



ROSS TOWNSHIP

REQUEST FOR PROPOSAL

VEHICLE TOWING AND STORAGE SERVICES FOR 2021-2022

DUE TUESDAY, DECEMBER 1, 2020 BY 12:00 PM

ROSS TOWNSHIP

Ross Township
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I. PURPOSE AND INTENT

Ross Township, Allegheny County, is requesting proposals to be an authorized tow service for Ross Township. Applicants should submit written proposals to Ronald Borczyk, Township Manager, Ross Township, 1000 Ross Municipal Drive, Pittsburgh, PA 15237.

The Township routinely must arrange for the removal of disabled or abandoned vehicles and the safe storage of these vehicles until they are claimed by their owners. Authorized tow services will provide on-call towing and storage of impounded private vehicles or towing and clean-up of vehicles involved in a crash within the Township. The Township intends to authorize one or more providers for these services, and seeks the most cost-effective solution based on the criteria contained in this RFP.

II. PROPOSAL SUBMISSION

- a. One original, full complete proposal and one electronic version shall be submitted in a sealed envelope and must be marked "Vehicle Towing and Storage Services" and addressed to:

Ronald Borczyk, Township Manager
Ross Township
1000 Municipal Drive
Pittsburgh, PA 15237

- b. The proposal must be received no later than 12:00 p.m. on Tuesday, December 1, 2020.
- c. No email proposals will be accepted. Any inquiries concerning this RFP should be directed in writing to rborczyk@ross.pa.us.
- d. All information and documents submitted in response to this solicitation shall be available to the general public. The Township reserves the right to reject any or all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The Township further

reserves the right to make investigations as it deems necessary to the qualifications of any and all applicants submitting proposals. The Township reserves the right to re-solicit proposals.

III. SCOPE OF SERVICES

- a. The services may include, but are not limited to:
 - i. Towers are required to obtain and properly display a US DOT# on all of their towing vehicles.
 - ii. Towers shall possess the appropriate towing vehicles, such as a flat bed, that will permit the removal of 4WD and like vehicles.
 - iii. Towers shall be available on a 24 hour per day 7 day per week schedule for any approved township tow. This would not apply if there are more than one approved tower and they are on a rotational basis. When they are on call, they must provide the above availability.
 - iv. Towers shall be prepared to provide any owner of a towed vehicle a business card to include their name phone number and address of the business.
 - v. Any approved tower must make all reasonable efforts to expedite any call for service from the township. If they are unable to provide their services in an expeditious manner they must have the ability to provide a backup specialty tow.
 - vi. The tow facility should have their hours of operation posted for the general public.
 - vii. The tow facility must be secured in order to protect any township vehicle that is impounded.
 - viii. Towing facility must have adequate storage facilities, located in the Township or within 2 miles of the Township boundary.
 - ix. The tower must understand that at times, vehicles will be impounded by the police for evidentiary value. These vehicles, when designated by the police, will be taken by the tower directly to the Police Department Annex located on Cemetery Lane.
 - x. Meet requirement of Township's Towing Ordinance (attached as Appendix II)

IV. CONTENT OF PROPOSAL

a. Contact Information

- i. Provide the name and address of the firm; the name, telephone number, fax number and email address of the individual responsible for the preparation of the proposal.
- ii. Describe in this section the history of your company up to the present. This should include at a minimum the ownership structure, length of time in business, business experience and organizational structure.
- iii. Describe in this section the specific service areas where you provide on-call towing services, areas where you provide back-up on-call towing service, areas or companies where you provide towing services, size and location of current and proposed storage areas and any other service that your company provides.
- iv. Describe in this section the existing number of drivers, support and office personnel currently employed by your company. Also describe any plans to expand the number of personnel to adequately service this agreement.

b. Proposal Response Sheet

- i. This section should include a copy of the form agreement provided in this package. An officer authorized to bind the company must sign the Form Agreement.

c. Insurance Certificate – Contractors shall furnish a complete set of Insurance Certificates that shall be completed by an agent authorized to bind the named underwriter(s) to the coverage limits and termination provisions shown thereon for the contractor's existing operations at the time of the bid.

d. Liability-Hold Harmless – The successful contractor shall defend, indemnify and hold harmless the Township and all of its officers, agents and employees from all suits, actions, or other claims of any character, name and description brought for or on account of any injuries or damages received or sustained by any person, persons, or property on account of any act or fault of the successful contractor in the execution of, or performance under, this agreement. Successful contractor shall indemnify and save harmless the Township from liability, claim, or demand arising out of the

contractor's performance or on their part, agents, servants, customers, and/or employees. Successful contractor shall pay any judgment with costs that shall be obtained against the Township relating to any manner to contractor's performance under this agreement.

Contractor agrees to keep the Township free from any and all liens or law suits arising from the performance of this agreement. The contractor will indemnify and hold harmless the Township from cost, expense, attorney's fee, loss or damage resulting from any filing or enforcement of such liens or law suits.

Nothing contained herein shall impose any liability on the Township in the event the Township calls a contract towing service out of order or utilizes the services of any other towing services.

- e. Contractor charges for Tow Services provided under this Agreement shall not exceed those charges set forth in Rate Schedule, Appendix 1 unless prior approval is received, in writing, signed by a Township representative. Each vehicle or equipment towed is to be considered a separate tow.

V. INTERVIEW

- a. The Township Manager and/or the Board of Commissioners reserve the right to interview any or all of the applicants submitting a proposal. Although interviews may take place, the proposal should be comprehensive and complete on its face. The Township reserves the right to request clarifying information subsequent to submission of the proposal.

VI. SELECTION PROCESS

- a. All proposals will be reviewed by the Township Manager or his designee to determine responsiveness. Non-responsive proposals will be rejected without evaluation. The Township will evaluate the qualifications, experience, costs, fees in addition to the following evaluation criteria, separate or combined in some manner, and not necessarily listed in order of significance:
 - b. The applicant's general approach to providing the services required under this RFP.
 - c. The qualifications and experience of the applicant's staff.
 - d. The Township will select the applicant deemed most advantageous to the Township, with fees and other factors considered. The resulting contract will include this RFP, any clarifications or addenda thereto, the selected applicant's proposal, and any changes negotiated by the parties.