

**PURCHASING DEPARTMENT INTER-DEPARTMENTAL COMMUNICATION**

To: ROBERT COPPIN, CHIEF OF POLICE

Through: DEAN MEALY PURCHASING MANAGER *Dean Mealy*

From: RICKEY LITTLE, BUYER

Date: October 13, 2015

Subject: **AWARD RECOMMENDATION: BID NO. 558-15 CITYWIDE AUTO  
DETAILING**

Consistent with the City of Riviera Beach Procurement Code Chapter 16.5 (Municode), an invitation for bids were advertised in the “**Legal Notices**” section of the Palm Beach Post on **June 14, 2015** to solicit qualified bidders to provide washing and detailing for City owned vehicles. The scope of work consists of providing a mobile, on-site vehicle for washing and detailing services for the City for a per unit charge.

To provide additional exposure and to ensure maximum competition for the project, it was also advertised on the City's internet website and DemandStar.com on **June 15, 2015**. Moreover, the Purchasing Department also forwarded the solicitation to eight (8) separate vendors which provide similar services in the Palm Beach County area.

Bid proposals were publicly opened and announced on **July 6, 2015 at 3:30 p.m.** in the Council Chambers. (Please Refer to attached Bid Tabulation). Three (3) vendors responded to the solicitation. Their bids ranged from \$2,160.00 per month for the Basic Service to \$2,595.00 per month.

The low bid, \$2,160.00 per month, was submitted by Dirt & Restoration Custom Auto Detailing of Riviera Beach, Florida, and has been determined to be a responsive and responsible bidder. The contractor is registered with the City of Riviera Beach and had a prior Personal Service Agreement for car detailing with the City of Riviera Beach Police Department in the past.

It has been verified that Dirt & Restoration Custom Auto Detailing has a valid and current local business tax receipt with The City of Riviera Beach and Palm Beach County.

Additionally, the Purchasing Department has verified the following references in addition to the one provided by yourself:

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**AWARD RECOMMENDATION: BID 507-15 CITYWIDE AUTO DETAILING**

COMPANY	NATURE OF PROJECT	RATING
Manor Care Assisted Living 16200 Jog Road Delray Beach, FL 33446	Pressure Cleaning	Excellent
AutoNation Cadillac 2101 45 <sup>th</sup> Street West Palm Beach, FL 33407	Auto Washing and Detailing	Excellent
Orthodox Child Development Center 2900 N. Australian Ave. West Palm Beach, FL 33407	Vehicle Washing and Detailing	Excellent

For your records, we are enclosing copies of all confirmed references as well as all other documents used to determine the bidder's responsibility.

Accordingly, the Purchasing Department recommends the contract be awarded to, the low responsive and responsible bidder Dirt & Restoration Custom Auto Detailing of Riviera Beach, Florida.

Finally, certificates of insurance naming the City of Riviera Beach as additional insured for all insurance types and coverage amounts indicated in the Bid document was submitted by the contractor and forwarded to the Purchasing Department.

**cc: Ruth Jones, City Manager  
Purchasing File**