

## **TOWING CLASS II AND VII VEHICLES**

### **EVENT NO. 8202**

#### **SPECIFICATIONS AND SPECIAL CONDITIONS**

- 4.0 The purpose of these specifications is to describe requirements for annual contract for various towing and/or vehicle handling requirements for Class II and Class VII vehicles for the City of Savannah.

To submit pricing electronically for this event, enter pricing for each line item shown under the lines tab on the event summary. To enter pricing manually, complete the attached bid proposal form. Manually submitted bids must be submitted on the bid proposal forms contained in these specifications in order to be considered.

A pre-bid conference has not been scheduled for this event.

- 4.1 Contract Terms:  
This is an annual contract and prices are to be held firm for a period of one (1) year (12 months). This agreement may be renewed for up to three (3) additional twelve (12) month periods, if all contracting parties so agree and services provided by the vendor have been satisfactory.
- 4.2 General Towing Specifications:  
The successful vendor(s) shall be required to submit the following upon award:
- A. Proof of insurance as outlined in bid package.
  - B. A copy of the vendor's City of Savannah Automotive Wrecker Service, towing business license.
  - C. A list of tow truck drivers currently used along with a copy of their driver's license.
- 4.3 All vendors must submit a list of wreckers that will be utilized under this contract with their bid. The list must include the vehicles license plate numbers along with the street maintenance decal color and number: gross vehicle weight and winch capacity.
- 4.4 Under normal circumstances, no City of Savannah mechanic will be sent to the site of the tow.
- 4.5 Use of a car carrier: the successful vendor may use a car carrier, at its discretion, within the vehicle manufacture's approved limitations. There may, however, be no pricing adjustment.
- 4.6 Towing requests shall be anticipated at any hour. The vendor must respond to all calls from the City for towing services within 60 minutes. If the vendor cannot be reached by telephone, the

City will call a wrecker service of its choice to provide the necessary service. The contract vendor shall be required to pay full cost of the non-contract towing service as a penalty for failure to perform.

- 4.7 The successful vendor may be allowed to provide alternative service (i.e. subcontract). Frequent use of a subcontractor may demonstrate on the part of the vendor, an inability to meet the City's needs and, as such, may result in termination of the contract.
- 4.8 All wreckers used in towing City vehicles must carry the following at all times:
- a) Fire extinguisher
  - b) Chains
  - c) Dollies
  - d) Proper emergency lighting or flares for on the scene work
  - e) Shovel
- 4.9 All wreckers should be dispatched by two-way radio or a radio-type paging system. The equipment must be in good, reliable condition. Brakes, lights, signals, and hoisting equipment must be in good condition to assure safe tows up to the rated capacity of the towing.
- 4.10 While towing equipment need not be reserved exclusively to meet City towing requirements, the towing contractor must possess, or have access to, sufficient towing vehicles to assure that it can meet City needs promptly and with the proper type of equipment.
- 4.11 The vendor must be staffed with a sufficient number of qualified tow truck operators capable of responding on an immediate basis without delay to the City's requests for towing services 24 hours a day, seven (7) days a week. There should be minimal delay on concurrent calls. Illness, inability to contact qualified operators, out of service equipment, and/or inadequate equipment **will not be accepted as justification for excessive delay in response or damage to towed equipment.**
- 4.12 All tow truck operators must be equipped and qualified to perform such tasks as:
- release of spring-set/air release parking brakes
  - axle shaft removal
  - drive-shaft U- joint separation
  - rigging, and other similar tasks frequently encountered in the recovery of wrecked and/or disabled vehicles
- Performance of these tasks is to be considered part of the towing consideration. Vendors should assume that this work may be necessary on all tows and therefore factored into the vendor's bid price.
- 4.13 The successful vendor shall hold the City harmless from any and all claims for damages arising out of any and all acts performed under the terms of this agreement,
- 4.14 The successful vendor must maintain a record of all transactions with the City for three (3) years.
- 4.15 The successful vendor will be required to respond to calls 24 hours a day, 365 days per year (including all holidays).

- 4.16 All vehicles used in completion of this contract must have affixed to the passenger side of the windshield the appropriate street maintenance decal. City of Savannah personnel reserve the right to inspect all vehicles for compliance.
- 4.17 All vendors are required to abide by the State of Georgia Code Section: Title 46, and the City of Savannah Code, Part 6, Chapter 1, Article P.
- 4.18 The successful vendor will, under no circumstances, transport any City employee to or from the site of a tow.
- 4.19 Occasionally, special handling requirements may arise involving vehicles and/or situations not covered specifically in these specifications, i.e. up lifting an overturned vehicle, etc. These requirements shall be contracted for on an as-needed basis with price being agreed upon prior to the handling.
- 4.20 Unit pricing for tows shall be firm regardless of distance of tow, except as stated in bid specifications.
- 4.21 This contract covers all tows within the Chatham County limits including the City of Savannah. Tows outside of the Chatham County limits or the City of Savannah shall be contracted for on an as needed basis with the price being agreed upon prior to the tow.
- 4.22 The City of Savannah reserves the right to inspect the premises of any and all bidders.
- 4.23 Cleanup Requirements: The contractor shall equip each wrecker on duty with a broom, shovel, and powdered or granulated absorbent. The contractor's operators shall sweep and remove any and all broken glass and/or other debris, and shall treat with absorbent and remove minor oil, fuel, hydraulics, or other spills when a vehicle is removed from a City street or other public right-of-way or property, thus leaving said street, right of-way, or property in a condition safe for vehicular and pedestrian traffic.
- 4.24 Towing Methods - Avoiding Damage
- a. In towing or transporting any vehicle in response to a call, the contractor shall diligently avoid damaging the steering and suspension system, drive train, bumpers, body, frame, or any other vehicle part. The contractor shall be responsible for knowing and using proper methods to remove vehicles of various designs. The contractor shall be responsible for negligent damage to any towed vehicles but shall not be responsible for damage which is beyond the contractor's control.
  - b. The successful vendor must perform all necessary services to ensure the safe towing of the vehicle. These services for Class II must include but not be limited to, uncoupling and securing of drive shafts, securing lift forks on Commercial Refuse trucks, and securing broom and nozzle mechanisms on street sweepers. These services must be included in the bid price.
- 4.25 Towing Equipment Requirements:

Contractor shall be capable of handling both light and heavy loads and shall have in active service the following categories of commercial wreckers.

1. Light duty wrecker: A light duty wrecker is defined as one of 8,000 pounds minimum gross vehicle weight with 5,000 pounds power winch and boom. A commercial type rollback may be substituted for a light duty wrecker.
2. Heavy duty wrecker: A heavy duty wrecker is defined as one of 10,000 pounds minimum gross vehicle weight with 10,000 pounds power winch and boom.
3. Extra Heavy-Duty Wrecker: An extra heavy-duty wrecker is defined as one of 30,000 pounds minimum gross vehicle weight with a 30,000-pound winch, crane, and boom.

4.26 Marking and identification of wrecker: The contractor shall display in a conspicuous manner on each side of each of its wreckers' signs showing the name, address, and telephone number of its business. Such signs shall be permanently affixed to each door and shall be either professionally painted or manufactured decals. Proportionate lettering shall be no smaller than six inches (6") for the company name and four inches (4") for the telephone number and street address. Lettering shall be in a color which contrasts with the vehicle color so as to be plainly visible,

4.27 Tow Rate:

The flat rate per tow shall include any work necessary to complete the tow. The City will accept no additional charges for use of a second truck or a helper. Neither will there be any additional charges for time spent. This is a flat rate tow charge.

4.28 Bogged vehicles: A bogged vehicle is defined as one stuck in the dirt or mud. The City of Savannah will pay one flat towing fee to remove a bogged vehicle. Should the vehicle be disabled and unable to run after being freed, the City will pay an additional one-half of the flat rate towing fee to tow the vehicle.

4.29 If the successful vendor cannot remove a vehicle from a bog within two (2) hours of dispatch, it may notify the City of the necessity of calling other equipment. In this instance the City will pay for one flat rate tow.

4.30 Categories of Tows:

1. Class II trucks, vans, buses, street sweepers, garbage trucks, and large dump trucks.
2. Class VII - fire trucks and vac-trucks.

It is expected that many tows will require use of an under-lift system to avoid vehicle damage. The successful bidder must use such a system when needed to ensure a damage free tow.

4.31 Flat Tire Repair:

The successful vendor will be required to respond to City calls for flat tire repair for City police vehicles. In general, these calls will be during times that the City's maintenance facilities are closed and will be for sedans and light trucks. Flat tire servicing will generally be limited to removal of the flat tire and replacement with a spare. Response time shall not exceed 30 minutes.

## 4.32 Insurance Requirements

### 4.32.1 Comprehensive General Liability

Contractor shall carry comprehensive general liability on an occurrence form with no “x, c or u” exclusions with the following minimum limits:

- Each occurrence - \$1,000,000
- Damage to Rented Premises - \$50,000
- Medical Expense - \$5,000
- Personal & Adv Injury - \$1,000,000
- General Aggregate - \$2,000,000
- Products – Completed Ops. Aggregate - \$2,000,000

General aggregate shall apply on a per project basis.

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

### 4.32.2 Commercial Automobile Liability

The automobile policy must include coverage for owned, non-owned and hired automobiles.

- Minimum limits are \$1,000,000
- Contractor will provide a Certificate of Insurance reflecting required coverage.
- A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.
- A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

### 4.32.3 Workers Compensation

Contractor shall carry a worker’s compensation policy including all statutory coverage required by Georgia state law.

Minimum employer’s liability limits:

- \$500,000 each accident
- \$500,000 each employee (disease)
- \$500,000 policy limit (disease)

Contractor will provide a Certificate of Insurance reflecting required coverage.

A waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

#### 4.32.4 Umbrella/Excess Liability

Contractor shall carry an umbrella/excess liability policy which must follow form over underlying policies: general liability, auto liability and employer's liability.

Minimum limits:

- \$1,000,000 per occurrence
- \$1,000,000 aggregate

Contractor will provide a Certificate of Insurance reflecting required coverage.

Waiver of subrogation endorsement to the policy in favor of the City shall also be provided and attached to the certificate.

A (30) day notice of cancellation in favor of the City must be endorsed to policy and attached to the certificate.

5.1 All referenced documents must be completed and returned in their entirety to constitute a complete bid.

5.2 Original invoices should be sent to:

City of Savannah  
Accounts Payable  
P.O. Box 1027  
Savannah, Georgia 31402

5.3 The vendor is responsible for determining and acknowledging any addenda issued in connection with this bid solicitation. All addenda issued for this event must be acknowledged in order for a bid to be considered.

5.4 To be awarded bids, vendors must be registered as suppliers on the City of Savannah's website at [www.savannahga.gov](http://www.savannahga.gov).

5.5 This contract will be awarded to the vendor offering the lowest net price to the City, and meeting or exceeding all specifications herein.

**ADDENDA ACKNOWLEDGEMENT**

My signature below confirms my receipt of all addenda issued for this proposal.

\_\_\_\_\_  
Signature

\*This acknowledgement is separate from my signature on the fee proposal form. My signature on the fee proposal form will not be deemed as an acknowledgement of addenda.

THE UNDERSIGNED PROPOSES TO FURNISH THE FOLLOWING ITEMS IN STRICT CONFORMANCE TO THE BID SPECIFICATIONS AND BID INVITATION ISSUED BY THE CITY OF SAVANNAH FOR THIS BID. ANY EXCEPTIONS ARE CLEARLY MARKED IN THE ATTACHED COPY OF BID SPECIFICATIONS.

| ITEM NO | DESCRIPTION  | ESTIMATED QUANTITY | UNIT PRICE | TOTAL |
|---------|--|--------------------|------------|-------|
| 1       | CLASS 11 TOWING<br>(ALL INCLUSIVE AND MEETING SPECS)               | 200 EA             |            |       |
| 2       | FLAT TIRE SERVICES, CLASS 11<br>(ALL INCLUSIVE AND MEETING SPECS)  | 180 EA             |            |       |
| 3       | CLASS VII TOWING<br>(ALL INCLUSIVE AND MEETING SPECS)              | 25 EA              |            |       |
| 4       | FLAT TIRE SERVICES, CLASS VII<br>(ALL INCLUSIVE AND MEETING SPECS) | 25 EA              |            |       |
| 5       | BOGGED VEHICLE FEE   | 10 EA              |            |       |

TOTAL BID \$ \_\_\_\_\_

**PAYMENT TERMS: PLEASE CHECK ONE AND FILL IN BLANKS**

(Minimum of 10 working days must be allowed for discount to be considered in bid award)

\_\_\_ Less \_\_\_ % \_\_\_ Days Prompt Payment Discount (if offered) (\_\_\_\_\_)

\_\_\_ Net - 30 Days (no discount offered) - 0 -

TOTAL NET BID \$ \_\_\_\_\_

DID YOU PROVIDE A COPY OF YOUR CITY OF SAVANNAH AUTOMOTIVE WRECKER SERVICE, TOWING LICENSE? \_\_\_\_\_

DID YOU PROVIDE A LIST OF TOW TRUCK DRIVERS CURRENTLY USED AND COPIES OF THEIR DRIVER'S LICENSE? \_\_\_\_\_

DO YOU HAVE THE REQUIRED INSURANCE? \_\_\_\_\_

I certify this bid complies with the General and Specific Specifications and Conditions issued by the City except as clearly marked in the attached copy.

\_\_\_\_\_  
Please Print Name

\_\_\_\_\_  
Authorization Signature

\_\_\_\_\_  
Date