



**Request**

**For**

**Information (RFI)**

Washington  
Metropolitan  
Area  
Transit  
Authority

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**BUS SEAT CLEANING**

**Date Published: September 26, 2016**

## **1. Introduction**

The Washington Metropolitan Area Transportation Authority (WMATA) Department of Bus Maintenance is seeking information for bus seat cleaning services and/or bus seat cleaning equipment. The intent in soliciting information is to understand how an interested contractor could provide cleaning services or cleaning equipment to ensure that our upholstered bus seats receive high-quality cleaning and are able to return to revenue service in a timely manner. We are seeking information on top-quality, cost-effective and efficient upholstered seat cleaning equipment and/or services.

## **2. Current Scope of Work**

The vendor shall provide information on upholstered bus seat cleaning services or cleaning equipment. The cleaning services or equipment shall remove dirt, debris, grime and stains from the seats in an effective manner without damaging the seats and keeping them in pristine condition.

The fleet consists of 1,546 buses which require upholstered bus seat cleaning on a monthly and as needed basis. The approximate number of seats that would require cleaning are 61,825:

## **3. Deliverables**

The bus cleaning equipment must:

- Have a provision of a manufacturer's warranty.
- Include information regarding the life span of the equipment.
- Estimate the time needed to clean a seat. (Seat bottom and seat back)
- Estimate the required labor hours of operation to clean a bus. (See Fleet Profile section below)
- Be compatible with the bus seat fabric specifications. (See attachment)  
(Fabric Manufacturer: Holdsworth, Model: Vigor.)
- Be capable of cleaning heavily soiled bus seats and remove grime and dirt.
- Utilize a low moisture cleaning method.
- Allow for the bus seats to be ready for use in a timely manner for it to be back in revenue service. (Seats must be fully dry within 3 hours of cleaning.)
- Be aggressive enough to clean heavily soiled seats, yet gentle enough not to damage the bus seats or fabric, or cause dry rot.
- Allow spot removal on bus seats.
- Make bus seats appear new after cleaning.
- Be easy to transport, maneuver and be durable.
- Be accompanied with an instructional DVD and an instructional manual.
- Have a package that includes training of use of equipment.

For bus cleaning services, the provider must:

- Be reputable, bonded and capable of furnishing required materials, equipment, transportation, machinery, supplies, tools, incidentals, labor and supervision necessary to provide superior upholstered bus seat cleaning services for the entire WMATA bus fleet.

- Have a designated supervisor present at all locations while work is being performed.
- Include all necessary labor, materials and equipment to perform required tasks.
- Provide a cleaning plan for upholstered bus seats (seat bottom and seat back)
  - o Include the number of workers assigned to the bus
  - o Include the number of workers assigned to each division
  - o Estimate the amount of time to clean each bus
  - o Estimate the cost of cleaning all seats on each bus once a month per bus type (see Fleet Profile)
  - o Estimate the cost of additional or supplemental cleaning requests

Refer to the Fleet Profile section below for details.

- Be able to provide service at all of the nine divisions, refer to the Location of Work section below for details.
- Utilize a cleaning solution that is compatible with the bus seat fabric specifications. (See attachment)  
(Fabric Manufacturer: Holdsworth, Model: Vigor.)
- Be capable of cleaning heavily soiled bus seats and remove grime and dirt.
- Utilize a low moisture cleaning method.
- Allow for the bus seats to be ready for use in a timely manner for it to be back in revenue service. (Seats must be fully dry within 3 hours of cleaning.)
- Utilize a cleaning solution that is aggressive enough to clean heavily soiled seats, yet gentle enough not to damage the bus seats or fabric, or cause dry rot.
- Make bus seats appear new after cleaning.

In regards to both the bus seat cleaning services and bus seat cleaning equipment, the vendor should be able to provide successful past performance records that indicate expertise in this area.

#### **4. Technical Specifications**

- Please refer to the attached Holdsworth/Vigor specifications sheet for details on the material of the bus seats.
- The cleaning solution that will be used to clean the bus seats must be the same or equal to the fabric manufacturer's recommended cleaning solutions listed below.
- Pro 59 Biological Algae & Moss Remover
- Pro 17 Concentrated Biological Carpet & Fabric Deodorizer
- Pro 41 Envirodri Spot Remover
- Pro 24 Spot Remover Wipes
- Pro 44 Concentrated Biological Multi-Purpose Cleaner
- Chewing Gum Remover
- X-Tract

Please refer to these websites for details:

<http://www.cleantecinnovation.com/Transport-8-i>

<http://www.safechem.co.uk/index.php/vmchk/Valeting-&-Transport/UpholsteryCleaners/UPHOLSTERY-CLEANER.html>

- Contractors for enhanced bus seat cleaning shall provide Safety Data Sheets (SDS) sheets for cleaning solutions to ensure material safety adherence. Cleaning solutions must be approved by WMATA's Safety Department prior to use.

## 5. Location of Work

Bus seat cleaning services or equipment are to be provided at all of the nine WMATA divisions listed below.

<i><b>Divisions</b></i>	<i><b>Address</b></i>
Bladensburg	2251 26th Street, NE. Washington, DC 20018
Four Mile Run	3501 S. Glebe Road, Arlington, VA 22202
Landover	3433 Pennsy Drive Landover, MD 20785
Montgomery	5400 Marinelli Road Rockville, MD 20852
Northern	4615 14th Street, NW Washington, DC 20011
Shepherd Parkway	2 DC Village Lane, SW Washington, DC 20032
Southern Avenue	1301 Boone's Hill Road Coral Hills, MD 20743
West Ox	4970 Alliance Drive Fairfax Va. 22030
Western	5230 Wisconsin Ave, NW Washington, DC 20015

## 6. Fleet Profile

	26' Buses (18 seats per bus*)	30' Buses (27 seats per bus*)	40' Buses (40 seats per bus*)	60' Buses (63 seats per bus*)	Total
<i><b>Virginia Divisions</b></i>					
Four Mile Run	6	12	204		222
West Ox		17	79		96
<i><b>Total Buses</b></i>	<b>6</b>	<b>29</b>	<b>283</b>	<b>-</b>	<b>318</b>
<i><b>Total Seats*</b></i>	<b>108</b>	<b>783</b>	<b>11,320</b>	<b>-</b>	<b>12,211</b>
<i><b>District of Columbia Divisions</b></i>					
Bladensburg		23	218	25	266
Western		14	105		119
Northern			129	21	150
Shepherd Parkway		30	199		229

<b>Total Buses</b>	-	67	651	46	764
<b>Total Seats*</b>	-	1,809	26,040	2,898	30,747
<b>Maryland Divisions</b>	<b>26' Buses (18 seats per bus*)</b>	<b>30' Buses (27 seats per bus*)</b>	<b>40' Buses (40 seats per bus*)</b>	<b>60' Buses (63 seats per bus*)</b>	<b>Total</b>
Montgomery			195	19	214
Landover		10	161		171
Southern Avenue			79		79
<b>Total Buses</b>	-	10	435	19	464
<b>Total Seats*</b>	-	270	17,400	1,197	18,867
<b>Grand Total Buses</b>	6	106	1,369	65	1,546
<b>Grand Total Seats*</b>	108	2,862	54,760	4,095	61,825
<i>*Approximate number of seats.</i>					

## 6. Expected Timeline

- ✓ RFI issued- September 26, 2016
- ✓ RFI questions – October 7, 2016
- ✓ RFI clarifications of questions – October 14, 2016
- ✓ Responses to RFI due October 25, 2016, before 2:00 PM local time

## 7. RFI Related Questions / Clarifications / Submission

All questions and submissions related to this RFI should be directed in writing to:

Lisa Dunlap  
Procurement Manager  
[ldunlap@wmata.com](mailto:ldunlap@wmata.com)

### Liabilities of WMATA

This RFI does not constitute a solicitation for proposals for WMATA to enter into negotiations to award a contract. This RFI is for planning purposes only and shall not be considered as a

request for proposal or as an obligation on the part of WMATA to acquire any products or services. No entitlement to payment of direct or indirect costs or charges by WMATA will arise as a result of contractor submission of responses to this RFI or WMATA's use of such information. Responses to this RFI will not be returned. Whatever information is provided in response to this RFI may be used to access tradeoffs and alternatives available for determining how to proceed with the acquisition. Any proprietary information that is submitted may be used in establishing requirements but specific contractor submitted information will be safeguarded as proprietary.

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