

City of
SHELBYVILLE
Tennessee

DATE: October 31, 2019

NOTICE TO BIDDERS

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

VEHICLE TOWING AND STORAGE SERVICES

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 2:00 p.m. on Thursday, November 21, 2019**. 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, November 21, 2019 at 2:00 p.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. (December 12, 2019)

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 – VEHICLE TOWING AND STORAGE SERVICES”.**

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.

The City of Shelbyville is subject to the Open Records Act, TCA 10-7-501, et. Seq. Bidders are advised that all documents submitted on behalf of this invitation to bid shall be open to the public for viewing and inspection.

The City of Shelbyville will fulfill Public Records Requests in compliance with Tennessee Open Records Act.

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:

VEHICLE TOWING AND STORAGE SERVICES

We hereby submit the following bid:

MINIMUM SPECIFICATIONS:

- *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.*

- *Destination of towed vehicles to be determined by City representative.*

Services for seized vehicles:

(pertains to Shelbyville Police Department)

Fee to tow seized vehicle within City limits:

\$ _____
if vehicle is awarded to the City of
Shelbyville or State of TN

\$ N/C (to City) If released back to
the owner, lienholder, or insurance
company, they will be responsible
for all fees once vehicle is released.

Fee to tow seized vehicle outside City limits:

\$ _____
If vehicle is awarded to the City of
Shelbyville or State of TN

\$ N/C (to City) If released back to
the owner, lienholder, or insurance

company, they will be responsible for all fees once vehicle is released.

Storage fee for seized vehicle:
(stored in a fenced, secured lot or inside)

\$ _____ per day

\$ N/C (to City) If released back to the owner, lienholder, or insurance company, they will be responsible for all fees, beginning with release date, once vehicle is released. Release date determined by City representative.

Maximum storage fee:

\$ _____

\$ N/C (to City) If released back to the owner, lienholder, or insurance company, they will be responsible for all fees, beginning with release date, once vehicle is released. Release date determined by City representative.

TO BE STORED IN A FENCED, SECURE FACILITY OR INSIDE-WITHIN CITY LIMITS

Services for confiscated vehicles:
(for evidentiary purposes)

(pertains to Shelbyville Police Department)

Fee to tow confiscated vehicle within City limits:

\$ _____

\$ N/C (to City) If released back to the owner, lienholder or insurance company, they will be responsible for all fees when released.

Fee to tow confiscated vehicle outside City limits: \$ _____

\$ N/C (to City) If released back to the owner, lienholder or insurance company, they will be responsible for all fees when released.

Storage fee for confiscated vehicle:
(stored in an inside space for an indefinite period of time with concrete floor)

\$ _____ per day

\$ N/C (to City) If released back to the owner, lienholder or insurance company, they will be responsible for all fees, beginning with release date, once vehicle is released. Release date determined by City representative.

Maximum storage fee:

\$ _____

\$ N/C (to City) If released back to the owner, lienholder or insurance company, they will be responsible for all fees, beginning with release date, once vehicle is released. Release date determined by City representative.

TO BE STORED IN A SECURE, INSIDE SPACE WITH CONCRETE FLOOR. FACILITY TO BE WITHIN CITY LIMITS

City vehicles:

(pertains to all City departments)

Fee to tow City vehicle (A/D class wrecker) within City limits:

\$ _____
Breakdowns

Fee to tow City vehicle (A/D class wrecker)
outside City limits:

\$ _____
City vehicle involved in an accident
(insurance company involvement)

\$ _____
Breakdowns

\$ _____
City vehicle involved in an accident
(insurance company involvement)

B/C service Yes _____ No _____

Fee to tow City vehicle (B/C class wrecker)
within City limits:

\$ _____
Breakdowns

\$ _____
City vehicle involved in an accident
(insurance company involvement)

Fee to tow City vehicle (B/C class wrecker)
outside City limits:

\$ _____
Breakdowns

\$ _____
City vehicle involved in an accident
(insurance company involvement)

Storage fee for City vehicle:
(stored in enclosed space for an indefinite

period of time – concrete floor preferred)

\$ _____ per day
Breakdowns

\$ _____ per day
City vehicle involved in an accident
(insurance company involvement)

Maximum storage fee for City vehicle:

\$ _____
Breakdowns

\$ _____
City vehicle involved in an accident
(insurance company involvement)

TO BE STORED IN AN ENCLOSED, SECURE FACILITY WITHIN CITY LIMITS

Any additional fees must be listed below:

Meets

Exceeds

Doesn't Meet

- 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 2017.

Meets

Exceeds

Doesn't Meet

- 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.
- Towing company must be available 24 hours/day, 7 days/week
- It is preferred that towing companies interested in bidding be able to provide all services listed. If not possible, please make clear in submission the services that are not provided.
- The term of the contract will be for one year, and renewable for a second and third year upon agreement of both parties.
- The contract may be cancelled by either party with 30 days written notice.

Towing fleet:

Please list a short description of towing vehicles

Class

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 2017 – 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 2017 – 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.