

*City of*  
**SHELBYVILLE**  
*Tennessee*

DATE: May 8, 2015

NOTICE TO BIDDERS

Notice is hereby given that the CITY OF SHELBYVILLE, TENNESSEE is advertising for sealed bids on:

**TOWING SERVICES AND STORAGE OF SEIZED VEHICLES**

Bids will be accepted by the City of Shelbyville Purchasing Office, 201 N. Spring Street, Shelbyville, TN 37160 or may be mailed to P.O. Box 185, Shelbyville, TN 37162 **until 11:00 A.M. on Thursday, May 28, 2015**. Any bids received after the scheduled closing time for receipt of bids will be returned to the bidder unopened.

The bids shall be opened and read aloud during a public meeting of the City Council appointed BID COMMITTEE on Thursday, May 28, 2015 at 11:00 A.M. at CITY HALL, 201 N. Spring Street. Award of the bid will be made at the next scheduled City Council meeting at the Shelbyville City Hall Annex. (June 11, 2015)

GENERAL INFORMATION

It will be the sole responsibility of the Bidder to deliver personally or by mail the proposal or proposals to the City of Shelbyville Purchasing Office, 201 N. Spring Street, Shelbyville, TN 37160 on or before the closing hour and date announced for the receipt of the bids. **The envelope must be sealed and marked on the outside "Sealed Bid - TOWING SERVICES AND STORAGE OF SEIZED VEHICLES"**.

The City is exempt from sales tax imposed by Local, State and/or Federal Government.

Each variance to these specifications must be specifically stated by the bidder in the bidding proposal. The City Council reserves the right to reject any or all proposals, to waive informalities and to accept all or any part of any proposal as described therein, as they deem necessary to be in the best interest of the City.

City of Shelbyville

Bidders guarantee that the prices quoted in the bid will remain firm from the date of the bid opening until the completion of delivery.

All proposals shall be made on forms furnished by the CITY. Supporting information shall be on the bidder's stationery.

All proposals must indicate the firm's name and address and be signed in ink by an officer or employee having authority to bind the company or firm.

The bidder, by executing a contract or bid proposal on the terms of the invitation to bid, warrants the product that is supplied to the buyer shall remain fully in accord with the specifications and to be of the highest quality. In the event the product, as supplied to the buyer, is found to be defective or does not conform to the specifications, the buyer reserves the right to cancel the order upon written notice to the supplier and return such product to the supplier at the supplier's expense.

Payments will commence or be made in full after delivery and acceptance of product. All documents, invoice, title and exemption certificate shall be presented to the City of Shelbyville Purchasing Office.

All Bidders must comply with A.D.A. guidelines if required.

All Bidders must be in compliance with Title VI, Civil Rights Act of 1964, which specifies that: No person in the United States shall, on the grounds of race, color or national origin, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under a program or activity receiving federal financial assistance from the Department of Transportation or the U. S. Department of Justice.

Failure on the part of the bidder to comply with all instructions herein may result in bid rejection.

## BID FORM

TO: CITY OF SHELBYVILLE  
201 N. SPRING ST.  
SHELBYVILLE, TN 37160

DATE: \_\_\_\_\_

IN ACCORDANCE WITH YOUR INVITATION TO BID ON:

### **TOWING SERVICES AND STORAGE OF SEIZED VEHICLES**

WE HEREBY SUBMIT THE FOLLOWING BID:

MINIMUM SPECIFICATIONS                      MEETS                      EXCEEDS                      DOESN'T MEET

*This bid does not pertain to the wrecker rotation used by Shelbyville Police Department dispatch for vehicle accidents that are not a part of any of the items listed below.*

#### **TOWING SERVICES:**

- 1) **TOWING AND STORAGE OF SEIZED VEHICLES**
  - To be stored in a secure facility within City limits
  
- 2) **TOWING AND STORAGE OF CONFISCATED VEHICLES HELD FOR EVIDENCE BY POLICE DEPARTMENT**
  - To be stored in a secure facility within City limits
  - To be an enclosed space for an indefinite period of time
  - May involve towing to another facility such as TBI in Nashville

MINIMUM SPECIFICATIONS

MEETS

EXCEEDS

DOESN'T MEET

**3) TOWING OF CITY OWNED  
VEHICLES**

**-City will determine the destination  
of city-owned vehicles being towed**

Towing company and secure storage facility shall be located within the Shelbyville city limits

Towing company must conform to all policies, procedures as set forth in the TN Department of Safety and Homeland Security's Towing Service Standards Manual – Revised January 2015.

Towing company must be listed on the THP rotation call list.

Towing company must be properly licensed and insured as required by the TN Department of Safety and Homeland Security. Insurance policy must be in the name of the towing company or its owners and shall include coverage for towing and storage.

**Proof of this must be included in bid submission.**

All drivers must possess a valid driver's license or license required by the TN Department of Safety and Homeland Security.

Successful bidder must provide the Police Department with a list of all employees who will be required, at anytime, to drive a towing vehicle. List shall contain the employee's full name and license number.

MINIMUM SPECIFICATIONS

MEETS

EXCEEDS

DOESN'T MEET

Towing company must be available  
24 hours/day, 7 days/week

Destination of towed vehicles  
to be determined by City  
representative.

Towing company interested in  
bidding must be able to provide  
all services listed.

The term of the contract will be  
for one year, and renewable for a  
second year.

The contract may be cancelled by  
either party on 30 days notice.

WE HEREBY SUBMIT THE FOLLOWING PRICE(S) FOR YOUR CONSIDERATION:

SEIZED VEHICLES:

Fee to tow seized vehicle  
within City limits \_\_\_\_\_

Fee to tow seized vehicle outside  
City limits \_\_\_\_\_

Storage fee for seized vehicle, per day  
(stored in a fenced, secured lot or inside) \_\_\_\_\_

Maximum storage fee \_\_\_\_\_

CONFISCATED VEHICLES:

Fee to tow confiscated vehicle  
within City limits \_\_\_\_\_

Fee to tow confiscated vehicle  
outside City limits \_\_\_\_\_

Storage fee for confiscated vehicle, per day  
(stored in an enclosed space for an  
indefinite period of time – concrete floor  
preferred) \_\_\_\_\_

Maximum storage fee \_\_\_\_\_

CITY VEHICLES:

Fee to tow city vehicle (A/D class wrecker)  
within City limits \_\_\_\_\_

outside City limits \_\_\_\_\_

Fee to tow city vehicle (B/C class wrecker)  
within City limits \_\_\_\_\_

outside City limits \_\_\_\_\_

Any additional fees must be listed below:

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Towing fleet:

Please list a short description of towing vehicles

Class

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**Include with bid submission:**

Proof of licensing/registration with the State of TN – as required for the TN Highway Patrol rotation list (State of TN Towing Service Standards Manual – Revised January 2015 – Section 5)

Yes \_\_\_\_\_ No \_\_\_\_\_

Proof of insurance included - Certificate of insurance - minimum liability amounts as required by the TN Highway Patrol, including vehicle liability, garage keepers liability, and on hook coverage (State of TN Towing Service Standards Manual – Revised January 2015 – Section 9)

Yes \_\_\_\_\_ No \_\_\_\_\_

Signed: \_\_\_\_\_

Title: \_\_\_\_\_

Date: \_\_\_\_\_

Company name and address: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Address of storage location  
within City Limits:

\_\_\_\_\_

\_\_\_\_\_

Phone number:

\_\_\_\_\_

Email:

\_\_\_\_\_

Bid quote good for \_\_\_\_\_ days.

*All bid submissions to the City of Shelbyville are subject to inspection and reproduction pursuant to the Tennessee Public Records Act ("TPRA"), T.C.A. section 10-7-501, et seq. The City of Shelbyville provides access to public records upon request in full compliance with TPRA.*