

CITY of NOVI CITY COUNCIL

**Agenda Item E
June 9, 2008**

SUBJECT: Approval to award bid for towing contract to Keford's Novi Towing and Hadley's Towing for one year with option of two, one year renewals based on acceptance of City terms and conditions to function on a rotating basis with an effective date of June 10, 2008.

SUBMITTING DEPARTMENT: Police *DM*

CITY MANAGER APPROVAL: *[Signature]*

BACKGROUND INFORMATION:

This contract is provided as a service to the community when the need for wrecker service is required. There is no expenditure required by the City.

On April 22, 2008 Purchasing Manager Sue Morianti issued a request for bids for towing services associated with the police department. The services include vehicles towed as a result of arrests, traffic accidents and evidentiary purposes. The proposed towing contract is for one year with the option of two, one-year renewals. All bids were due to be received by May 6, 2008 at 3:00P.M.

Four prospective contractors submitted bids by the deadline. They were: Keford Towing, Hadley's Towing, Ross Towing and Boulevard & Trumbull Towing. All bids were evaluated using the required pricing as stated in the bid packet. Ross Towing and Boulevard & Trumbull included pricing exceptions. These exceptions are noted on the attached bid tabulation. Keford Towing and Hadley's Towing accepted all pricing and conditions as proposed by the city.

Keford Towing has been providing towing services to the police department since 1992. They continue to perform at acceptable levels and they provide reliable service. Hadley's Towing has provided services to the Farmington City Department of Public Safety. I spoke with Deputy Director Schultz regarding his department's experience with Hadley's Towing. They have provided police towing services to his department for at least the past 15 years. Hadley's Towing has provided professional, timely and reliable service according to Schultz.

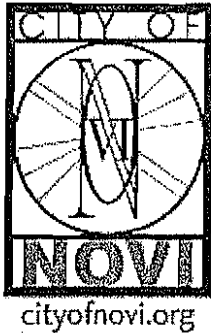
Due to the above listed reasons, I recommend the towing contracts be awarded to Keford Towing and Hadley's Towing. Both companies accepted all terms, conditions and pricing as dictated by the City of Novi. If accepted, Keford and Hadley's will be placed on a rotating call system when the need for a wrecker service arises.

RECOMMENDED ACTION: Approval to award bid for towing contract to Keford's Novi Towing and Hadley's Towing for one year with option of two, one year renewals based on acceptance of City terms and conditions to function on a rotating basis with an effective date of June 10, 2008.

	1	2	Y	N
Mayor Landry				
Mayor Pro Tem Capello				
Council Member Crawford				
Council Member Gatt				

	1	2	Y	N
Council Member Margolis				
Council Member Mutch				
Council Member Staudt				

MEMORANDUM



TO: CLAY J PEARSON, CITY MANAGER
FROM: DAVID E. MOLLOY, CHIEF OF POLICE *DEM*
INITIATED BY: VICTOR LAURIA, LIEUTENANT *[Signature]*
SUBJECT: AWARD OF TOWING CONTRACT
DATE: MAY 28, 2008

On April 22, 2008 Purchasing Manager Sue Morianti issued a request for bids for towing services associated with the police department. The services include vehicles towed as a result of arrests, traffic accidents and evidentiary purposes. The proposed towing contract is for one year with the option of two, one year renewals. All bids were due to be received by May 6, 2008 at 3:00P.M.

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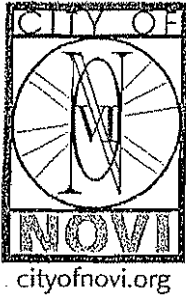
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Due to the above listed reasons, I recommend the towing contracts be awarded to Keford Towing and Hadley's Towing. Both companies accepted all terms, conditions and pricing as dictated by the City of Novi. If accepted, Keford and Hadley's will be placed on a rotating call system when the need for a wrecker service arises.

CITY OF NOVI
TOWING CONTRACT BID TABULATION
 May 6, 2008

Private Vehicles	Required Contract Price	Hadleys Towing	Keford Towing	Ross Towing *	Boulevard & Trumbull Towing *
1. Towing of Vehicles 5,000 GVW and less	50	50	50	85 (10,000 & less GVW)	60 (for Novi residents) 70 (for non-Novis residents)
2. Towing of Vehicles 5,000 GVW to 10,000 GVW	60	60	60	145 (10,000-18,000 GVW)	70 (for Novi residents) 80 (for non-Novis residents)
3. Towing of Vehicles 10,000 GVW and up	75	75	75	225 (18,000+ GVW)	Price on request per instance
4. Storage per day to commence after 24 hrs of impoundment:					
Inside storage	15	15	15	22	15
Outside storage	10	10	10	15	15
5. Extra Charge for Dollies	20	20	20	25	20
6. Extra Charge for Disconnecting Linkages	10	10	10	15	10
7. Extra Charge for Winching (off roadway)	75	75	75	65	75
8. Motorcycles	65	65	65	110	65
9. Lockouts	45	45	45	45	55
10. Tire Change	45	45	45	55	55
11. Gas Pickup	45	45	45	45+ fuel cost	55+fuel cost
12. Per Hour Labor Charge / Extra Service	50/hr	50/hr	50/hr	60/hr	50/hour
City Owned Vehicles					
1. Towing of Vehicles 5,000 GVW and less	0	0	0	0	0
2. Towing of Vehicles 5,000 GVW to 10,000 GVW	0	0	0	0	0
3. Towing of Vehicles 10,000 GVW and up	0	0	0	125 (15,000 GVW)	0
Equipment List included?		yes	yes	yes	yes
Certificate of Insurance Included?		yes	yes	yes	yes
Location of storage yard		24701 Hathaway, Farmington Hills, MI 48335	39586 Grand River Novi, MI 48375	24855 Novi Rd. Novi, MI 48375	45700 W. 12 Mile Rd., Novi, MI 48382
					Per item charge for environmental blanket &/or window wrap if necessary - \$25/blanket or wrap
					Administrative fee paid to City of Novi \$10/impounded vehicle
					22% fuel surcharge on items #1,2,3,7,8,9,10,11 will be assessed

* these firms made exceptions to the City's required pricing



**CITY OF NOVI
TROPHY SERVICES**

PROPOSAL FORM

We the undersigned as bidder, agree to furnish towing services to the City of Novi, according to the conditions and instructions attached hereto and made a part thereof for the following prices:

Towing Services

<u>PRIVATE VEHICLES</u>	<u>CONTRACT PRICE</u>
1. Towing of Vehicles 5,000 GVW and less	\$ 50
2. Towing of Vehicles 5,000 GVW to 10,000 GVW	\$ 60
3. Towing of Vehicles 10,000 GVW and up	\$ 75
4. Storage per day to commence after 24 hours of impoundment:	
Inside storage	\$ 15
Outside storage	\$ 10
5. Extra Charge for Dollies	\$ 20
6. Extra Charge for Disconnecting Linkages	\$ 10
7. Extra Charge for Winching (off roadway)	\$ 75
8. Motorcycles	\$ 65
9. Lockouts	\$ 45
10. Tire Change	\$ 45
11. Gas Pickup	\$ 45
12. Per Hour Labor Charge / Extra Service	\$ 50/hour

CITY OWNED VEHICLES

CONTRACT PRICE

- | | |
|---|------|
| 1. Towing of Vehicles 5,000 GVW and less | \$ 0 |
| 2. Towing of Vehicles 5,000 GVW to 10,000 GVW | \$ 0 |
| 3. Towing of Vehicles 10,000 GVW and up | \$ 0 |

NOTE: Second time tows between the Novi Police facility and storage yard, or additional tows within storage yard will be at the contractor's expense.

Vehicles ordered held by the Police or Fire Department for investigation of, but not limited to arson, fatal accidents, forfeitures, will be handled as follows: One (1) day storage fee to registered owner of the vehicle and no additional fee to the City of Novi. The vehicle will be held indefinitely until the investigation and court cases have been completed.

Company Name: KEFORD'S NOVI TOWING CO, INC.

Address: 39586 GRAND RIVER AVENUE

City: NOVI State: MI Zip: 48325

Agent's Name: THOMAS D. HERRINGBTON
(please type or print)

Agent's Title: PRESIDENT
(please type or print)

Agent's Signature: Thomas D. Herringbton

Telephone No.: 248-478-2380 Fax No. 248-478-0520

Date: 5/5/08

NOTE ANY DEVIATIONS:

Hadley

**CITY OF NOVI
TROPHY SERVICES
PROPOSAL FORM**

We the undersigned as bidder, agree to furnish towing services to the City of Novi, according to the conditions and instructions attached hereto and made a part thereof for the following prices:

Towing Services

<u>PRIVATE VEHICLES</u>	<u>CONTRACT PRICE</u>
1. Towing of Vehicles 5,000 GVW and less	\$ 50
2. Towing of Vehicles 5,000 GVW to 10,000 GVW	\$ 60
3. Towing of Vehicles 10,000 GVW and up	\$ 75
4. Storage per day to commence after 24 hours of impoundment:	
Inside storage	\$ 15
Outside storage	\$ 10
5. Extra Charge for Dollies	\$ 20
6. Extra Charge for Disconnecting Linkages	\$ 10
7. Extra Charge for Winching (off roadway)	\$ 75
8. Motorcycles	\$ 65
9. Lockouts	\$ 45
10. Tire Change	\$ 45
11. Gas Pickup	\$ 45
12. Per Hour Labor Charge / Extra Service	\$ 50/hour

CITY OWNED VEHICLES

CONTRACT PRICE

- | | |
|---|------|
| 1. Towing of Vehicles 5,000 GVW and less | \$ 0 |
| 2. Towing of Vehicles 5,000 GVW to 10,000 GVW | \$ 0 |
| 3. Towing of Vehicles 10,000 GVW and up | \$ 0 |

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Company Name: Hadley's Towing

Address: 24701 Hathaway

City: Farmington Hills State: MI Zip: 48335

Agent's Name: JIM LeMarbe
(please type or print)

Agent's Title: Owner
(please type or print)

Agent's Signature: Jim LeMarbe

Telephone No.: 248-471-5763 Fax No. 248-471-0926

Date: 5-5-08

NOTE ANY DEVIATIONS:

NONE APPLY