

Request for Bids

Exclusive Contract for Los Santos Sheriff's Department Towing Services

The LSSD is seeking bids from qualified towing companies to provide towing services for city owned vehicles and department-authorized tows of passenger vehicles and trucks rated 12,000 lbs GVW or less. The city anticipates a 1-year exclusive contract, with the option to extend.

I. **BIDDING REQUIREMENTS** To be eligible for selection, interested tow companies must:

1. Have and occupy a verifiable business address;
2. Possess a current city business license prior to actually commencing work (not necessarily at the time of bid);
3. Have a fenced, secure, and lighted storage lot, or enclosed secure building for the storage of motor vehicles;
4. Be available twenty-four (24) hours a day, seven days a week. Available shall mean an employee of the towing company, or an answering service answered by a person, is able to respond to a tow request;
5. Maintain a valid insurance policy issued by an insurer authorized to do business in this state for the death of, or injury to, persons and damage to property, for each accident or occurrence. The city's insurance requirements are listed in Attachment 2 herein;
6. Maintain current motor vehicle registrations on all tow trucks currently operated within the towing company fleet.

II. DESCRIPTION OF TOWING SERVICE REQUIREMENTS 1. Selected firm will be contacted by Los Santos Sheriffs Department personnel to tow vehicles rated 12,000 GVW or less for any of the following reasons:

a. Junk vehicles, derelict vehicles, abandoned vehicles, or illegally-parked vehicles;

b. Impounded vehicles stemming from arrest;

c. Evidentiary vehicles;

d. City owned vehicles of 12,000 GVW or less for any reason;

e. Any vehicle directed for removal by the Hannibal Police or Fire Departments;

f. Vehicular accidents where the motorist simply “requests” the Police Department select the tow company (note: The listing of all tow companies will still be provided to motorists by the Police Department for motorist selection; however, this bid package

refers to city-authorized tows of city vehicles, and city-authorized tows of private vehicles where motorist choice is NOT a factor).

2. The selected firm must be able to respond to a location within the Blaine County limits within twenty-five (25) minutes or less after initial request for service is made; exceptions understood during inclement weather.

3. Contractor’s employees shall ensure that no part or property is removed from any vehicle towed for the city unless the impounding officer or his/her designee specifically authorizes such removal.

4. City officials and employees reserve the right to use alternative tow service from time-to-time if any of the following are applicable:

a. The chosen firm cannot meet, or failed to meet one of the requirements listed above, or the chosen firm is unavailable due to the volume of other tow requests.

b. When request for tow service lies outside the city limits, though city will attempt to use the chosen firm where towing needs occur in-close proximity to the city limits.

c. Large scale firefighting, snow removal, or similar vehicles which by their weight, size, attached equipment, or combination thereof, render it impractical for the selected firm to tow the vehicle. If the chosen firm has the capacity to tow such vehicles, the city will certainly call upon them for such tows; otherwise, the city will use specialty services in these instances.

d. Any emergency situation where life and/or traffic safety is immediately jeopardized.

5. Agents and employees of the chosen firm must wear identifiable clothing to the company (either shirt, or coat, or jacket, AND name badge) to promote a professional image while performing service work for the city. The department will be judged by the appearance and performance of the chosen firm.

6. The city seeks a one (1) year contract, with the option to extend the accepted bid until either (i) the city chooses to rebid the service, (ii) the chosen firm raises tow service costs, or (iii) the chosen firm expresses intent to withdraw from the contract.

7. The Department reserves the right to suspend or decline further use of the selected firm if said firm fails to meet any of the requirements listed herein, or if problems arise that deem further use of the chosen firm contrary to the city's best interests.

III. **BID SUBMITTAL** In order to be considered, qualified, interested firms should submit a bid at through discord by Friday, April 27th, 2018

All bids must include a brief letter providing EACH of the following:

1. A bid (dollar amount) the company will charge to tow a vehicle licensed 12,000 GVW or below;
2. A verifiable business address;
3. Statement that the interested firm either possesses a current city business license, or intends to acquire a city business license prior to commencing work under this contract;
4. Provide a photo and description of the fenced, secure, and lighted storage lot to be used; or alternatively, photo and description of the enclosed secure building for storage of motor vehicles;
5. Statement explaining the firm's means of providing these services twenty-four (24) hours a day, seven days a week. Recall, available can mean an employee of the towing company, or an answering service answered by a person, who is able to respond to a tow request;
6. Provide a statement that you maintain current motor vehicle registrations on all tow trucks currently operated within the towing company fleet. This information may be checked by the city prior to contract.

The department reserves the right to reject any and all bids, or to waive minor informalities for purposes of consideration.

NOTE TO BIDDERS: It is crucial you submit everything requested in section III. Bid Submittal. Too many firms omit mandatory items, disqualifying them from consideration. The city deplores those instances because many of those bids are quite good. While minor informalities can be waived for bid review purposes, please do not omit ANYTHING requested above in Section III, because the city will have no choice but to disqualify your bid. If we fail to disqualify your bid, other bidders will object, and the integrity of an otherwise objective bid process becomes compromised.

Please provide everything requested; we've tried to keep the specifications as simple as possible, yet still meet legal requirement.