

REQUEST FOR PROPOSALS

TOWING SERVICE AGREEMENT
FOR THE
CITY OF RANCHO CUCAMONGA
2023-2026



City of Rancho Cucamonga
10500 Civic Center Dr.
Rancho Cucamonga, CA 91730
April 5, 2023
Updated April 11, 2023

REQUEST FOR PROPOSALS
TOWING SERVICES AGREEMENT
FOR THE
CITY OF RANCHO CUCAMONGA

The City of Rancho Cucamonga is inviting proposals from qualified towing companies who wish to enter into an agreement with the City for the provision of rotational towing services for the removal of vehicles from the public right-of-way (i.e. "Off-Site Vehicle Removal") and for the removal of inoperative vehicles from private property (i.e. "Vehicle Abatement Services") **at no cost or charge** to the City of Rancho Cucamonga, the Rancho Cucamonga Fire District and/or the San Bernardino County Sheriff's Department in its contracted capacity as the City's Police Department (RCPD) as well as the towing of City vehicles (i.e. cars, trucks, police / sheriff patrol cars, and fire trucks and equipment) as requested.

The Towing Services Agreement (TSA) (Attachment B) contains rules and regulations a tow company must agree to comply with in order to be considered for participation on a rotation tow listing with the City of Rancho Cucamonga. Compliance with the terms and conditions of the Tow Services Agreement is mandatory for towing companies participating in the rotation tow program.

GENERAL REQUIREMENTS:

1. No tow company submitting an application for the TSA shall have a financial interest in any other tow company and/or applicant within the City of Rancho Cucamonga. Financial interest includes: business license, insurance, tow truck and equipment ownership, and employees.
2. The tow company must be located within a five (5) mile radius from the nearest City boundary in order to respond in less than twenty (20) minutes (maximum response time shall be 20 minutes) and have an active City business license to be considered for the TSA. A tow company that cannot obtain a business license or said license becomes inactive, shall be removed from the TSA as set forth in the Agreement. The Operator's storage facility will be inspected on an annual basis.
3. The performance period of the Agreement is set for a duration of three years, beginning **July 1, 2023 and terminating on June 30, 2026**. Tow companies and/or operators not participating in the Request for Proposal (RFP) process will not be eligible to participate in the City's TSA until the City releases a new RFP.
4. Applicants must pay a non-refundable administrative application fee of \$2,500.00.

SCOPE OF WORK:

This RFP includes the information necessary to be considered for the City of Rancho Cucamonga TSA. The RFP contains the following documents:

1. Vendor Application Form
2. Tow Services Agreement - The TSA sets forth the parameters a tow company must adhere to such as:
 - A. Tow truck classifications and driver requirements.
 - B. Fees due to the City
 - C. Rate structures or limitations.
 - D. Response to calls regulation and restrictions.
 - E. Storage facility requirements.
 - F. Insurance requirements and limitations.
 - G. Inspections, audits, and compliance with the law provisions.
 - H. Procedures for disciplinary action and hearing process.

Attachments to the TSA include:

- A. Definitions.
- B. Applicable California Vehicle Code and Civil Code Laws.
- C. General Equipment Specifications and Use Requirements.
- D. Reserved for Operator's Proposal.

PROPOSAL SUBMITTAL REQUIREMENTS:

The following items must be submitted to City to be considered for the Tow Services Agreement:

1. Completion of the City of Rancho Cucamonga Tow Services Agreement Application.
2. Current Vehicle Inspection Certification shall be submitted on each vehicle to be used in the City of Rancho Cucamonga Tow Services Agreement. Vehicles may be added to the list of approved vehicles as outlined in the Agreement.
3. Proof of insurance verifying required levels and amounts of coverage.
4. A Rate Schedule as identified in the attached TSA.
5. A copy of the City of Rancho Cucamonga Business License for the Tow Company/Operator.

The Rancho Cucamonga Municipal Code allows for placement on a RCPD rotation tow list no more than five (5) qualified Operator-applicants, after taking into account all selection criteria and the public welfare, can be reasonably and practically utilized and administered by the RCPD. All TSA applicants shall be fairly and objectively evaluated by the Chief of Police applying the same prescribed uniform selection criteria. To be accepted for placement on a RCPD rotation tow list, all applicants must meet required minimum standards for each selection criterion. Generally, applicants being considered for acceptance for placement on the RCPD rotation tow list must have first been accepted by the area California Highway Patrol office.

The selection criteria are as follows:

- inventory and condition of tow vehicles and other tow-related equipment
- variety of tow vehicles available
- commercial tow capability
- storage capacity of storage facility and/or storage yard
- security and safety of storage facility and/or storage yard
- cleanliness of storage facility and/or storage yard
- availability of indoor storage for search warrant execution and evidence processing of impounded vehicles
- for-hire towing experience
- disciplinary record while operating as a for-hire towing company
- record of law compliance
- record-keeping practices
- history of response time to law enforcement service calls and to vehicle owners retrieving vehicles
- reasonableness of towing and storage fee rates
- geographical proximity to Rancho Cucamonga
- past cooperation with law enforcement
- honesty and integrity
- safety record as a for-hire tow company and bailee

- compliance with all applicable laws

Each Operator-applicant shall have a minimum of three years verifiable for-hire towing experience as an owner or principal. Applicants not meeting the experience and other minimum requirements in this RFP and the TSA will be eliminated from further consideration. Applicants submitting incomplete proposals may be rejected.

The prescribed selection criteria will be applied by the Chief of Police, and his designees, in evaluating every applicant who participates in the RFP. At the time applications are considered, after taking into account all selection criteria and the public welfare, those qualified applicants who are deemed to best meet the RCPD's needs will be referred to the City for final approval or disapproval at its sole discretion based on the selection criteria. Selected applicants will be offered an opportunity to enter into the TSA and be placed on a RCPD rotation tow list, up to the maximum number of five (5) Operators.

Applicants without previous participation on a RCPD/SBCSD TSA may provide, along with their application, letters of reference relating to their previous for-hire towing experience and/or telephone numbers of personal, business, and/or law enforcement references who can be contacted concerning this.

Tow companies and operators interested in participating in the City of Rancho Cucamonga Tow Services Agreement shall submit the requested information, completed forms, and a non-refundable administrative application fee of \$2,500.00 to:

**Jesseca Meyer
Secretary to the Chief of Police
Rancho Cucamonga Police Department
10510 Civic Center Dr.
Rancho Cucamonga, CA 91730**

All proposals and fee payments are due to the City of Rancho Cucamonga by no later than 5:00 p.m. on Friday, April 21st, 2023. Failure to comply with the instruction set forth in the RFP and the Agreement will be considered as non-responsive and will not be accepted.

The City expressly reserves the right at any time to:

- Waive or correct any defect or informality in any response, RFP, or RFP procedure.
- Reject any or all proposals.
- Reissue this RFP or a different RFP.
- Prior to submission deadline for proposals, modify all or any portion of the selection procedures, including deadlines for accepting responses, the specifications or requirements for any materials, equipment or services to be provided under this RFP, or the requirements for contents or format of the RFPs.

Any questions regarding this RFP must be submitted **in writing** to Jesseca Meyer at the above address.

TENTATIVE SCHEDULE:

- RFP Release: April 5, 2023
- Pre-Bid Meeting: April 17, 2023, at 10:00 a.m., Tri-Communities Room of City Hall
- Applications Due: April 21, 2023, no later than 5:00 pm
- Storage Yard Inspections: April 24 – May 22, 2023
- Service Agreements Awarded: On or before June 28, 2023