



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

DATE:	September 16, 2020
CONTRACT COMMODITY/SERVICE: <i>(include contracting entity if cooperative)</i>	Vehicle Washing Services
CONTRACT NUMBER:	1906A
COMMODITY CODE:	928.93
CONTRACT PERIOD:	October 1, 2020 through September 30, 2021
RENEWAL OPTIONS:	3 Renewals Remaining, through September 30, 2024
USER DEPARTMENT:	County
Contact Name:	Lt. Greg 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:	Hogwash Express Carwash LLC
ORACLE SUPPLIER NUMBER:	bosshogg@hogwashrva.com
BUSINESS CATEGORY:	355304
PAYMENT TERMS:	Small
DELIVERY:	Due Upon Receipt
FOB:	As Needed and Requested
BUYER: Name:	County of Henrico
Title:	
Phone:	Justin M. Herbaugh
Email:	Procurement Analyst I

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