



**WASHTENAW COUNTY
FINANCE DEPARTMENT**

Purchasing Division

P.O. Box 8645, 220 N. Main, Ann Arbor, MI 48107-8645

Phone (734) 222-6760, Fax (734) 222-6764

www.purchasing.ewashtenaw.org

July 22, 2011

Addendum #2

RFP No.

6571

Title:

Towing Services

Due Date:

Friday August 19, 2011 at 2:00 PM

The following items are intended to clarify issues that were raised since the bid was released on June 17th, 2011. No further questions will be addressed at the conclusion of this letter and all current timelines will remain in place.

1. As stated in the **CONTRACTOR INFORMATION** section on page 2 of the RFP, section F.,

*"Bidding contractor must be legally established as a towing business (i.e. registered with the County Clerk as an assumed name business, or registered with the State of Michigan as a corporation) with a base of operations within the County of Washtenaw **PRIOR TO THE OPENING OF THE RFP.**"*

This section only requires the "base of operations" be located within the County of Washtenaw. It does not require the "storage lot" to be located within the County; however the bidding contractor could lose points as a result of the location of the storage lot in relation to the base of operations.

2. In the past there have been multiple contractors with multiple towing companies (i.e. one owner, 2 or more company names). With the addition of the City of Ann Arbor towing areas, the potential for towing companies bidding on more than one area (per tow company) is inevitable. When submitting a bid for more than one area with the same company, you must declare which wreckers will be utilized for each contract area. Furthermore, one bid package per area with all the required information is necessary.

3. In regards to the Washtenaw County Administrative Fee of \$45.00:
- a. The price sheet (Page 27 of the RFP) has been revised to show the \$45.00 fee in order to better explain the itemized towing invoice to a customer.
 - b. As stated in the **STORAGE AND EQUIPMENT** section on page 9 of the RFP, section B. under **GENERAL**,

*“The awarded contractor **MUST** remit a \$45 administrative fee per impounded vehicle to the Office of the Sheriff. This fee applies to police and private property impounds.”*

The fee will be remitted to the Office of the Sheriff for recovered/redeemed vehicles only.

- c. The \$45.00 administrative fee will be assessed for all Washtenaw County Sheriff’s Office administered calls for towing services, with the exception of Ypsilanti City and Northfield Township. The City of Ann Arbor is no longer assessing their \$60 fee for released vehicles.
4. In reference to **SERVICE RESPONSE BY TOWING COMPANY** on page 11 of the RFP, section 6.,

“To simplify the process of dispatching wreckers for the Washtenaw County Sheriff’s Office, the Towing Company agrees to accept requests for service in their area for nationally recognized road service providers for whom they are authorized to provide service for. The Towing Company may provide this service themselves or may elect to contact another authorized provider, at their discretion. The Towing Company shall charge rates for this request associated with their nationally recognized road service contract, not cash or The Washtenaw County Sheriff’s Office contract rates.”

- a. To clarify this paragraph, the general rule of thumb is the public has the right to request a wrecker of their choosing (i.e. AAA, State Farm, etc.). Additionally, the paragraph explains that the nationally recognized road service provider towing rates will apply when a citizen requests them.
 - i. Note: The policing agency reserves the right to overrule the citizen request based upon the totality of the circumstances (i.e. delayed response, arrest, etc.).

5. In reference to **LOCATION POINTS** on page 4 of the RFP, section A. 1.,

Business office is located in the towing area as currently established by the Washtenaw County Sheriff's Office. Towing companies whose original building(s) were part of a specific area under a past contract shall be grandfathered in for the purpose of points." (Maximum 5 Points)

- a. This section was discussed at various pre-bidder conferences with no formal objections. This section simply means that if a towing company had a building under an earlier towing contract that was part of a specific area, that towing company will receive the location points for that area under this RFP process. This grandfathering provision applies equally to all towing companies that have previously contracted for towing. The language is intended to prevent a towing company from being discriminated against by having area district lines changed from previous contracts to either include or exclude that company. It is also designed to protect those companies who desired to relocate or expand their uses in the area, but were unable to do so because of zoning or other governmental restrictions and thus built in neighboring areas.
6. It was brought to our attention **APPENDIX A**, on page 29 of the RFP, is not properly reflected in the provided maps. The specific discrepancies are between Area 4 encompassing Area 9, Area 6 encompassing Area 10 and Area 7 encompassing Area 11.
- a. Appendix A is the governing document and should be referenced when determining specific area boundaries.
- b. We will attempt to obtain revised maps, but cannot guarantee they will be received before the response date.
7. It has been brought to our attention that **STORAGE AREA AND EQUIPMENT**, on page 8 of the RFP, section J, and **COMPENSATION**, on page 15 of the RFP (part of section 3) are contradictory.
- a. Page 8, section J has been changed to the following:

Vehicles stored in the vehicle storage yard(s), shall be parked with ample or reasonable space between vehicles. Upon arrival at the Towing agency storage lot, the first day storage will begin. Charges for two days storage cannot be assessed unless a combination of **8 hours** and the change to a **new calendar day** occurs, i.e. if a car comes in on the 1st of the month at 11pm and is picked up at 5am on the 2nd of the month, this equals **ONE** day storage (less than 8 hours from arrival). If a car comes in at 11pm on the 1st day of the month and picked up at 9am on the 2nd, this equals **TWO** days of storage fees.

- b. Page 15, (part of section 3) has been changed to the following:

Storage fees shall be assessed for each calendar day, except charges for two days storage cannot be assessed unless a combination of 8 hours and the change to a new calendar day occurs (See page 8, section J for a clarifying example).

- 8. A question was raised referencing **APPENDIX "C"**, on page 31 of the RFP, about the definition of a **MEDIUM DUTY WRECKER**, specifically related to the boom rating minimum.
 - a. All definitions on this page are considered industry standards and were agreed upon by the elected group of towers who attended multiple meetings to discuss the RFP specifications. The definitions will remain as they are stated in the current RFP.

Robert G. Devault C.P.M.
Purchasing Manager

WASHTENAW COUNTY SHERIFF'S OFFICE – MAXIMUM TOWING SERVICES FEES

We the undersigned as bidder agree to furnish the additional towing services to The Washtenaw County Sheriff's Office, according to the conditions and instructions attached hereto and made a part thereof for the following prices:

Federal DOT Class 1 and 2 0-10,000 GVW (4 tires)	Basic Road Service	\$62.00
	Basic Tow Rate	\$120.00 within 5 miles
	Recovery within roadway right of way	\$150.00
	Recovery beyond roadway right of way	\$200.00
	Excessive Winching beyond roadway	\$1.00 per foot
	Up righting of vehicle	\$75.00
	Mileage Over 5 Miles	\$3.75 mile
	Storage Indoor (per unit)	\$40.00 per day
	Storage Outdoor (per unit)	\$20.00 per day
	Hook and Drop Fee	\$50.00 + \$55.00 if dollies used
	Motorcycle Rate	\$195.00
	Dolly Charge	\$65.00
	Additional Labor per person	\$95.00 per hour
	Federal DOT Class 3 and 4 10,001-16,000 GVW (6 tires)	Basic Tow Rate
Recovery Rates		\$225.00 hour - min 1 hour, ¼ increments, per unit
Storage Outdoor (per unit)		\$25.00 per day
Additional Labor per person		\$95.00 per hour
Federal DOT Class 5 and 6 16,001-26,000 GVW (6 tires or more)	Basic Tow Rate	\$200.00 hour/min 1 hour, ¼ increments, per unit
	Recovery Rates	\$275.00 hour and up depending on circumstances, min 1 hour, ¼ hr increments, per unit
	Storage Outdoor (per unit)	\$30.00 per day
	Additional Labor per person	\$95.00 per hour
Federal DOT Class 7 and 8 26,001-80,000 GVW 80,001 and over GVW (6 tires or more)	Basic Tow Rate	\$250.00 hour/min 1 hour, min 1 hour, ¼ increments, per unit
	Recovery Rates	\$350.00 hour and up depending on circumstances, min 1 hour, ¼ hr increments, per unit
	Storage Outdoor (per unit)	\$30.00 per day
	Additional Labor per person	\$95.00 per hour

Tows/Impounds shall be assessed a \$45.00 Administrative Fee

* All pricing is per truck

**Additional Equipment & Charges may possibly be needed at an additional charge – i.e. - hazardous waste pads, booms, oil dry, disposals, air bags, rotating wreckers. Any additional equipment & charges must be authorized by The Washtenaw County Sheriff's Office.

****All invoices to customers must be itemized.

**TO BE POSTED IN A LOCATION CLEARLY VISIBLE
TO THE GENERAL PUBLIC**