

ROSS TOWNSHIP

REQUEST FOR PROPOSAL

VEHICLE TOWING AND STORAGE SERVICES

DUE THURSDAY, OCTOBER 11, 2018

ROSS TOWNSHIP

Ross Township
Municipal Building
1000 Ross Municipal Drive
Pittsburgh, PA 15237-2725
Phone: (412) 931-7055
Fax: (412) 931-7062
www.ross.pa.us

OFFICERS

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Stephen L. Korbelt, Esq.

VICE PRESIDENT

Daniel L. DeMarco, Esq.

TAX COLLECTOR

Sarah Poweska
Phone: (412) 588-5920

PROPERTY TAX COLLECTED BY

Jordan Tax Service
Phone: (724) 731-2331

SOLICITOR

P.J. Murray, Esq.

MANAGER

Douglas Sample

TOWNSHIP ENGINEER

The Gateway Engineers, Inc.
Richard D. Minsterman, P.E.

COMMISSIONERS

Daniel L. DeMarco, Esq.
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Rick Avon
Joseph Laslavic
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Pat Mullin
Jeremy Shaffer
Jack Betkowski

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 Douglas Sample, 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. An original, (10) full complete and exact copy of each proposal, and an electronic version shall be submitted in sealed envelopes and must be marked "Vehicle Towing and Storage Services" and addressed to:

Douglas Sample, Township Manager
Ross Township
1000s Municipal Drive
Pittsburgh, PA 15237

- b. The proposal must be received no later than 4:00 p.m. on Thursday, October 11, 2018.
- c. No email proposals will be accepted. Any inquiries concerning this RFP should be directed in writing to dsample@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.

Appendix 1 Maximum Rates and Fees – Non-Consent Tow Services

Type	Maximum Fee	Description
Motor vehicle and motorcycles, up to 10,000 pounds.	\$85 Flat fee plus consumables at contractor's rate	Disabled on the highway; no towing required. Ex. Out of gas, dead battery Any consumables utilized by contractor to assist a motorist such as fuel, DEF etc. will be an additional charge at the contractor's rate.
Motor vehicles up to 80,000 pounds.	\$125 Flat fee plus consumables at contractor's rate	Disabled on the highway; no towing required. Ex. Out of gas, dead battery Any consumables utilized by contractor to assist a motorist such as fuel, DEF etc. will be an additional charge at the contractor's rate.
Vehicle, passenger cars, light trucks, motorcycles, scooters and trailers up to 10,000 pounds per vehicle.	\$100 Flat fee	Abandoned, Disabled, Stolen, Impounded, Collision, including cargo. (Non-Hazardous) Any tow outside of the Police Annex or tower facility, will only occur upon agreement by the Contractor and the Owner/Operator or authorized person at the Contractor's rate.
Storage	\$25 / day	Starts 24 hours after vehicle arrives at Tow Facility unless Police request a hold on the vehicle. Contractor may charge for a max. 20 days.
Recovery	\$75/ hour ¼ hour increments	Overturned, winching or other operations >25 ft. off roadway. To include necessary equipment for maneuver up to 100ft. May be charged in addition to Tow Service if required.

Type	Maximum Fee	Description
<p>Medium trucks, Buses and trailers 10,001 to 26,000 pounds per vehicle.</p> <p>GVWR or Gross Weight</p>	<p>\$200 Flat fee</p>	<p>Abandoned, Disabled, Stolen, Collision, including cargo. (Non-Hazardous)</p> <p>Transport outside the boundaries of Cranberry Twp. at the request of the Owner/Operator will be at the Contractor mileage rate.</p>
<p>Storage</p>	<p>\$35 / day</p>	<p>Starts 24 hours after vehicle arrives at Tow Facility unless Police request a hold on the vehicle. Contractor may charge for a max. 20 days.</p>
<p>Recovery</p>	<p>\$100 / hour ¼ hour increments</p>	<p>Overtaken, winching or other operations >25 ft. off roadway. To include necessary equipment for maneuver up to 100ft. May be charged in addition to Tow Service if required.</p>
<p>Special Clean-up</p>	<p>\$50.00</p>	<p>Spilled cargo clean-up, removal, storage and disposal will be at the contractor's rates and is in addition to normal clean up.</p>

Type	Maximum Fee	Description
<p>Heavy trucks, buses and trailers 26,001 to 80,000 pounds.</p> <p>Single units or combinations</p>	<p>\$300 / hour ¼ hour increments</p>	<p>Abandoned, Disabled, Stolen, Collision, including cargo. (Non-Hazardous)</p> <p>Transport outside the boundaries of Cranberry Twp. at the request of the Owner/Operator will be at the Contractor mileage rate.</p>
<p>Recovery</p>	<p>\$200/hour ¼ hour increments</p>	<p>Overtaken, winching or other operations >25 ft. off roadway. To include necessary equipment for maneuver up to 100ft. May be charged in addition to Tow Service if required.</p>

**ORDINANCE NO. 2410
ROSS TOWNSHIP
ALLEGHENY COUNTY, PENNSYLVANIA**

**AN ORDINANCE OF THE TOWNSHIP OF ROSS, ALLEGHENY COUNTY, PENNSYLVANIA,
AMENDING CHAPTER 15 OF THE ROSS TOWNSHIP CODE OF ORDINANCES, MOTOR VEHICLES
AND TRAFFIC, PART 5, §§ 15-503, 15-504, 15-506, 15-509 REMOVAL AND IMPOUNDMENT OF
ILLEGALLY PARKED VEHICLES**

WHEREAS, Chapter 15 of the Township of Ross Code of Ordinances, Motor Vehicles and Traffic , regulates motor vehicles and traffic, including towing and removal of illegally parked vehicles; and

WHEREAS, the Township desires to provide specific standards and qualifications required of towing providers; and

WHEREAS, the Township desires to eliminate certain tow away zones, reclamation costs and penalties; and

WHEREAS, the Board of Commissioners of the Township of Ross desires to amend Chapter 15 of the Ross Township Code of Ordinances to (1) repeal tow away zones; (2) establish specific standards required for towing providers; (3) repeal reclamation costs; and (4) repeal fines and penalties for violations of Chapter 15; (5) repeal all prior inconsistent ordinances; and (6) establish the ordinance effective date.

NOW THEREFORE, the Board of Commissioners of the Township of Ross hereby ordains and enacts as follows, incorporating the above recitals by reference:

SECTION 1. Part 5 Removal and Impoundment of Illegally Parked Vehicles §15-503 Tow Away Zones Designated of the Motor Vehicles and Traffic Ordinance is repealed in part as follows:

[Ord.1726. 10/14/1991, § 15-503; as amended by Ord. 1763, 5/23/1992; and by Ord. 1793, 1/11/1993]

The following designated streets and/or parking lots are hereby established as tow away zones. Signs shall be posted to place the public on notice that their vehicles may be towed for violation of the Township parking regulations:

Street	Side	Between
Tillotson Circle East		Houses numbered 118 and 120

SECTION 2. Part 5 Removal and Impoundment of Illegally Parked Vehicles §15-504, Designation of Approved Storage Garages, Bonding, Towing and Storage, is repealed and replaced by inserting the underlined text as follows:

§15-504 Designation of [Approved] Authorized Towing Companies {Storage Garages}; Bonding; Towing and Storage.

[Ord. 1726, 10/14/1991, § 15-504]

A.

Definitions. As used in this section, the following terms shall have the meanings indicated:

TOWNSHIP MANAGER:

The Chief Administrative Officer of Ross Township

CHIEF OF POLICE

The Chief of Police of Ross Township or the Chief's designee.

TOWING COMPANY

Any business engaged in the towing, removing or storing of motor vehicles at the request of Ross Township, including the Towing Company owner and its employees. Towing Company shall include Towing Companies.

TOWING LIST

The list of Towing Companies authorized by the Township Board of Commissioner to tow, remove or store vehicles within the Township which list is maintained by the Chief of Police or the Township Manager.

TOWNSHIP

Ross Township, Allegheny County, Pennsylvania.

VEHICLE

For the purposes of this section, all automobiles, trucks, trailers and other vehicles of any kind shall be referred to as "vehicle(s)."

WRECKER

A vehicle designed and used for removing and transporting motor vehicles. This term shall also include a flatbed truck, rollback truck, tow truck or other vehicle commonly used to perform towing services.

B.

Creation of Towing List. Any Towing Company engaged by the Township to perform services in the Township shall be authorized every other year and included on the Towing List in accordance with the provisions of this section.

(1)

Applications for Inclusion on Towing List. Applications for inclusion on the Towing List may be accepted at any time and shall be submitted to the Township Manager and/or Chief of Police upon forms prepared and made available by the Township. The application form shall be properly completed and signed by an agent, owner or manager of a Towing Company. The Chief of Police shall review and inspect the facility and towing equipment and all applications for compliance with the terms of this section.

(2)

Authorization of Towing List. Authorization of each Towing Company to be included on the Towing List shall be determined by the Township Board of Commissioners. Inclusion on a Towing List may be issued to only Towing Companies that comply with the provisions of this section and shall not create a contractual or property right for the Towing Company. Compliance with this section does not guarantee inclusion on a Towing List.

C.

Towing fees. Each Towing Company that applies to be placed on the Towing List shall provide the Township Manager and/or Chief of Police with a fee schedule for services offered during normal business hours, after normal business hours, and for storage. Said fee schedule shall remain for the calendar year. Towing Companies included on a Towing List must submit a fee schedule for subsequent years no later than January 15 every other year. The towing fee shall be incurred at the time the Towing Company is on scene and begins operations. Payment of the towing fee/bill shall be the responsibility of the person or entity in need of the towing service or the owner of the vehicle to be towed, whichever is applicable in the particular instance.

D.

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Minimum qualifications. To be included on the Towing List, Towing Companies shall meet the minimum qualifications as follows:

(1)

Maintain at least two Wreckers that are in safe mechanical condition and is properly titled, registered, and inspected.

(2)

Maintain at least one Wrecker that is owned or leased by the Towing Company and is not used or operated by any other Towing Company.

(3)

All Wreckers shall be clearly marked with the Towing Company's name, telephone number and US DOT number on each side of the Vehicle.

(4)

All Wreckers shall be equipped with the appropriate safety equipment (fire extinguishers, warning devices, etc.) and any other equipment necessary to perform the towing function and shall comply with the Pennsylvania Vehicle Code regarding removal of debris.

(5)

Provide its employees with training on the proper and safe removal and cleanup of accident debris from the roadways. Each Towing Company will also provide each employee, involved in towing, with training regarding the safe and proper methods of towing disabled and/or damaged vehicles. Each Towing Company will also ensure that each person operating towing equipment possesses a valid driver's license and is properly licensed to operate the equipment via their respective licensing/operating privilege.

(6)

Accessibility, Storage Facility and Hours of Operation..

(a)

Towing Companies must be directly accessible and available 24 hours per day 7 days per week, by no more than two phone numbers. Once included on the Towing List, each phone number must be provided to Allegheny County Emergency 911 Center and to the Township Police.

(b)

Towing Companies must have adequate storage facilities, located in the Township or within two (2) miles of a Township boundary, for impoundment of vehicles, which shall be capable of storing all standard sized vehicles requiring towing and of being locked preventing general access. The Towing Company shall be responsible for the security of the stored vehicles.

(c)

The Towing Company shall be regularly open for business a minimum of 40 hours per week, Monday through Friday.

E.

Insurance. Towing Companies shall maintain minimum levels of insurance and provide documentation as indicated herein and name the Township as an additional party insured.

(1)

The minimum amount of liability coverage, via primary or umbrella insurance, shall be one million dollars (\$1,000,000).

(2)

Insurance coverage shall be maintained with an insurance carrier licensed in the Commonwealth of Pennsylvania and have an AM Best rating of A-VI

(3)

Towing Companies must provide copies of certificates of insurance showing garage liability coverage, including garage keepers coverage on a primary basis.

(4)

If a Towing Company receives notification of insurance cancellation, the Township must be notified no less than 60 days prior to the cancellation date.

F.

Towing Rotation.

(1)

The Chief of Police shall maintain the Towing List, and may be authorized by the Township Board of Commissioners to select Towing Companies from the Towing List on a rotating schedule.

(2)

"Rotating schedule" means that the Towing Companies may rotate on a schedule set by the Chief of Police at his discretion.

(3)

A Towing Company that is on a Towing List and refuses, is not available, does not answer a call from the Township, or otherwise does not meet the required response time, may be replaced by another Towing Company on the Towing List. Any Towing Company that refuses a call or is unavailable three times within a two-month period shall be placed on review with the Chief of Police with the possibility of removal from the Towing List.

(4)

The rotating schedule may be disregarded in an emergency, when removal of a vehicle is critical to public safety, as determined by the investigating police officer, or when the owner/operator of a vehicle specifically requests another Towing Company on the Towing List.

G.

General Regulations.

(1)

A Towing Company called by the Township to perform services shall respond to the tow location within 20 minutes of the request, unless there are circumstances, such as adverse road conditions or traffic congestion, that are beyond the Towing Company's control.

(2)

Nothing in this section is intended to permit or encourage a Towing Company to violate any provision of the Pennsylvania Vehicle Code or to operate a vehicle in an unsafe manner.

(4)

Towing Company owners shall be responsible for the conduct of all drivers and employees. The driver's license of persons towing for the Towing Company is subject to inspection by the Chief of Police.

H.

Prohibited Acts. It shall be unlawful for any Towing Company to:

(1)

Subcontract towing services requested by the Township.

(2)

Respond, tow or move a vehicle from or within public property without the consent of the owner, operator, or without being summoned by the Township.

(3)

Use "Ross Township" in the name of the Towing Company.

(4)

Arrive at the scene of any incident/accident without being requested to do so by the Township, and/or the owner/operator of a vehicle being towed.

(5)

Approach any vehicle operator or passenger at the scene of any incident/accident to solicit any service offered by the Towing Company.

I.

Violations and Penalties.

(1)

Any person, including a Towing Company, that violates the provisions of Subsection H shall, upon conviction thereof in a summary proceeding before a Magisterial District Judge, be sentenced to pay a fine of not less than \$100 nor more than \$1,000.

(2)

Any Towing Company, or its employees, that violates the provisions of this section, except Subsection H, shall be issued a written warning for the first violation. Any subsequent violation may result in the removal of the Towing Company from the Towing List.

J.

Appeal of Removal from Towing List.

Any Towing Company that is removed from the Towing List, will be so notified in writing by the Chief of Police within 10 business days of the determination of removal and will be allowed to file an appeal, in writing, within 10 business days of the date of the removal. This appeal shall be filed in the office of the Township Manager. The Township Manager will respond to the appellant within 10 business days of receipt of the appeal with a final decision. No further appeals shall be permitted.

§ 15-505 Payment of Towing and Storage Charges.

The payment of towing and storage charges shall not relieve the owner or driver of any vehicle from liability for any fine or penalty for the violation of the provision of this article for which the vehicle was removed or impounded.

§15-506 REPEALED

§ 15-506 [15-507] Records of Vehicles Removed and Impounded.

The Township [of Ross] shall cause a record to be kept of all vehicles impounded under this article and shall be able at all reasonable times to furnish the owners or the agents of the owners of those vehicles with information as to the place of storage of the vehicle.

§15-507 [15-508] Restrictions Upon Removal of Vehicles.

No vehicle shall be removed under the authority of this article or the Vehicle Code if, at the time of the intended removal, the owner or the person for the time being in charge of the vehicle is present and expresses a willingness and intention to remove the vehicle immediately.

§ 15-508 [15-509 Penalty] Violations and Penalties.

With the exception of Section I (1). above, any person who shall violate any provision of this article shall, upon conviction thereof, be sentenced to pay a fine of \$50 together with all costs of disposing of the vehicle under provisions of the Vehicle Code, 75 Pa. C.S.A. § 7301 et seq. (1977), as hereafter amended, supplemented, modified or reenacted by the General Assembly of Pennsylvania.

§15-509 [15-510] Reports and Disposition of Unclaimed Vehicles.

If after a period of 15 days the vehicle in storage remains unclaimed, a report shall be filed with PennDOT in accordance with § 7311 of the Vehicle Code, by the person having legal custody of the vehicle. If the vehicle has not been claimed after 30 days, the vehicle may be transferred to a licensed Salvor who will then be responsible for filing the proper reports and disposing of the vehicle in accordance with the provisions of Chapter 73 of the Pennsylvania Motor Vehicle Code (75 Pa. C.S.A. § 101 et seq., as amended).

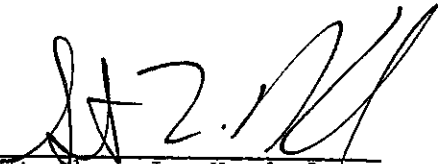
BE IT ORDAINED and ENACTED into law by the Ross Township Board of Commissioners at its meeting held this 20TH day of AUGUST, 2018.

ATTEST:

TOWNSHIP OF ROSS



Douglas Sample
Township Manager

By: 

Stephen L. Korbel, President
Board of Commissioners

Proposal Response Sheet

Type	Tow Fee	Description
Motor vehicle and motorcycles, up to 10,000 pounds.		<p>Disabled on the highway; no towing required.</p> <p>Ex. Out of gas, dead battery</p> <p>Any consumables utilized by contractor to assist a motorist such as fuel, DEF etc. will be an additional charge at the contractor's rate.</p>
Motor vehicles up to 80,000 pounds.		<p>Disabled on the highway; no towing required.</p> <p>Ex. Out of gas, dead battery</p> <p>Any consumables utilized by contractor to assist a motorist such as fuel, DEF etc. will be an additional charge at the contractor's rate.</p>
Vehicle, passenger cars, light trucks, motorcycles, scooters and trailers up to 10,000 pounds per vehicle.		<p>Abandoned, Disabled, Stolen, Impounded, Collision, including cargo. (Non-Hazardous)</p> <p>Any tow outside of the Police Annex or tower facility, will only occur upon agreement by the Contractor and the Owner/Operator or authorized person at the Contractor's rate.</p>
Storage		<p>Starts 24 hours after vehicle arrives at Tow Facility unless Police request a hold on the vehicle. Contractor may charge for a max. 20 days.</p>
Recovery		<p>Overtaken, winching or other operations >25 ft. off roadway. To include necessary equipment for maneuver up to 100ft. May be charged in addition to Tow Service if required.</p>

Type	Tow Fee	Description
<p>Medium trucks, Buses and trailers 10,001 to 26,000 pounds per vehicle.</p> <p>GVWR or Gross Weight</p>		<p>Abandoned, Disabled, Stolen, Collision, including cargo. (Non-Hazardous)</p> <p>Transport outside the boundaries of Cranberry Twp. at the request of the Owner/Operator will be at the Contractor mileage rate.</p>
Storage		<p>Starts 24 hours after vehicle arrives at Tow Facility unless Police request a hold on the vehicle. Contractor may charge for a max. 20 days.</p>
Recovery		<p>Overturned, winching or other operations >25 ft. off roadway. To include necessary equipment for maneuver up to 100ft. May be charged in addition to Tow Service if required.</p>
Special Clean-up		<p>Spilled cargo clean-up, removal, storage and disposal will be at the contractor's rates and is in addition to normal clean up.</p>
<p>Heavy trucks, buses and trailers 26,001 to 80,000 pounds.</p> <p>Single units or combinations</p>		<p>Abandoned, Disabled, Stolen, Collision, including cargo. (Non-Hazardous)</p> <p>Transport outside the boundaries of Cranberry Twp. at the request of the Owner/Operator will be at the Contractor mileage rate.</p>
Recovery		<p>Overturned, winching or other operations >25 ft. off roadway. To include necessary equipment for maneuver up to 100ft. May be charged in addition to Tow Service if required.</p>

This Proposal submitted by: _____

Name (Officer Authorized to Bind Company): _____

Signature: _____