

CITY OF SOUTH BELOIT, ILLINOIS

REQUEST FOR PROPOSALS

TOWING SERVICES

PROPOSAL DEADLINE:

**October 23, 2020
10:00 a.m.
City Hall
City of South Beloit
519 Blackhawk Blvd.
South Beloit, Illinois 61080**

Contact: Tracy Patrick, City Clerk, City of South Beloit

REQUEST FOR PROPOSAL

THE CITY OF SOUTH BELOIT, ILLINOIS HEREBY SOLICITS PROPOSALS FOR TOWING SERVICES

This work shall consist of providing towing services for vehicles impounded by City of South Beloit Code Enforcement and/or the Police Department for inoperable motor vehicle violations on private property and other violations of the City of South Beloit Code of Ordinances where the towing of a motor vehicle from private property is needed. Applicant will provide all labor, equipment, materials, and vehicles to perform such services.

APPLICANTS will be required to comply with State of Illinois and Federal rules, regulations and policies, including, but not limited to, equal employment opportunity and Illinois Department of Labor prevailing wage rates, to the extent applicable.

Request for Proposal packets may be obtained from the City of South Beloit City Hall, 519 Blackhawk Blvd., South Beloit, Illinois 61080 during the hours of 8:00 a.m. and 5:00 p.m., Monday through Friday, or by contacting the City Clerk's office at (815) 389-3023. Prices quoted must be valid for a minimum of 60 days from the date of the Proposal opening.

Two copies of each Proposal must be received by Tracy Patrick, City Clerk, in the City of South Beloit City Hall, at the above address by 10:00 a.m. (local time) on October 23, 2020. All Proposals must be placed in a sealed envelope and the envelope must clearly be marked "South Beloit Towing Service Proposal" along with the name and address of the Company submitting the Proposal. Proposals will be opened at 10:15 a.m. on October 23, 2020 at South Beloit City Hall, 519 Blackhawk Blvd., South Beloit, Illinois.

The City Council of the City of South Beloit reserves the right to reject any and all Proposals or to waive any technicalities, discrepancies, or information in the Proposals. The City of South Beloit does not discriminate in admission, access to, treatment, or employment in its programs and activities.

All questions concerning these matters should be addressed in writing to City Clerk, Tracy Patrick, for the equal benefit and knowledge of all companies responding. The City does not intend to discuss any of the above matters with individual companies.

Submitted by:

City Council
City of South Beloit, Illinois

BIDDING GENERAL CONDITIONS

Legal Compliance. The successful Applicant will comply with all Federal, State, County, and City laws, ordinances, rules and regulations that in any manner affect the towing services to be provided under this Request for Proposal. Lack of knowledge on the part of the successful Applicant will in no way be cause for release of this obligation. If the City becomes aware of violations of any laws on the part of the successful Applicant, it reserves the right to reject any bid, cancel any contract, and pursue any other legal remedies deemed necessary.

Non-Discrimination. The successful Applicant shall comply with the Illinois Human Rights Act (775 ILCS 5/1-101 et seq.) as amended and any rules and regulations promulgated in accordance therewith, including, but not limited to the Equal Employment Opportunity Clause, Illinois Administrative Code, Title 44, Part 750 (Appendix A), 775 ILCS 5/1-102, which is incorporated herein by reference, and constituting of a written EEO Policy and a workforce profile that demonstrates its EEO practices. Furthermore, the successful Applicant shall comply with the Public Works Employment Discrimination Act (775 ILCD 10/0.01 et seq.) as amended.

Legal Requirements. The successful Applicant will enter into a separate agreement with the City, setting forth the specific terms and conditions of the services provided, which terms and conditions, at a minimum will include the provisions and requirements of this Request For Proposal. The agreement issued for this work will be regulatory only. Citizens and/or businesses whose vehicles are towed and/or stored shall be responsible for payment of any and all impound or storage fees assessed by the successful Applicant. The City will not be responsible to provide any fees, costs or fines collected by the City to the successful Applicant nor shall successful Applicant be entitled to any such fees, costs, or fines imposed by the City.

Safety. Prevention of accidents shall be the responsibility of the successful Applicant and its subcontractors, agents, and employees. The successful Applicant, its subcontractors, agents, and employees shall be fully and solely responsible for the jobsite safety. The successful Applicant shall have exclusive direct control over and charge of the acts or omissions of its subcontractors, agents and employees, and any other persons performing portions of the work and not directly employed by the successful Applicant.

OSHA Requirements. The Occupational Safety and Health Act of 1970 ("OSHA") "guarantees workers the right to a safe and healthful workplace." Under Section 5(a)(1) of OSHA, the employer must "furnish to each of his employees' employment and a place of employment which are free from recognized hazards that are causing or likely to cause death or serious physical harm to his employees."

The successful Applicant must perform their duties in a manner that is compliant with all state and federal health and safety laws and industry guidelines. It is the responsibility of the successful Applicant to ensure that their personnel and subcontractors comply with all state and federal health and safety laws and regulations and industry guidelines, including, but not limited to those set forth by: OSHA and related regulations, the Safety Inspection and Education Act, the Health and Safety Act, the National Institute of Occupational Safety and Health, the National Fire Protection Association, the Centers for Disease Control, American Industrial Hygiene Association, the American Council of Governmental Industrial Hygienists, the Environmental Protection Agency, and the Department of Transportation.

Control of the Work. The City shall not be responsible for the successful Applicant's failure to carry out the work in accordance with the terms and conditions of any agreement related to the services provided under this Request For Proposal. At all times the successful Applicant shall be an independent contractor and in no way will be construed as an employee of the City.

Performance Bond. The successful Applicant shall furnish a performance bond in the amount of \$1,000.00, within 14 days after notification of the contract award. Failure to furnish the required bond within the time specified may be cause for rejection of the bid and any bid deposit may be retained by the City as liquidated damages and not as a penalty.

Taxes. No charge will be allowed for taxes. The City of South Beloit is exempt from paying Illinois Use Tax, Illinois Retailers Occupation Tax, and Federal Excise Tax.

Subcontracting. The successful Applicant shall provide information for all subcontractors and suppliers and all other information as requested by the City.

Termination of Agreement. The City of South Beloit reserves the right to terminate the agreement in its entirety or in portions, with or without cause upon 30 days written notice to the successful Applicant.

Bid Rejection. The City of South Beloit reserves the right to reject and or all bids at any time for any reason or no reason or to accept the proposal that the City deems to be in the City's best interest.

Indemnification. To the fullest extent of the law, the successful Applicant shall indemnify and hold harmless the City, its officers, representatives, elected and appointed officials, and employees from and against all claims, damages, losses and expenses related to the work performed under this Request For Proposal.

Compliance with Request for Proposal Requirements. Proposals must be made in strict accordance with the instructions set forth in this Request for Proposal. Proposals shall be reviewed for completeness and compliance with the Proposal Requirements set forth in this Request for Proposal. The City shall have no obligation to review or consider, and reserves the right to reject, any Proposal that fails to satisfy or conform to any of the Request for Proposal requirements. The City Council reserves the right to accept or reject any or all Proposals, or any part therefore, waive any minor defects, irregularities or informalities, and to decide not to award any agreement or, award an agreement deemed to be in the best interest of the City of South Beloit.

**Requests for Proposals
City of South Beloit, Illinois
Towing Services for Ordinance Violations**

Intent:

The City of South Beloit is inviting qualified towing firms to submit Proposals and Statements of Qualifications to provide:

1. Towing services for vehicles impounded by City Code Enforcement and/or the Police Department for inoperable motor vehicle violations on private property and other violations of the City of South Beloit Code of Ordinances where the towing of a motor vehicle from private property is needed.

Applicants will be required to demonstrate their capability through references or by means acceptable to the City.

Scope of Work:

1. This work shall consist of providing towing services for vehicles impounded by City Code Enforcement and/or the Police Department for inoperable motor vehicle violations on private property and other violations of the City's Code of Ordinances where the towing of a motor vehicle from private property is needed. Such services shall be provided to the City on an "as needed" basis as determined by the City. The successful Applicant must provide all labor, equipment, materials to perform the services herein described for towing services.
2. When directed by the City Code Enforcement Officer or the City Police Department the successful Applicant shall tow motor vehicles from private property.
3. The successful Applicant must be able to provide towing services every day of the year, 24 hours a day, and store impounded vehicles on successful Applicant's property for various periods of time until the vehicle is picked up by owner or otherwise disposed in accordance with applicable law.
4. The successful Applicant must respond to tow location(s) within 15 minutes of being called.
5. The successful Applicant must be able to work under adverse conditions such as inclement weather or hostile/dangerous situations.
6. The successful Applicant must be available to work late at night or early morning hours, including weekends and holidays.
7. Towing services provided shall include the tow truck(s), qualified driver(s), and all fuel, maintenance, repairs, permits and any other items of expense or equipment necessary to render complete towing services.
8. Under normal conditions, tows shall consist of, but not necessarily be limited to, any and all labor that results from hooking up, hoisting, and towing away parked vehicles. This includes any and all of the following if necessary to tow a vehicle: gaining entry to the vehicle, straightening the front wheel, tying the steering wheel, releasing the brake, and disconnecting the transmission on rear-wheel drive vehicles.

9. If a vehicle cannot be towed in normal fashion, towing shall include any and all labor necessary to “float” the vehicle. This includes, but is not limited to, any and all of the following: gaining entry to the vehicle, hoisting and placement of “float” equipment, and/or winching the vehicle onto a flatbed tow truck.
10. The successful Applicant shall remove any debris left from vehicle(s) being towed, including but not limited to, auto body parts, trash, debris or any fluids leaked (such as oil, radiator & transmission fluids).
11. The successful Applicant shall allow registered owner(s) to remove personal items from towed vehicles at Applicant’s storage yard until vehicle can be lawfully released.
12. The successful Applicant shall not release any vehicle towed under the scope of this Request For Proposal unless it has first received written confirmation from the City that all fines, costs and fees owed to the City have been paid to the City.

Tow Truck Specifications:

1. The successful Applicant agrees to keep a minimum of two (2) tow trucks available for use by the City at all times. These shall each have a minimum capacity of 1-1/2 tons.
2. At least one of the tow trucks shall be a “flat-bed” variety or have other equipment necessary to “float” or tow a vehicle unable to be towed on its own tires/wheels.

Tow Truck Equipment:

1. Each tow truck shall be equipped with a two-way system, operating on a commercial frequency, for the sole purpose of allowing the truck to communicate with the towing company’s base station.
2. Each tow truck shall be equipped with the items necessary (brooms, shovels, etc.) to allow for cleaning debris after removal of the vehicle.
3. The successful Applicant agrees that all equipment shall be maintained in good operating condition at its own expense.

Drivers Licensing:

1. All tow truck drivers shall have a valid Illinois Commercial Driver’s License (CDL) and such other licenses as may be required by State or Federal regulations to conduct these services.
2. Responsibility for assuring the status of driver’s licenses of all drivers rests with the successful Applicant. The City shall have the right to require the successful Applicant to provide, from time to time, written verification to the City showing that all tow truck drivers have valid driver’s licenses.
3. Drivers must not have been convicted of any felony violations of the law in Illinois or in any other state within the past 5 years.
4. Drivers convicted of misdemeanor violations of the Illinois vehicle anti-theft laws (or similar statutes of other states) within the past 5 years will be prohibited from operating tow trucks in the City under the terms of the agreement.
5. Drivers having suspended or revoked licenses in Illinois or any other state are prohibited from operating vehicles in the City.

Vehicle Licensing:

1. Evidence of current licensing and inspections for all vehicles owned by the successful Applicant (which it intends to use in the City to meet the agreement) shall be submitted to the City Clerk prior to the execution of the agreement and any amendments, updates or new licensing and proof of inspection shall be provided to the City Clerk once obtained by the successful Applicant.

Insurance:

1. The successful Applicant shall maintain in full force and effect, throughout the period of the agreement, insurance as specified below. Failure to maintain insurance shall be cause for immediate termination of the agreement.
2. At the time of agreement execution, the successful Applicant shall provide the City with a Certificate of Insurance (COI) indicating coverage, and co-naming the City as an additional insured, showing evidence of coverage as specified below. The certificates shall also provide for 90 days advance written notice of cancellation of any coverage obtained under the terms of this agreement.
3. Comprehensive General Liability Insurance: An amount not less than \$1,000,000.00/occurrence, \$2,000,000.00/policy limit.
4. Automobile Liability Insurance: An amount not less than \$1,000,000.00 combined single limit. Said coverage is to be extended to cover hired and non-owned vehicles.
5. Umbrella or Excess Liability Insurance: An amount not less than \$2,000,000.00.
6. Workers' Compensation Insurance: An amount no less than statutorily required limits. Employer's liability in an amount not less than \$500,000.00 each accident, \$500,000.00 disease (policy limit) and \$500,000.00 disease (each employee).
7. Sole proprietors or partner or member of a limited liability company who have no employees and who elect not to provide and pay compensation for accidental injuries sustained by himself shall not be required to show proof of Workers' Compensation insurance.
8. All insurance policies required under this agreement shall be underwritten by insurance companies with a minimum A.M. Best rating of A:VII.

Permits/Licenses:

1. The successful Applicant shall obtain, at its own expense, all permits and licenses which may be required to complete the services outlined in this Request for Proposal, and/or required by municipal, state, and federal regulations and laws.
2. The successful Applicant shall hold all required licenses, qualifications and certificates, and shall be duly registered and otherwise in compliance with all applicable local, state, and federal laws, regulations and ordinances applicable to their performance of the services outlined in this Request for Proposal.

Safety:

1. The successful Applicant shall be solely and completely in charge of, and responsible for, maintaining the site and performing the services outlined in this Request For

Proposal, so as to prevent accidents or injury to persons performing the services, and to any person on, about, or adjacent to the site where the services are being performed. This duty exists, and shall apply, continuously and shall not be limited to normal working hours.

2. The successful Applicant shall comply with all applicable local, state and federal safety laws, regulations and codes, including but not limited to, those safety precautions as to the operation of equipment and use of materials. The successful Applicant shall be responsible for any and all applicable employee safety training/education.
3. The successful Applicant shall adequately protect the sites/facilities/residences, adjoining properties from damage or loss arising in connection with, or during the performance of the services outlined in this Request for Proposal. The successful Applicant shall pay for any such damage, injury or loss caused by its agents, employees or from the action of the elements.

Project Schedule:

The successful Applicant must be able to begin towing for the City immediately after being selected and approved by the City Council. The selected firm must be able to provide the requested service for a 12-month term with the possibility of extension pursuant to an agreement that is acceptable to the City.

Proposal Criteria and Evaluation

Proposals will be evaluated for thoroughness and clear description of qualifications and ability to meet the needs of the City. This includes the ability to satisfy the following elements of the proposal:

1. Technical competence, years in business.
2. A fleet of trucks adequate to perform the services required.
3. The tow truck drivers must be able to unlock and remove vehicles in a timely manner.
4. Provide tow trucks to locations in a timely manner.
5. Provide service 24/7 availability, 365 days a year.
6. Ability to remove debris and liquids left by vehicle.
7. Provide a safe and secure yard for storage of vehicles towed.
8. Proof of adequate insurance for all aspects of the business.
9. Cost of equipment and services.

Proposal/Qualification Requirements

In addition to the attached forms, the proposal should include a brief description of the firm's qualifications; the firm's current financial position; a list of current tow trucks available for field use; location and security of the storage yard; all complaints filed against the company in the last 5 years, including information on the resolution of any such complaints; insurance policies; and a brief description of the company's procedures for retrieval of vehicles by owners.

PROPOSALS DUE BY: October 23, 2020

Any questions or comments regarding this proposal may be sent to: Tracy Patrick at T.Patrick@SouthBeloit.org.

RETURN PROPOSALS TO:

City of South Beloit

ATTN: Tracy Patrick, City Clerk

519 Blackhawk Blvd, Suite 2

South Beloit, IL 61080

APPLICANT QUALIFICATION INFORMATION

Name of Business: _____

Business/Mailing Address: _____

Business Phone Number: _____

Emergency Phone Number: _____

Business Type: Sole Proprietor____ Partnership____ Corporation____

Limited Liability Company _____

Franchise or Parent Company (if applicable): _____

List all Partners, Managers, and Corporate Officers:

Name	Title	Residence	Phone and Email

Days of Operation: _____

Business Hours: _____

Number of Employees:

Supervisors: _____

Drivers: _____

Office Personnel: _____

ITEMIZED PRICING

ITEM:

COST:

Towing Fee:

\$ _____

Flatbed Request Towing Fee

\$ _____

Vehicle Storage:

\$ _____

Vehicle Relocation:

\$ _____

STATEMENT OF QUALIFICATIONS

Statement of Qualifications should include the municipalities or similar customers for which the Applicant provides towing services for, including names and phone numbers of the contact persons.

Organization	Contact Person & Number	Work Contracted