REQUEST FOR PROPOSALS
2021 City of South Salt Lake
Heavy-Duty Towing Rotation

I. Introduction.

The City of South Salt Lake ("City") is seeking proposals from qualified towing businesses ("Contractors") for the purpose of providing towing services within South Salt Lake City. It is the intent of the City to establish a Heavy-Duty Towing Rotation List to be used when South Salt Lake City Police officers or South Salt Lake City Code Enforcement officers request the removal and/or towing of large motor vehicle(s).

II. Scope of Services.

The City is seeking to establish two towing rotation lists, to be used when a city employee requests the removal and/or towing of motor vehicle(s). The City will create a Regular Towing Rotation List and a Heavy-Duty Towing Rotation List which will cycle separately. A Contractor's position on one of the lists will not affect their position on the other. This Request for Proposals ("RFP") is for the Heavy-Duty Rotation List. The rotation and anticipated services agreement will be effective October 1, 2021 through September 30, 2022. Renewals and enrollment for existing and/or new Contractors must be completed each year during the renewal/enrollment period specified by the City.

III. Eligibility Requirements.

a. License. Contractors must be properly licensed to conduct business in the State of Utah and municipality in which the contractor is located and be able to provide current licensure.

b. Non-Discrimination. Contractors must comply with all applicable federal, state, county, and city antidiscrimination laws, ordinances, rules, and regulations at all times during the bidding and contracting period. Any violation of this provision shall be considered a violation of a material provision of the services agreement and shall be grounds for cancellation, termination, or suspension.

c. Insurance. Contractors must have valid:

    i. Worker's Compensation and Employer's Liability insurance. The policy shall comply with the provisions of the Worker's Compensation Act, and all other legislation, federal and state, applicable to the work described herein, and the contractor agrees to make all payments, returns and reports required by these Acts.

ii. Commercial general liability insurance. The policy shall cover third party liability risks, including without limitation, contractual liability, in an amount approved by the City Attorney.

iii. Commercial auto liability and property insurance. The policy shall cover "any auto" in an amount approved by the City Attorney.

d. Location. Contractors must have at least one (1) City approved: operator; one (1) City approved regular tow truck to be considered for the Regular Towing Rotation List; one (1) City approved heavy-duty tow truck to be considered for the Heavy-Duty Towing Rotation List and one (1) City approved yard within ten (10) miles of South Salt Lake City.

e. Response Time. Contractors must be able to respond to a call in South Salt Lake City within a reasonable time for a heavy-duty tow. A reasonable time is fact specific and will be evaluated at the time the service is requested by the on-scene officer requesting the tow.

IV. Proposal Deadlines and Requirements.

All proposals and/or questions should be directed to:

By hand or by mail:

South Salt Lake City Recorder's Office
220 East Morris Avenue
South Salt Lake, Utah 84115

By email:

South Salt Lake City Recorders Office: cburton@southsaltlakecity.com
Subject line: "Tow Rotation Proposal"

All proposals delivered by hand or mail must be in a sealed envelope and clearly marked in the lower left-hand corner: "Tow Rotation Proposal."

If delivering by hand or mail, three (3) copies of the proposal must be presented. No faxed or telephone proposals will be accepted.

All email submitted proposals must include the subject line: "Tow Rotation Proposal." Email submissions will not be opened until after the deadline of Monday, September 13, 2021 at 3:00 pm (MDT). Anyone seeking confirmation of receipt of an email proposal must send an immediate follow-up email from the same email address used to send the proposal and must include the subject line: "Confirmation of Receipt of Tow Rotation Proposal".

All proposals must be received by 3:00 pm (MDT) on Monday, September 13, 2021. No faxed or telephone proposals will be accepted. There will not be a public opening of proposals.

V. Selection Criteria.

The criteria to be considered by the City in assessing the strength of proposals include the following:

1. Cost
2. Availability
3. Professional references
4. Experience and stability of applicant

- Discussions may be conducted with Contractors that the City determines to be potentially selected to provide heavy-duty tow services. In addition, one or more Contractors may be invited to interview with the City; however, some may be selected without discussion or interview.

VI. General Information.

a. Applicants are prohibited from communicating with elected or appointed City officials or City employees regarding the Project from the time the request has been released until notice of award or rejection has been given; this restriction extends to "thank you" letters, phone calls, emails and any contact that results in the direct or indirect discussion of the request for proposals. Violation of this provision by applicants and/or their agent may lead to disqualification of the proposal from consideration. The only exception to the restriction on communication with City officials regarding this RFP is as follows: Questions arising subsequent to the issuance of this RFP or any addenda that could have a significant impact on the responses to the RFP which shall be submitted in writing to:

Recorder's Office – "Towing Rotation Proposal"
City of South Salt Lake
220 East Morris Avenue
South Salt Lake, Utah 84115

Or

Email: Craig Burton (cburton@southsaltlakecity.com)

b. The successful Contractors will be required to enter into a written services agreement with the City to provide the heavy-duty tow services. If the selected Contractors and City Attorney's Office are unable to negotiate an acceptable

agreement, then such proposal shall be deemed withdrawn and another Contractor will be selected.

c. The City anticipates selecting one (1) or more of the proposals, but there is no guarantee that any responding proposals will be selected.

d. Proponents must clearly disclose the costs they will be requesting as compensation for their services. Actual payment terms are subject to negotiation of a contract with the City.

e. If it becomes necessary to revise any part of this RFP for clarification or modification, a written addendum to the RFP shall be provided to each proponent. Any addenda issued prior to the date of proposal shall be acknowledged by the proponent in the proposal. Such addenda shall become part of the RFP. Failure on the part of the proponent to acknowledge any and all addenda issued may constitute grounds for rejection of that proposal.

f. All materials submitted in response to this RFP become the property of the City and may be returned only at the option of the City. Proposals submitted may be reviewed and evaluated by any person(s) on staff, employed by staff, or within and among the City's consultants, at the City's sole discretion.

g. By submitting a proposal, the proponent certifies that, (a) the proponent proposal is genuine and not made in the interest of, or on behalf of, an undisclosed person, firm or corporation; (b) the proponent has not directly or indirectly induced or solicited any other proponent(s) to put in a false or sham proposal; (c) the proponent has not solicited or induced any other person, firm, or corporation to refrain or abstain from submitting a proposal; (d) the proponent has not sought by collusion to obtain for themselves any advantage over any other proponent or over the City; and the proponent shall not violate or cause any person to violate the Utah Code of Ethics.

h. There should be no contact with members of the City Council, the Mayor, the courts, or any other City official or employee regarding this RFP other than Craig Burton (see Section IV).

i. All proposals must clearly set forth any restrictions or provisions deemed necessary by the proponent to effectively fulfill the proposed services agreement.

j. The City reserves the right to request clarification of information submitted, and to request additional information from any proponent. Any proposal may be withdrawn up until the date and time set above for opening of the proposals.

k. Disclosure of Proposal Content: All responses, inquiries, and correspondence

relating to this RFP and all reports, charts, displays, schedules, exhibits and other documentation produced by the proponent that is submitted to the City, as part of the proposal or otherwise, shall become the property of the City when received by the City and may be considered public information under applicable law. The Government Records Access and Management Act ("GRAMA") states that certain information in the submitted proposal may be open for public inspection. If the proponent desires to have information contained in its proposal protected from such disclosure, the proponent may request such treatment by providing a "written claim of business confidentiality and a concise statement of reasons supporting the claim of business confidentiality" with the proposal. Blanket claims that the entire RFP is confidential will be denied. The City cannot guarantee that any information will be held confidential.

l. The City reserves the right to reject any or all proposals or to waive any informality or technicality in any proposal if deemed to be in the best interest of the City.

m. The service agreement is not federally funded and does not require the payment of specific wage rates. Applicants on this project will be subject to the applicable provisions of all federal, state and local laws, rules and regulations.