



REQUEST FOR INFORMATION

NO. 2019-008

DPW VEHICLE WASH SYSTEM

Effective: November 15, 2018

Project: DPW Vehicle Wash System

Issued By: Kevin Etters, Project Manager
City of Gaithersburg
Department of Public Works
800 Rabbitt Road
Gaithersburg, Maryland 20878

OVERVIEW

This is a Request for Information (RFI) only. This RFI does not constitute a Request for Proposal (RFP), nor does it commit to the issuance of an RFP in the future.

The City of Gaithersburg is requesting information pertaining to Design and Build Services with respect to custom designed vehicle wash systems, which can be installed within an existing building structure.

This RFI shall not commit the City to enter into a Contract for any supplies or services of any kind. Responders are hereby notified that the City shall not pay for any costs whatsoever incurred with any responses submitted. Any and all costs shall be the sole responsibility of the Responder. Not responding to this RFI shall not preclude participation in any future RFP, if any is issued.

Any future Solicitations released will be advertised on the City's webpage. It shall be the sole responsibility of potential Offerors to monitor this site for information pertaining to the DPW vehicle wash system. However, the City shall make reasonable efforts to contact any and all Responders to this RFI, if an RFP is issued.

CITY PROFILE

Gaithersburg is among the largest cities in the State of Maryland, with a population in excess of 67,000, occupying more than 10 square miles within Montgomery County. The City provides many services including police protection, licensing and permitting, building inspections, recreation and cultural activities, street maintenance, recycling collection, stormwater management, housing and community development, and snow removal.

The City operates under the council-manager form of municipal government, with the City Manager being appointed by the City Council. The Mayor and City Council are elected to staggered four-year terms; the Mayor serves as Council President. Gaithersburg became a CHARACTER COUNTS! City in 1996. This national ethics education program is based on six pillars of character that people of all cultures, races and religious affiliations can embrace. The pillars include respect, responsibility, fairness, caring, trustworthiness and citizenship.

OBJECTIVE

The City of Gaithersburg is requesting information in the form of written documentation, delivered in a portfolio, to provide examples of Design and Build work for vehicle wash systems. Specifically, for wash systems customized for existing building structures. The Department of Public Works has two (2) enclosed bay structures where the intended wash system can be installed. The intended wash system must be designed specifically for the dimensions of the aforementioned bays.

The intent of this RFI is to obtain general knowledge of past experience designing, building and installing related types of wash systems.

SUBMISSION

Portfolios shall be submitted electronically to the individual named below, no later than the date and time specified in the RFI Schedule. Portfolios should be succinct and focused to the services described within the RFI. It is expected that the Portfolio shall not exceed ten (10) pages.

Hyperlinks to software products sent to the City that indicate that the portfolio are posted by the Responder on an electronic site may be rejected if contract terms and conditions (i.e. a Click through Agreement) are required to be accepted by the City in order to download the portfolio. By providing the portfolio to the City in electronic format, the responding firm is granting the City the permission to copy and/or transmit the Portfolio to appropriate internal City staff.

Proprietary information, if any, should be minimized and must be clearly marked. To aid the City, please segregate proprietary information. Please be advised that all submissions become the property of the City of Gaithersburg and will not be returned.

Submit Portfolios to:

Kevin Eppers

Email: Kevin.Eppers@gaitthersburgmd.gov

RFI SCHEDULE

Request for Portfolios Issued Date	November 15, 2018
Questions Due Date	November 26, 2018, by 2:00PM
Issuance of Questions/Responses	November 30, 2018 by 5:00pm
Portfolio Due Date	December 07, 2018 by 1:00PM

DESCRIPTION OF TRUCK WASH SYSTEM DESIGN AND BUILD SERVICES

The Department of Public Works compound has existing bays, which are used for mechanic shops and pressure washing of vehicles. DPW staff prefers to dedicate one bay for the wash system, however, there is an adjacent bay that can also be utilized.

The bays have existing drains and a catch basin. The wash system must have the ability to recycle at least 85% of water usage. The wash system must have an undercarriage wash and at least one (1) pressure washing top and side spray arch. The wash system must accommodate pickup trucks to dump trucks.

PORTFOLIO CONTENTS

Firm Experience

A. Provide a brief history of the company. Include your firm's headquarters location and location of office that will service the City. If applicable, provide a link to your firm's website.

B. Provide information regarding Design and Build wash system projects. Include in each project the following: client/company name, scope of services, cost of the wash system, duration of project (start and completion date). Responders should provide projects from clients that are similar in size and scope of work to the wash system described above.

The City may contact the clients named for additional information.

EXHIBITS

Exhibit A

- Floor Plan of existing bay dimensions
- Onsite water sewer plan
- Picture of preferred bay and adjacent bay

~ END OF RFI ~