



Request for Proposal

PROJECT:

Towing Services Within Unincorporated Tooele County

Prepared For:

Tooele County

47 S Main St.

Tooele, UT 84074

County of Tooele

Closing Date: **April 20, 2022**

The County of Tooele is seeking competitive bids for:
REMOVAL OF VEHICLES AND PARTS AND TOWING SERVICES

****PRE-BID MEETING****

**HELD ON: April 13, 2022 @ 9:00:AM
AT TOOELE COUNTY, COUNCIL CHAMBERS, 300**

If you arrive greater than 15 minutes late, you will not be allowed to participate in the Bidders Meeting. Only an authorized sales agent of an interested vendor should attend the bidders meeting. An authorized agent may be an owner, sales manager, maintenance manager, etc. An authorized agent must be able to develop and sign bids/quotes and deliver all important and relevant information discussed in the meeting back to the office.

PROPOSAL CLOSING DATE: **April 20, 2022 @ 4:00 PM.**

All questions must be in Email form, questions will not be accepted after the deadline, except at the pre-bid meeting.

"Execution hereof is certification that the undersigned has read and understands the terms and conditions hereof, and that the undersigned's principal is fully bound and committed."

Company Name:

Street
Address:

Mailing Address:

City: State: Zip:

Remit to Address:

City State: Zip:

Phone # (

FAX # (

Name
Title
Email Address:

Signature _____ Date _____

INTRODUCTION:

The purpose of this Request for Proposal (RFP) is to provide removal of vehicles and parts and towing services for abatements on parcels within the County (unincorporated). Therefore, it is imperative that special attention is given to the maintenance of these projects and care in handling towing and removal.

GENERAL INFORMATION:

The County reserves the right to reject any and all Responses. The County reserves the right to amend, modify, or waive any requirement set forth in this RFP. Response to this Request is at the Proposer's sole risk and expense. All Proposers must comply with applicable federal, state, and local laws and regulations. Except for written responses provided by the contact person described below, the County has not authorized anyone to make any representations regarding the subject matter of this Request. All requests for clarification or additional information regarding this Request must be submitted in writing to the contact person described below no later than April 14, 2022 at 4:00 pm. The County anticipates selecting one (1) of the responding Proposers, but there is no guarantee that any responding Proposer will be selected. All materials submitted in response to this Request will become the property of the County and will be managed in accordance with the Government Records Access Management Act.

SCOPE OF WORK:

Tooele County is seeking to establish a towing rotation list, to be used in abatements when Tooele County Community Development Department requests the removal/towing of a motor vehicle and/or parts. In order to be eligible to respond to this RFP, the proposer must meet all of the following qualifications:

I. Mandatory Requirements

- a. **Licensed.** The proposing firm must be properly licensed to conduct business in the State of Utah.
- b. **Non-Discrimination.** The proposer must comply with all applicable federal, state, county, and city anti-discrimination laws, ordinances, rules, and regulations at all times during the bidding and contracting period. Any violation of this provision shall be considered a violation of a material provision of the professional services contract and shall be grounds for cancellation, termination, or suspension.
- c. **Subcontractors.** List of any subconsultants or subcontractors proposed to be included in work outlined in the Project Scope. Provide a description of their previous work history.

II. Financial Requirements

- a. **Insurance.** The proposer must carry valid:
 - i. Worker's Compensation and Employer's Liability insurance. The policy shall comply with the provisions of the Worker's Compensation Act, and all other legislation, federal and state, applicable to the work described herein, and the contractor agrees to make all payments, returns and reports required by these Acts.
 - ii. Commercial general liability insurance covering third party liability risks, including without limitation, contractual liability, in a minimum amount of \$1,000,000 per occurrence for bodily injury, personal injury, and property damage.
 - iii. Commercial auto liability and property insurance covering "any auto" with a minimum limit of \$1,000,000 combined single limit per accident for bodily injury and property damage.
- b. **Cost proposal.** In this section, please complete and include the Cost Proposal Sheet attached as Exhibit A. Proposers may also include any other documents as information to further explain the proposed costs. Proposals must fully describe all costs of charges to County as part of this project. Describe how costs will be controlled and properly identified to the specific tasks, while providing a high-quality service with a high level of integrity and outcomes.

III. Qualifications

- a. Provide three (3) examples of projects and three (3) references which demonstrate qualifications for providing the Project Scope stated in Exhibit B.
- b. Any current and applicable certifications and licenses stated in Exhibit C.

IV. Schedule

Schedule work during normal working hours, Monday thru Friday, 8:00 A.M. to 5:00 P.M. Prior approval by the County is required for any and all work outside normal working hours, with the exception of emergency situations. Do not schedule or plan on performing services on Saturdays or Sundays. Most abatements will need to be taken care of within 24 hours of obtaining a warrant.

V. Period of Performance

The Period of Performance shall be for three (3) years starting as soon as approvals have been officiated, with the option to renew for two (2) additional one-year increments, for a total of five (5) years, with no obligation by the County to purchase any specified amount of services.

VI. Timeline for RFP Process (times are MDT)

RFP Process:

Dates:

1. RELEASE OF REQUEST FOR PROPOSAL (RFP)	March 28, 2022
2. DEADLINE FOR SUBMISSION OF QUESTIONS Email: alison.mccoy@tooeleco.org (E-mail only)	Must be in the form of an E-mail by 4:00 PM on: April 14, 2022
3. BIDDERS MEETING**	April 13, 2022, at 09:00 am
4. DEADLINE FOR PROPOSAL SUBMITTAL	April 20, 2022, at 4:00 PM
5. TENTATIVE DATE FOR AWARDED CONTRACT	May 3, 2022, at County Council Meeting
6. COMMENCE MAINTENANCE SERVICES	May 9, 2022 (or Monday after Council approval)

***Award and start dates may change due to council’s meeting dates and agendas.**

PROPOSAL CONTENTS:

Proposals must include the following:

1. Cover Letter (1 page maximum)

The cover letter shall describe the proposer’s business entity (corporation, LLC, partnership, sole proprietorship, etc.), and include: a statement of the proposer’s general background, a discussion of the proposer’s interest in the project, and the acknowledgement of receipt for any addendums.

2. Project Team

Identify project personnel and define their respective roles. Include any subcontractors.

3. Substantive Content

Describe the proposer’s abilities to meet or exceed the qualifications set forth in items I, II, III, and IV, V above.

4. Project Cost (Separately).

Proposer must include on a separate document a complete budget. If a proposer fails to include a complete budget, then its proposal will be considered non-responsive, and the proposal will be rejected.

5. Signature

The proposal shall be signed by a representative authorized to bind the team and shall expressly state the proposal is valid until the County Council awards the contract. By signing the cover letter and submitting a proposal, the proposer covenants that the proposer is fully qualified to provide the required services, and that the submitted information is true and accurate and may be relied upon in evaluating the proposal.

6. Non-Collusion Affidavit (Exhibit D)

The attached Non-Collusion Affidavit must be completed and returned with proposal.

PROPOSAL SUBMISSION:

Submission of the proposal can occur through the Utah State Purchasing U3P Website, or via mail of a physical copy or email by PDF version. Mailing instructions are below:

Mailed submittals must be addressed and sent to:

**Tooele County Administration Building
c/o Alison McCoy
47 South Main Street
Tooele, UT 84074**

Proposal shall be submitted in a sealed envelope. The outside lower right-hand corner of the envelope shall be marked:

**Sealed Proposal of (Firm Name)
RFP for towing abatements
Tooele County Administration Building**

Email submittal:

Alison.mccoy@tooeleco.org

Questions must be submitted via email to Alison McCoy at alison.mccoy@tooeleco.org and are due no later than April 14, 2022 by 4:00 pm.

Submissions, modifications, or corrections received after the closing time on April 20, 2022 at 4:00 pm will be considered late and will not be opened.

If only one submission is received, County will evaluate proposal response to make sure the offer meets the minimum mandatory requirements and the technical RFP requirements stated in the RFP and will determine if the cost proposal is fair and reasonable to award. Or, if time permits, resolicit submissions for the purpose of obtaining additional submissions.

Tooele County shall not be obligated to respond to any proposal submitted, nor shall it be legally bound in any manner whatsoever by the receipt of a proposal.

Tooele County reserves the right to extend or cancel all scheduled proposal due dates. Notice of such extensions or cancellations shall be sent via addendum to this RFP.

PROPOSAL REVIEWAL:

Proposals will be reviewed by a selection committee consisting of at least three persons.

The Technical Section will be scored as:

Technical Criteria:	Score
Criteria 1: Operates within Tooele County	20
Criteria 2: Response time	15
Criteria 3: Professionalism and care	20
Criteria 4: Licenses and/or certifications	20
Criteria 5: Contractor's experience	20
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Total possible points:	95

COST:

Cost will be judged by the total costs added by the vendor. The following cost formula will be used: The points assigned to each offerors cost proposal will be based on the lowest proposal price. The offeror with the lowest Proposed Price will receive 100% of the price points. All other offerors will receive a portion of the total cost points based on what percentage higher their Proposed Price is than the Lowest Proposed Price. The formula to compute the points is: $\text{Cost Points} \times (\text{Lowest Proposed Price} / \text{Proposed Price})$.

The total cost points possible: 25

The County may then enter contract negotiations with the proposer who, in the sole discretion of the selection committee, is determined to have submitted the proposal with the highest score and the most responsive and responsible proposal that meets all the RFP's requirements.

PROPOSAL REJECTION:

Tooele County reserves the right to reject any or all proposals submitted or make modifications to the scope of work, subject to appropriate negotiation. Tooele County agrees to not discriminate based on age, race, religion, sex, color, national origin, marital status, family status, source of income, sexual preference, mental or physical disability in review of the proposals or execution of agreements to the work. This RFP does not constitute any form of offer to contract. Tooele County will not pay any costs incurred by the proposer in preparing or submitting the proposal.

PROPOSAL ACCEPTANCE:

Award will be made to the highest scoring responsive and responsible proposer, meeting all RFP stated requirements.

Tooele County reserves the right to award a contract based on a proposal submitted or to further negotiate with proposer.

By submission of a proposal, proposer agrees to be legally bound, thereby if its proposal is accepted.

Contracts arising out of proposals submitted hereunder (including any negotiations that follow) shall not be binding on Tooele County, its officers, employees, or agents unless and until formally approved and duly executed by the Tooele County Manager or Council.

NOTIFICATION:

Due to Tooele County Policy, we have to present all responses in a County Council Meeting and get approval on the selected vendor prior to award. This process can take some time, and because of this, the posting will be closed on the State Purchasing Solicitation U3P Website. Following the County Council Meeting where the award is approved, all responders will receive an email notification of the results. Attendance of County Council Meeting are also permitted. County Council agendas will be posted a few days before each meeting and can be found online at tooeleco.org

EXHIBIT A – COST PROPOSAL

The County reserves the right to reject any or all offers, to waive any discrepancy or technicality and to split or make the award in any manner determined by the County to be most advantageous to the County. The County recognizes that prices are only one of several criteria to be used in judging an offer and the County is not legally bound to accept the lowest offer.

Various locations in unincorporated Tooele County			
Type of service	Amount	Maintenance Description	Estimated service charge
Vehicle and parts removal	1 vehicle	Vehicle pick-up charge.	
Towing service within county	1	Towing within Tooele County	
Towing service outside county	1	Towing charge if vehicle needs to be taken out of Tooele County.	
Multiple vehicle pick up	2-5	Charge for every vehicle over 1.	
RV/motor home removal and tow	1	RV, motorhome or large vehicle removal.	
Labor costs	1 person		
Material costs if any			
Any other service or charge that may be rendered			
			\$

EXHIBIT B PROPOSER PROJECTS AND REFERENCES
A SEPARATE SHEET IS TO BE PROVIDED FOR EACH REFERENCE
(Make at least 2 more copies of this page before filling out!)

List three (3) recent work histories performed over the past two (2) years and provide reference information.

WORK HISTORY	
Name of Project	
Project Location	
Date of Service	
Scope of Service	
Project Owner Name	
Contact Name and Telephone Number	

PLEASE PROVIDE A PHOTOGRAPH(S) IF POSSIBLE

EXHIBIT C LICENSING AND CERTIFICATION FACT SHEET

Attach all licensing and certifications applicable to scope of work.

EXHIBIT D

Non-Collusion Affidavit

The undersigned bidder or agent, being duly sworn on oath, says that he/she has not, nor has any other member, representative, or agent of the firm, company, corporation or partnership represented by him, entered into any combination, collusion, or agreement with any person relative to the price to be bid by anyone at such letting nor to prevent any person from bidding nor to include anyone to refrain from bidding, and that this bid is made without reference to any other bid and without any agreement, understanding or combination with any other person in reference to such bidding.

County of Tooele

Closing Date: **April 20, 2022**

He/She further says that no person or person, firms, or corporation has, have or will receive directly or indirectly, any rebate, fee gift, commission or thing of value on account of such sale.

OATH AND AFFIRMATION

I, _____, a duly authorized agent of _____ Printed Name
of Agent/Officer Name of Organization/Consortium

_____, hereby affirm under the penalties for perjury that the facts and information contained in this RFP are true and correct.

Signature _____ Date _____

Title of Agent/Officer _____

by submission of this response to the Professional Services RFP, above persons, agree upon contract award to carry out the requirements specified, and obligations set forth therein.