



CITY OF SUFFOLK

Purchasing Division

P.O. Box 1858, Suffolk, VA 23439-1858; T (757) 514-7520; Fax (757) 514-7524

ADDENDUM #1

TITLE: **Towing and Recovery Services for City-Maintained Vehicles**

ACCEPTANCE DATE: Prior to 3:00 p.m. – April 5, 2012 “Eastern Standard Time”

IFB NUMBER: 2012-00079

ACCEPTANCE PLACE: Finance Department, Purchasing Division, Room 105
441 Market Street
Suffolk, Virginia 23434

BID OPENING LOCATION: Purchasing Division Conference Room
441 Market St., Room 105

Requests for information related to this Invitation should be directed to:

Cindy L. Norfleet, CPPB, Senior Buyer
(757) 514-7522
Email address: cnorfleet@suffolkva.us

This document can be downloaded from our web site: www.suffolkva.us/bids/index.jsp

Issue Date: March 23, 2012

IF YOU NEED ANY REASONABLE ACCOMMODATION FOR ANY TYPE OF DISABILITY IN ORDER TO PARTICIPATE IN THIS PROCUREMENT, PLEASE CONTACT THIS DIVISION AS SOON AS POSSIBLE.

If you have obtained this bid document from the City’s website or a source other than the City of Suffolk, contact the Purchasing Division prior to submitting your bid to ensure that a complete up-to-date package has been received. The Purchasing Division is not responsible for providing addenda if the vendor is not listed as a prospective bidder.

ADDENDUM #1

Towing Services

The Invitation for Bid (IFB) for annual towing and recovery services issued March 13, 2012 has been amended to include the following clarification(s):

The intent of the Invitation for Bid is to acquire one or more qualified contractors to provide “general” towing services for City-maintained vehicles. In the event that “specialized” or unforeseen circumstances necessitate that the Contractor provide services “over and beyond” the general towing services specified herein, the City agrees to reimburse the Contractor for the additional services on a “time and materials” basis. Any “additional” work must first be approved by the City; a “not to exceed” estimate must be provided at the time of the call.

In addition to towing services, the Contractor will be required to provide “transport” services with pricing based upon hours spent loading and unloading vehicle(s) and mileage from the point of pickup to the point of delivery. Any vehicle/apparatus to be hauled outside of the City of Suffolk will be transported using a flat bed, low boy, etc. Off-road equipment will be transported, rather than towed.

The Contractor shall be considered the “primary” contractor for this IFB. It will be the responsibility of the “primary” contractor to ensure that the any leased/borrowed equipment meets or exceeds the requirements of the bid specifications. Further, it is the responsibility of the contractor to ensure that any subcontractors used in the performance of this contract are qualified to perform the work in accordance with the specifications, terms, and conditions of the IFB.

PAGE 3, Section 4.0

Any request for an increase in rates following the initial contract period shall be determined by the percentage defined in the “Transportation” Category of the PI-W section of the Consumer Price Index of the United States Bureau of Labor Statistics for the latest twelve (12) months for which statistics are available. Price increases shall be justified in writing and must be approved by the City.

PAGE 4, Section 5.1E

The Contractor shall be available (easily reached) twenty-four hours per day, seven (7) days per week regardless of the communication system used. It is not necessary that the system be a “manned radio dispatch system”; however, an answering service or telephone paging service will not be acceptable.

PAGE 4, Section 5.1G1 – “Light Towing”

Light-Duty Towing shall include vehicles categorized as Class 1 and Class 2 as determined by the Department of Transportation (DOT) Classification based on Gross Vehicle Weight (GVW).

Class 1: GVW shall be 6,000 pounds or less with four (4) tires for Class 1 and shall include passenger vehicles, light trucks, minivans, etc.

Class 2: GVW shall be between 6,001 and 10,000 pounds with four (4) tires and shall include full size pickups, sport utility vehicles, and full size vans.

PAGE 4, Section 5.1G2 – “Heavy Towing”

Heavy-Duty Towing shall include both “Medium Duty” (Classes 3 through 6) “Heavy Duty” (Class 7) and “Super Heavy Duty” (Class 8) towing services as determined by DOT Classification. Classes for the purposes of bidding the City’s requirements are defined below:

Class 3 - 6: Medium Duty: GVW shall be between 10,0001 and 26,000 pounds with six (6) tires or more and shall include mid-size vehicles, delivery trucks, utility vehicles, parcel trucks, ambulances, small dump trucks, landscape trucks, flatbed and stake trucks, box trucks, and small and medium transit buses.

Class 7: Heavy Duty: GVW shall be between 26,001 and 33,000 pounds with six (6) tires or more and shall include refuse packers, tandem Axle Dump Trucks, Trucks and Trailers, etc.

Class 8: Super Heavy Duty: GVW shall be 33,001 pounds and over with ten (10) tires or more and shall include fire apparatus, large refuse trucks, sewer trucks, aerial trucks, and “specialty” vehicles to include command centers and rehab bus, etc.

Determination of Class used to tow vehicles/equipment shall be determined solely by the Gross Vehicle Weight Rating of the vehicle to be towed or recovered.

PAGE 5, Section 5.1K

One (1) copy of the preprinted invoice shall be provided to the Fleet Management Division, and the Contractor shall retain one (1) copy. Invoice shall show all information as originally requested in this Section.

PAGE 6, Section 5.3D

The Contractor will be responsible for providing the appropriate axle lifting capability to safely and adequately support the weight of the vehicle being towed, regardless of whether the vehicle is light-duty or super-heavy duty.

PAGE 11, Section 7.2 Insurance Requirements

The Contractor shall include the following insurance requirements in addition to those outlined in this section:

Add “on hook” insurance – Minimum \$1,000,000.00

Add “cargo” insurance – Minimum \$1,000,000.00

Add “Garage Keepers” insurance – Minimum \$1,000,000.00

The Bidder will be required to acknowledge his/her receipt and acceptance of Addendum #1 by submitting the signed addendum, along with the attached **REVISED BID FORM**. **REVISED BID FORM must** be submitted in lieu of the original **BID FORM**.

The date for bid opening has been extended until 3:00 p.m. April 5, 2012.

If you have any questions regarding this Addendum, please contact Cindy Norfleet, Senior Buyer, at (757) 514-7522.

CITY OF SUFFOLK, VA

Linda S. Story, CPPB
Purchasing Agent

Acknowledged by: _____ **Date:** _____

REVISED BID FORM

TO: City of Suffolk, VA
 Purchasing Division
 441 Market Street
 Suffolk, VA 23434

BID: *Towing & Recovery Services
 City-Maintained Vehicles*
DUE: April 5, 2012
TIME: 3:00 p.m., Local

Quote firm unit prices below, exclusive of all taxes, to provide all labor, equipment, materials, supplies, licenses, etc. necessary to provide annual towing services for City-maintained vehicles in accordance with all specifications, terms, and conditions herein.

As an option, the City may decide to split the award between “light-duty” towing and “heavy-duty” towing. Decision to split the award or award the bid in total will be at the sole discretion of the City.

LIGHT-DUTY VEHICLES/EQUIPMENT

A. Towing Services

ITEM NO.	ANNUAL QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1.	100 Tows	<u>Standard Automobiles, Light Trucks, and Minivans (Class 1)</u> Cradle or Underlift Flat rate per tow up to and including 25 miles		
2.	100 Miles	<u>Additional Mileage:</u> Charge for Item #1 per mile for over 25 miles		
3.	50 Tows	<u>Full Size Pickups, Sport Utility, and Full Size Vans (Class 2)</u> Flat rate per tow up to and including 25 miles		
4.	100 Miles	<u>Additional Mileage:</u> Charge for Item #3 per mile for over 25 miles		
5.	20 Hours	<u>Recovery Time:</u> Time on site only (per hour charge)		
6.	10 Trips	<u>Surcharge for weekend or holiday service:</u> (charge “per trip”)		

B. Recovery services for vehicles that have to be removed from ditches (light):

ITEM NO.	ANNUAL QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
7.	20 Hours	<u>Standard Automobiles, Light Trucks, and Minivans (Class 1)</u> (Price per hour)		
8.	40 Hours	<u>Full Size Pickups, Sport Utility, and Full Size Vans (Class 2):</u> (Price per hour)		

C. Miscellaneous

ITEM NO.	ANNUAL QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
9.	25 Each	Change flat tire on Standard Light-Duty Vehicles (charge per tire)		
10.	5 Trips	Flat fee charged if dispatched to tow vehicle, and vehicle has already been towed or towing is not required (charge per trip)		

TOTAL for Towing for Light-Duty Vehicles (A, B, & C): \$ _____

**MEDIUM/HEAVY/SUPER HEAVY-DUTY
VEHICLES/EQUIPMENT**

A. Towing Services

ITEM NO.	ANNUAL QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
1.	30 Tows	<u>Medium-Duty (Classes 3-6):</u> Flat rate per tow up to and including 25 miles		
2.	100 Miles	<u>Additional Mileage:</u> Charge for Item #1 per mile for over 25 miles		
3.	70 Tows	<u>Heavy-Duty (Class 7):</u> Flat rate per tow up to and including 25 miles		
4.	100 Miles	<u>Additional Mileage:</u> Charge for Item #3 per mile for over 25 miles		
5.	30 Tows	<u>Super Heavy-Duty (Class 8)</u> Flat rate per tow up to and including 25 miles		
6.	300 Miles	<u>Additional Mileage:</u> Charge for Item #5 per mile for over 25 miles		
7.	20 Hours	<u>Recovery Time:</u> Time on site only (per hour charge)		
8.	10 Trips	<u>Surcharge for weekend or holiday service:</u> (charge "per trip")		

B. Recovery Services for Vehicles that have to be Removed from Ditches (heavy):

ITEM NO.	ANNUAL QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
9.	60 Hours	<u>Medium-Duty (Classes 3-6)</u> (Price per hour)		
10.	60 Hours	<u>Heavy-Duty (Class 7)</u> (Price per hour)		
11.	20 Hours	<u>Super Heavy-Duty (Class 8)</u> (Price per hour)		

C. Transport Services

ITEM NO.	ANNUAL QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
13.	50 Hours	<u>Transport Services--Loading and Unloading</u> (Price per hour)		
14.	400 Miles	<u>Transport Services – Hauling</u> (Price per mile)		

D. Miscellaneous

ITEM NO.	ANNUAL QUANTITY	DESCRIPTION	UNIT PRICE	AMOUNT
15.	5 Trips	Flat fee charged if dispatched to tow vehicle, and vehicle has already been towed or towing not required (charge per trip)		

TOTAL for Towing for Heavy Vehicles (A, B, C & D): \$ _____

GRAND TOTAL FOR LIGHT AND HEAVY EQUIPMENT: \$ _____

Bidder has included the following submittals with the REVISED BID FORM: (✓ if you comply):

- _____ Anticollusion/Nondiscrimination/Drug Free Workplace Clause
- _____ Proof of Authority to Transact Business in Virginia
- _____ Certificate of Insurance
- _____ Evidence of BTRO certification

List employees below who have received their Class A certification (for heavy towing services only):

1. _____
2. _____
3. _____

EQUIPMENT LISTING

List all the equipment intended to be used in performing the services required in this IFB. Provide a complete description of equipment, and include whether it is owned or leased. Add additional pages, if needed.

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____

Contact person: _____ 24-Hour Phone No. _____

Payment Terms/Discounts _____ (Suffolk's normal payment schedule: items accepted and invoiced by 10th of month will be paid month end. Cash discounts offered for less than 30 days from receipt of proper invoice will not be considered in award.)

BIDDER:

Company Name _____

Address _____

Person Quoting _____ Title _____

Telephone _____ Fax No. _____

Federal ID No. _____ E-mail address: _____

I certify by my signature below that I have received the documents associated with this bid/proposal and understand that the review for completeness of these bid documents and the understanding and comprehension of the bid specifications is solely my responsibility; base on this, by my signature below I waive all rights to future claims against the City of Suffolk that the documents were incomplete or not understandable.

I certify that this bid is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a bid for the same equipment/materials/service and is in all respects fair and without collusion or fraud. I understand that collusive bidding is a violation of State and Federal law and can result in fines, prison sentences and civil damage awards. I agree to abide by all conditions of this bid and certify that I am authorized to sign this bid for the bidder.

I certify that the bidder represented herein is eligible to bid with respect to all applicable sections of State and Local Government Conflict of Interests Act, Code of Virginia, Section 2.1-639.1 et. seq.

Signature _____ **Title:** _____ **Date** _____