City of Redmond, Washington

Purchasing Division, M/S: 3SFN
15670 NE 85th St.
PO Box 97010
Redmond, WA 98052

Invitation for Bid

The City is currently seeking bids from local qualified contractors of towing services for selected City of Redmond parking areas.

IFB 10412-13/CHA

The City of Redmond, Washington requests interested parties to submit bids for the above referenced Invitation for Bid.

Scope of Work:
The City of Redmond is currently extending an invitation for bid to local qualified contractors for posted towing services for City of Redmond. Bid pricing is to be completed on the Bid Pricing Submittal Sheet, included as Attachment A, and incorporated into this IFB by this reference.

Services & Locations:
The Contractor shall furnish all labor, materials, tools, equipment, supplies, vehicles, and trained personnel/supervisors for towing services and shall deliver services within the response time identified below. Contractor will provide, free of charge adequate signage, to be posted at each City parking location. At a minimum, the Contractor provided sign will contain name of Contractor, telephone number and location of site where the vehicle will be towed to. Contractor must have the ability to tow vehicles with set-back axles, as needed, from the following parking areas:

- City of Redmond - City Hall (15670 NE 85th St, Redmond, WA 98052)
- City of Redmond – Parking Garage – (8711 - 160th Ave. NE, Redmond, WA 98052)
- City of Redmond - Senior Center (8703 – 160th Ave. NE, Redmond, WA 98052)
- City of Redmond – Public Safety Building (8701 – 160th Ave. NE, Redmond, WA 98052)

Response time:
The Contractor must be able to respond upon call 24 hours a day, 7 days a week and within four (4) hours after receipt of call from the City.

Liability:
Contractor will be responsible for any and all damage caused during tow. Contractor is expected to note any damage on towing bill.

The Contractor shall maintain its status as a Washington State Registered Tow Truck Operator in good standing.

Terms and Conditions:
Any agreement issued from this solicitation shall be governed by the requirements of this solicitation and the City of Redmond's Standard Terms and Conditions, Attachment B.

Successful bidder will upon notification of award, shall provide a Certificate of Insurance and endorsement adding the City of Redmond as additional insured or not less that the following limits.

General Liability:	
Bodily injury each occurrence:	$1,000,000
Property damage, each occurrence:	$1,000,000
Automobile Liability Limits:	
Bodily injury each occurrence:	$1,000,000
Property damage each occurrence	$1,000,000
Workers Compensation	
Statutory limits	

Potential Term:
The initial agreement term shall be for a term of two (2) years, and includes a renewal option of four additional one year periods. Pricing shall be firm and fixed for the initial term of the agreement.

Agreement renewal/Extension:
Should renewal of this agreement occur, the City would consider a request for price increase not to exceed the local Consumer Price Index (CPI-W) for the most recent completed year. The City reserves the right to cancel said agreement upon 30 days written notice to the selected Contractor.

Due Date/Time:
Bids are due at 3:00 PM (local time) on, Date: **Monday, November 4, 2013.** The City of Redmond – Purchasing Division must receive bids no later than said date and time. Bids received after such time will be returned unopened. Responses may be mailed or hand delivered to the City of Redmond, Purchasing Division, MS: 3SFN, 15670 NE 85th Street, Redmond, WA 98052.

Response Format:
In order to facilitate the accurate evaluation of proposals, all Contractors should structure their proposals in the following manner:

- **Completed Bid Pricing Submittal Sheet (Attachment A).**
- **Ability to meet scope of work requirements**

- **List of three references to include contracts in place that are similar in nature to City of Redmond identified needs. References are to include a contact person and telephone number.**

All Contractors must possess or agree to obtain a valid City of Redmond business license as a requirement for performing these services. A city business license application can be found at:
http://redmond.gov/BusinessDevelopment/BidsRFPs/GeneralCityProjects/

Cooperative Purchase:
The City of Redmond has entered into intergovernmental (Inter-local) purchasing agreements pursuant to RCW 39.34 with other governmental agencies under which either party may make purchases at the other party's accepted bid price. By submitting an offer, the Contractor agrees to make the same bid terms and price, exclusive of freight, available to other governmental agencies. Only those public agencies that have complied with the requirements outlined in RCW 39.34 are eligible to use this contract. Further, the public agency accepts responsibility for compliance with any additional or varying laws and regulations governing purchase by or on behalf of the public agency in question. A purchase by a public agency shall be affected by a purchase order from the public agency, directed to the Contractor or other party contracting to furnish goods or services to the City of Redmond. The City of Redmond will not accept any responsibility for purchase orders issued by other public agencies.

This offer of cooperative purchasing shall be extended by the supplier to cover the City's contract duration (for any subsequent purchase agreements/contracts resulting from this IFB or 60 days post award.

Selection & Award:
All interested suppliers are requested to complete the attached Bid Pricing Submittal Sheet (Attachment A) and send it and any other narrative information that would describe your company and the service to be provided, to the City of Redmond at the stated address by the deadline given.

It is the city's intent to award a purchase agreement to the Contractor, in City's opinion, that best meets the City's selection criteria. Selection criteria shall include, but not be limited to bid towing rates, availability of tow vehicles and response time. References may be verified as part of the evaluation process.

The City of Redmond reserves the right to reject any or all bids, and to waive any irregularities or information in the evaluation process. The final decision is the sole decision of the City of Redmond, and the respondents to this request have no appeal rights or procedures guaranteed to them.

Questions/Inquiries:
Please direct any questions pertaining to this request to the City agent listed below. No other city official or employee is empowered to speak for the city with respect to this

acquisition. Any information obtained from any non-approved source shall not be binding and may disqualify your proposal.

Connie Allen, C.P.M. ,CPPO
Purchasing Manager
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Fax: (425) 556-2185
callen@redmond.gov