CITY OF EASTLAKE

MAYOR/SAFETY DIRECTOR

35150 LAKESHORE BOULEVARD

EASTLAKE, OHIO 44095

440-951-2200

SPECIFICATIONS AND BID FORMS FOR

TOWING AND STORAGE SERVICES

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BID OPENING DATE: October 28, 2021

12:00 P.M. – NOON

PLEASE DO NOT DETACH ANY PORTION OF THIS BID PACKAGE

LEGAL NOTICE

Sealed bids will be received in the City of Eastlake’s Finance Department located at 35150 Lakeshore Boulevard, Eastlake, Ohio, until 12:00 P.M. on Thursday, October 28, 2021, for Towing Services for the City of Eastlake. Bids will be opened and read immediately thereafter.

Proposals SHALL BE made on the blanks accompanying the specifications and approved thereof. Specifications and forms of contract are available for inspection at the office of the Mayor/Safety Director, 35150 Lakeshore Boulevard, Eastlake, Ohio and may be obtained there also.

Bids must be presented in a sealed envelope clearly marked, “Towing Services”.

The City of Eastlake reserves the right to reject any or all bids or parts of bids, or waive any informalities.

 CITY OF EASTLAKE

 DENNIS MORLEY

 MAYOR

PUBLISHED: The News-Herald

CITY OF EASTLAKE

**INSTRUCTIONS TO CONTRACTORS**

In order for a towing company to provide service for the City of Eastlake, the following guidelines are recommended to provide professional and timely service to the community:

# THE COMPANY

1. Should be equipped with at least six (6) all-purpose, one-ton, dual-rear wheel

 trucks (sling dollies and wheel lift capabilities).

2. Should be equipped with at least two (2) flatbeds/carriers/slide-back trucks.

3. Trucks should be professional in appearance – clearly lettered with company

 name (no smaller than 2 inches) and phone number (no smaller than 3 inches)

 on both sides of vehicle. Unit number must also be clearly visible.

4 Should be equipped with at least one heavy duty truck; no less than 16-ton

 capability.

1. All trucks must have proper clean-up equipment - broom, shovel and oil dry.

6. All vehicles must be equipped with two-way radios (NOT CB’s).

7. Company headquarters should be no more than twelve (12) miles outside of the City

 limits.

8. Storage lots should be capable of securely holding 200 cars at any given time.

 lot should be surrounded by an eight-foot high chain link fence, with proper l

 lighting for night security. Fencing also secured with barbed wire.

9. Vehicles in impound lot shall be properly marked and inventoried.

10. Company shall be equipped with hazardous waste equipment for drivers’ and

 citizens’ safety (gloves, cover-alls and facial protection). Drivers must be clean

 cut and uniformed and must possess a valid Ohio Driver’s License, a clean

 driving record (no more than 3 points), and must not have a criminal record

 directly related to the job (i.e. auto theft). Drivers must also be well trained in

 the towing and recovery industry.

11. The towing company should be able to service Police and Fire units in a safe

 and timely manner (15-20 minutes where traffic permits).

12. The towing company agrees to provide, at no cost to the City, jump-starts, tows,

 tire changes, lockouts and winch-outs to all disabled City vehicles, including trucks,

 located within the City limits or within five (5) miles of the City.

13. The towing service must provide 24-hour service, 365 days a year, with a

 dispatcher on duty (not on call), 24 hours a day. The towing service must

 provide a direct dedicated phone line to the Police Station for an immediate

 communication link. The towing service must have personnel available for 24-

 hour access to towed vehicles for investigative purposes and to release towed

 vehicles during normal office hours.

14. The towing company shall place one person in charge of impounded vehicles to

 work directly with officers of the Eastlake Police Department.

15. The towing company shall have at least one or more persons knowledgeable in

 areas of court affairs and immobilizations, DUI’s, DUS’s, who is able to work

 directly with the court and the City of Eastlake.

16. The towing company shall pay all amounts invoiced within 30 days of being

 invoiced. A ten percent (10%) monthly late charge will be assessed and due on all

 payments not received within 30 days

17. The towing company must provide a current Workers Compensation Certificate of

 Coverage with the bid proposal.

18. Owner of the towing company shall be responsible for all actions of employees

 and trucks while in service for the City of Eastlake**. This includes providing a**

 **proper Certificate of Insurance with proper liability coverage of at least**

 **$500,000-$800,000 and the City of Eastlake also named as insured.**

**PROPOSAL**

The undersigned \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_,

 Contractor’s Name

having carefully examined and read the Proposal request and form of Contract which they understand and accept as sufficient for the purpose to comply with said requirements to furnish all necessary materials and labor to provide services as specified during the time hereinafter stipulated.

**CONTRACT**

Contractor to provide the City of Eastlake with Towing Services as outlined in the scope of services and as outlined in the description of services provided by the Contractor.

The Contract is for a three year period starting on December 1, 2021 to November 30, 2024.

Contractor (Proposer) may bid Towing Services.

 **Service Period**

**December 1, 2021 to**

**November 30, 2024**

Base Bid for Towing $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Services to the Customer

Daily Storage Charge $\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Per Tow paid to the City

of Eastlake $\_\_\_\_\_\_45.00\_\_\_\_\_\_\_

Amounts due the City of Eastlake will be invoiced by the City and payable within thirty (30) days of being invoiced, in the City’s Finance Department located at 35150 Lakeshore Blvd., Eastlake, Ohio 44095. A ten percent (10%) monthly late charge will be assessed and due on all payments not received within 30 days.

The City of Eastlake reserves the right to reject any and all bids.

A certified check equal to 10% of the total amount of the Base Bid or a 100% surety bond must accompany the proposal. Base the certified check or the surety bond on 600 tows per year

A copy of the Contractor’s current Workers Compensation Certificate of Coverage must accompany the proposal

**BIDDERS SIGNATURE(S**

The City reserves the right to accept only such items of the bidder's proposal as it chooses. The Instructions to Bidders and the Specifications are hereby incorporated as part of this contract.

The undersigned hereby certifies that this bid is genuine and not sham or collusive, or made in the interests or in behalf of any person not herein named, and that the undersigned has not directly or indirectly induced or solicited any other bidder to put in a sham bid, or any other person, firm or corporation, to refrain from bidding and that the undersigned has not in any manner sought by collusion to secure to himself an advantage over any other bidder.

It is understood and agreed by the undersigned that the City of Eastlake, Ohio reserves the restricted privilege to reject any or all of the foregoing unit prices contained in this bid which it may consider excessive or unreasonable or to accept by including the same in the contract as unit prices applicable in the event of additions to or deductions from the work to be performed under the contract, any or all of such unit prices which it may consider fair and reasonable.

BIDDER\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

ADDRESS\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

CITY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_STATE\_\_\_\_\_\_\_\_\_\_\_\_\_ZIP\_\_\_\_\_\_\_\_\_\_\_\_\_

PHONE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

BY\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_NAME\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

 (Signature) (Printed)

TITLE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_DATE\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

STATE WHERE INCORPORATED\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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