Number: \_\_\_\_\_

Contact Person: \_\_\_\_\_ Signature: \_\_\_\_\_

Date: \_\_\_\_\_ Address: \_\_\_\_\_

City, State, Zip: \_\_\_\_\_

Please attach a detailed itemized price sheet