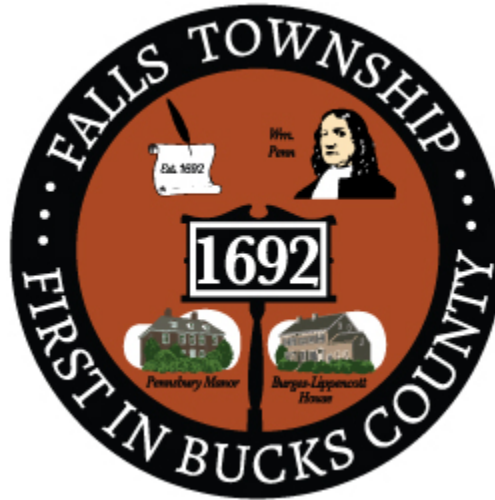


REQUEST FOR PROPOSALS
Towing Contract



Falls Township

188 Lincoln Highway, Suite 100
Fairless Hills, PA 19030

Project Type: Towing Contract (Wreckers)

Proposals due by 11:00 a.m. EST, November 19, 2021

Township Manager: Matthew K. Takita

Contact Information:

Office: 215.949.9000 Ext 203

Email: M.Takita@fallstwp.com

1. NOTICE-REQUEST FOR PROPOSALS

The Township of Falls, Bucks County, Pennsylvania, is accepting proposals for a contract for towing services in accordance with Falls Township Ordinance No. 2021-13 ("Towing Ordinance"). Respondents shall be engaged in the business of removing vehicles of all types that are damaged, disabled or snow-bound, or for towing required by necessary, lawful and appropriate law enforcement actions within the Township of Falls, and providing safe storage of such vehicles until their disposition. Upon review of all proposals the Township will award a contract ("Towing Contract") or Towing Contracts, pursuant to the terms set forth in the Towing Ordinance. Towing charges shall be performed in accordance with the Towing Contract. The specifications for Towing, and requisite qualifications for Respondents and their workmen shall be as set forth in the Towing Ordinance, a copy of which Ordinance is appended to this Request for Proposals and incorporated herein in its entirety.

A request for bids setting forth the details of participating in the competitive bid process is available on the Township website at www.fallstwp.com or by contacting Matthew K. Takita, Township Manager at M.Takita@fallstwp.com.

All proposals must be submitted in accordance with the bid documents by November 19, 2021, at 11:00 a.m., prevailing time at the Falls Township Municipal Building, 188 Lincoln Highway, Suite 100, Fairless Hills, Pennsylvania 19030. If a contract is awarded, it will be to the most qualified, responsible contractor, in the best interest of Falls Township; however, Falls Township reserves the right to reject any and all proposals and to waive any informality, as permitted by law.

By ORDER of the Board of Supervisors of Falls Township
By: Matthew K. Takita, Township Manager

2. PROCUREMENT SCHEDULE AND PROCESS

1. Schedule:

<i>Event/Activity</i>	<i>Date</i>
Distribution of RFP	October 26, 2021
Proposals Due	November 19, 2021
Evaluation & Review Completed	November 30, 2021
Township Award of Contract(s)	December 20, 2021
Notification to Contractor	December 21, 2021

The Township of Falls will receive sealed Proposals at the address listed below until 11:00 a.m. prevailing time before or on November 19, 2021. All Proposals will be publicly opened and acknowledged beginning at 11:15 a.m. prevailing time on November 19, 2021.

All Proposals must contain the information requested in this RFP. Envelopes containing the Proposals must be sealed and clearly labeled to show:

- The name and address of the Respondent;
- The statement "Proposal for Towing Contract"

Attn: Township of Falls
188 Lincoln Highway, Suite 105
Fairless Hills, PA 19030

The Respondent must submit three (3) original paper Proposals and one (1) electronic PDF to M.Takita@fallstwp.com

3. BACKGROUND AND SCOPE OF WORK/DURATION OF CONTRACT

The provision of Towing services within the Township may or may not be on an exclusive basis in the sole discretion of the Township. The Township reserves the right to execute Towing Contracts with multiple contractors (hereafter the "Contractors"), including a primary and secondary Contractor, or to execute one Towing Contract with one Contractor for the time period described herein. If more than one Contractor is selected, then the Towing to be performed by the Contractor shall be on an annual basis, as determined within the sole discretion of the Falls Township Police Department. The Township may award one contract for heavy duty tow and one contract for light duty tow.

This Request for Proposals ("RFP") is intended to provide interested Respondents the necessary information for preparing proposals for Towing services that will meet the Township's specific needs. The Towing Contract or Contracts will not guarantee a specific amount of compensation.

Duration of Contract. The initial term of the Towing Contract(s) shall be for no more than one (1) year ("Term"). The Township may, within its sole discretion, renew the Towing Contract(s) for up to two (2), one (1)-year terms (each a "Renewal Term"). Contractor shall notify Township in writing no less than one hundred twenty (120) days prior to the expiration of the Term or the Renewal Term of Contractor's intention not to renew for an additional year. In the absence of said notice by the Contractor, Township will exercise its option to renew the

Contract by providing written notice thereof to the Contractor not less than sixty (60) days prior to the end of the Term or Renewal Term of the Towing Contract. Notwithstanding anything to the contrary contained herein, the Township may terminate the Towing Contract(s) and the services rendered under such Towing Contract(s) in accordance with the provisions of the Towing Ordinance. The Township may, at its sole option, issue a new Request for Proposals prior to the end of calendar year 2022. In the event the Township rejects all proposals submitted in response to this Request for Proposals, and issues another Request for Proposals, the Township may enter into a temporary contract, or temporary contracts, for no more than ninety (90) days' duration, pending review of proposals submitted in response to the new Request for Proposals.

4. GENERAL TERMS

- The Township of Falls reserves the right to reject any or all proposals and to select the proposal that it determines to be in the best interest of the Township.
- The contract is subject to the approval of the Township Manager and the Board of Supervisors and is effective only upon the Board's approval at a duly advertised public meeting.
- Proposers are bound by the deadline requirements for submittals in response to this RFP as stated above.
- Proposals will remain effective for Falls Township review and approval for 60 days from the deadline for submitting proposals.
- If only one proposal is received by the Township, it may negotiate with the proposer or seek additional proposals on an informal or formal basis during the 60-day period that proposals are effective.

5. CONTRACTOR QUALIFICATIONS

Respondents must possess the appropriate licensure and necessary experience to perform the work and meet the specifications of the Towing Ordinance. As set forth in the Towing Ordinance, and not intended to be an exhaustive list of the Contractor's qualifications, the Contractor shall provide properly licensed and operating equipment capable of handling any and all types of vehicles requiring Towing services ("Towing Vehicles"), which Towing Vehicles shall be maintained in good operating condition or a suitable replacement made so that the listed Towing Vehicles will be available for the purposes of and the duration of the Towing Contract or Contracts. The Contractor shall own or lease a storage area within the boundaries of Falls Township, in a properly zoned district, sufficient in size for the storage of at least twenty (20) vehicles, and meeting the requirements of section 206-3.G of the Towing Ordinance. As required by subsection 7301 of the Pennsylvania Vehicle Code ("Code"), the Contractor shall comply with the requirements of the Code, possess a salvor's certificate of authorization, and

be capable of performing the duties of a salvor in a manner consistent with the public interest, and shall submit to the Falls Township Police Department a copy of the said license.

Respondents shall be familiar with and shall demonstrate in their proposals that they are in compliance with the qualifications and specifications set forth in the Towing Ordinance.

Any Respondent proposing to serve as a Light Duty wrecker shall have at a minimum one (1) "Light Duty" wrecker with a chassis gross vehicle weight (GVW) of five (5) tons and a towing capacity between 7,000 and 11,000 pounds. Any Respondent proposing to serve as a Heavy Duty wrecker shall have at a minimum one (1) "Heavy Duty" Class A wrecker with a chassis GVW of twenty three (23) tons and a towing capacity over 11,000 pounds, with the ability for towing smaller commercial trucks, trailers, tractor trailers, heavy equipment, etc. All Respondents shall maintain vehicles which have state of the art under reach capability.

6. REQUIRED SUBMITTALS

A. Letter of Transmittal

This letter must include the following:

- A statement demonstrating Respondent's understanding of the work to be performed.
- A statement confirming that the Respondent proposes to serve as the Light Duty wrecker or the Heavy Duty wrecker, or both.
- A statement confirming that the Respondent meets the Qualifications (see Section 5 above).
- The Respondent's contact person, telephone number, and email address, on the "Bid Proposal" form attached hereto.

B. Profile of Respondent

This consists of the following:

- A statement of the Respondent's experience in performing towing services in accordance with the specifications set forth in the Towing Ordinance.
- The location of the Respondent's office and storage facility.
- Identification of individuals who will conduct the work and the specific duties of each individual in relation to the work, including, where applicable, confirmation of required licensing and/or certification for drivers. [See, section 206-3.Q]

- Identification and description of all towing vehicles proposed to be used by the Respondent, as required by the Towing Ordinance. [See, section 206-3.R]
- A reference list of other municipal clients of the Respondent with contact information. See form attached.
- Any other information relating to the capabilities and expertise of the Respondent in doing comparable work.

C. Methods and Procedures/Towing Charges

The proposal must include a detailed description of the methods and procedures the Respondent will use to perform the work. Inclusion of examples of similar work is encouraged. The proposal shall also include a schedule of towing charges proposed for each category of towing services, which schedule shall be incorporated in the contract awarded by the Township.

7. EVALUATION CRITERIA

Technical Expertise and Experience

The following factors will be considered:

- The Respondent's qualifications and experience in performing similar work.
- Compliance with the Specifications set forth in the Towing Ordinance.
- Quality of Respondent's references.
- The best interest of the Township in awarding a Contract to the most qualified Respondent, based on the Respondent's ability to meet all required specifications.

8. ADMINISTRATION OF PROPOSALS; ADDITIONAL REQUIREMENTS

- Respondents mailing their responses should allow mail delivery time to ensure timely receipt of their submittal. Postmarks will not qualify as evidence of a timely submittal. Faxed copies will not be accepted. Responses received after the deadline will be considered as untimely and non-responsive. All RFP submittals shall become the property of Falls Township, will not be returned, and are considered a matter of public record after the contract is awarded.
- This RFP does not and shall not commit Falls Township or any of its agents to enter into any agreement, to pay any costs incurred in the preparation of any response to this RFP, or to procure or contract for any services or supplies.

- C. Falls Township reserves the right to accept or reject any or all responses to this RFP, to enter into a contractual agreement with any Contractor submitting a response to this RFP, and to delay and/or cancel in part or in its entirety this RFP if it is in the best interest of Falls Township, in its sole discretion, to do so.
- D. The Township reserves the right to waive any inconsistencies or discrepancies in the RFP or in responses thereto, if the Township determines it to be in the Township's best interest to do so. The Township may reject responses that do not meet the requirements of the RFP in any respect.
- E. Each Respondent, by submitting a response to the RFP, acknowledges that the response is entirely voluntary and that the Township retains the sole discretion as to whether to award a contract.
- F. Each Respondent, by submitting a response to the RFP, certifies that the proposal has been arrived at independently and has been submitted without collusion designed to limit independent bidding or competition.
- G. The selected Contractor shall procure and maintain in effect during the term of this contract, all insurance as required by the Towing Ordinance and shall submit required documentation to the Township as evidence of such coverage.
- H. The selected Contractor is an independent contractor. The manner in which the services are performed shall be controlled by the Contractor; however, the nature of the services and the expected outcome shall be specified by Falls Township. The Contractor is not to be deemed an employee or agent of Falls Township and has no authority to make any binding commitments or obligations on behalf of the Township except as expressly provided herein and in the Towing Ordinance.

9. SOLE POINT OF CONTACT

Contractor questions regarding this RFP should be directed to Matthew K. Takita, Township Manager at 215.949.9000 Ext. 203, or via E-mail at M.Takita@fallstwp.com

Bid Proposal

Respondent Information & Signature Page

Name of Respondent _____

Address: _____ Telephone No.: _____

The following management person is responsible for direct contact with Falls Township and the services required for this Request for Proposal (RFP)

Name: _____ Title: _____ Phone #: _____

Email Address: _____

Signature of authorized representative

Date

Print Officer's Name:

Bid Proposal References

Please list a minimum of three municipalities for whom you have performed towing services.

Municipality: _____

Contact Name: _____

Phone Number: _____

Municipality: _____

Contact Name: _____

Phone Number: _____

Municipality: _____

Contact Name: _____

Phone Number: _____