

BID #2021F-7
TOWING AND RECOVERY SERVICES
DETAILED SPECIFICATIONS

1. SCOPE OF WORK

To provide towing and recovery services for Jefferson County's fleet of vehicles and equipment and as required by the various County Departments, including the Jefferson County Sheriff's Office.

The County currently has a fleet of approximately 300 vehicles and miscellaneous types of motorized equipment.

2. REQUIREMENTS

Vendor shall be licensed and registered to include Tow Endorsement on their license and be able to provide proof of the same if requested.

All Tow Vehicles shall be plainly identified on the vehicle as per New York State Law.

All fees shall not exceed any County, State or Federal regulations regarding towing services and charges.

Towing and mileage estimates shall be for evaluation purposes only and may be more or less depending on the needs of the County.

Vendor shall be required to be available and in compliance with the terms and conditions of this agreement seven days per week, 24 hours per day including holidays and weekends.

Vendors shall be required to provide towing services for vehicles based on the Towing and Recovery Vehicle Identification Guide (TRAA) which can be found as part of this specification.

3. PRICING

Vendor must submit pricing based on each category as identified on the bid pages which follow.

4. AWARD

Award will be made to the vendor offering the lowest overall cost for all categories.

An award will be made to both a primary and secondary provider based on lowest and 2nd lowest overall cost.

5. INVOICING

All invoices shall be sent to the individual department requiring services and shall be invoiced in accordance with the awarded pricing within 30 days of the service date. Each invoice shall state category and hours.

TRAA VEHICLE IDENTIFICATION GUIDE®

CLASS 1 • LIGHT-DUTY • (6,000 lbs. or less GVW - 4 tires)*



CLASS 2 • LIGHT-DUTY • (6,001 - 10,000 lbs. GVW - 4 tires)*



Classes 1 and 2 include passenger vehicles, light trucks, minivans, full size pickups, sport utility vehicles and full size vans.

CLASS 3 • MEDIUM-DUTY • (10,001 - 14,000 lbs. GVW - 6 tires or more)*



CLASS 4 • MEDIUM-DUTY • (14,001 - 16,000 lbs. GVW - 6 tires or more)*



CLASS 5 • MEDIUM-DUTY • (16,001 - 19,500 lbs. GVW - 6 tires or more)*



CLASS 6 • MEDIUM-DUTY • (19,501 - 26,000 lbs. GVW - 6 tires or more)*



Classes 3 through 6 include a wide range of mid-size vehicles, delivery trucks, utility vehicles, motorhomes, parcel trucks, ambulances, small dump trucks, landscape trucks, flatbed and stake trucks, refrigerated and box trucks, small and medium school and transit busses.

CLASS 7 • HEAVY-DUTY • (26,001 - 33,000 lbs. GVW - 6 tires or more)*



CLASS 8 • HEAVY-DUTY • (33,001 lbs. and over GVW - 10 tires or more)*



Classes 7 and 8 include a wide range of heavy vehicles, large delivery trucks, motor coaches, refuse trucks, cement mixers, all tractor-trailer combinations including double trailers.

Information Needed To Correctly Dispatch Towing and Recovery Units:

- Year, Make and Model of Vehicle to be Towed or Recovered
- DOT Classification (Class 1 - 8 based on GVW)
- Location of Vehicle
- Type of Tow (impound, accident, recovery, motorist assist, etc.)
- Additional Vehicle Information
 - 2 wheel drive, 4 wheel drive, all wheel drive
 - damage to vehicle, tire condition
 - vehicle loaded or empty
 - cargo contents
 - does the vehicle have a trailer
 - are the keys with the vehicle

Note: Any vehicle may carry hazardous materials. Advise if placarded.

*** Note:** The Gross Vehicle Weight Rating (GVWR) of the vehicle to be towed or recovered can be found on the identification label on the vehicle's driver's side doorframe. The number of pounds listed on the label can then be compared with the DOT Classification Vehicle Type Chart for the correct DOT class.

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BID PAGE

PRICES SHALL INCLUDE ALL WENCH-OUT SERVICES AND FEES

DESCRIPTION	PRICE FOR THE PERIOD OF 11/01/2021 – 10/31/2022			PRICE FOR THE PERIOD OF 11/01/2022 – 10/31/2023		
CATEGORY 1 - CLASS 1 & 2 VEHICLES		UNIT PRICE	TOTAL PRICE		UNIT PRICE	TOTAL PRICE
STANDARD TOW FEE (REGULAR OF FLAT BED)	35 TOWS	\$_____/TOW	\$_____	35 TOWS	\$_____/TOW	\$_____
MILEAGE FEE FROM HOOKUP TO DROP OFF	10 MILES	\$_____/MILE	\$_____	10 MILES	\$_____/MILE	\$_____
CATEGORY 2 - CLASS 3-6 VEHICLES						
STANDARD TOW FEE (REGULAR OF FLAT BED)	15 TOWS	\$_____/TOW	\$_____	15 TOWS	\$_____/TOW	\$_____
MILEAGE FEE FROM HOOKUP TO DROP OFF	10 MILES	\$_____/MILE	\$_____	10 MILES	\$_____/MILE	\$_____
CATEGORY 3 - CLASS 7-8 VEHICLES						
STANDARD TOW FEE (REGULAR OF FLAT BED)	5 TOWS	\$_____/TOW	\$_____	5 TOWS	\$_____/TOW	\$_____
MILEAGE FEE FROM HOOKUP TO DROP OFF	10 MILES	\$_____/MILE	\$_____	10 MILES	\$_____/MILE	\$_____
TOTAL ALL CATEGORIES			\$_____			\$_____

COMPANY NAME

DATE

SIGNATURE/NON-COLLUSIVE STATEMENT

The undersigned proposes to furnish products or services to specifications included in this bid document, at the price(s) set forth, as required to meet the County's needs. Any deviation to specifications must be noted on the bid form, fully explained and attached or the deviations will not be considered part of the bid.

Deviations: Yes _____ No _____

By submission of this bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid, each party thereto certifies also its own organization, under penalty of perjury, that to the best of their knowledge and belief:

The prices in this bid have been arrived at independently without collusion, consultation, communication, or agreement, for the purpose of restricting competition, as to any matter relating to such prices with any other Bidder or with any Competitor.

Unless otherwise required by law, the prices which have been quoted in this bid have not been knowingly disclosed by the Bidder and will not be disclosed by the Bidder prior to opening, directly or indirectly, to any other Bidder or to any Competitor.

No attempt has been made or will be made by the Bidder to induce any other person, partnership or corporation to submit or not to submit a bid for the purpose of restricting competition.

This proposal is signed by the Bidder with full knowledge and acceptance of all the provisions of the general specifications, the proposal, and the group specification.

Company Name: _____

Address: _____

City, State, Zip Code: _____

County: _____

Federal Identification No.: _____

Area Code/Telephone No.: _____

Area Code/Fax Number: _____

E-mail Address: _____

Website: _____

Authorized Signature: _____

Typewritten Name:  _____

Title: _____

Date: _____

NON-BIDDER'S RESPONSE

For purposes of maintaining accurate Bidder's lists and facilitating your firm's response to our invitation for bid, the County of Jefferson is interested in ascertaining reasons for prospective Bidder's failure to respond to invitations for bids. If your firm is not responding to this bid, please indicate the reason(s) by checking any appropriate item(s) below and returning this form to the Jefferson County Purchasing Director, 195 Arsenal Street, Watertown, New York 13601. This form may be returned by mail or fax. Faxes may be sent to 315-785-7591. Failure to submit either a bid proposal or return this form will result in removal of your firm's name from our Bidder's lists. Thank you for your cooperation.

We are not responding to this invitation for bid for the following reason(s)

- ☐ Items or materials requested not manufactured by us or not available to our company.
- ☐ Our items or materials do not meet specifications.
- ☐ Specifications not clearly understood or applicable (too vague; too rigid, etc.)
- ☐ Quantities too small.
- ☐ Insufficient time allowed for preparation of bid.
- ☐ Incorrect address used. Correct mailing address is:

- ☐ Our branch/division handles this type of bid.
Correct name and mailing address is:

- ☐ We are unable to bid at this time but would like to continue to receive invitations for bids.
- ☐ We are unable to bid and wish to be removed from the Bidder's list.

NAME OF FIRM: _____

MAILING ADDRESS: _____

CITY/STATE/ZIP CODE: _____

BY: _____

Signature of Representative

DATE: _____

Bid Number: **2021F-7**

Bid Name: **Towing and Recovery Services**

Attachment

Certification Pursuant to Section 103-g
of the New York State
General Municipal Law

- A. By submission of this bid, each Bidder and each person signing on behalf of any Bidder certifies, and in the case of a joint bid, each party thereto certifies as to its own organization, under penalty of perjury, that to the best of its knowledge and belief that each Bidder is not on the list created pursuant to paragraph (b) of subdivision 3 of Section 165-a of the New York State Finance Law.
- B. A Bid shall not be considered for award, nor shall any award be made where the condition set forth in Paragraph A above has not been complied with; provided, however, that in any case the Bidder cannot make the foregoing certification set forth in Paragraph A above, the Bidder shall so state and shall furnish with the bid a signed statement which sets forth in detail the reasons therefore. Where Paragraph A above cannot be complied with, the Purchasing Unit to the political subdivision, public department, agency or official thereof to whom the bid is made, or his designee, may award a bid, on a case by case basis under the following circumstances:
1. The investment activities in Iran were made before April 12, 2012, the investment activities in Iran have not been expanded or renewed after April 12, 2012, and the Bidder has adopted, publicized and is implementing a formal plan to cease the investment activities in Iran and to refrain from engaging in any new investments in Iran; or
 2. The political subdivision makes a determination that the goods or services are necessary for the political subdivision to perform its functions and that, absent such an exemption, the political subdivision would be unable to obtain the goods and services for which the contract is offered. Such a determination shall be made in writing and shall be a public document.

Signature

Title

Date

Company Name