



**COUNTY OF HENRICO  
DEPARTMENT OF FINANCE  
PURCHASING DIVISION  
CONTRACT EXTRACT  
NOTICE OF AWARD/RENEWAL**

DATE:	September 15, 2021
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Vehicle Washing Services
CONTRACT NUMBER:	1906A
COMMODITY CODE:	928.93
CONTRACT PERIOD:	October 1, 2021 through September 30, 2022
RENEWAL OPTIONS:	2 Renewals remaining, through September 30, 2024
USER DEPARTMENT:	County
Contact Name:	Lt. Robert Dillard
Phone Number:	804-727-8621
Email Address:	Dil03@henrico.us
HENRICO COOPERATIVE TERMS INCLUDED:	Yes
SUPPLIER: Name:	Hogwash Express Carwash LLC
Address:	6100 Nine Mile Road
City, State:	Henrico, VA 23223
Contact Name:	Thomas Hogg
Phone Number:	804-718-0444
Email address:	bosshogg@hogwashrva.com
ORACLE SUPPLIER NUMBER:	355304
BUSINESS CATEGORY:	Small
PAYMENT TERMS:	Due upon receipt
DELIVERY:	As needed and requested
FOB:	County of Henrico
BUYER: Name:	Justin M. Herbaugh
Title:	Procurement II
Phone:	804-501-5680
Email:	Her034@henrico.us

This contract is the result of a competitive solicitation issued by the Department of Finance, Purchasing Division. A requisition must be generated for all purchases made against this contract and the requisition must reference the contract number.

## PRICE SCHEDULE – CONTRACT NO. 1906A

Zone 3: \$10.00 / Vehicle

6100 Nine Mile Road, Henrico, VA 23223

### A. GENERAL REQUIREMENTS:

1. Supplier shall provide a full-service vehicle cleaning at a fixed facility that will completely and safely clean the vehicle exterior and interior. All services shall be performed per industry recommended standards for vehicle washing and cleaning techniques.
2. All vehicle cleaning services will be performed on the Supplier's premises. County employees will remain on site for the duration of service. Mobile or automated facilities that do not provide full exterior cleaning service will not be considered.
3. Vehicles to be serviced shall include sport utility vehicles, passenger cars, station wagons, vans and pickup trucks. Vehicles, either due to their overall size or configuration, that cannot be washed at a fixed site facility are not included under this contract.
4. Services shall begin within (30) minutes of a vehicle's arrival, or at a time mutually agreed to between the Successful Bidder and County employee requesting services. Wait times until the competition of service shall take no longer than (45) minutes.
5. The Supplier shall inspect and report any apparent damage to the vehicle or any of its components prior to contract performance. The Supplier shall notify the driver of any potential risk prior to providing service; however, this does not relieve the Supplier from damages caused by negligence. **County employees shall not be required to sign any waivers.**
6. All chemicals used, including detergents, soaps, waxes and rinses, must be specifically formulated for use on automobile surfaces and must be used in accordance with the chemical manufacturer's recommendations. All chemicals utilized by the Supplier shall be environmentally friendly.
7. Fixed facility shall be open, at a minimum, Monday through Friday. Supplier shall provide their hours of operation.
8. Supplier shall comply with all state and local Occupational Safety and Health Administration (OSHA) standards, and any other applicable rules and regulations.

### B. SERVICE SPECIFICATIONS

1. Vehicle Exterior
  - a. Heavily soiled exterior areas shall be pretreated prior to washing.
  - b. Full service automatic brush washing exterior consisting of forced soap and water applied to all exterior panels, headlights, taillights, splash guards, police light bars (where applicable), tires, and undercarriage.
  - c. High pressure rinse to ensure the vehicle is cleaned of all chemicals and debris.

- d. Forced air and/or hand towel drying with clean cloths.
- e. Hand detailing to ensure the vehicle is free of all water spots, road film, insects, tar, tree sap, pollen or remaining chemicals.
- f. Windows and mirrors shall be cleaned inside and out using glass cleaning products to remove all debris, spots and streaks.
- g. Tire dressing (shine) shall be applied to all tires.

## 2. Vehicle Interior

- a. Vehicle interior, including floors (to include under seats), seats, interior doors, and other fabric covered interior areas shall be vacuumed to remove all loose debris.
- b. Rubber mats shall be removed, cleaned, dried, and placed back in vehicle.
- c. The remaining interior shall be cleaned with approved cleaning products where necessary to remove all dirt, dust and debris from dashboard, steering column, steering wheel, instrument panel, door jambs, door panels, center console, window moldings and sills.
- d. All interior glass shall be cleaned with appropriate glass cleaner and wiped dry with a clean cloth.
- e. Interior cleaning of vans and wagons includes rear portion of vehicle.

## 3. Exclusions

- a. Cleaning of engine compartments and trunk interiors.
- b. Washing of the interior of pickup truck beds other than what it receives going through automated wash.
- c. Special detailing services, air fresheners, or other services/items of additional cost.

## 4. Identification

The Successful Bidder will be required to maintain a listing of County employees using this service on the attached form (Attachment D). At the time of service, each Henrico County employee will be required to provide the date of service, vehicle number, license number, employee's department, and name. It is the responsibility of the Successful Bidder to reproduce this form as necessary.

## 5. Award

It is the intent of the County to award multiple contracts based on zones (See attachment E):

**Zone 1 – West (Staples Mill Road and points west)**

**Zone 3 – East (Creighton Road and points east)**

**C. INVOICING:**

The Successful Bidder shall bill the County of Henrico on a monthly basis. A copy of the identification sheet as described in Section I.A.4 shall be attached to the monthly billing invoice (See Attachment D). Only those charges on the identification sheet will be paid. Monthly invoices shall be sent directly to:

Henrico County – Central Automotive Maintenance  
ATTN: Gale Lamphire  
10301 Woodman Road  
Glen Allen, VA 23060



COMMONWEALTH OF VIRGINIA

COUNTY OF HENRICO

Contract No. 1906A

CONTRACT

This contract ("Contract"), made this 20<sup>th</sup> day of September, 2019 between the County of Henrico, hereinafter called the "County" and

**Hogwash Express Car Wash LLC**

and his, its or their successors, executors, administrators, and assigns, hereinafter called the "Contractor;".

**WITNESSETH:** That, for the consideration mentioned below, the Contractor promises to do all the work and furnish all the materials, equipment and labor necessary to carry out this Contract in the manner and to the full extent set forth in the Contract Documents (hereinafter defined) to the satisfaction of the County. At all times, the County shall have the right to inspect the Contractor's work performed under this Contract. All terms and conditions, specifications, general and special provisions, plans, drawings, and all documents referred to below are hereby made part of this Contract as completely as if incorporated herein.

It is agreed that the services to be done under this Contract are to furnish all tools, labor, equipment and supervision necessary to provide full service, automated vehicle washing services when needed and requested by the County of Henrico in accordance with: (i) Invitation for Bid # 19-1906-8JMH dated August 13, 2019, including the general terms, conditions and requirements therein; (ii) Addendum No. 1 dated August 23, 2019; (iii) Addendum No. 2 dated August 30, 2019; (iv) Contractor's Bid dated September 5, 2019; and the Price Schedule included as Appendix A (collectively, the "Contract Documents"). The term of this Contract shall be from October 1, 2019 through September 30, 2020 and may be renewed for up to four additional one-year periods in the County's sole discretion. Pricing shall be in accordance with the Price Schedule included as Appendix A.

In consideration of the foregoing, which consideration is acknowledged by the parties to be sufficient and complete for all of the work within the scope of this Contract, the County agrees to pay the Contractor for all items of work performed and/or materials furnished at the unit prices or lump prices under the conditions set forth in the Contract Documents.

FIRM: Hogwash Express Car Wash LLC  
ADDRESS 6100 Nine Mile Road  
Henrico, VA 23223

BY *Thomas M. Hagg*  
TITLE MANAGER

DATE 9/23/2019

County of Henrico, Virginia  
P.O. Box 90775  
Henrico, VA 23273-0775

BY *Cecelia H. Stowe*  
Cecelia H. Stowe, CPPO, C.P.M.  
Purchasing Director

DATE 9-24-19

*JKH*