

City of Morrow Request for Bids

Towing Service

Bid Deadline April 6, 2012

The City of Morrow is seeking bids for a Towing Service. The bids must be in accordance with the specifications detailed by the Morrow Police Department. These specifications are available by pick-up at Morrow City Hall, 1500 Morrow Road, Morrow, GA 30260 from 8:30 to 5:00 Monday through Friday or email at gtatroe@cityofmorrow.com and on the City's website at www.cityofmorrow.com. The bid specifications are available beginning March 19, 2012 and the bid deadline is 12pm on April 6, 2012. Sealed bids will be opened and read aloud at 12:30pm on April 6, 2012. *All bidders must submit an affidavit to certify that they participate in the Federal Employment Eligibility Verification. If a bidder does not participate in this free program, they must submit a statement that they will sign up for the program before the contract commences.*



City of Morrow Police Department

REQUEST FOR BIDS

TOWING CONTRACT

Bid Deadline April 6, 2012 at 12 pm

Be advised that any conversations (in reference to this bid) between bidders and any City employee or City official outside of the contact identified in this bid during the entire competitive bidding process is strictly prohibited. Such actions will result in removal of the vendor from the bidder's list and rejection of the vendor's bid. The ONLY official position of the City is that position which is stated in writing in this document. No other means of communication, whether written or oral, shall be construed as a formal or official response statement.

PURPOSE: The City of Morrow Police Department is seeking bids for towing services.

The City of Morrow will hereinafter be referred to as the "City." Respondents to the RFB shall be referred to as "Bidders." The Bidder to whom the contract is awarded shall be referred to as the "Contractor."

SCOPE: The contractor shall provide prompt, adequate, reasonable and uniform costs for towing and storage services for the City at the request of the Morrow Police Department. The initial contract will engage the contractor for thirty-six (36) months. The contract includes an annual extension option, which will allow for an extension of the contract for 12 additional months upon mutual, written consent from both the City and the Contractor. Any failure on the part of the supplier or contractor to comply with the ensuing conditions and specifications shall be reason for termination of the contract.

GENERAL: Proposals will be considered only from firms regularly engaged in the towing business and who can produce evidence that they have an established, satisfactory record of performance for a period of one year or more, have satisfactory financial support and the required equipment and organization sufficient to ensure that they can satisfactorily execute the services if awarded a contract. The term equipment and organization, as used herein, shall be construed to mean a fully equipped and well-established business as determined by the Morrow Police Department.

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1. The Contractor must have all necessary state licenses and permits as may be required to perform the services.
 2. The Contractor must be familiar with all laws, ordinances, rules and regulations that may in any way affect the work.
 3. The Contractor must provide a list of at least three (3) business references including address, phone number and contact name.
 4. The Contractor must provide a lighted secured facility.
 5. The Contractor must provide a twenty-four (24) hour operation with a fifteen (15) minute response time for Class I and II towing and a thirty (30) minute response time for Class III towing.
 6. The Contractor must be bonded and provide proof of acceptable limits of insurance.
- (Further details are provided herein.)*

QUALIFICATIONS:

All bidders must be qualified and licensed to deliver the outlined services.

EXECUTIVE SUMMARY:

Every copy of the proposal should include an executive summary inserted as the first page following any bid package covers and table of contents that clearly state the name of the company, the contact for the bid process including name, phone number, email and mailing address and any price quotes for services and or equipment.

COMMUNICATION:

It is the responsibility of the bidder to inquire about any requirement of this RFB that is not understood. Responses to inquiries, if they change or clarify the RFB in a substantial manner, will be forwarded by addenda to all parties that have received a copy of the RFB. The City will not be bound by oral responses to inquiries or written responses other than addenda. Inquiries about the RFP must be made to:

Greg Tatroe
gtatroe@cityofmorrow.com

The deadline for all inquiries is April 3, 2012 at noon.

EVALUATION: Award will be made to the bidder considered most qualified and who will act in the best interest of the City. The bid package should include three references from other customers under contract or regularly serviced by the bidder.

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AWARD: It is the intent of the City to award this bid all to one bidder. The City reserves the right to reject any or all bids, in whole or in part and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interests of the City. The City reserves the right to waive minor irregularities. A bid may be rejected if it is in any way incomplete or irregular. When there are tie bids, there shall be a preference for local. All bids will be evaluated and tabulated by staff then presented to the Mayor and Council for final selection.

It is the responsibility of the bidder to inquire about any details of this RFB that are not understood. All inquiries must be submitted by email. Responses to inquiries, **if they change** the RFB in a substantial manner, will be forwarded by email addenda to all parties that have received a copy of the RFB. Therefore, it is the responsibility of the bidder to ensure an email address has been provided in the bid package.

SUBMISSION: A **SIGNED** original and three (3) copies of the bid must be received at Morrow City Hall, 1500 Morrow Road, Morrow, GA 30260. **Deadline for submittals is April 6, 2012 at 12pm.** The bid must be date/time stamped by Morrow City Hall in order to be considered. Bidders are strongly encouraged to submit bids in advance of the due date/time to avoid the possibility of missing the deadline due to unforeseen circumstances. Bidders assume the risk of the methods of dispatch chosen. The City assumes no responsibility for delays caused by any package or mail delivery service or unforeseen condition. A postmark on or before the due date **WILL NOT** be a substitute for receipt of bid. Bids received after the due date and time will not be returned. Additional time will not be granted to any single bidder, however, additional time may be granted to all bidders when the City determines that circumstances require it. **FAXED OR E-MAIL BIDS WILL NOT BE ACCEPTED.**

Envelope: The signed bid should be submitted in an envelope or package, sealed and identified on the outside of the envelope with contact name, contact email, company name and due date.

Bid Opening: The bid packages will be **opened and bid amounts recorded 30 minutes after the deadline for submittal at Morrow City Hall, 1500 Morrow Road, Morrow, Georgia 30260.** For all bids that clearly identify a primary contact, provide an email address for the primary contact, a list of the submitted bids with company name, and bid amount will be sent via email.

Materials to Include:

1. Contact Information
2. Executive Summary
3. Description of Company
4. Project Proposal

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5. Credentials of Relevant Staff
6. List of Proposed Subcontractors (if any)
7. Basis of Pricing
8. E Verify Affidavit or Statement
9. Certificate of Insurance
10. Professional Certifications
11. References as previously described

Selection: All of the proposals are due on or before **April 6, 2012 at 12pm**. Each proposal will be evaluated by the appropriate staff. Three (3) bidders will be placed on a “short list” and may be asked to come in for an interview. The bidders that are selected to come in for an interview may be asked to submit additional information. You will be notified within one (1) week prior to the interview date of any additional information that will be needed from our office. We reserve the right to ask for clarification or additional information contained so that a fair and comprehensive evaluation of all proposals can be conducted. If only 3 bids are received, the City reserves the right to terminate this process and begin again or to choose from the 3 submissions.

DEBARMENT: Submission of a signed bid in response to this solicitation is certification that your company (or any subcontractor) is not currently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any State or Federal department or agency. Submission is also agreement that the City will be notified of any change in this status.

E-VERIFY: All bidders must submit an affidavit to certify that they participate in the Federal Employment Eligibility Verification. If a bidder does not participate in this free program, they must submit a statement that they will sign up for the program before the contract commences. (Once the bid is awarded, Morrow’s Human Resource Department is available to assist in this process if necessary).

CONTRACT REQUIREMENTS:

This is not the actual contract; this is an outline of contract requirements.

1. Equipment: The towing firm shall have a minimum of three (3) towing vehicles. The trucks and equipment shall consist of the following:

Class I and II:

- Three (3) flatbeds: with minimum body rating of 10,000 lbs. and, minimum winch rating of 8,000 lbs.
- Two (2) light duty: with minimum wheel lift rating of 4,000 lbs., tow rating of 7,500 lbs. and, minimum winch rating of 8,000 lbs.
- One (1) medium duty: minimum of 12-ton capacity
**Medium Duty vehicles may be substituted for Light Duty vehicles.*
- Class III, County-wide: total of 1 **available** heavy duty wrecker

The equipment shall be either owned or leased by the towing company. Agreements or arrangements made with other towing companies for assistance or towing referrals shall not be considered in meeting the requirements for equipment that shall be owned or leased at the time the bid is submitted. No promissory proposal for equipment pending awarding the contract will be considered. The following equipment shall be obtainable on an emergency basis and billed through the contractor whether owned by the contracted towing firm or obtained through an agreement or arrangement with another towing firm. The secondary towing company shall adhere to all licensing, insurance and fee structure contained in this agreement.

- One (1) truck capable of lifting at least thirty (30) tons
- Minimum of two (2) air cushions

DEFINITIONS

1. Class I Wrecker - four (4) wheel vehicle.
2. Class II Wrecker - six (6) wheel vehicle without air brakes.
3. Class III Wrecker - six (6) wheel vehicle and over with air brakes.

2. Office and Storage:

The towing office and vehicle storage shall be kept at the same location. The bidder shall be able to provide an accurate report of vehicles in storage and vehicles towed.

These records shall be kept for whatever time period the bidder has the towing contract plus three years. The storage lot shall be fenced with a minimum six (6) foot high fence and secure.

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The storage facilities shall include secure inside storage for at least three (3) vehicles. The outside storage facilities shall have secure storage for at least thirty-five (35) vehicles.

3. Insurance:

The bidding company shall have at least three (3) million dollars in liability insurance coverage. Proof of insurance coverage shall be submitted to the City of Morrow Police Department every six (6) months or annually (if the insurance term is annual). The insurance carrier, policy conditions and coverage limitations shall be subject to the approval of the City Council and considered at the time of bid review. All insurance carriers shall be licensed to do business in Georgia, policies shall be primary and not require contribution from other policies, shall be occurrence based and not claims made, shall require at least 30 days written notice to the City of Morrow prior to cancellation and shall name the City of Morrow as additional insured if the bidder is awarded the contract. Insurance carriers shall include 1. Workers Comp Insurance, 2. Commercial General Liability, 3. Auto Liability and 4. Umbrella Liability.

4. Telephone Service and Dispatching:

The bidder company shall have twenty-four (24) hour a day telephone answering service. This service is to be done by an employee of the towing company who is assigned to this task. The bidder company shall also have direct radio/phone communications with each tow truck. Contract arrangements with an answering service do not meet this requirement.

5. The following services will be provided at no cost to the City of Morrow:

- Secure storage of all vehicles held and stored at the request of the police department.
- Periodic incidental fee adjustments on a per-incident basis made by the Police Department supervisory personnel for operation necessity.

6. Administrative Requirements:

The bidder will be responsible for the following administrative requirements:

- A. The processing and completion of all junk title certificates/salvage certificates.
- B. Provide upon request a monthly report listing the following information:
 - a. Total number of vehicles towed.
 - b. Itemized listing of all vehicles towed including dates, locations and vehicle descriptions, license plate numbers and VIN numbers.
 - c. Status and disposition report indicating whether the vehicle was returned to the owner, held in storage, sold or junked.
- C. Maintain a log or record of all vehicles towed indicating who authorized the tow and the name of the driver who towed the vehicle.
- D. Comply with all local, state and federal laws regarding the operation of tow trucks and a towing business and all Georgia Department of Transportation regulations

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regarding towing operations.

E. Shall provide customer information business cards with the towing firm name, location of storage yard, hours of operation and fees for officers to handout to vehicle owners. Format to be pre-approved by the Chief of Police.

7. Towing Fees and Costs Requirements:

The fees and costs agreed to under the terms of the contract for services will not be increased during the term of the contract unless authorized by the Mayor and City Council of the City of Morrow.

8. Termination of Towing Contract Requirements:

The bidder agrees to provide the City of Morrow with at least one hundred twenty (120) days notice prior to terminating the contract for towing services. The City of Morrow shall retain the option of terminating the provisions of the contract for towing services with or without cause by providing written notice to the bidder ten (10) days prior to the effective date of termination.

9. Use of other Towing Service by the City of Morrow:

The City of Morrow and Morrow Police Department shall retain the right to use any other towing service during any emergency situation or whenever the bidder is unable to provide the services agreed to under the terms of the service contract.

10. Continuation of Service Contract:

The terms and provisions of the contract for towing services will continue to remain in effect in the event the contract expires and the new contract has been awarded.

11. Disputed Storage Fees/Dues:

Vehicles, which are towed, held as evidence/impounded/held pursuant to a court order/or held due to involvement in a crime, shall be subject to storage fees at a rate to be determined by the police department. The Chief of Police shall determine long-term storage fees that are in dispute on these types of vehicles.

12. Administrative Fees for Releasing Vehicles:

Bidders will not be allowed to charge a separate administrative fee for releasing a vehicle, which has been towed.

13. Statutory and Regulatory Compliance:

Bidders shall be in compliance with all applicable State Statutes, local ordinances (permits, zoning and business licenses), and Georgia Department of Transportation Regulations regarding towing services and towing companies.

14. Fuel Surcharge:

Bidders shall be permitted to charge a fuel surcharge in addition to the contractual fees approved in the contract. The fuel surcharge shall be permitted if the cost of fuel (gasoline or diesel) used

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in the tow trucks exceeds \$5.25 per gallon. The fuel surcharge shall be based on a simple formula based on the cost increase of fuel. When fuel increases over the established fuel rate of \$5.25 per gallon, the bidder shall be permitted to charge \$5.00 additional as a fuel surcharge to the towing fees. For every dollar or fraction thereof, the bidder may increase the fuel surcharge an additional \$5.00. Example over \$5.26 = \$5.00, \$6.26 = \$10.00. Whenever the fuel surcharge fees are in effect for police tows, all customers shall be provided with an itemized explanation of the fees involved. The fuel surcharge, if implemented, shall apply only to the actual towing fees and shall not apply towards storage or manpower fees. No fuel surcharge fees shall be permitted if the cost of fuel remains below \$5.25 per gallon. The City of Morrow shall not be responsible for any fuel surcharge fees.

15. Surcharge for Impounded Vehicles:

For each vehicle impounded by Morrow Law Enforcement, the Contractor will collect a surcharge of twenty-five dollars (\$25.00) in addition to all other fees authorized by this contract. The surcharge will not be itemized in the bill presented to the driver, but must be itemized in the detail report submitted to the Finance Department with the collected fees. **All surcharges collected by the Contractor will be forwarded by the 15th of the month to: The City of Morrow, 1500 Morrow Road, Morrow Georgia 30260.** The form of payment shall be a check or money order made payable to the City of Morrow. An up to date and accurate logbook must be maintained by the Contractor and available for inspection and audit by an employee(s) or designee of the City. The logbook will be the official record of vehicles impounded by police and towed by the Contractor.

16. Towing of City of Morrow Vehicles:

Vehicles, owned by the City of Morrow, will be towed at no charge to the City of Morrow which is defined at the City of Morrow Police Department, City of Morrow Fire Department, City of Morrow Public Works, and Morrow City Hall.

JUSTIFICATION FOR CONTRACTUAL REQUIREMENTS:

1. Equipment Requirements:

The reason for the flat bed trucks is because some vehicles require all wheels be off the ground for towing. On serious accidents involving major damage the vehicles cannot be moved without a flat bed truck. The number of trucks is based on the heavy volume of traffic within the City of Morrow and the problems of multiple car, chain reaction crashes. The heavy volume of traffic does not allow for the towing of vehicles one at a time by one or two trucks. Allowing wrecked vehicles to remain on busy roadways obstructs the flow of traffic and causes other multiple car crashes. There is also a heavy volume of large trucks within the City of Morrow. If a rollover occurs with a loaded truck, it may take a heavy-duty truck and the air cushions to upright the vehicle. Multiple car crashes or loaded truck crashes require multiple, special use tow trucks to properly remove wrecked vehicles. The heavy-duty tow trucks are not always capable of towing small cars without creating more damage. The police department requires that the towing company be able to handle multiple car/truck crashes, which require at least three (3) light duty tow trucks and one (1) heavy-duty tow truck.

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Each wrecker will be required to carry a full complement of service items specified by Federal, State, Local laws, rules, ordinances and regulations such as fire extinguishers, chains, ropes, blocks, skid chains, dollies, stop lights, flares, flashers, flood lights, hand tools, lock-out tools, shovels, axes, wrecking bars, brooms, major first aid kit, oil absorbent material, and other tools and needs for lifting, extricating, righting of wrecked vehicle/equipment and removal from thoroughfare by towing or carting.

2. Office and Storage Requirements:

The reason for the office and storage being at the same place is for the convenience of the person whose car has been towed. The owner of the vehicle should not have to pay at one office, then have to drive several miles away to another location where the vehicle is stored.

3. Insurance Requirements:

The insurance is required to protect the City of Morrow from liability issues associated with awarding a contract to a bidder with insufficient insurance coverage. The business of towing vehicles has a very high level of potential liability, especially when towing vehicles from the scene of a multi-vehicle accident on a busy roadway.

4. Telephone Service and Dispatching Requirements:

If a towing company is allowed to use an answering service instead of an employee who is assigned as a telephone operator/dispatcher there is a significant delay in responding to calls for service. The police dispatcher has to call the answering service, the answering service will then need to page a driver, at which point it could be any amount of time before the driver calls into the answering service. In the event the situation changes, such as needing an additional tow truck this process would have to be repeated again. Should the police or a customer call with a question regarding a towed vehicle, the answering service has no information. The request for information would have to be delayed until the next business day.

5. Secure Storage

The City of Morrow Police Department requires a location to securely store vehicles in pursuit of its law enforcement functions. The secure storage of vehicles for the police department by the towing company awarded the contract is a logical extension. There are upon occasions, the need for the police department to negotiate adjustments for towing and storage fees with owners of vehicles necessitated out of customer service care, criminal justice concerns, or simply the need to call off a tow request. While these occasions are rare, and will not be abused, and shall be known and agreed upon ahead of any contract signing to maintain the ethical standard of the contract process for all parties involved.

6. Administrative Requirements:

Self-Explanatory

7. Towing Fees and Costs Requirements:
Self-Explanatory

8. Termination of Towing Contract Requirements:

The mission of the police department is to serve the needs of the community and protect the public. In the event the bidder company will no longer be able to continue the contract, the one hundred twenty (120) day notice is required to ensure a timely transition and a new bidding process. In the event the bidder is unable or unwilling to provide the services provided for in the contract, the City of Morrow retains the right to discontinue the contract and establish a new contract with a towing service, which will meet the needs of the community.

9. Use of Other Towing Services by the City of Morrow Police Department:
Self-Explanatory

10. Continuation of Service Contract:
Self-Explanatory

11. Disputed Storage Fees/Costs:

Long-term storage may be required in some cases related to criminal offenses. The fees and costs associated with this long-term storage could be substantial if the regular rate is charged. In some cases this could create financial hardship for the victim's family. There are some cases which may require an adjustment in storage fees and costs. The police department will make final determination as to what charges, if any will be made in these cases. Any dispute of this policy will be considered as non-compliance with the terms of this contract. The City of Morrow will not be responsible for storage fees on vehicles seized in accordance with state and federal guidelines.

12. Obligations of Businesses:

Any person, firm, or corporation engaged in the business of providing any towing service as provided by these proposals shall have the following obligations:

- Service shall be available for all City of Morrow Police Department ordered tows on a twenty-four hour basis including Sundays and holidays.
- The towing service shall indemnify, defend and hold the City of Morrow harmless from any and all claims, demands, liabilities, and suits in law or in equity that may arise from or out of the towing service's activities while engaged in performance of this contract service.
- The towing service shall post signs specifying the rates and charges authorized by this contract in a conspicuous place in the towing service's principal office and the vehicle storage area(s).
- The towing service called to provide emergency towing services shall assist in cleanup work at the scene of the occurrence under the direction of the police department; such

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cleanup shall include broom sweeping the street of broken glass and removal of loose debris.

- Upon notification by the police department for the need for towing services, the towing service shall immediately dispatch a tow truck to the designated location. Emergency towing service shall arrive at the scene within fifteen (15) minutes of a call for service.
- The towing service shall bear the sole responsibility for safekeeping of all personal property, vehicles and vehicle accessories contained in or upon any vehicle that is towed at the request of the police department. Stored vehicles shall be kept stored inside the locked and lighted storage facility.
- The towing service shall conduct all towing services in an orderly and professional manner, taking all reasonable precautions against damaging vehicles being towed and to comply with all applicable Georgia Statutes governing the towing and disposal of vehicles.
- The towing service shall maintain logbooks and records of all police tows and such books shall be opened at all times to inspection by the police department or other representative of the City of Morrow. The storage facility shall be opened to inspection by the City of Morrow or other government officials during regular business hours. Police officers may enter upon and inspect vehicles stored in the storage facility at any time in performance of their official duties.
- No cars shall be released without authorization of the police department when claimed by the owner; the towing service shall provide an itemized statement of all charges made for towing and storage of the vehicle and, upon the vehicle and all personal property. The towing firm shall maintain these receipts in their towing records.

13. Authorized Charges:

The towing service shall not charge for towing service performed at the request of the City of Morrow at any rate greater than the rate specified in the proposal and accepted by the City of Morrow. The City of Morrow shall not be responsible for payment of charges and there shall be no storage fees charged to the City of Morrow Police Department. Charges are to be paid by others. Collection is the responsibility of the towing service. City of Morrow vehicles shall be towed at no cost to the City of Morrow. Vehicles identified as criminal evidence will be towed at no cost to the City of Morrow. Upon evidence release, the police department will determine subsequent towing and storage. The City of Morrow Police Department will not pay the towing fees for unclaimed vehicles.

14. Fuel Surcharge Fees:

The rising costs of fuel present an uncontrollable cost for the bidder and have a significant impact on the operation of their business. The fuel surcharge is permitted as a means of controlling the bidder's operational costs and ensuring the continuity of the business during the term of the towing contract.

15. Surcharge for Impounded Vehicles:

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For each vehicle impounded by Morrow Law Enforcement, the Contractor will collect a surcharge of twenty-five dollars (\$25.00) in addition to all other fees authorized by this contract. The surcharge will not be itemized in the bill presented to the driver, but must be itemized in the detail report submitted to the Finance Department with the collected fees. **All surcharges collected by the Contractor will be forwarded by the 15th of the month to: The City of Morrow, 1500 Morrow Road, Morrow Georgia 30260.** The form of payment shall be a check or money order made payable to the City of Morrow. An up to date and accurate logbook must be maintained by the Contractor and available for inspection and audit by an employee(s) or designee of the City. The logbook will be the official record of vehicles impounded by police and towed by the Contractor.

**PROPOSAL FOR THE PROVISION OF EMERGENCY TOWING SERVICE
BIDDERS PLEASE READ**

1. SUBMISSION AND RECEIPT OF BIDS

- Bids, to receive consideration, shall be received prior to the specified time of opening as designated in the invitation.
- Unless otherwise specified, bidders **SHALL** use the bid form furnished by the City of Morrow Police Department. Failure to do so may cause bid to be rejected. Removal of any part of the bid proposal may invalidate the bid.
- Proposals having any erasures or corrections **SHALL** be initialed by the bidder in ink. Bids shall be signed in ink; all quotations shall be typewritten or filled in with a pen and ink.

2. PRICES AND SERVICES TO BE FIRM:

Bidders warrant by virtue of bidding that prices, terms, and conditions quoted in his bid will be firm for acceptance for a period of sixty (60) days from the date of bid opening unless otherwise stated by the City of Morrow or the bidder.

3. SIGNATURE REQUIRED:

All quotations and proposals **SHALL** be signed by an officer or employee having authority to bind the company or firm by his signature.

4. TAXES:

The City of Morrow is exempt from any taxes imposed by State and/or Federal Government.

5. SIGNED BID CONSIDERED AN OFFER:

The signed bid shall be considered an offer on the part of the bidder or contractor, which offer shall be deemed accepted upon approval by the City Council of the City of Morrow. In case of default on the part of the bidder or contractor after such acceptance, the City of

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Morrow may take such action as it deems appropriate including legal action for damages or specific performance.

6. LIABILITY, INSURANCE, LICENSES, AND PERMITS:

The bidder will assume the full duty, obligation, and expense of obtaining all necessary licenses, permits, and insurance when required. The bidders shall be liable for any damages or loss to the City of Morrow occasioned by negligence of the bidder (or his agent) or any person the bidder has designated in the completion of services as a result of this proposal.

7. RESERVATIONS, REJECTIONS, AND AWARD:

The City of Morrow Police Department reserves the right to accept or reject any or all proposals or parts of proposals, to waive irregularities and technicalities, and to request rebids. The City of Morrow Police Department also reserves the right to award the contract for services to the provider of services the City of Morrow deems in its sole discretion will best serve its interests.

8. SPECIFICATIONS:

Bidders should carefully examine the specifications and fully inform themselves as to all conditions and matters which could in any way affect the equipment/material /service or the cost thereof. Any errors, omissions, ambiguities, or discrepancies in the specifications shall be brought to the attention of the City of Morrow without delay. All inquiries will be promptly reviewed; and when necessary, a clarifying written addendum will be issued to all bidders and made part of the contract documents. The City of Morrow will not be held responsible for verbal instructions or interpretations; and upon execution of the agreement, no consideration will be given to any claim of misunderstanding of the documents.

9. ANTI-COLLUSION STATEMENT:

The signed bidder shall not divulge, discuss, or compare his bid with other bidders and shall not collude with any other bidder, or parties, or employees of the City of Morrow to bid on this contract. Any collusion or attempted collusion by the bidder(s) will result in disqualification of the bidder(s).

**PROPOSAL FOR THE PROVISION OF EMERGENCY TOWING SERVICE
AND TOWING OF ABANDONED VEHICLES FOR THE
CITY OF MORROW**

Name of Business: _____

Address: _____

Have you provided towing services for at least six (6) months immediately prior to the date of this submission? _____

YES NO

Please list the towing trucks owned and available for service in the City of Morrow. Include a short description of the capabilities of each vehicle. (Specify a rated capacity and vehicles capable of meeting requirements to serve other cars requiring special

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equipment.) Copy of current state license plate receipt or insurance cards for the vehicles shall be attached to this proposal form.

1. Name of insurance carriers and amount of liability coverage:

2. List location of principal place of business and storage facilities:

Capacity Address Distance
to City of Morrow

A. Principal Place

Of Business: _____

B. Storage Area _____

C. Storage Area _____

D. Storage Area _____

E. Storage Area _____

If any storage is within the City of Morrow city limits, indicate on additional pages zoning classification, existing screening methods, and proposed screening methods.

3. Proposed Towing Rates

A. Emergencies – When vehicles shall be moved immediately:

1. Passenger vehicles \$ _____

2. Trucks – 15,000 GVW or less \$ _____

3. Trucks over 15,000 GVW but less than 45,000 GVW \$ _____

4. Trucks over 45,000 GVW \$ _____

5. Night tow surcharge \$ _____

Hours surcharge in effect _____ p.m. to _____ a.m.

B. Emergencies – When vehicles owned by the City of Morrow shall be moved immediately:

1. Passenger vehicles \$ _____-0-_____

2. Trucks over 8,000 GVW but less than 15,000 GVW \$ _____

3. Trucks over 15,000 GVW but less than 45,000 GVW \$ _____

4. Trucks over 45,000 GVW \$ _____

5. Night tow surcharge \$ _____

Hours surcharge in effect _____ p.m. to _____ a.m.

C. Non-emergency towing of abandoned vehicles:

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- 1. Passenger vehicles \$ _____
- 2. Trucks – 15,000 GVW or less \$ _____
- 3. Trucks over 15,000 GVW but less than 45,000 GVW \$ _____
- 4. Trucks over 45,000 GVW \$ _____

D. Non-emergency towing of vehicles owned by the City of Morrow:

- 1. Passenger vehicles \$ _____-0-_____
- 2. Trucks over 8,000 GVW but less than 15,000 GVW \$ _____
- 3. Trucks over 15,000 GVW but less than 45,000 GVW \$ _____
- 4. Trucks over 45,000 GVW \$ _____

4. Proposed service fees for police vehicles:

- A. Tire change \$ _____
- B. Road service \$ _____

5. Proposed Storage Rates:

- A. Vehicles stored less than twenty-four (24) hours \$ _____
- B. Storage rate per vehicle per day \$ _____

6. Other proposed rates – list all rates and charges which can apply to vehicles towed pursuant to request by the City of Morrow Police Department. Administrative fees for releasing vehicles are not allowed.

7. Describe any requests for variances or exceptions to the Request for Proposal or Specifications:

I am an authorized representative of the above firm and agree to provide the services described in the Request for Bids or Specifications and this Proposal if accepted by the City of Morrow.

Firm

Address

Signature

Title

Date

NON-COLLUSION CERTIFICATION

By signing this certification, the BIDDER declares that he/she is not barred from bidding

**City of Morrow Request for Bids
Towing Contract
Bid Deadline April 6, 2012 at 12pm**

for this CONTRACT.

(Name)

(Title)

(Company Name)

(Address)

(Date)