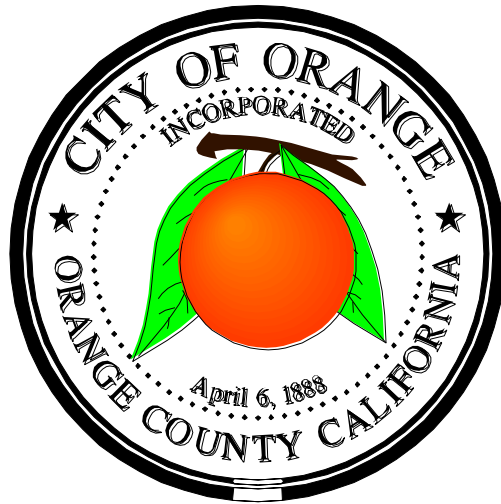


**REQUEST FOR PROPOSAL NO. 20-21.39
FOR**

Towing and Storage Services



City of Orange

Issue Date
Thursday, March 4, 2021

Response Due Date/Time
Thursday, April 1, 2021, by 2:00 PM PT

CAUTION

THIS DOCUMENT MUST REMAIN IN TACT

CITY OF ORANGE

REQUEST FOR PROPOSAL NO. 20-21.39

The City of Orange is soliciting proposals from qualified consulting firms to provide Towing and Storage Services.

This Request for Proposal is set out in the following format:

- SECTION I - Introduction and Instructions to Responders
- SECTION II - Proposal Response Requirements
- SECTION III - Scope of Work
- SECTION IV - Evaluation Process/Criteria for Evaluation
- SECTION V - Cost Proposal
- SECTION VII - Attachment A: Contract Process and Requirements for Official Police Towing and Storage Services
Attachment C: Cost Proposal for Towing and Storage Services
Attachment B: Proposer's Qualification Statement
Attachment D: Sample of the Official Police Towing and Storage Agreement
Attachment E: Orange Police Department Policy 502
Attachment F: Standard Terms and Conditions
Attachment G: Certificate of Non-Collusion
Attachment H: Insurance Requirements

Proposals are due by 2:00 P.M. PT, Date: 04/01/2021. Proposals must be submitted in sealed packages. See complete instruction in Section I, Item C.

All questions and inquiries related to contract terms and conditions contained within this Request for Proposal ("RFP") should be submitted by email to Wanda Alvarez, Purchasing Officer at walvarez@cityoforange.org. All questions and inquiries related to scope of work requirements contained within this Request for Proposal ("RFP") must be directed to Sergeant Trevor Cullen, 714-744-7323, tcullen@orangepd.org. Responders shall not contact other city personnel with any questions or clarifications concerning this RFP.

The City Purchasing Officer will initiate all official communications concerning this RFP. Any city response relevant to this RFP other than through, or approved by, the City's Purchasing Officer is unauthorized and will be considered invalid.

Interested parties should subscribe to receive RFP updates and notifications via the City's website <https://www.cityoforange.org/Bids.aspx?CatID=17> (two-step verification required) as well as emailing tcullen@orangepd.org to be added to the contact list for this specific RFP to receive updates, addendums, and additional information.

It is the responsibility of the interested parties to request being added to the bidder's list and to check the website frequently to look for any additional updates.

Wanda Alvarez.
Purchasing Officer

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SECTION I: INTRODUCTION AND INSTRUCTIONS TO RESPONDERS

A. Introduction

The City of Orange hereby invites qualified consulting firms to submit a proposal to Towing and Storage Services.

The Responder is expected to provide all the materials and services that will fulfill or exceed the requirements and conditions as set forth in this RFP.

B. Schedule

The City reserves the right to make changes to the below schedule, but generally plans to adhere to the implementation of this bid process as follows:

RFP released:	Date: Thurs. 03/04/2021
Deadline for receiving questions:	Date: Thurs. 03/18/2021 5:00 pm P.T.
Response to questions:	Date: Thurs. 03/25/2021 5:00 pm P.T.
Proposals due:	Date: Thurs. 04/01/2021 2:00 pm P.T.
Consultant selected:	Date: TBD
Contract approved by City Council (if required):	Date: Thurs. 07/01/2021

C. Instructions to Responders and Procedures for Submittal

1. All prospective Responders shall submit their proposals by the deadline either by courier or in person.

- a. **Proposals sent via courier or USPS mail, are to be properly identified on the outside and are due by 2:00 P.M. PT on Thursday, 04/01/2021, and shall be delivered in a sealed package(s) to:**

RE: RFP No. 20-21.39
City Clerk – Purchasing Division
City of Orange
300 E. Chapman Avenue
Orange, California 92866

- b. If proposals are sent via United States Postal Service (USPS) mail, please be advised that the City picks up mail from the Post Office at 7:00 am each work day. Delivery to a Post Office on the day prior to due date will not result in a timely submittal. Remember to ask the postal clerk for assistance.
 - c. Proposals must be clearly identified by proposal number and sent in a sealed package. **It is the responsibility of the Responder to ensure timely delivery is made to the City Clerk in the City of Orange.**
2. Proposals must be valid for a period of 120 calendar days from the Closing Date and Time for Receipt of Proposals. No Proposal may be withdrawn after the submission date.

3. Each Responder must **provide three (3) bound copies and one (1) unbound copy** of its proposal, including a completed copy of the Requirements document; the Proposer's completed Vendor Cost Worksheet should be provided as a separate document (not bound with the other documents). One bound copy is to be clearly marked as "**original**" on the outside cover and contain an original signature. **An electronic (soft) copy on a USB drive** or other standard digital storage device is also required, including all submission components; the Vendor Cost Worksheet must be provided in *native Excel format (not PDF)*.
4. All Proposals shall be submitted on standard 8.5 x 11 inch paper. All pages should be numbered and identified sequentially by section. Proposals must be tabbed and indexed in accordance with the information requested in Section II. *It is imperative that all Responders responding to this RFP comply exactly and completely, with the instructions set forth herein.* All responses to this RFP shall be word processed (except where otherwise provided or noted), concise, straightforward and must fully address each requirement and question.
5. The Responder's Proposal must not be marked as confidential or proprietary. The City may refuse to consider a Proposal so marked. Information in Proposals shall become public property and subject to disclosure laws. All Proposals shall become the property of the City. The City reserves the right to make use of any information or ideas in the Proposals.
6. By submitting a Proposal, the Responder represents that it has thoroughly examined and become familiar with the work required under this RFP and that it is capable of providing and performing quality work to achieve the City objectives.
7. Pre-contractual expenses are defined as expenses incurred by the Responder in:
 8. preparing its Proposal in response to this RFP;
 9. submitting that Proposal to the City;
 10. negotiating with the City any matter related to the Responder's Proposal; and
 11. any other expenses incurred by the Responder prior to the date of award and execution, if any, of the Agreement.
 - a. The City shall not, in any event, be liable for any pre-contractual expenses incurred by Responders in the preparation of their Proposal.
12. Each Responder must submit its Proposal in strict accordance with all requirements of this RFP and compliance must be stated in the Proposal. Deviations, clarifications, and/or exceptions must be clearly identified and listed separately as alternative items for the City's consideration.
13. Each Responder is encouraged to be responsive to the requirements stated in this RFP. If, however, any Responder feels that it can offer substantial cost/benefit and/or performance advantages, the City of Orange will consider and may accept *alternate Proposals*. *Alternate Proposals must specify how they deviate from the requirements and*

describe cost reduction or other benefits to be achieved. Alternate Proposals must be submitted as separate Proposals clearly marked "alternate" on the outside cover.

14. After the Closing Date and Time for Receipt of Proposals, evaluation and proposal clarification will commence.
15. In the event the City deems it necessary to clarify or make any changes to this RFP, these changes shall be made in the form of a written addendum authorized and issued only by the City Purchasing Officer or authorized designee.
16. The City reserves the right to negotiate modifications with any Responder as necessary to serve the best interest of the City. Any Proposal may be rejected if it is conditional, incomplete or deviates from specifications in this request. The City reserves the right to waive, at its discretion, any procedural irregularity, immaterial defects or other improprieties, which the City deems reasonably correctable or otherwise not warranting rejection of the Proposal. Any waiver will not excuse a proponent from full compliance.
17. The City reserves the right to:
 - negotiate the final Agreement with any Responder(s) as necessary to serve the best interest of the City of Orange;
 - withdraw this RFP at any time without prior notice and, furthermore, makes no representations that any contract will be awarded to any Responder responding to this RFP; or
 - award its total requirements to one Responder or to apportion those requirements among two or more Responders as the City may deem to be in its best interest.

In addition, negotiations may or may not be conducted with Responders; therefore, the Proposal submitted should contain the Responder's most favorable terms and conditions, since the selection and award may be made without discussion with any Responder.

18. Where two or more Responders desire to submit a single proposal in response to this RFP, they should do so on a prime/sub-contractor basis rather than as a joint venture. The City intends to contract with a single firm and not with multiple firms doing business as a joint venture

SECTION II: PROPOSAL RESPONSE REQUIREMENTS

Proposals should be prepared simply and economically, providing a straightforward, concise description of capabilities to satisfy the requirements of the RFP. Emphasis should be on completeness and clarity of content with sufficient detail to allow for accurate evaluation and comparative analysis. Responses must provide the required information in the following order for each underscored item: Responders shall respond by repeating the section and sub-sections number(s) and statement/question and by providing the appropriate response hereunder.

A. Cover Letter

All Proposals **must** be accompanied by a cover letter, signed by an individual authorized to bind the proposing entity. **An unsigned Proposal submission is grounds for rejection.**

B. Company Data

Each Responder shall submit the following information:

1. State the company's official name and address and the names and titles of its principal officers; indicate what type of entity, such as corporation, partnership, joint venture, sole proprietorship, etc. and indicate if the firm is incorporated.
2. Provide the firm's Federal Employer I. D. Number.
3. Provide the name and address of the person to receive notices who is authorized to make decisions and represents the company. Specify in what capacity the person shall be representing the entity and any limitations to their authority.
4. Furnish the complete firm's address for any mailed funds.
5. State any failures or refusals to complete any contracts and a complete explanation.
6. Indicate the number of years in business under the present business name.
7. Indicate the number of years of the firm's experience in providing required, equivalent or related products and services.
8. Submit a detailed statement indicating whether the Responder is totally or partially owned by another business organization or individual that will be providing the services to meet the requirements of the Proposal.
9. Submit a detailed statement indicating whether the Responder totally or partially owns any other business organization that will be providing the services to meet the requirements of the Proposal.

C. Certificate of Insurance

The Responder shall demonstrate the willingness and ability to provide the required insurance coverage as set forth by City requirements within ten calendar days of notification of selection for award of this Agreement.

D. Validity of Proposal

The Responder shall state the length of time for which the submitted Proposal shall remain valid. The City requires a period of at least 120 calendar days.

E. Certification of Understanding

The City assumes no responsibility for any understanding or representation made by any of its officers or agents during or prior to the execution of any Agreement resulting from this RFP unless:

1. such understanding or representations are expressly stated in the Agreement; and
2. the Agreement expressly provides that the responsibility therefore is assumed by the City. Representations made but not so expressly stated and for which liability is not expressly assumed by the City in the Agreement shall be deemed only for the information of the Responder.

F. Statement of Compliance with Agreement's Articles/Terms and Conditions

Include either a statement of compliance with all parts of this Request for Proposals and/or a listing of exceptions and suggested changes.

1. Proposal must certify either (a) or (b) below:
 - a) This Proposal is in compliance with said Request for Proposal information.
 - b) This Proposal is in compliance with said Request for Proposal information, except for those proposed exceptions *listed in a separate attachment hereto*.
2. The attachment **must** include, for each proposed exception:
 - a) the suggested rewording;
 - b) reasons for submitting the proposed exception; and
 - c) any impact the proposed exception may have on cost, scheduling or other areas.

G. Resumes and Qualifications of Responder's Personnel

Provide the resumes of the project manager and key personnel who will be assigned to this project. Resumes shall contain information relating to each person's education, experience or training in the area covered within this proposal.

H. References

The Responder shall include at a minimum, a list of three applicable, preferably local government references.

I. Work Plan

List all tasks, major project milestones, approximate number of weeks to complete each task, and anticipated completion timeframe to complete the study. Describe how each task is to be accomplished, and identify team members responsible for completion of specific products that will be produced. The work plan should address and satisfy the objectives and specifications as listed in the Scope of Work in this RFP.

J. Fee

Provide the proposed cost in the cost proposal section.

K. Related Experience and References

Include a list of other user fee studies that were performed by the firm during the past five years. In addition, the Responder shall provide at a minimum, a list of five applicable references, preferably located in California, municipalities or applicable government operations, which were provided with these types of services.

L. Resources to be Provided by the City

List any resources, City assistance, or other items expected to be provided by the City.

M. Evaluation Process and Criteria Process

A selection committee, made up of City staff, will make final recommendations for selection. The City reserves the right to reject any and all proposals and to make its selection on a discretionary basis. However, the selection committee will evaluate proposals primarily on the criteria specified in General Specifications.

N. Selection/Award Procedures

A Contract Agreement will be proposed for execution. It may be modified to incorporate other pertinent Articles/Terms and Conditions set forth in this RFP, including those added by addendum, and to reflect the Responder's offer or the outcome of contract negotiations, if any, conducted with the Responder's. Exceptions to the terms and conditions of the proposed contract, or the Responder's inability to comply with any of the provisions of the proposed contract, are to be declared in the Proposal.

SECTION III: SCOPE OF WORK

Official Police Towing Service (OPTS) refers to any towing company selected by the City to be used on-call and on a rotational basis for any police situation where a tow truck is required. Typical towing situations will include, but are not limited to: removing illegally parked vehicles, towing inoperative vehicles as a result of traffic collisions or mechanical breakdowns and storing or impounding of vehicles for investigations, evidence or violation of law. The towing service must provide towing and storage services 24 hours a day, 7 days a week, 365 days a year.

The towing service must maintain adequate authorized personnel, equipment and facilities at all times during the duration of the agreement period.

See attachments for exact qualifications:

Attachment A: Contract Process and General Requirements for Official Police Towing and Storage Services

Attachment D: Sample of the Official Police Towing and Storage Agreement

Attachment E: Orange Police Department Policy 502

SECTION IV: EVALUATION PROCESS/CRITERIA FOR EVALUATION

All prospective tow companies meeting the general requirements will be inspected and evaluated within twenty (20) days of receipt of all completed RFP's. A committee of Police Department and City personnel will examine the proposals for completeness of information and required attachments. The committee will visit and inspect the proposer's trucks and facility.

The committee will score each proposal using the following categories and points:

- | | |
|----------------------------------------|-----------|
| 1. Service Requirements | 25 Points |
| 2. Facility and Equipment Requirements | 25 Points |
| 3. Qualifications of Personnel | 20 Points |
| 4. Prior Experience | 10 Points |
| 5. Accident and Damage Claims History | 10 Points |
| 6. References | 10 Points |

MAXIMUM TOTAL POINTS = 100 Points

SECTION V: COST PROPOSAL

See **Attachment C** Current Fee Schedule for Contracted Tow Companies.

SECTION VII: ATTACHMENTS

Attachment A: Contract Process and Requirements for Official Police Towing and Storage Services

Attachment C: Cost Proposal for Towing and Storage Services

Attachment B: Proposer's Qualification Statement

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