

## BID REQUEST

### Towing of County Vehicles

The Troup County Board of Commissioners is accepting sealed bids to provide towing of county owned vehicles. Bids must be submitted to the Troup County Purchasing Department, 100 Ridley Ave., Suite 3100, LaGrange, GA 30240, in a sealed envelope clearly marked "County Vehicle Towing" no later than **3:00 p.m., November 14, 2018. Late bids will not be accepted.** Responses must be submitted on the bid response form provided with the specifications.

Each bidder must provide proof of general liability insurance in the amount of \$1,000,000.00, automobile insurance and workers' compensation insurance. A current certificate of insurance must be provided to Troup County Purchasing Department every year. If at any time the successful bidder does not have all these coverages, you must notify Troup County Purchasing Department immediately. Troup County will then take the necessary actions to have the agreement terminated.

All questions regarding this request for bids must be submitted to [devans@troupc.org](mailto:devans@troupc.org). No questions will be accepted after 3:00 p.m., Thursday, November 1, 2018. Any/all addenda to the bid request will be posted to the Troup County website at [www.troupcountyga.org](http://www.troupcountyga.org).

**Every response must include an original and one copy.**

Every bidder must provide a notarized affidavit verifying the legal work status of all employees. The successful bidder will be required to submit a completed Troup County vendor package to the Troup County Purchasing Department.

#### General Conditions & Instructions

Troup County will contract with one service provider for this service. Those submitting a bid must have the capabilities to tow/carrying services for all county vehicles and equipment. This ranges from passenger vehicles to fire trucks and equipment as well as dump trucks and heavy equipment.

The bid shall be awarded for a one year period with the option to renew the agreement annually for four additional years for a total of five years if it is mutually agreeable to both parties. The contract may be terminated with a 30 day written notice from either Troup County or the service provider.

The service provider must respond to calls within 30 minutes.

#### General Scope of Services

The successful bidder will furnish towing and rollback truck service as ordered by and at the expense of Troup County Board of Commissioners. The services will be ordered primarily by Troup County Shop and Troup County 911. This contract will include vehicles operated by the Troup County Sheriff's Office or confiscated vehicles by the Sheriff's Office. **This bid will not affect the 911 rotation list.**

The services provided will include other services that are related to stranded vehicles typically provided by wrecker service companies including, but not limited to: changing of flat tires, providing jump starts, providing lockout/unlocking services on light and medium duty vehicles, winch-out service.

The successful bidder will be responsible for providing services needed to render a disabled vehicle or equipment suitable for towing/carrying. These towing/carrying services may include, but are not limited to: winching and/or removal of drive shaft or other locking apparatus preventing movement of the vehicle.

The successful bidder will be responsible for the removal of all debris related to the disabled unit including, but not limited to glass, vehicle parts and other items at the site of the required towing. These are to be removed from the site, not moved to the roadside.

The successful bidder will be responsible for loading the disabled vehicle or equipment, transporting the disabled vehicle or equipment to the requested destination and unloading the disabled vehicle or equipment. The primary destination for all vehicles/equipment will be the Troup County Shop, 2520 Hamilton Road, LaGrange, GA 30240.

The successful bidder shall comply with all OSHA regulations and any state or local laws. A current business license is also required.

Services will be available 24 hours per day, 7 days a week, and 365 days per year.

The use of subcontractors will not be allowed.

#### Driver Requirements

All wrecker driver personnel who respond to calls under the contract shall:

- a. Be at least eighteen (18) years of age;
- b. Be able to read, write and speak English;
- c. Not be under the influence of drugs or alcohol;
- d. Possess an appropriate current driver's license for the Motor Vehicle they are operating.
- e. Have adequate training to safely perform the services required.

#### Equipment Requirements

The service provider must own or full time lease a minimum of (2) two small wreckers/rollbacks. Any combination will be accepted with a minimum of one rollback and one wrecker.

The service provider must own or full time lease one large wrecker. The large wrecker must be of extra heavy duty style capable of handling large vehicles/equipment such as fire trucks and tandem dump trucks.

Troup County reserves the right to accept or reject any/ all bids or to make any other decisions deemed to be in the best interest of Troup County.

## Bid Response Sheet

### **Towing Bid**

An additional sheet may be attached if you have other information you wish to provide with your bid response.

| <u>Passenger Cars, Light Trucks, Vans</u>  | <u>Price</u> |
|--|--------------|
| Change Tire, Jump Start, Lock Out/Unlocking                                      | \$ _____     |
| Towing/Carrying  | \$ _____     |
| Charge per Loaded Mile (allowed on miles in excess of 10 from delivery location) | \$ _____     |

#### Trucks & Equipment Over 26,000 GVW

|  |          |
|--|----------|
| Towing   | \$ _____ |
| Charge per Loaded Mile (allowed on miles in excess of 10 from delivery location) | \$ _____ |

Company Name \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Phone Number \_\_\_\_\_ Fax Number \_\_\_\_\_

Email \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Signature \_\_\_\_\_ Date \_\_\_\_\_