

## REQUEST FOR QUALIFICATIONS

### Wrecker and Towing Services City of Powder Springs, Georgia RFQ # 24-010

#### A. SCOPE

The City of Powder Springs is seeking statements of professional qualifications from qualified wrecker and towing companies for the purpose of establishing a term contract for wrecker and towing services for the city of Powder Springs. The service will include the towing and recovery of city vehicles and towing and storage of disabled motor vehicles or vehicles in violation of city ordinances and state or federal motor carrier safety violations when directed by the City of Powder Springs Police Department. The contractor shall have the capability to recover vehicles/equipment under any circumstances and transport and store in a secure location. All services shall be performed in accordance with all requirements set forth in Chapter 17 – Article III of the City Code of Ordinances.

Sealed proposals shall be received by no later than **noon EST on Friday, Nov. 8, 2024**, at the City of Powder Springs, 1114 Richard D. Sailors Parkway, Powder Springs, GA 30127, sent to the attention of Kelly Axt, City Clerk. Late submittals will not be accepted.

**The deadline for submission of questions shall be noon EDT on Friday, Nov. 1, 2024.** All questions shall be submitted to the attention of Kelly Axt, City Clerk, at [kaxt@cityofpowdersprings.org](mailto:kaxt@cityofpowdersprings.org). Vendors shall submit an original and four (4) copies of the proposal.

#### B. GENERAL REQUIREMENTS

1. The contractor shall have equipment capable of towing all types of cars, trucks, vans, buses, motorcycles, and equipment. Wrecker service providers must maintain at all times a minimum of three (3) operational wreckers or car carriers, one of which must be a recovery wrecker with a boom capable of lifting and removing cars and light trucks from the roadway.

All wrecker services must have in operation, or through contract/sub-contract, at least one (1) wrecker capable of towing heavy vehicles such as concrete trucks, tractor-trailers, or other heavy equipment.

2. The contractor must be able to respond to any tow request in areas within the geographical boundaries of the Powder Springs city limits. However, the

contractor may be required on occasion to respond to tow requests outside the Powder Springs city limits.

3. The contractor must be available 24 hours per day, 7 day per week, including holidays.

#### 4. Minimum Response Time

The wrecker service must respond within twenty (20) minutes of a request by the police dispatcher. The wrecker service will have thirty (30) minutes to respond during inclement weather and/or rush hour traffic. If response cannot be made within the required time frame, the wrecker service will notify the police dispatcher, and it will be at the police shift commander's discretion whether to wait for the delayed wrecker or contact another service.

5. All bike rack and wheelchair equipped buses must be transported in a manner that will prevent damage to the bike rack and wheelchair lift mechanism.

6. The contractor must have a flatbed trailer available to haul an entire vehicle.

7. Contractor shall be responsible for all damages to any vehicle or equipment while in tow.

8. When a situation requires more than one (1) tow vehicle to be utilized, each additional vehicle shall be charged at the service rate call.

9. The service call charge shall include all necessary actions and requirements necessary to tow vehicles including, but not limited to:

a. Preparing the vehicle for towing such as removing and replacing one (1) rear axle, caging of brakes, and idle.

b. Waiting at the tow site when contractual obligations are unable to be performed because of vehicle being detained by investigating authorities

10. Wrecker services shall provide its drivers and all trucks with clean up equipment to remove from the scene all debris from the accident. Equipment shall include a broom, shovel, rake, one (1) five (5) gallon container for debris, and any F.C.C. approved two-way communication device enabling the driver to communicate directly with the wrecker dispatch. Wrecker services shall be responsible for minor clean-up of glass, spilled fluids, and other debris in the roadway areas. Trucks shall be provided with quick dry materials for drying and removing spilled fluids

## **11. Impound Facilities**

Each impound facility must be located in a properly zoned location within a ten (10) mile distance of the city limits and shall be owned or leased by the wrecker service provider.

All impound lots must be secured and lighted and comply with all requirements set forth in Section 17-65 of the City Ordinance.

12. All wrecker service providers must carry and maintain insurance that meets requirements under Section 17-66 of the City Ordinance. All policies shall include an endorsement that states that insurance coverage shall not be suspended, voided, canceled, or reduced in coverage except after thirty (30) days written notice to the city by certified mail.

## **C. FEE SCHEDULE**

The wrecker service provider(s) shall agree to assess service charges in accordance with the attached City of Powder Springs approved Wrecker Service Fee Schedule. All City of Powder Springs vehicles will be towed free of charge within the City Limits of Powder Springs and within 20 miles of its boundaries. The size of the city's current vehicle fleet is approximately seventy-five (75) units.

## **D. CONTRACT TERM**

The initial term of the contract will be for one (1) year and will cover the period January 1, 2025 – December 31, 2025. The city at discretion, may extend the agreement for four (4) additional periods of one year each if agreeable to both parties.

## **E. PROPOSAL FORMAT (CONTENTS)**

To standardize responses and simplify the comparison and evaluation of responses, all proposals must be organized in the format listed below. The City of Powder Springs reserves the right to contact client references, seek further information, and require interviews with any responding firm.

### **1. Company Background**

Provide information on company background to include the following:

- Firm local name, address, and phone number.
- Contact person, phone number, and e-mail address.

- Total number of firm's full- time employees.
- Number of years in business
- Include a copy of a valid and current business license issued by the city if located in the city limits or issued by Cobb County if wrecker service is not located within the city limits. If located outside the city or Cobb County, include a current business license in the municipality or county in which the wrecker service is located. Include a permit from the public service commission for each wrecker truck, and a non-consensual towing permit issued by the Georgia Department of Motor Vehicle Services.
- Provide a complete list of wreckers and other towing equipment and include year, make, model, and capabilities of each item of equipment.

## 2. Experience

- Provide information on experience relative to providing wrecker and towing services for clients of similar size and scope to the City of Powder Springs.
- Provide a minimum of three (3) references where your firm has provided wrecker and towing services during the past five (5) years. Include customer name, location, contact person, phone number, and e-mail address.

## 3. Impound Facilities/Service Response

- Provide the location of the impound facility(s) and include a description of the physical and security characteristics of the facility(s).
- Describe how your service will meet and adhere to the service response times required in the City Ordinance.

## **F. EVALUATION/AWARD CRITERIA**

Responses will be evaluated by an evaluation committee consisting of members of the City of Powder Springs Police Department based on the following criteria. The award will be made to the two highest ranked firms and service calls will be made to wrecker services on a weekly rotational basis.

### 1. Company background, experience, and capability.

2. The suitability of physical characteristics and security features of the firm's impound facility(s).

3. Reference responses.