



CITY OF

NEWPORT BEACH

City Council Staff Report

May 10, 2022
Agenda Item No. 12

TO: HONORABLE MAYOR AND MEMBERS OF THE CITY COUNCIL

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TITLE: Approval of On-Site Mobile Car Washing and Detail Services

ABSTRACT:

The City of Newport Beach (City) currently utilizes two contractors to provide on-site mobile vehicle washing and detailing services for City-owned vehicles and equipment as needed. With the contract terms approaching expiration, staff recently issued RFP 22-19 to provide on-site mobile car washing and detail services in an effort to consolidate all vehicle cleaning and detailing services under one contract. Staff received two qualified proposals, and after evaluating the proposals, requests a three-year agreement with Bumper to Bumper, Inc.

RECOMMENDATION:

- a) Determine this action is exempt from the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) and 15060(c)(3) of the CEQA Guidelines because this action will not result in a physical change to the environment, directly or indirectly; and
- b) Approve a Professional Services Agreement with Bumper to Bumper, Inc. to provide on-site mobile car wash and detail services for a three-year term at a total not-to-exceed (NTE) price of \$165,000.00, and authorize the Mayor and City Clerk to execute the agreement on a form approved by the City Attorney.

DISCUSSION:

The Public Works Fleet Maintenance Section is responsible for the maintenance and repair of City-owned vehicles, including cleaning the exterior of vehicles on a monthly basis and detailing as needed. The fleet of vehicles needing this service includes an average of 150 vehicles ranging from shuttle buses to small sedans, but does not include Police Department vehicles or Fire Department trucks. Staff currently utilizes two local vendors to provide vehicle washing services, City Detail, Inc., a mobile vehicle wash service, and Newport Auto Spa, Inc., a local drive-through car wash service. City Detail, Inc. provides on-site services at the Public Works Corporation Yard, Civic Center parking structure, Oasis Senior Center, and Utilities Yard. City Detail, Inc. uses a portable pressure washer (which includes water recovery) to apply water and mild soap to the exterior of the vehicle and then a rinse with deionized water for a spot free finish.

Basic service is a quick spray wash, rinse and towel dry of the windows, which is adequate for most vehicles. However, occasionally more thorough cleaning is needed to remove heavy soot, ash, mud, or debris from the exterior paint and to provide a more thorough cleaning of the interior. These vehicles would be sent to Newport Auto Spa, Inc. for a detailed cleaning that includes exterior paint polish, interior carpet shampoo, and odor removal.

Both of these current vehicle cleaning contracts are approaching their term expiration. As a result, staff prepared and issued a Request for Proposal (RFP 22-19) for vehicle washing and detail services). The proposal packet requested that services be performed on-site at multiple locations to accommodate the needs of various departments. Included in the RFP is a menu of requested services grouped into three levels: level 1 being a basic spray and rinse type of wash, level 2 includes vacuum and interior wipe down, and level 3 service being a complete detail service. In addition, staff also prepared a list of vehicles grouped into four categories: standard, full size, deluxe (medium-heavy duty), and miscellaneous (non-standard sizes such as buses and shuttles). Proposers were asked to include information about their cleaning equipment, tools, employees, and a list of references with similar services.

The RFP yielded three responses, of which two were qualified (receiving a score of 70% or higher) and were evaluated by a panel of staff from the City's Public Works, Utilities, and Recreation and Senior Services Departments. It was determined prior to evaluations that technical qualifications would comprise 40 percent of the total score and cost would comprise the remaining 60 percent, so the maximum score for technical would be 40 and the maximum score for cost would be 60.

The results of the scoring are included in the tables below.

	Technical Score (Out of 40)	Cost Ratio (Out of 60)	Aggregate Score (Out of 100)
Bumper to Bumper, Inc.	33.33	59.83	93.16
Qualified Mobile, Inc.	34.67	44.53	79.20

Cost proposals were opened for both Bumper to Bumper, Inc. and Qualified Mobile, Inc. Those costs are detailed in the tables below.

Bumper to Bumper Inc. rate sheet – Recommend Award

	Standard	Full-Size	Deluxe	Misc. Vehicle
Level 1	\$22	\$25	\$30	\$30
Level 2	\$26	\$30	\$35	\$35
Level 3	\$150	\$160	\$170	\$180

Qualified Mobile, Inc. rate sheet

	Standard	Full-Size	Deluxe	Misc. Vehicle
Level 1	\$27	\$28	\$29	\$30
Level 2	\$37	\$38	\$39	\$50
Level 3	\$250	\$275	\$300	\$500

Bumper to Bumper, Inc. scored slightly less than Qualified Mobile, Inc. on the technical score, but was the more cost-effective option of the two. This resulted in its aggregate score surpassing Qualified Mobile, Inc. and is the reason staff recommends Bumper to Bumper, Inc. for award of the agreement.

The estimated annual cost of this agreement is approximately \$50,000. Staff recommends an additional 10 percent contingency of \$5,000 each year to include special details and requests for additional cleaning outside the standard monthly wash. Staff recommends a total not-to-exceed price of \$165,000 awarded to Bumper to Bumper, Inc. for a three-year agreement.

FISCAL IMPACT:

The adopted operating budget includes sufficient funding for this purchase. Vehicle Cleaning cost will be expensed to the Automotive Fuel and Wash account (851007) in each department's budget as used.

ENVIRONMENTAL REVIEW:

Staff recommends the City Council find this action is not subject to the California Environmental Quality Act (CEQA) pursuant to Sections 15060(c)(2) (the activity will not result in a direct or reasonably foreseeable indirect physical change in the environment) and 15060(c)(3) (the activity is not a project as defined in Section 15378) of the CEQA Guidelines, California Code of Regulations, Title 14, Chapter 3, because it has no potential for resulting in physical change to the environment, directly or indirectly.

NOTICING:

The agenda item has been noticed according to the Brown Act (72 hours in advance of the meeting at which the City Council considers the item).