

# **SOLICITATION FOR CONTINUING SERVICES CS #11-071 TOWING SERVICES**

## **INTRODUCTION**

Polk County, a political subdivision of the State of Florida, seeks the submittal of information from vendors interested in providing towing services for Polk County vehicles either owned or serviced by Polk County Fleet Management. Award will be made to all responding vendors meeting specifications. The services requested will be primarily due to either vehicle breakdown or accident related causes. This contract is separate from the County's Towing Ordinance and is designed solely for vehicles owned or serviced by Polk County. Polk County provides vehicle service to the Cities of Auburndale, Ft. Meade and Lake Wales. Tow calls requested by the County (exclusive of law enforcement) are included in this bid. Total money expended on this contract during the prior year was \$32,035.64. Vendors must submit their certificate of insurance, copy of a current Polk County Business Tax Receipt, a listing of their towing vehicle inventory (including GVWR/GCWR ratings of each), Affidavit Certification Immigration Laws, and submittal sheet. Failure to submit the required documents listed above shall subject the submittal to rejection.

## **SCOPE OF WORK**

Vendor will provide towing services for Polk County on an as needed, rotation basis. Polk County will prepare a rotation listing based both on the geography of Polk County and the vendors' physical location(s). This will help assure only vendors in close proximity to the vehicle requiring service will be called. Polk County will reimburse vendors at the rates listed in the rate schedule below. Vendors will be held accountable both for their adherence to the established rates and for their response time to the call. All vendors must comply with the rates listed in this schedule or be subject to removal from the approved vendor list.

- Polk County will remit charges for drive shaft or axle removal (see below) when required, provided a detailed explanation for the charge(s) is included on the vendor invoice.
- Polk County will remit charges for extraordinary circumstances related to accident recovery (see below) provided a detailed explanation for the charge(s) is included on the invoice.
- The schedule listed below applies to services related to vehicles owned by Polk County Board of County Commissioners routinely assigned by the Fleet Management Division and/or other divisions or elected officials including Polk County Sheriff's Office (PCSO). The PCSO is not obligated to utilize this contract; vendors are advised to ascertain which contract is in force for a given assignment.
- Polk County Fleet Management will calculate and provide a fuel surcharge, when appropriate, as noted below. Vendors are prohibited from adding a fuel surcharge.

**RATE SCHEDULE:**

Item	Vehicle Size/Type	Hook Up Fee	Per Mile Charge (Loaded)	Hourly Extraction or Accident Standby Fee*
1.	Autos and Lt. Trucks to F-350	\$52.00	\$3.00	\$80.00/hr.
2.	F-450/550, Buses, Ambulances	\$96.00	\$4.00	\$100.00/hr.
3.	Class 7 & 8 Heavy Trucks	\$155.00	\$5.00	\$130.00/hr.
4.	Use of Landoll or Detachable for Heavy Fire Apparatus/29'Bus only	Same as #3		\$150/hr. point to point \$150 one time if bus bars are used

\* Charge for vehicles requiring extraction from sand, mud, etc.

**Ancillary Services:**

Drive Shaft Removal: \$45.00  
 Winch Outs: Vendor may charge the Hook Up Fee plus the Extraction Fee, no mileage charge  
 Jump Start: Vendor may charge both mileage and hook up fee for vehicle size serviced  
 Tire Change: Vendor may charge both mileage and hook up fee for vehicle sized serviced (tire changes will always be w/spare tire aboard). Tire change requests will be limited to light/medium tires only, limited to 19.5 and smaller.  
 Mileage rate: Charges will be assessed for towed (loaded) miles only. Mileage will begin at the towed vehicle's location and will end at the destination point of the towed vehicle. (Mileage rate is determined by the Board's current reimbursement rate at the time services rendered)

**Fuel Surcharge:**

The below worksheet will be used by the County to add a fuel surcharge to towing service invoices. It calculates the surcharge based upon the current fuel prices less the base fuel price, the loaded miles, and the average miles/gallon per tow truck type used. The calculated surcharge will be added to the towing invoice as presented. A copy of the actual worksheet and invoice will be mailed to the vendor.

**SAMPLE:**

Vendor Name: XYZ Towing  
 Invoice # 1234  
 Date: 3/1/2011  
 Miles Invoiced 50  
 Fuel Price \$3.75/gal  
 Truck Type (see below) 2

Base \$/gal	3/1/11 \$/gal	Variance	Miles Billed	MPG Allowed for Type 2	\$ Added to Invoice
\$3.50	\$3.75	\$0.25/gal	50	4.3	\$2.91

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Type \_\_\_\_\_ Truck MPG by Type:

- 1. F350 – F550 or Roll Off 9.5
  - 2. Class 6 – 8 Heavy Duty 4.3
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**TERM:**

This contract will remain in effect for two years. Selected vendors will remain on the rotation list for that period. The integrity of the rotation and the vendors is critical. If a vendor is contacted but cannot accept the assignment and notifies the County of same, their position on the rotation will be maintained to assure they receive the next assignment in that area. If the vendor accepts an assignment and knowingly misrepresents their commitment in terms of time or availability their participation in this contract may be removed from the approved vendors list and possible suspension.

**REQUIREMENTS:**

- Submittal Sheet
- Polk County Business Tax Receipt
- Insurance Certificate as described below
- Affidavit Certification Immigration Laws
- Vehicle Inventory Listing (see below example)

Make	Model	Type	GVWR	Year
Isuzu	NPR	Roll-Off	14500 lbs	2007

The County reserves the right to inspect the vendor's equipment to validate the accuracy of the inventory submission. The vehicle listing will be used to validate vendor capabilities to prevent the County incorrectly tasking a vendor with an assignment beyond their limitations.

**TERM**

This is an on-going service and will be reviewed at least annually.

**SUBMITTAL OF RESPONSES**

Interested parties are invited to submit their responses to the Procurement Division. The requested information may submitted via email to procurement@polk-county.net; via fax to (863) 534-6789; mailed or hand delivered to:

**Polk County Procurement Division  
330 West Church St., Room 150  
Bartow, Florida 33830  
(863) 534-6789  
Attn: Mary W. Combee**

**SUBMITTALS**

Submittals must include the following:

- Submittal Sheet
- Insurance Certificate
- Copy of Business Tax Receipt

**SUBMITTAL SHEET**

**(Please circle)**

We are able to provide <b>C N A's</b> for the <b>Rohr Home</b> per specifications	Yes	No
We are able to provide <b>C N A's</b> for the <b>Multi-Purpose Centers</b> per specifications	Yes	No
We are able to provide <b>L P N's</b> for the <b>Rohr Home</b> per specifications	Yes	No
We are able to provide <b>L P N's</b> for the <b>Multi Purpose Centers</b> per specifications	Yes	No
We are able to provide <b>R N's</b> for the <b>Rohr Home</b> per specifications	Yes	No

**Vendor must submit the following:**

- **Certificate of insurance**
- **Copy of occupational license**
- **Submittal Sheet**

FIRM NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

FIRM ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

## **INSURANCE REQUIREMENTS**

Vendor(s) shall purchase and maintain in force during the contract period the insurance as specified with an insurer licensed to do business in the State of Florida; rated “A VIII” or better by A.M. Best Rating Company for Class VIII financial size category. Polk County, a political subdivision of the State of Florida, must be named as an additional insured with respect to liability arising from all work performed for Polk County, for Automobile and General Liability policies of insurance. The certificate holder must be Polk County, a political subdivision of the State of Florida, P.O. Box 9005, Drawer AS05, Bartow, Florida 33831. Workers’ Compensation Insurance required to provide statutory benefits, including those that may be required by any applicable federal statute. Any sole proprietor or partner actively engaged in the construction industry, and any corporate officer of a construction or non-construction industry corporation who elects to be exempt from the provisions of the workers’ compensation law must provide either a workers’ compensation exemption certificate (construction industry) or a letter stating the exemption status and number of employees (non-construction industry). Commercial General Liability Insurance \$1,000,000 combined single limit of liability for bodily injuries, death, and property damage, and personal injury resulting from any one occurrence, including the following coverages: Completed Operations: \$1,000,000, Broad Form CG&L \$1,000,000. Comprehensive Automobile Liability Insurance \$1,000,000; combined single limit of liability for bodily injuries, death and property damage resulting from any one occurrence, including all owned, hired and non-owned vehicles. The policies shall contain a waiver of subrogation in favor of Polk County. An original certificate of insurance must be on file in the Procurement Division before a purchase order will be issued. Any questions regarding insurance requirements may be directed to Carolyn Cusano, Polk County Procurement Division, at (863) 534-6727.

The Certificate Holder must be stated as:

**Polk County a political subdivision of the State of Florida  
P.O. Box 9005, Drawer AS05  
Bartow, Florida 33831**

The County must be named as additional insured in regards to General and Automobile Liability.

The wording required in the description field is:

“Polk County, a political subdivision of the State of Florida, is named as an additional insured with respect to General and Automobile liability arising from all work performed for Polk County. The policies shall contain a waiver of subrogation in favor of Polk County for Workers Compensation and General Liability.”

## **SUBMITTAL OF RESPONSES**

Interested parties are invited to submit their responses to the Procurement Division. The requested information may be e-mailed, faxed, mailed or hand delivered to:

**Polk County Procurement Division  
PO Box 9005, Drawer AS05  
Bartow, Florida 33831-9005  
330 West Church Street, Room 150  
(863)-534-6757  
(Fax) (863) 534-6789, Attn: Jeremy Mattingly  
Email: jeremymattingly@polk-county.net**

**Contractor must submit the following:**

- **Submittal Sheet**
- **Certificate of Insurance**
- **Copy of Polk County Business Tax Receipt**
- **Affidavit Certification Immigration Laws**
- **Vehicle Inventory Listing**

# **CS 11-071, Towing Services** **SUBMITTAL SHEET**

(Please circle One)

We are capable of handling heavy tows in excess of 35 tons	Yes	No
Towing service available 24 hours/day, 7 days/week	Yes	No
We are equipped for minor road service (e.g. tire changes, jump starts, etc.)	Yes	No

**Vendor must submit certificate of insurance, copy of Polk County Business Tax Receipt, vehicle inventory listing and Affidavit Certification Immigration Laws with submittal sheet.**

FIRM NAME: \_\_\_\_\_

CONTACT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

FIRM ADDRESS: \_\_\_\_\_

PHONE NUMBER: \_\_\_\_\_

FAX NUMBER: \_\_\_\_\_

EMAIL: \_\_\_\_\_



