The City of Alamosa Police Department is requesting bids from qualified individuals for vehicle tows within the City Limits of Alamosa, CO. All questions regarding this bid should go to the Alamosa Police Department Chief Ken Anderson, in writing and can be emailed to kanderson@ci.alamosa.co.us or faxed to (719) 589-5257. It is the responsibility of the prospective bidders to contact Chief Anderson at (719) 589-2548 to verify receipt of questions.

Bids will be received until 5:00 p.m. on March 5, 2020, at the City of Alamosa Police Headquarters, 425 4th Street, Alamosa, Colorado 81101. No public opening will be held. If delivered, they are to be delivered to 425 4th Street, Alamosa, CO 81101. If mailed, the address is P.O. Box 1101, Alamosa, CO 81101. If emailed, email as a PDF attachment to kanderson@ci.alamosa.co.us

Bids must be received prior to 5:00 p.m. (MST) on March 5, 2020.

No pre-proposal meeting will be held.

If deemed necessary based upon inquiries received, the City may choose to issue an Addendum which will be uploaded to the City's website no later than March 3, 2020 at 5:00 p.m. It shall be the responsibility of the bidder to check the website regularly for any and all updates and additional documentation that may be posted.

A copy of the bid form and associated documentation may be obtained as follows:

1. The City Website at www.cityofalamosa.org
2. Police Headquarters, 425 4th Street, Alamosa
All proposals must be properly signed by an authorized representative of the company with the legal capacity to bind the company to the contractual agreement. A conditional or unqualified proposal may be cause for rejection. Bidders may use the bid form attached.

The City intends to review the proposals and make an award within ten (10) business days of the opening. The City of Alamosa reserves the right to reject any or all proposals, in whole or in part, to make multiple awards, partial awards, award by types, or item by item, whichever may be most advantageous to the City of Alamosa Police Department. Upon selection, the City will issue a Notice of Award and a contract must be completed and signed by all parties concerned within ten days of issuance of the Notice of Award. If this date is not met, the City may elect to cancel the Notice of Award (if the delay is not the fault of the City). The City reserves the right to incorporate standard contract provisions into any contract as a result of a proposal submitted in response to the request for bid.

Proposals may be withdrawn up to the date and time set for closing upon written, faxed or e-mailed notice to the City. Proposals may not be withdrawn for a period of sixty (60) days after the date of opening. Negligence upon part of the Respondents in preparing their Proposal shall not constitute a right to withdraw a Proposal subsequent to the submittal deadline. A conditional or unqualified Proposal may be cause for rejection.

**TERMS AND CONDITIONS**

The City of Alamosa Police Department is seeking qualified tow companies willing to contract with the Alamosa Police Department to provide tow services. Specifically, the Alamosa Police Department is seeking qualified tow truck drivers to perform the following as requested by the Police Department from time to time:

1. Parking violation towing
2. Heavy duty towing
3. Any services that can be provided in addition to routine towing of damaged/disabled vehicles and parking violations
4. Removal of abandoned vehicles

5. Investigation impoundment

No minimum amount of work is implied or guaranteed by this invitation for bids.

Anyone selected for any of the towing services must submit towing rates for the year based on “normal” removal of a light truck, sedan (car), motorcycle (2 and 3 wheels), or lightweight all-terrain vehicle/off road vehicle from roadside to a destination in Alamosa and any extra fees (such as mileage) associated with transporting a vehicle to a destination outside of Alamosa.

The contractor may include “Heavy Duty” towing as an included service. This requires sufficient equipment to remove and tow commercial vehicles, construction equipment, tractor trailers, busses and like heavy duty vehicles.

When notified for towing service, the contractor must be on scene within 30 minutes, considering road and traffic conditions.

The contractor must be physically located with towing equipment within 5 miles of the Alamosa city limits.

The contractor must maintain a 24-hour contact telephone number.

The contractor must, at all times during the term of the agreement, carry, maintain, and keep in full force and effect, a policy or policies of General Commercial Liability Insurance in the minimum amount of $1,000,000.

Contractor shall maintain in full force and effect at all times during the performance of work under the agreement, worker’s compensation insurance as required by law.

A contractor may be suspended or contract voided immediately for the following reasons:
a. Failing to be available when called.
b. Excessive tardiness when called
c. Unreasonable or excessive towing fees
d. Excessive complaints of damage or theft from towed vehicles
e. Failure to maintain required insurance

INVESTIGATION IMPOUNDMENT

Periodically, the Alamosa Police Department impounds vehicles for investigative purposes. Anyone towing vehicles for this purpose will receive awareness training by the Alamosa Police Department in forensically handling vehicles.

CONFIDENTIALITY AND PRIVACY

Bidders are advised that the City is subject to freedom of information laws, such as the Colorado Criminal Justice Records Act, and that bidders and the contractor awarded a contract will be expected to comply with the obligations imposed upon the City.

To the extent permitted, the City shall treat all submissions as confidential. However, bidders are advised that any information contained in any submission may be released if required by City policy or procedures, by other authorities having jurisdiction, or by law such as pursuant to the Colorado Criminal Justice Records Act.

All information will become and remain the property of the City; none will be returned. If the bid contains any proprietary or trade secret information, said information must be indicated as such. Such indication is no guarantee that the information will be deemed by a court to be confidential and not subject to disclosure, but the City will inform the bidder of any request for such confidential information, and cooperate with the bidder to maintain such confidentiality if bidder choose to do so. The burden of maintaining the
confidential nature of the information in the event of any such request shall be upon the bidder or contractor, and the City will have no obligation, other than notice to the bidder or contractor, to defend the confidentiality of any such information.

Ken R. Anderson
Chief of Police
Alamosa Police Department
BID FORM

TOWING CONTRACT

I am submitting a proposal for the following tow services for the Alamosa Police Department:

Department:

() Parking Violation Towing

() Heavy Duty Towing

() Abandoned Vehicle Towing

() Investigation Towing

Name of Contractor _______________________________________

Business Location _____________________________________________

Mailing Address:______________________________________________

Telephone Number(s) Office _________________________

24 X 7 Number(s) ___________________________________________

Fax _______________________________________________________

Towing Capabilities and Available Equipment:______________________

____________________________________________________________________

____________________________________________________________________

Rates: Standard road side tow _________________________________

Mileage Fees (out of Alamosa) _________________________________

Exceptional Fees (specify- heavy duty, hazardous vehicles, off-road, water recovery, etc)

____________________________________________________________________

Please include a copy of your insurance certificate with this bid form.


Signature of authorized representative __________________________ Date __________________________