

BOROUGH OF RUNNEMEDE

**FAIR AND OPEN PROCESS
N.J.S.A. 19:44A-20.4 ET SEQ.**

REQUEST FOR PROPOSALS

TOWING CONTRACT

**Borough of Runnemedede Municipal
24 N. Black Horse Pike
Runnemedede, New Jersey 08078
(856) 939-5161**

SCOPE OF SERVICES

1. General: It is the intent of these specifications to describe and govern the towing and impounding of vehicles upon the direction of the Police Department of the Borough of Runnemede and pursuant to the laws of New Jersey.

2. Service: Services provided shall conform to the following specifications for a period of one year:
 - a. The servicing garage will make available for service at least two wreckers and such other equipment as may be necessary for safe and efficient provision of mechanical, wrecking and towing services in the Borough.
 - b. Wreckers shall be maintained in good condition and be available twenty-four (24) hours a day, seven (7) days a week.
 - i. The servicing garage shall make available wreckers capable of towing large tractor/trailers and buses, passenger cars and light trucks as per classification below.
 - c. Garage shall make available ample storage space in which to hold at least thirty (30) disabled vehicles of absent drivers or owners until such time as said vehicles are claimed or are disposed of in accordance with law. The garage shall be sufficient in size to accommodate Runnemede Police tows.
 - d. Storage area. The towing service shall provide plans showing sufficient area, controlled by the towing service, for the storage of abandoned vehicles towed at the request of the Borough.
 - e. Garage employees who drive vehicles must have a driver's license with no restrictions or conditional endorsement, except condition requiring glasses.
 - f. Services, equipment and personnel shall be subject to the inspection and approval of the Borough of Runnemede.

3. Response Time Requirement: The servicing garage shall respond and have its equipment on the scene within fifteen (15) minutes from the time of notification of the dispatcher.

4. Responsibility For Garage Personnel and Equipment: Garage agrees that all personnel and equipment used under this service shall remain under the responsibility of the Garage, under its direct supervision, management and control, and that in no event shall such property or employees, or any of them, be represented considered as belonging to or employed by the Borough. Garage agrees and fully understands that it is operating these specifications as an independent contractor, and in no way or sense as an agent or employee of the Borough of Runnemede.

5. Vehicle Classification: For purposes of determining maximum charges to the owner of vehicles for mechanical, wrecking and towing services provided in the Borough, vehicles shall be classified according to the following listing:

<u>Class</u>	<u>Bid</u>	<u>Description</u>
1	_____	Passenger car, light truck, taxis and hearses. Also includes motorcycles.
2	_____	Two-axle dual-tire tuck and

3	_____	two-axle tractor, wide tire. Two-axle bus. Passenger car with trailer. Two-axle single tire truck with trailer. Two light trucks piggyback. Three axle trailer. Three-axle bus.
4	_____	Any dual-tire truck and trailer with four-axles. Passenger car with two-axle trailer. Two car tandem.
5	_____	Any truck and trailer with five axles.
6	_____	Tractor trailer with six or more axles. Three-axle tractors – tandem. Vehicles with more than six axles must be varied for the proper number of axles.

6. Maximum Repair Charges:

- a. Charges to the owner of vehicles for parts furnished by the Garage to vehicles removed from the Borough in connection with repairs shall not be in excess of rates established by law.
- b. Duplicate charges shall not be made for vehicles serviced at the scene of breakdown and then towed to the Garage. No additional charge shall be made for backward towing for preparing the vehicle for tow. No charge shall be made for towing to the Garage, or travel by the wrecker to reach the point of breakdown.
- c. When it is determined, in the opinion of the Borough, that a charge in excess of these rates has been made, the Garage, upon demand by the Borough of Runnemede shall make immediate reimbursement to the patron.

7. Emergency Conditions: During adverse weather or heavy traffic conditions, the Garage agrees to give priority to calls by the Borough over all other calls which it may receive. Whenever a Traffic Emergency, because of traffic congestion or weather condition, shall be declared by the Borough, the Garage agrees to make equipment and manpower available for service as needed.

8. Insurance: The Garage shall furnish to the Borough within ten (10) days following the execution of these, certificates of insurance or policies showing that it has obtained the following:

- a. Workmen’s Compensation Insurance on its employees.
- b. Liability insurance coverage extending both to bodily injury and property damage covering the Borough of Runnemede and property damage current the Borough of Runnemede and the persons and/or entity, rendering services under this agreement for any and all acts or occurrences resulting from providing such services by any person and/or entity. Such policy shall carry provision that thirty

(30) days notice of change or cancellation must be given to the Borough by the insurance company. The liability insurance limits for bodily injury be at least in the amount of \$1,000,000.00 per person, \$1,000,000.00 per occurrence. The property damage limits of liability shall be at least \$1,000,000.00 per accident and the deductible shall not exceed \$2,500.00 and be specifically endorsed by collision coverage for all vehicles. All insurance required hereinabove shall remain in full force and effect for the period the services are contracted.

9. Other Requirements: The Borough shall in no way be liable to the Garage for any services whatsoever which may be rendered to the vehicles.
10. All proposals shall adhere to requirements set forth in the Borough of Runnemede Code Chapter 375 Article III entitled "Towing, Impoundment, and Sale of Abandoned Vehicles".

SUBMISSION

All responses shall provide evidence that all minimum qualifications are met and the scope of services can be complied with.

The response shall also discuss and provide the following:

Names and roles of the individuals who will perform the task and a description of their experience with projects similar to the matter being advertised.

References and record of success.

Description of ability to provide the services in a timely fashion (including staffing, familiarity and location of key staff).

Chapter 33 of the Public Laws of 1977 provides that no corporation or partnership shall be awarded any State, County, Municipal or school district contract for the performance of any work or the furnishing of any materials or supplies, unless prior to the receipt of the bid or accompanying the bid of said corporation or partnership there is a submitted statement. The statement shall set forth the names and addresses of all stockholders in the corporation or partnership who own ten (10) percent or more of its stock of any class, or of all individual partners in the partnership who own a ten (10) percent or greater interest therein. FAILURE TO SUPPLY THIS INFORMATION WITH YOUR FORM OR PROPOSAL WILL BE CAUSE TO REJECT THE PROPOSAL.

EVALUATION OF PROPOSALS

The Borough intends to award a towing services contract for the defined scope of work under the Fair and Open Process in accordance with N.J.S.A. 19:44A-20.4 et. seq. The proposals will be evaluated based upon information supplied by each Proposer in response to this RFP and the criteria set forth in the Borough of Runnemede Code Chapter 375 Article III § 375-2.

The successful proposal to whom the towing contract is awarded will pay to the Borough of Runnemede a license fee of Twelve Hundred (\$1,200.00) payable monthly at One Hundred Dollars (\$100.00) per month.

Please submit six (6) copies of the proposal to:

Borough of Runnemede
24 N. Black Horse Pike
Runnemede, New Jersey 08078
(856) 939-5161

Proposals will be received on ___1-2-14___ at _11 am___ in the Borough Clerks Office of the Borough Hall 24 N. Black Horse Pike, Runnemede, NJ 08078.

The Contract will be awarded at the Borough of Runnemede Regular Meeting to be held on January 5, 2014. The contract will go into effect on January 5, 2014 at 11:59 p.m.