

# Request for Proposal/Qualifications Towing Services



Release Date: July 25, 2024  
Response Due By: August 16, 2024

# REQUEST FOR PROPOSALS/STATEMENTS OF QUALIFICATIONS FOR A TOWING SERVICE

## FOR THE BOROUGH OF YEADON

### **Introduction**

The Borough of Yeadon is inviting qualified towing firms to submit Proposals and Statements of Qualifications to provide:

- Towing services for vehicles impounded for violations of the Pennsylvania Vehicle Code or the Borough of Yeadon's Code relative to parking violations, abandoned vehicles and vehicles involved in motor vehicle accidents. The applicant must be able to provide towing services every day of the year, 24 hours a day, and store impounded vehicles on applicant's property for various periods of time until vehicle is picked up by owner or other final disposition as ordered in writing of the Police Chief.

### **Background**

The Borough of Yeadon is located in Delaware County, Pennsylvania. The Borough is home to approximately 11,633 residents and is part of the William Penn School District.

The Borough does not currently have a contract for towing services. It is the Borough's desire to solicit proposals for the purpose of securing a firm to provide tow services for a period of time of 24 months. At the end of this time period, the Borough may offer a 12-month extension, not to exceed an additional three (3) 12-month extensions, to the successful firm or firms. At the conclusion of the original 24-month contract or extension period, the Borough under its own discretion may recirculate the RFP.

The Borough Police Department provides parking enforcement services. **The Borough of Yeadon tows approximately 300 vehicles a year.** If awarded the contract, you are expected to closely work with and be responsive to the Borough Police Department.

### **Anticipated Scope of Work**

1. Provide towing services with either a flatbed truck or swing truck.
2. Provide towing services for vehicles involved in an accident or being impounded for various Pennsylvania Vehicle Code or Borough of Yeadon Code violations every day of the year with the availability to respond within 15 minutes of being contacted.
3. Remove inoperable, abandoned or junk vehicles with little or no value.
4. Remove vehicles from tight spots or vehicles that are possibly wedged between other

- vehicles, without causing damage.
5. Perform lockout services on vehicles that need to be opened prior to towing, so that the vehicle can be properly inventoried.
  6. Work under adverse conditions such as inclement weather or hostile/dangerous situations.
  7. Work late at night or early morning hours, including weekends and holidays.
  8. Remove any debris left in street from vehicle(s) being towed up to and including auto body parts, trash, debris or any fluids leaked (such as oil, radiator & transmission fluids).
  9. Allow registered owner(s) to remove personal items from vehicle at storage yard UNLESS the vehicle is designated as 'evidence-sensitive' at which time items could be removed only after written approval of Police Chief.
  10. Tow Borough vehicles, when requested by the Police Department or Borough Manager, without charging the Borough a fee.
  11. Obtain General Liability and Auto Insurance per regulations.
  12. Obtain any necessary certification required by state law.
  13. On occasion, vehicles will be considered and clearly labeled as 'evidence sensitive'. The firm should have the capacity to store these vehicles in a secured and surveilled facility under the direction of the requesting officer.
  14. Yeadon Police reserves the right to request a vehicle be towed by the firm to an alternate 'police-secured' facility for storage.
  15. In the event a vehicle is not released to its owner while under 'police-secured' a 2<sup>nd</sup> tow to the firm's location may be requested.

### **Project Schedule**

The applicant must be able to begin towing for the Borough of Yeadon effective DISCUSS, after being selected and approved by Borough of Yeadon Council. The selected firm must be able to provide the requested services for a 24-month term with the possibility of extension, pursuant to an agreement that is acceptable to the Borough.

### **Proposal Criteria and Evaluation**

Proposals will be evaluated for thoroughness and clear description of qualifications and needs of the Borough. This includes the ability to satisfy the following elements of the proposal:

- A fleet of trucks adequate to perform the services required.

- The tow truck drivers must be able to unlock and remove vehicles in a timely manner.
- Provide tow-trucks to locations within 15 minutes of being requested.
- Provide service 24/7 availability 365 days a year.
- Ability to remove debris or liquids left by vehicle from roadway before leaving the scene
- Provide a safe and secure fenced yard for the storage of vehicles towed. It is preferable the contractor be located within a five-mile radius of the Borough however other contractors will be given consideration if the business is located within a reasonable distance of the Borough.
- Certify that the business is not subject to code enforcement penalties or action.
- Certify that the business has not been subject to criminal or civil penalties.
- Proof of adequate insurance for all aspects of the business.
- Certify an updated training program for all drivers and maintenance program for all tow trucks exists.
- Proof of company policies requiring background checks for all drivers, to include a criminal history and PA driver's license checks, and company requirement that all drivers are at least 21 years old.

### **Proposal/Qualification Requirements**

The proposal should include a brief description of the firm's qualifications; a list of current tow trucks available for field use by your organization; a description of size, location and security of your yard; a complete and accurate listing of the firm's charges; all complaints filed against the company in the last 5 years, including information on the resolution of any such complaints; and a brief description of the company's procedures for retrieval of vehicles by owners.

The proposal should also include proof of insurance for the following coverage:

- Commercial General Liability of \$1,000,000
- Auto Liability of \$1,000,000
- Umbrella Coverage of \$2,000,000
- Worker's Compensation and Employers' Liability of \$500,000

Proposals will be accepted until 12:00 PM on August 16, 2024. (facsimiles or email responses will not be accepted).

The Borough of Yeadon hereby reserves the right, which is understood and agreed to by all bidders, to refuse and reject any or all bids submitted, and also reserves the right to waive any informality in bids received.

Questions may be addressed to Henry Giammarco, Chief of Police at [hgiammarco@yeadonpd.org](mailto:hgiammarco@yeadonpd.org)

Please submit three copies of the proposal, to the attention of:

Rafi Cave, Borough Manager  
Borough of Yeadon  
600 Church Lane  
Yeadon, PA 19050  
[rcave@yeadonborough.com](mailto:rcave@yeadonborough.com)