

**Bid Form**  
**City of Chillicothe Towing Services**  
**Police Ordered Tows**

The bidder is required to fill out the attached bid forms and enclose detailed information as separate attachments as required by the Instructions to Bidder and any omissions, deletion or erasure may result in the rejection of the bid. If the bidder fails to mark the rate in any given blank, the City will assume this means "No Charge" for that particular service.

The undersigned bidder, having received and reviewed the Invitation for Bid and the terms of the proposed contract to be awarded to the successful bidder and agreeing to be bound by all such terms, hereby submits the following bid for the yearly contract for Chillicothe "Police Ordered Tows":

I. DESCRIPTION OF WORK

Bidder shall be available to perform "Police Ordered Tows" (as defined below) for the general public at the request of the City 24 hours per day, 365 days per year including holidays. Bidder acknowledges that all charges as set forth in this bid form will be standard regardless of the time of day or day of the week of the tow.

For the Purposes of the contract, a "Police Ordered Tow" is defined as being those tows, as ordered by the Department of Police for:

- A) Abandoned vehicles
- B) Illegally parked vehicles
- C) Impounded vehicles
- D) Wrecked vehicles, where the owner/driver, for whatever reason, is not capable of requesting tow service.
- E) The tow service requested by the owner/driver is unable to respond or the indicated response time is not reasonable, i.e. need to clear the roadway as soon as possible
- F) The owner/driver does not have a preferred tow service

The Police Department will write and provide the tower with a tow slip on items A through D. Two slips will not be provided on items E and F.

It is not the intent of this contract to furnish tow services for those owner/drivers who request a preferred "Tow Service." It shall be the responsibility of the Chillicothe Police Department to exert its best efforts to contact the customer's choice. If, for any reason the requested tow service is unable to respond within a reasonable period of time, or the owner/driver does not have a preferred tow service, the tow becomes a "Police Ordered Tow" and is subject to the terms and condition of the contract.

Reasonable time shall be defined as not over 15 minutes to be in route under normal weather conditions. In adverse weather conditions, customer's "requested" tow shall be allowed 30 minutes to be in route to the location.

II. TOWING (Part 1)

A) Towing of automobiles (2-door, 4-door, stations wagons, and convertibles, American and foreign made); boats and motors; motorcycles, motor scooters; car trailers and trucks up to and including one ton:

1. Normal Recover \$ \_\_\_\_\_ ea.

Normal recover is defined as follows: All four wheels on ground, street or right of way that can be backed up to by tow truck and towed away. No additional charge will be allowed for minimal rotation of vehicles for hook up.

B) The following charges will be for items not defined in the normal recover:

1. Winching \$ \_\_\_\_\_ Per Hour

2. Dollie Service \$ \_\_\_\_\_ Per Call

C) Hazardous tows (in lieu of, NOT in addition to Normal Recovery charges).

Charges for hazardous tows will only be allowed for those vehicles defined in the

towing manuals, published by the "Auto Club" as being unable to be towed by standard methods:

1. Hazardous Tows \$\_\_\_\_\_per call

D) Labor charges shall only be allowed for the following:

1. Tire Changes \$\_\_\_\_\_ per tire

E) Mileage charges are only to be allowed for tows outside the Chillicothe City Limits. Loaded mile is defined as the charge from the point of pick-up to the point of delivery.

1. Mileage Charge \$\_\_\_\_\_per loaded mile

F) Towing of trucks over one ton, tractor trailer combinations and house trailers, whether abandoned illegally parked, impounded or wrecked (use separate sheet if necessary):

1. Normal Recovery \$\_\_\_\_\_ ea.

2. Winching \$\_\_\_\_\_ ea.

3. Dollie Service \$\_\_\_\_\_per call

Any complaint of overcharging that is investigated by the Chief of Police and which is proven to be valid shall result in the refund of proved overcharged in accordance with the contract agreement and shall subject the tower to possible contract cancellation.

### III. SERVICE (Part 2)

A) Service – Normal Business Hours; lot and/or Office Open; Extra Trips:

Bidder shall be responsible for, and his bid prices include, the cost of two (2) trips to the storage lot for each towed vehicle seven days per week and holidays between the hours of 9:00 a.m. and 5:00 p.m., (excluding visits required by and for the Police Department) one (1) for owner/driver and one (1) for insurance adjuster. Weekend and holiday visits shall be arranged by prior phone coordination. Charges for additional trips:

1. Per Trip Rate \$\_\_\_\_\_per trip

B) Service – Lot and Office Closed

It shall be the responsibility of the bidder to notify the owner/driver of the hours that the tow lot and office will be open. Such hours shall clearly be posted in the tower's office. The per hour trip charge is to be used only for opening at hours rather than those that the bidder is required by contract to have the lot and office open or personnel available for the release of vehicles. However, bidder shall NOT assess extra charges when on premises and release is requested. Extra charges are to be assessed only when the bidder's office is closed and the tower is not on the premises:

1. Per Trip Rate \$ \_\_\_\_\_ per trip

IV. STORAGE

A) Outside storage of automobiles; boats and motors; motorcycles; motor scooters; car trailers; trucks; tractor trailers and house trailers:

1. Per Day Rate \$ \_\_\_\_\_ per day

2. Police Ordered Inside Storage \$ \_\_\_\_\_ per day

B) Secure/Fenced Storage Lot will be required subject to inspection and approval of the City

C) Bidder will provide copies of proof of insurance and bonding to the City. Bidder must be licensed to unlock vehicles.

V. SERVICES NOTICE

The tower shall be responsible for the collection of the aforesaid towing and storage charges from the party or parties owning or entitled to possession of the items towed and stored, and the City and its employees shall not be responsible for or liable to the bidder for the payment or collection of any such charges. Tower shall be considered the authorized representative for the purposes of these contract documents and applicable ordinances of the City.