

REQUEST FOR PROPOSALS
TOWING AND WRECKER SERVICE
FOR THE
TOWN OF EATONVILLE
307 E. KENNEDY BLVD.
EATONVILLE, FL 32751



Lt. Eric McIntyre
11 People Street
Eatonville, FL 32751
Telephone # (407) 623-1300
Fax # (407) 623-1365

REQUEST FOR PROPOSALS

The Town of Eatonville is requesting a proposal from a licensed towing company to provide towing and wrecker service. The Request for Proposals (RFP) provides guidelines for submission and outlines the services desired. The RFP will be available on the Town's website or at the Eatonville Police Station at 11 People Street, Eatonville, FL beginning July 18, 2022. www.townofeatonville.org/

Sealed proposals for towing and wrecker service must be received by the Eatonville Police Department in the Eatonville Police Station, 11 People Street, Eatonville, Florida 32751, on or by **12:00 noon on Monday, August 8, 2022.** All sealed proposals that are timely received will be publicly opened at the Eatonville Police Station at that time. Proposals received after the cut-off date and time will not be considered.

Any questions relative to any items or portions of his Request for Proposal should be directed to Lt. Eric McIntyre at 407-623-1300 or emcintyre@eatonvillepolice.com

Publish: July 18, 2022
Demandstar

I. INTRODUCTION:

The Town of Eatonville, Florida is soliciting bids for towing and wrecker service under the specifications listed herein. The Town will call exclusively upon the contractor; hereafter shall also be referred to as the "Wrecker", for the described towing and/or wrecker services throughout the Town.

Sealed proposals for towing and wrecker service must be received by the Town of Eatonville in the Eatonville Police Department at 11 People Street, Eatonville, FL 32751 on or by **12:00 noon on Monday, August 8, 2022.**

All sealed proposals that are timely received will be publicly opened in the meeting room or administrative offices at Town Hall at that time. Proposals received after the cut-off date and time will not be considered. The Town is not responsible for the U.S. Mail or private couriers in regards to mail being delivered by a specified time so that a proposal can be considered.

Timeline for Selection

July 18, 2022	RFP Issued
August 8, 2022	Proposals Due by 12:00 p.m.
August 9, 2022	Selection Committee Meeting
August 16, 2022	Town Council Meeting – Approval of Contract

II. BACKGROUND:

- 1) The Town of Eatonville was incorporated in 1887 and the Town is just over 1.8 miles area and has a population of approximately 2,500 residents. The Town is located in the east-central part of Orange County and shares boundaries with two other municipalities. The Town Council is comprised of five members, including an elected Mayor and a Vice Mayor who is appointed. The Town's major operations include general government, public safety, streets, water, sewer and culture/recreation. The Town has a contract with the Orange County Fire Department. The Town also has a contract for solid waste collection and disposal.
- 2) There are approximately 27 full-time employees, 3 part-time employees and 2 reserve officers.
- 3) The Town's fiscal year is October 1 through September 30
- 4) All accounting records are maintained on the modified or accrual basis as appropriate.
- 5) For reporting purposes, the Comprehensive annual financial Report will include the Town of Eatonville and its blended component unit, the Community Redevelopment Agency (CRA).

III. SCOPE OF WORK:

The following tasks are required:

1. The contractor will furnish all labor, materials, equipment and other services necessary to complete this project as described herein and in accordance with the **CONTRACT DOCUMENTS**, with the exceptions, if any, stated in the Request for Bids, or Proposals, including, but not limited to, mobilization; and any administrative costs, insurance, supervision, site clean-up, and all other miscellaneous items necessary to provide a completed project (named above) in accordance with general standards of the industry.
2. The contractor agrees to perform all of the work described in the **CONTRACT DOCUMENTS** subject to additions and deductions by pre-approved **CHANGE ORDER**.
3. The contractor agrees that the term "**CONTRACT DOCUMENTS**" means and includes the following:
 1. Invitation for Bids/Proposal
 2. Instruction to Bidders
 3. General Conditions
 4. Pricing
 5. Required Forms as listed in Specifications
 6. Agreement
 7. General Conditions
 8. Technical Specifications
 9. Contractor's Affidavit
 10. Contractor's Release
 11. Summation of Information to Bidders
 12. Statement of Surety
 13. Non Collusion Affidavit
 14. Payment, Labor, and Materials Bond
 15. All and any Addenda
 16. Delivery or Completion Time
 17. Reference List
 18. Applicable Licenses, Certification, and Insurances
4. That contractor agrees that any and all addenda are a part of this **AGREEMENT**.
5. The contractor agrees that The Town of Eatonville will pay to the **CONTRACTOR** in the manner and at such times as set forth in Specifications.
6. The contractor agrees that this **AGREEMENT** shall be binding upon all parties hereto and their respective heirs, executors, administrators, successors, and assigns.
7. The contractor agrees to accept the entire terms and conditions stated in the PERMANENT TOWING AGREEMENT included in this RFP.

IV. PROPOSAL REQUIREMENTS:

In a sealed envelope clearly identified as a proposal, please provide one printed copy and one electronic copy (required in pdf) on a USB flash drive of the proposal. The proposal for towing and wrecker service must include the following information:

1. Introduction or business portfolio.
2. Current Orange County, and if necessary, a Seminole County Occupational License.
3. Town of Eatonville Occupational License, or applicable city where the business and storage is located.
4. Required Certificates of Insurances as described herein, and
5. Proper bonds or checks (made out the Town of Eatonville) as required herein.

V. EVALUATION

The proposals will be evaluated by the Selection Committee and after evaluation and scoring of each proposal; the scores will be tallied from each committee member. The towing and wrecker company will be ranked based on their total scores. These rankings and the Selection Committee's recommendation of the highest ranked will be forwarded to the Town Council for final approval.