

Request for Proposals
Due date: March 9, 2018

PURPOSE

The Borough is seeking request for proposals for towing services for the Borough of Camp Hill Police Department. This services include but are not limited towing vehicles that are reported stolen, vehicles creating a hazard, vehicles at a crash scene as well as vehicle impoundment.

Attached to this request for proposal is a list of qualifications for participation on the Borough of Camp Hill's towing list. Please respond to these qualifications as part of the submission. Companies that do not respond to the qualifications in full will not be considered for participations in the Borough's towing rotation.

The Borough also asks that you submit all letters of interest, including the cost of towing and impounding vehicles to Acting Chief Kidman no later than March 9, 2018.

QUALIFICATIONS FOR PARTICIPATION ON THE CAMP HILL BOROUGH POLICE DEPARTMENT TOW LIST

The following is a list of qualifications required by businesses to be placed on the Camp Hill Borough towing list. The towing list shall be utilized for those individuals with a disabled vehicle who are requesting a vehicle repaired or towed and have no preference as to who is contacted. If an individual shall request a specific business be contacted to repair and/or tow their vehicle, Camp Hill Police shall attempt to satisfy this request. The request may be denied if the specific business is not available or if the response time is beyond a reasonable time period.

The following are definitions for several of the terms used within:

Business – A commercial enterprise engaged in the towing, recovery and storage business of vehicles which have become disabled or require transporting from one place to another. This would include those commercial enterprises which engage in minor roadside repairs upon request.

Borough – Camp Hill Borough, including the Police Department

Tow Truck – Any motor vehicle equipped with booms, winches wheel lift apparatus, or similar equipment designed for recovery and towing of vehicles, trailers, motor homes and other objects which cannot operate under their own power or some other reason must be transported in the tow and control of another vehicle. Also includes the terms "wrecker" or "recovery vehicle."

Car Carrier – Any other motor vehicle equipped with winch and hydraulically operated bed which slides and tilts to accommodate loading, is designed for towing and/or transporting of vehicles, trailers, motor homes and other objects which cannot operate under their own power or for some reason must be transported in the tow and control of another vehicle. Also includes the term "rollback"

Heavy Duty Towing and Recovery – Towing which is done with a vehicle which has a minimum GVW of 25,000 lbs., equipped with air brakes and having rear dual wheels. The towing vehicle has a winch capacity of 20,000 lbs. per winch, 200 ft. of 9/16th inch wire rope and tow bar. Recovery is usually of truck tractor and trailers as well as other large vehicles.

Tow Truck Operator – a person performing towing in this Commonwealth including the owner or operator of the towing equipment

QUALIFICATIONS FOR TOWING LIST

1. The Tow Truck Operator must be current with all taxes due to their municipality, their school district and the Commonwealth of Pennsylvania

2. The Tow Truck Operator must possess a minimum of \$1,000,000.00 in liability insurance. Camp Hill Borough shall be listed as an additional or named insured on the Tow Truck Operator liability insurance
3. The Tow Truck Operator MUST be available 24 hours a day, seven days a week
4. The Towing Storage Facility location must be capable to store a minimum of one (1) vehicle inside a secure building. IN addition, a minimum of 300 square feet of outside storage space that is fenced (minimum of 6 feet high fencing) with a secure gate for outside storage of vehicles.
5. The Towing Storage Facility location must be capable to secure personal property which may be left in the vehicle
6. The Tow Truck Operator shall post the towing fees and the storage and related service fees and hours of operation at the facility
7. The Tow Trucks, Car Carriers used by the Tow Truck Operator shall be properly marked and property registered with the PA Department of Transportation and shall display the name, address and telephone number of its tow truck business on the Tow Truck. All lighting and vehicle equipment and their use shall conform to the PA Vehicle Code and the Towing and Storage Facility Standards Act and regulations thereunder. IN addition, all vehicles used by the Tow Truck Operator shall maintain the minimum equipment required by these qualifications
8. All Tow Truck operators of the vehicles used by the tow business shall have a valid license of the proper class
9. The Tow Truck operator shall respond within a reasonable time to requests by the Camp Hill Borough Police Department. A reasonable time shall be 20 minutes during those times when the business location is open for business and 40 minutes at all other times
10. The Tow Truck operator shall have available a minimum of one tow truck and one car carrier
11. The Tow Truck operator agrees to assist Camp Hill Borough Police Department by signing off on any and all necessary forms. In addition, the tow truck operator shall not release impounded vehicles without gaining the proper permission from the police.
12. Upon request from a vehicle owner of a person authorized by the owner to regain possession, the tow truck operator shall not refuse during the posted hours of operation to release a towed motor vehicle unless law enforcement has requested that the vehicle be held. Release shall be conditioned on the payment for towing, storage and released services. All charges shall be itemized in writing. Payment may be made with cash, credit card for a common issuer or a check from an insurance company or authorized tower or salvor acting on behalf of the insurance company
13. The Tow Truck operator shall provide hours of operation that reasonably allow access to a towed vehicle and allow reasonable access to the towed vehicle during the posted hours of operation of the purpose of inspection and retrieval by law enforcement officials or authorized municipal personnel, the vehicle owner of a person authorized by the owner
14. Unless Law Enforcement has requested that a vehicle be held, the tow truck operator shall not charge a storage fee for any person during which it has refused reasonable access during the posted normal hours as required or has refused to allow authorized inspection of the vehicle under vehicle inspection rights in 75 PA 1799.4 (related to examination of vehicle repairs) or section 11 of the act of December 29, 1972 (P.L. 1713, No 367) known as the Motor Vehicle Physical Damage Appraiser Act. A violation of the Towing and Towing Storage Facility Standards Act is also a violation of the act of December 17, 1968 (P.L. 1224, No. 387) known as the Unfair Trade Practices and Consumer Protection Law
15. These qualifications shall not apply to those businesses which are licensed salvors and selected by the Borough for salvor duties. The qualifications shall not apply to those businesses which conduct heavy – duty towing and recovery services for the Borough

16. The Borough may have personnel inspect the two truck(s) and/or car carriers of those tow truck operators which are requesting to be placed on the towing list or are currently on the towing list. The inspection would include, but not limited to, a check of all safety equipment, required minimum equipment and determination that operators have the proper operator license
17. The Borough shall not establish rates for the towing, recovery or roadside repairs performed by qualified services with the Borough. The Borough will expect the rates shall not be more than the maximum specified by the Chilton Manual for this area
18. The following is a list of auxiliary equipment that is required on each vehicle to be utilized by the Tow Truck Operator for towing/repair services
 - a. Amber flashing, rotating and/or strobe light mounted so as to be visible from the front, rear and both sides
 - b. Flood lights facing to the rear of the vehicle for night visibility