



REQUEST FOR BID

FOR

TOWING SERVICES

Date: November 10, 2011

BID OPENING November 21, 2011

BIDDER'S NAME _____

BIDDER'S ADDRESS _____

TELEPHONE NUMBER _____

SECTION I. ADMINISTRATIVE INFORMATION

A. Issuing Agency

The City of Redlands Quality of Life Department/Equipment Maintenance Division (Garage) located at 1270 W. Park Ave., Redlands, Ca 92373, issues this Request for Proposal (RFP). Telephone (909) 798-7567; Fax (909) 798-7522.

B. Scope of Work

It is the intent of this Request for Proposal (RFP) to solicit bids from qualified vendors to provide Towing Service for the Quality of Life Department/Equipment Maintenance Division (Garage). Bidder shall provide services as required by Equipment Maintenance Superintendent or his/her designee for light to medium duty vehicles, 2 axles, and vehicles up to one ton.

C. Inquiries

All questions regarding this RFB shall be submitted in writing (Email or Fax is acceptable). The questions will be researched and the answers will be communicated to all known interested vendor(s).

Questions regarding this Request for Bids ("RFB") shall be directed to Archie Washington, Waste Management Superintendent, at (909) 798-7568 or at awashington@cityofredlands.org.

D. Selection Criteria

The selection of vendors(s) and subsequent contract award(s) will be based on the criteria contained in this Request for Bids, as demonstrated in the submitted bid. Vendors should submit information sufficient for the City to easily evaluate bids with respect to the selection criteria. The absence of required information may cause the bids to be deemed non-responsive and may be cause for rejection.

The selection criteria include, but are not limited to, the following:

1. Ability of the vendor(s) to provide the necessary service as described within this RFB.
2. Ability of the vendor(s) to demonstrate direct experience with client(s) of similar size, scope, and complexity.
3. Full service, on-site capabilities.
4. Sustained industry reputation for customer service.
5. Quality of completed work.
6. Client references.

E. Award

The contract will be awarded to the vendor(s) that submit a response that, in the sole opinion of the City, best serves the overall interest of the City. The award(s) will **not** be based solely on cost. The City reserves the right to award a contract to multiple vendors if deemed, in the sole opinion of the City, to be in the best interest of the City.

F. Payment

Vendors will be paid within 30 days of the invoice date.

~Section I. continued~

G. Price Proposal

The vendor must provide its bid price list for each service requested. The vendor must complete the Bid Price and return it with the bid.

H. References

The vendor must provide a list of at least two references. Preferably, at least one of these should be from a governmental agency. The vendor should expect that the Quality of Life/Equipment Maintenance Division will be contacting references.

I. Insurance Requirements

Vendors are responsible for ensuring that they are capable of meeting the City of Redlands insurance requirements. The requirements are

- *Workers' Compensation and Employer's Liability* insurance in the amount that meets the statutory requirement shall be in force with an insurance carrier acceptable to the City.
 - If the vendor is the sole proprietor of the business or a partner, and stipulates that he/she has no employees, then the requirement for this coverage is negated.
- *Comprehensive Commercial General Liability* insurance in the amount of one million dollars (\$1,000,000) per occurrence and two million dollars (\$2,000,000) aggregate shall be in force with an insurance carrier acceptable to the City and **naming the City as Additional Insured**. (Higher limits may be outlined in a contract due to greater exposure.)
- *Professional Liability* insurance, when applicable, in the amount of one million dollars (\$1,000,000) per claims made and two million dollars (\$2,000,000) aggregate shall be in force with an insurance carrier acceptable to the City.
- *Commercial Automobile Liability* insurance with minimum limits of one million dollars (\$1,000,000) per occurrence, combined single limit for bodily injury liability and property damage liability shall be in force and **naming the City as Additional Insured**. This coverage shall include all owned vehicles, hired and non-owned vehicles, and employee non-ownership vehicles.
- *Pollution Liability* insurance, when applicable, in the amount of one million dollars (\$1,000,000) per claims made and two million dollars (\$2,000,000) aggregate. The City of Redlands must be **named as Additional Insured**.

A City of Redlands business license must be secured prior to conducting business in the City.

Vendors who are providing a service, are not incorporated, and whose service exceeds \$600 annually are required to complete a W-9.

J. Term

The term of the contract shall commence upon notification of award and continue until June 30, 2012. Renewal Terms shall be two (2) additional periods of one (1) year each, with the consent of both parties

The City reserves the right to contact alternate sources of towing services in situations where the City determines that time is of the essence.

K. Due Date

Bids must be received at the Purchasing Department, November 21, 2011, @ 11:00am. The City of Redlands bears no responsibility for bids that are not received by the specified deadline. Mail or hand-deliver the bids to:

City of Redlands
Purchasing Department
1270 W. Park Ave., Bldg A.
Redlands, CA 92373

L. Rejection of Bids

The City of Redlands Quality of Life Department/Equipment Maintenance Division reserves the right to reject any or all bids, to waive informalities and irregularities in the proposals received, and to accept any portion of any bid or all items proposed if deemed to be in the best interest of the City to do so.

M. Service

The City of Redlands Quality of Life Department/Equipment Maintenance Division is soliciting proposals to establish a towing service contract.

1. The designated City employee(s) placing the service call will determine the type of service to be provided at the time of the call.
2. The City reserves the right to contact alternate sources of towing service(s), in situations where the City determines that time is of the essence.

REFERENCE

Use the following format to list a minimum of two (2) account references (preferably include government reference).

Fleet Reference 1

Name of Company/Organization: _____

Address: _____

Contact Person: _____

Phone Number: _____

Primary Use of Fleet: _____

Type of Vehicles: _____

Fleet Reference 2

Name of Company/Organization: _____

Address: _____

Contact Person: _____

Phone Number: _____

Primary Use of Fleet: _____

Type of Vehicles: _____

~Section I. continued~

C. PRICING

- | | | |
|-----------|---|--------------------|
| 1. | Tow service, light tow truck one (1) ton within a ten mile radius of the nearest county shop. | Flat Rate \$_____ |
| 2. | Tow service, light tow truck one (1) ton each mile over the ten mile radius, "one way". Must provide an odometer reading. | Rate/Mile \$_____ |
| 3. | Tow service, medium tow truck (1-1/2 ton) within a ten mile radius of the nearest county shop. | Flat rate: \$_____ |
| 4. | Tow service, medium tow truck (over 1-1/2 ton) each mile over the ten mile radius, "one way". Must provide an odometer reading. | Rate/Mile \$_____ |
| 5. | Tow service, heavy tow truck (over 1-1/2 ton) within a ten mile radius of the nearest county shop. | Flat rate \$_____ |
| 6. | Tow service, heavy tow truck (over 1-1/2 ton) each mile over the ten mile radius, "one way". Must provide an odometer reading. | Rate/Mile \$_____ |
| 7. | Dolly tow | Flat rate: \$_____ |
| 8. | Standby time (see note below) | Hourly rate\$_____ |

*** Hourly labor charge at the scene may begin after fifteen (15) minutes including Standby time and is charged in ¼ hour increments.**

All rates quoted within this request for proposals will reflect a 24-hour service price.

City of Redlands

Terms and Conditions

1. **INVOICES:** Each purchase order is to be invoiced separately and all invoices shall be submitted to the billing address as shown on the front of the Purchase Order. All invoices, shipping documents, shipments, correspondence, and-related papers must have the purchase order number and consignee shown clearly on their face.
2. **PACKING AND DRAYAGE:** Unless so specified on the Purchase Order and evidenced by a copy of the freight bill attached to the invoice, there shall be no charge to the City for either packing and/or drayage.
3. **INSPECTION:** All materials and workmanship provided under the terms of the Purchase Order are subject to inspection and test by the City to ensure compliance with the requirements and specifications contained therein. In the event that the goods or services delivered are defective, or are not in conformity with the Purchase Order. The City shall have the right to either reject said goods or services, or require that they be corrected or otherwise brought into conformity with the terms set forth in the Purchase Order.
4. **RESPONSIBILITIES:** Unless otherwise specified in the Purchase Order, the supplier/contractor shall be responsible for all items covered in said Purchase Order until delivered at the designated delivery point and thereafter accepted by the City. Supplier/contractor shall bear all risks as the goods and services provided until they are finally accepted by the City. Upon the City's notice to supplier/contractor of its rejection of the goods or services provided or the need for the correction thereof. All such defective goods or services shall be removed from City premises, and any and all expenses incurred in the removal and/or correction of such defective goods or services shall be borne entirely by the supplier/contractor.
5. **ACCEPTANCE:** The City's final acceptance of the goods or services provided under the Purchase Order shall be conclusive except in those instances where a latent defect or fraud is subsequently discovered, or when supplier/contractor has committed such gross mistakes that they are tantamount to a fraud. The City's failure to inspect and either accept or reject the goods or services delivered shall not relieve the supplier/contractor for the responsibility for strict compliance with the terms and specifications of the Purchase Order.
6. **CHANGES:** This Purchase Order may, at any time, be changed with regard to the materials or services to be furnished, the quantity ordered, the unit price, discount, delivery point or arrangements, terms, or any other matters affecting a valid order. However, in order to be effective, any such change or amendment must be in writing. In the event that any such change or amendment causes an increase or decrease in the cost of performance hereunder, an equitable adjustment shall be made to reflect the increase or decrease in the cost thereof. Any such adjustment shall be subject to the written approval of the Purchasing Agent. No variation in the quality, quantity or coat of any item called for by this Purchase Order shall be acceptable by the City except in pursuance of a written Change Order approved by the Purchasing Agent.
7. **TERMINATION:** This Purchase Order may be terminated, in whole or in part, at any time, by written notice to the supplier/contractor. Such termination shall be effective with respect to the quantity, manner, and time specified in such notice. The City shall be liable at the stipulated price only for such materials and/or services as have been delivered and/or rendered and accepted as of the effective date of said written notice. The City shall not be liable for any excess cost arising out of such termination, and failure of the supplier/contractor to cease delivery and/or work upon receipt of such termination notice shall not occasion a claim for extra costs.
8. **TIME IS OF THE ESSENCE:** In the event that the supplier/contractor fails to perform this Purchase Order within the time specified, the Purchasing Agent may, by written notice, order the supplier/contractor to cease further deliveries and may hold the supplier/contractor liable for any damages caused to the City by reason of such delay. If no time is specified, it is expected that the supplier/contractor shall begin performance within a reasonable time after placement of the order. The City may extend periods of performance if the facts as to the cause of the delay, in the sole opinion of the Purchasing Agent, justify such an extension.
9. **LIABILITY :** The supplier/contractor shall defend, indemnify and hold harmless the City, its elected officials, officers, employees and agents from all claims, losses, damages, costs, expenses and suits, in law or in equity, because of personal injury, property damage, or alleged or actual patent infringements, based on the performance of this Purchase Order or asserted against it. Further, supplier/contractor warrants that the City shall not be responsible for any damages that may be claimed by reason or death or injury of the person of the supplier/contractor's officer, agents, employees, invitees or licensees or for damage to any property of the supplier/contractor, or any other damage that may arise or result at anytime because of personal injury or damage to property sustained by any other person or persons, which may have been caused or contributed by proximately or otherwise by reason of, or in course of , carrying out this Purchase Order.
10. **DISPUTES:** All disputes concerning questions of fact which may arise under this Purchase Order, and not disposed of by mutual agreement and/or consent, shall be decided by the sole discretion of the Purchasing Agent. All disputes concerning questions of law, which may arise under this Purchase Order, shall be decided under applicable laws of the State of California.
11. **PAYMENTS:** Payments shall be made upon submission of an itemized invoice, presented in duplicate of the prices stipulated in the Purchase Order and within 30 days of becoming due, for supplies delivered and accepted or services rendered and accepted, less deductions, if any. When requested by the supplier/contractor, payment on partial deliveries may be made whenever, in the sole discretion of the Purchasing Agent, the surrounding circumstances warrant such partial payment. In the event and, if for any reason, an overpayment is made; the City requires prompt refund of said overpayment by way of supplier/contractor's properly referenced check.
12. **LICENSOR:** All supplier/contractors who perform work within the City, must have, on file at the Redlands City Treasurer's Office, a current and valid city business license.
13. **CONFORMITY WITH SAFETY ORDERS:** The goods and/or services covered by this Purchase Order or contract must conform with the safety orders of OSHA, CAL-OSHA, and/or NIOSHA and any and all applicable material safety data sheets (MSDS).

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CITY VEHICLES

YEAR, MAKE, MODEL - CHEVY

2007 CHEV SILVERADO W/LIFT GATE
2004 CHEV BLAZER PICK UP
1996 CHEVY ASTRO VAN-TEAL
2008 CHEV 2500 UTILITY W/RACK
1990 CHEVY C-10 PICK UP
1986 CHEVY 1/2 TON PICK UP
2008 CHEV SILVERADO EXT CAB
2008 CHEV BRUSH TRUCK
1988 CHEVY 1/2 TON UTILITY BED
2006 CHEV SILVERADO STAND BY
2007 CHEV 2500 UTILITY W/RACK
2005 CHEV C4500 DUMP FLAT BED
1980 CHEVY C-30 STEAM CLEANING
2005 CHEV SIVERADO SIGN TRUCK
2008 CHEV BRUSH FLATBED
1985 CHEVY 8 TON DUMP
2005 CHEV C4500 CEMENT TRUCK
2005 CHEV C4500 HI RANGER
1990 CHEV C10 PICK UP
2003 CHEV TAHOE SUV
1987 CHEVY VAN-UNDERCOVER
1988 CHEVY ASTRO VAN
1999 CHEVY ASTRO VAN-CVP
2000 CHEV BLAZER SUV
2007 CHEV IMPALA
2004 CHEV BLAZER SUV - WHT
2001 CHEVY ASTRO VAN-WHT
2003 CHEV SILVERADO
2004 CHEV 2500HD SIVERADO 4X4
2003 CHEV S-10 PICK UP
2003 CHEV 2500 SERV BODY
2006 CHEV SILVERAD BIN HAULER
1974 CHEVY 1 TON ROUTER TRUCK
2000 CHEV SILVERADO
2004 CHEV EXT CAB SERVICE CR
2005 CHEV SERVICE BED/RACK
2005 CHEV C2500 HD
2003 CHEV SILVERADO
2006 CHEV SILVERADO W/CRANE AND LIFT
2003 CHEV SILVERADO
1999 CHEV SILVERADO PICK UP
2007 CHEV SILVERADO
2005 CHEV CAB PLUS 1/2 T
2003 CHEV SILVERADO 4X4
2003 CHEV SILVERADO 4X4
2005 CHEV C550 WELD TRUCK
2006 CHEV SILVERADO W/LIFT GATE
2008 CHEV 4WD FOUR DOOR PICK UP
2006 CHEV TAHOE 4/WHEEL DRIVE
2006 CHEV TAHOE 2/WHEEL DRIVE

YEAR, MAKE, MODEL - SOLID WASTE

2001 VOLVO SIDE LOADER
2002 VOLVO SIDE LOADER
2003 AUTOCAR CNG HEIL SIDE LOADER
2005 AUTOCAR LNG SIDE LOADER
2006 AUTOCAR LNG SIDELOADER
2008 PETERBILT LNG ROLL OFF
2008 AUTOCAR LNG SIDELOADER
2008 AUTOCAR LNG FRONT LOADER
2006 AUTOCAR LNG FRONT LOADER
2006 PETERBILT LNG ROLL OFF
1988 CAT R80 FORK LIFT
2007 PETERBILT LNG ROLL OFF
2005 AUTOCAR LNG SIDE LOADER
2003 VOLVO SIDE LOADER
2000 VOLVO FRONT LOADER
2003 PETERBILT ROLL OFF
2000 INT'L STAKEBED/LIFT GATE
1995 WHT-GMC REAR LOADER
1995 WHT-GMC REAR LOADER

YEAR, MAKE, MODEL - FIRE

1935 SEAGRAVE ENGINE F-725
1969 CROWN ENGINE (#3 RESERVE)
1983 MACK PUMPER (ME-264R)
1975 CROWN AERIAL (T-261R)
2006 INTERNATIONAL BRUCK ENG 4X4
2007 INTERNATIONAL WATER TENDER
2009 INTERNATIONAL 4 DR CAB IS 263
1989 HUSH ENGINE (ME-263R)
1988 BECK ENGINE (E-264)
2000 FORD F450
2001 FORD EXPLORER 4X4(P-751)
1995 SEAGRAVE ENG PUMPER(ME-262)
1995 NAVISTAR BRUSH (BE-261)
1995 NAVISTAR BRUSH (BE-262)
1989 SEAGRAVE AERIAL (T-261)
1999 FORD F450 CREW CAB MS (MS-264)
2002 SEAGRAVE ENG PUMPER (E-261)
2003 SEAGRAVE MED ENG (ME-263)
2007 SEAGRAVE PUMPER(E264)

YEAR, MAKE, MODEL - DODGE

2000 DODGE CNG GAS VAN-WHT
1999 DODGE RAM 1500 4X4 PICK UP
2000 DODGE CNG VAN
1999 DODGE CNG 3500 VAN
2000 DODGE DURANGO 4X4
1999 DODGE 3500 CNG PRISNOR VAN
1985 DODGE 1 TON DUAL CAB

CITY VEHICLES

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YEAR, MAKE, MODEL - HONDA

1995 HONDA PRELUDE-WHT
1995 HONDA ODYSSEY VAN-CVP

YEAR, MAKE, MODEL - GMC

2000 GMC VAN
2000 GMC SAFARI CNG VAN
2005 GMC C7500 PATCH TRUCK
2008 GMC C6500 PATCH TRUCK
2000 GMC AERIAL C7500
1995 GMC VAN-CRIME SCENE
2008 GMC CAYNON GREY
1983 GMC 8 YARD DUMP TRUCK
1980 GMC FLATBED/CRANE TRUCK
2006 GMC DUMP TRUCK
1996 GMC C60 SERVICE TRUCK
2000 GMC SAVANNA BUCKET VAN
1999 GMC SIERRA LIFTGATE
1971GMC CRASH TRUCK (AIR PORT)

YEAR, MAKE, MODEL - INTERNATIONAL

1991 INT'L BRUSH BED
1992 INT'L 470 DUMP
2002 INT'L VACTOR TRUCK
1988 INTERNATIONAL WATER TANKER
1993 INT'L 4X2 VACTOR TRUCK
2003 INT'L SERVICE TRUCK
2003 INT'L FUEL TRUCK

YEAR, MAKE, MODEL - FREIGHTLINER

1999 FREIGHTLINER WATER TANK
1999 FREIGHTLINER DUMP TRK
2004 FRIEGHTLINER WATER TRUCK
2001 FREIGHTLINER FL-70 DUMP
2004 FREIGHTLINER CNG STINGER

YEAR, MAKE, MODEL - TOYOTA

2001 TOYOTA SOLARA SE
2007 TOYOTA CAMRY WHITE
1998 TOYOTA CAMERY-WHT

YEAR, MAKE, MODEL - LANDFILL

2004 CATERPILLER 938G LOADER
1997 CATERPILLER 120H GRADER
2208 CATERPILLER D7 DOZER
1997 CATERPILLAR WATER TANKER
1987 CAT 826C COMPACTOR
1996 CAT 623F SCRAPER

1995 CAT D8HN DOZER
2000 CATERPILLAR 615C SCAPER

YEAR, MAKE, MODEL - MISC.

2010 E-Z-GO GOLF CART CVRP
1982 BLUEBIRD BUS
1996 MERCURY GRANDMARQUIS

YEAR, MAKE, MODEL - CHRYSLER

2005 CHRYSLER CVP TOWN COUNTRY VAN
2006 CHRYSLER CVP TWN/CY VAN

YEAR, MAKE, MODEL - BUICK

2003 BUICK CENTURY
2004 BUICK SUV RENDEZVOUS

YEAR, MAKE, MODEL - FORD

1993 FORD F-250 NAT'L GAS P U
1988 FORD F150 WHT
1997 FORD F-150 XL 4X4
1988 FORD F150 WELDING TRUCK
1996 FORD F-150 SHORTBED
1994 FORD CROWN VIC WHITE
1994 FORD CROWN VIC BLUE
2006 FORD EXPLORER
2004 FORD EXPLORER
2000 FORD CROWN VIC
2006 FORD F150 XL
2004 FORD RANGER SUPER CAB
1988 FORD F250 STAKE BED
2005 FORD F250 XL PICK UP
1996 FORD RANGER PLUS
2000 FORD F350 STAKE DUMPBED
1996 FORD RANGER PICK UP
1989 FORD F-350 STAKEBED
1997 FORD F150 PICK UP RED
2008 FORD CNG D450 BUS
2002 FORD F150 LXLT CAB PLUS
2006 FORD RANGER 4X4
1997 FORD RANGER PICK UP
2005 FORD RANGER SUPERCAB
1999 FORD RANGER DUMP BED
1987 FORD F800 HI-RANGER
2005 FORD F250 4X4 SUPERCAB
2005 FORD EXPLORER
2001 FORD F150 4 DOOR PICK UP
2000 FORD CROWN VIC WHT
2005 FORD EXPLORER XLT
2000 FORD TAURUS
2001 FORD EXPLORER 4 WHL DR
1999 FORD RANGER XLT CAB PLUS
2001 FORD EXPLORER SUV
1997 FORD F150 PICK UP
1988 FORD F150 PICK UP

1999 FORD F250 PAINT TRUCK

CITY VEHICLES

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2002 FORD F150 XLT L-BED
1994 FORD CROWN VIC - WHT
1996 FORD CROWN VIC - TAN
1998 FORD CROWN VIC B/W
2000 FORD CROWN VIC B/W
2001 FORD CROWN VIC - GRAY
2002 FORD CROWN VIC B/W
2003 FORD CROWN VIC B/W
2003 FORD EXPLORER XLS-CSO
2003 FORD EXPLORER TRAC-CVP
2003 FORD EXPEDITION SUV B/W
2004 FORD CROWN VIC B/W
2004 FORD EXPLORER-BLUE
2006 FORD CROWN VIC B/W
2006 FORD EXPLORER GRAY
2006 FORD EXPEDITION B/W
2007 FORD CROWN VIC B/W
2008 FORD EXPLORER
2008 CNG FORD CROWN VIC B/W
2008 FORD CROWN VIC B/W
2010 FORD CROWN VIC B/W
1999 FORD F250-ANIMAL BOX
2005 FORD F-250 ANIMAL BOX
2006 FORD F150 CVPT
1994 FORD E350 AMBULANCE BOX
2000 FORD RANGER-PRK CONT'L
2004 FORD EXPLORER WHT-CSO
2006 FORD EXPLORER SCO
1988 FORD F250 STAKEBED W/LIFT GATE
2001 FORD F150 CREW CAB
2001 Ford Explorer XLT
2002 FORD F150 XLT CAB PLUS
2009 FORD RANGER LXT
2002 FORD F250 LONG BED
1997 FORD F150 LONG BED PICK UP
1990 FORD F250 FLAT BED
2011 FORD VAN E-250
2002 FORD E350 CAMERA VAN
2011 FORD F550 UTILITY CRANE
2005 FORD F550
2009 FORD F550 DUMP BED
2005 FORD RANGER SUPER CAB
2001 FORD F350 STAKE DUMP
2006 FORD F250 WELDING TRUCK
2003 FORD RANGER XLT V6
2002 FORD F250 EX CAB
1994 FORD DUMP
2001 FORD F350 STAKE BED
2006 FORD F350 VALVE MAINT TRUCK
2002 FORD F250 4X4 EX CAB LONG BED

2002 FORD F150 EX CAB
2009 FORD F250 SUPER DUTY
2002 FORD F250 EX CAB
2009 FORD F250 SUPER DUTY
2010 FORD F550 4X4 BRUSH TRUCK
2011 FORD F250 REG CAB
2002 FORD F150 LONG BED
2011 FORD F250 UTILITY BED
2002 FORD F150 LONG BED
2002 FORD F150 XLT CAB PLUS
2002 FORD F250 4X4 UTILITY BED
2005 FORD F250 UTIL BED
2000 FORD RANGER DUMP BED
1997 FORD RANGER DUMP BED
2008 FORD EXPEDITION
2000 FORD EXPLORER 4X4
2001 FORD F250 CREW CAB (P-750)
2004 FORD F250 SUPCAB (UT-261)
2007 FORD F550 MED SQD