

REQUEST FOR PROPOSALS
for
Removal, Towing and Storage Services
VILLAGE OF GOSHEN

This Request for Proposals (“RFP”) is official notification of the need for professional services to the Village of Goshen (“Village”). This RFP is being issued to request proposals for Removal, Towing and Storage of Vehicles for a thirty-six month period beginning November 1, 2014 and terminating October 31, 2017.

The Village of Goshen, invites the submission of proposals and statements of qualification of Towing Services for the period referenced hereinabove. All proposals and statements of qualifications must be written and must be substantially compliant with the requirements herein set forth.

Proposals must be submitted to the Village Hall, 276 Main Street, Goshen, New York, in a sealed and secure package and must be received by the close of business on October 23, 2014. The proposals will be opened at 2:00 p.m. on October 24, 2014 at Village Hall, 276 Main Street, Goshen, New York 10924.

The Village reserves the right to reject any and all proposals, to waive technical defects in the proposals to make an award in whole or in part, to disqualify any proposal that fails to conform to the requirements of the RFP and to select the proposal(s) and to negotiate the service delivery contemplated in this solicitation and in submitted proposals.

CONTACT INFORMATION

For any questions contact:

Margaret Strobl, Village Clerk
Village of Goshen
276 Main Street
Goshen, New York 10924
(845)294-6750

DATE ISSUED

October 7, 2014

SUBMITTAL DEADLINE

October 23, 2014 at 4:30 p.m.

SUBMIT SEALED PROPOSALS TO:

Margaret Strobl, Village Clerk
Village of Goshen
276 Main Street
Goshen, New York 10924
(845)294-6750

PART 1 – DESCRIPTION OF SERVICES REQUIRED

BACKGROUND INFORMATION

The Village has determined that it requires the availability of towing services to provide twenty-four (24) hour a day, seven (7) day a week service for the removal, towing and storage impoundment of certain motor vehicles including but not limited to abandoned, disabled, wrecked, damaged and junked motor vehicles from public right of ways and other public property or at such other locations as may be directed by the Village Police Department within the Village of Goshen, hereinafter referred to as the “Towing Service.”

The Village has further determined that it is necessary to provide secure storage facilities for the storage impoundment of vehicles obtained through the Towing Service at a location within five (5) miles of the Village of Goshen.

REQUIREMENTS

1. **Services.** The Tow Company shall provide the Towing Service to the Village.
2. **Equipment.** The Tow Company shall at all times maintain under its control acceptable equipment that can recover, remove and tow passenger vehicles and light trucks. Further the Tow Company shall have the ability at all times to recover, remove and tow larger motor vehicles including but not limited to full size trucks, dump trucks, and semi-tractor trailers as so directed by the Village Police Department. The Tow Company’s name and telephone number, or the name and telephone number of the operator of the equipment being used to provide the Towing Service, shall be prominently displayed on all vehicles used to provide the Towing Service.
3. **Response.** Because removal of motor vehicles is often under emergency conditions and such vehicles are road hazards, the Tow Company shall provide the Towing Service within a reasonable period of time. The Village Police Department shall determine a reasonable period of time. If the Tow Company is unable to respond within a reasonable time, the Village Police Department shall have the right to secure another tow company to provide the Towing Service.

4. Clean up. The Tow Company shall clean up any debris from the roadway and tow site in order to make the area safe for the continued use of the roadway and tow site.
5. Storage Yard. The Tow Company shall maintain secure facilities for the storage impoundment of towed vehicles and shall be responsible for the safe storage of same. The storage yard shall be located within five (5) miles of the Village. The Tow Company shall be responsible for any damage that may occur to any vehicle that is impounded at their facility.
6. Communication. The Tow Company shall at all times maintain communications with its office, the Village's Police Department and all mobile units.
7. Hours. The Tow Company shall maintain minimum business hours for the release of stored vehicles as follows:

Monday through Friday, from 9:00 AM to 5:00 PM
Saturdays from 8:00 AM to 12:00 PM
8. Inspection. If the Village desires to inspect any vehicle in possession of the Tow Company as a result of the Towing Service, the Tow Company shall provide the Village immediate access to said vehicle.
9. Records. The Tow Company shall at all times maintain adequate records in connection with the Towing Service including fees charged by the Tow Company and shall make such records available to the Village upon request.
10. Indemnity. The Tow Company shall agree to indemnify and hold harmless the Village for any and all costs, damages, claims and liability which may arise out of the Tow Company's conduct and performance of the Towing Service.
11. Insurance. The Tow Company shall maintain liability insurance with the limit of no less than one million dollars (\$1,000,000.00). The Village shall be named and identified as an additional insured on such policy. The Village shall be notified of any cancellation, expiration or change in the liability insurance coverage. A copy of the current certificate of liability insurance shall be provided to the Village.
12. Term. The term of the agreement is for thirty-six (36) months.

13. Fees. The Tow Company must abide by the fee limitations set forth in Chapter 54 of the Village Code.
14. References. A list of no more than five (5) professional references must be provided.

Responses must be in writing and should describe the Removal, Towing and Storage services that would be provided in sufficient detail for the Village to evaluate the proposal. Pricing is established by the Village. Tow Company must comply with Village pricing as may be amended from time to time.

The final selection will be by the Village Board.

PART 2 – INSTRUCTIONS TO RESPONDENTS

SELECTION PROCESS

Proposals will be evaluated by the Village Board.

Evaluation of proposals will be based on the following criteria:

- Experience, credentials and ability to provide a high level of service;
- Responsiveness to the requested proposals, including demonstrated commitment to customer service;
- Quality and performance of services offered based on previous experience and/or reference checks for the same or similar services;
- Completeness of proposal, including following direction and providing all requested information.
- Location, safety and security of storage yard.

PROPOSAL

The undersigned _____,
Contractor's Name

having carefully examined and read the Proposal request which we understand and accept as sufficient for the purpose to comply with said requirements to furnish all necessary materials and labor to provide services as specified during the time hereinafter stipulated.

CONTRACT

Tow Company agrees to provide the Village of Goshen with Towing Services as outlined in Part I of this RFP entitled "Description of Services Required."

The Village of Goshen reserves the right to reject any and all proposals.

Accompanying the proposal is a copy of the Contractor's current Workers Compensation Certificate of Coverage as well as all other required insurances.

The Tow Company agrees that the statutory charges for Towing and Storage charges are the only charges that will be billed to the owner of a towed vehicle.

No additional cleanup charges or other miscellaneous charges are allowed.

Any violation by the Tow Company of charging more than the allowable amounts will result in the immediate cancellation of this agreement.

DATE _____

PRINTED NAME _____

TITLE _____

ADDRESS _____

CITY _____ STATE _____ ZIP _____

TEL. NO. _____

SIGNED _____