



PURCHASING DEPARTMENT

October 23, 2009

General Information No. 1

RFP No. 2010-009-4712

Request for Proposals for Vehicle Towing and Storage Services

THIS DOCUMENT IS BEING PROVIDED FOR GENERAL INFORMATION PURPOSES ONLY (THIS IS NOT AN ADDENDUM)

The Dallas County Purchasing Department has received and hereby provides for general information purposes only the following questions and the County's responses.

(Note: Due to time constraints, Dallas County will not be responsible for ensuring confirmation vendor receipt of this and/or any further acceptance of and/or responses to future questions prior to the solicitation opening date.)

Question No. 1: **Section 3 Operational Plan, Paragraph A "Equipment" - How will we obtain the modifications potentially needed for our radio systems in our trucks to be able to communicate with the County?**

Response: *This requirement will be deleted through an addendum to the request for proposals.*

Question No. 2: **Section 3 Operational Plan, Paragraph B "Response Plan", Item i "maximum response time of 15 minutes" - Are our trucks required to be "staged" 24 hours a day in order to accomplish this response time? Is this response time considered realistic by the County?**

Response: *The awarded vendor(s) will be expected to maintain sufficient equipment and staff to provide a response time with the 15 minute requirement. Dallas County considers this response time necessary to achieve the objectives of the freeway management and traffic programs.*

Question No. 3: **Section 3 Operational Plan, Paragraph B "Response Plan", Item vii "cannot fulfill time limits" - How are fees to be determined for this and what is the maximum liability?**

Response: *This item will be clarified through an addendum to the request for proposals.*

Question No. 4: **Section 3 Operational Plan, Paragraph B "Response Plan", Item viii "planned events" - Please elaborate as to what are "planned events"?**

Response: *Periodically, the various law enforcement officials in Dallas County will coordinate to conduct vehicle inspection/registration sticker checks, DWI checkpoints, and other events where there may be a significant number of vehicles requiring towing services at one time. The awarded vendor(s) will be required to supply sufficient equipment and staff for these planned events.*

Question No. 5: **Page 9, "Response Plan", Paragraph B - City Municipalities allow a 30 minute response time for light duty wreckers. Would the County consider allowing the same?**

Response: Please review the response to Question No. 2.

Question No. 6: Page 10, “Response Plan”, paragraph 3 - Why would the County call a wrecker out just for clean up?

Response: There are times when loads are dropped onto the roadway from vehicles. Whenever possible, Dallas County utilizes internal staff to mitigate these spills. However, they are not available on a 24/7 basis and have very limited capability in the area of cleanup. Dallas County wants to be able to coordinate with the contracted service provider and utilize their manpower on routine spills to quickly open the roadway to minimize the potential for additional incidents. The requirement does not extend to more complex cleanups unless there were going to be vehicles towed.

Question No. 7: Page 10, Response Plan, Paragraph 7 – Are all Wrecker companies responsible for their charges only?

Response: Please review the response to Question No. 3.

Question No. 8: Page 11, “Auction Process”, Paragraph G - In the Auction process will the county supply blank auction sales receipts and will one of the law enforcement agencies sign the receipts after they are completed? (The City of Mesquite and Sheriff’s Department currently supply these forms.)

Response: The awarded vendor will be required to provide appropriate auction forms and receipts to be approved by Dallas County. The law enforcement agency having jurisdiction of the vehicle will sign the required documentation.

Question No. 9: Page 12, Section 4, “Proposed Fees”, Section A – In the Fees & Charges, are vehicles one ton and over classified as heavy duty calls? (We recommend that anything 1 ton and larger be classified as heavy duty.)

Response: Dallas County will follow the definition of light and heavy duty as utilized by the Texas Department of Licensing and Regulation.

Question No. 10: Page 16, “Monetary Restitution” Paragraph 2 – Since the County is not holding any of the wrecker services funds, how will the monetary restitution paragraph have anything to do with the wrecker service? (We recommend this paragraph be removed from the contract.)

Response: In the event the contract is prematurely terminated due to fault of the awarded vendor, this paragraph allows Dallas County to seek monetary restitution if a lawsuit is filed.

Question No. 11: Page 16, “INSURANCE REQUIREMENT”, Paragraph 1 – Will the County accept the group accident insurance in lieu of Workers Compensation as permitted by the Texas Motor Carrier Act which is accepted by the City of Mesquite and all of the other various entities?

Response: County policy requires all companies doing business with Dallas County will provide Workers Compensation insurance. As a result, Commissioners Court approval will be required for any firm taking exception to this requirement and presenting alternative coverage.

Question No. 12: Pg. 3- paragraph 2- will Dallas County do a site visit to the apparent successful firm(s), and if so, who will comprise the site visit team?

Response: Dallas County reserves the right to conduct a site visit prior to award. The site visit team will be comprised of the appropriate County and law enforcement staff. The site visit will be scheduled with the apparent successful vendor(s).

Question No. 13: Pg 5 and Pg 16: please clarify subcontractor status- if two companies present a joint proposal, is one company a subcontractor? If the company presenting the proposal has a “sister company” does that company join the proposal or is it a subcontractor? For example: Hollywood/ShowTime, Joe’s/J&S, Walnut Hill/Signature, etc. Please clarify between collusion and cooperation.

Response: Collusion is a legal term used to describe when two or more vendors agree in advance to not participate in a competitive solicitation process to reduce competition and gain higher profits. For this solicitation, cooperation among vendors to expand service delivery or improve response time is allowed. If a joint venture/cooperative arrangement is being proposed, the response should clearly state the nature of the agreement between the parties involved.

Question No. 14: Pg 5 and Pg 9- Sheriff’s Office/Freeway Management Area 6- can this service area be divided into quadrants for bid or does the entire area have to be bid as a unit?

Response: This question will be addressed through an addendum to the request for proposals.

Question No. 15: Pg 9- two way radio- is Nextel unit acceptable?

Response: Please review the response to Question No. 1.

Question No. 16: Pg 9- Section B- response plan- clarification regarding expectations in tow away-vs-emergency response, as they may involve different responses in equipment and procedure: a) ETA- any difference allowed for heavy duty wreckers?

Response: Vendors providing a response to this request for proposals should include any exceptions taken to the response time. If awarded the contract, this response time will become a part of the terms and conditions to be met by the vendor.

b) Any assistance from officers on scene to enable a wrecker to get through backed up traffic, etc.?

Response: Yes. Dallas County personnel will assist in expediting tow truck access to the scene.

c) Is there any opportunity for input from the proposing contractors regarding efficiency in procedures and operations?

Response: Yes. Dallas County values input from its contractors and will accept input/suggestions on procedures and operations. However, all operational changes must be approved in advance by the elected official and all contractual changes must be approved in advance by Commissioners Court.

d) Would the County consider allowing the contractor’s to participate in an advisory board?

Response: Any proposing vendor that desires an advisory board should include the proposed structure and scope within their response under the “OPERATIONAL PLAN” section.

Question No. 17: Pg. 11- VSF- is a contractor’s VSF available to other contractors who may not have a VSF?

Response: Please review response to Question No. 13

Question No. 18: We would like information regarding the number of county vehicles and equipment projected as needing to be towed- what types of vehicles, what types of events- emergency or non- emergency, whether road service is needed (ie: tire changes, jump starts) and what the County is currently spending on the towing of County vehicles and equipment.

Response: Towing of County vehicles is not in the scope of this solicitation.

Question No. 19: Pg 12- proposed fees: Section 4 Aiv- clarify maximum limit on storage fees. Av- Does the county allow an incident management fee? Avi- clarify additional resources- for example- trailers to offload and reload cargo, crews, flagmen, etc.

Response: This question will be addressed through an addendum to the request for proposals.

Question No. 20: Contract period for fees: Is there any provision for increase if fuel and petroleum related products spike- reference \$5.00 diesel and associated price increases in all petroleum based products, tires, etc.?

Response: Please reference language concerning fee increases during the term on the contract on page 12. Any alternative timing proposals for fee increases should be clearly documented in the response to the request for proposals.

Question No. 21: Pg. 16- insurance requirements state workers compensation insurance is required. Please clarify affidavit included in packet which states the contractor is ineligible to purchase this insurance. What are the reasons that would render a contractor ineligible? Does this affidavit supersede the requirement for workers compensation insurance?

Response: Please review response to Question No. 11. Any questions concerning the a contractor's ability to obtain insurance coverage should be addressed to an insurance agent.

Question No. 22: Will the County provide a form listing Standard tow-Flatbed-Heavy Duty etc. or are the contractors encouraged to make their own?

Response: The awarded vendor will be required to provide appropriate auction forms and receipts to be approved by Dallas County.

Question No. 23: On page 12 of the RFP 4.(a) iv- regarding the storage fees, where it says including maximum limit, does that mean per day or maximum days the vehicle is stored before auction processing?

Response: The response provided should include the daily storage fee and the maximum storage fee as a result of the daily rate before auction processing.

Question No. 24: Who is the Purchasing Agent? Who do we address the offer to?

Response: Responses are to be submitted to: Linda Boles, Assistant Purchasing Agent

Question No. 25: What will the extra fees generated be used for? Community Programs?

Response: Any revenue generated as a result of this contract will be deposited into the County's general fund for appropriation by Commissioners Court.

Question No. 26: What amount of revenue is the county looking for from the bidder? Is it per car and how often is it to be paid to the county?

Response: *If a vendor chooses to propose a revenue sharing plan, the response should include an annual estimate of the revenue anticipated, an explanation of the calculation and the anticipated payment timing.*

Question No. 27: **How do we explain the “extra fee” increase on the invoice that is passed on to the vehicle owner when they pick up their vehicle?**

Response: *The decision and process for creating a potential revenue sharing plan are solely the responsibility of the proposing vendors.*

Question No. 28: **Are we bidding for the contract to see who will pay the county the most money per vehicle or monthly?**

Response: *No.*

Question No. 29: **Could we add on a “governmental entity fee” of say \$40.00 per car and pass that on to the vehicle owner and than on to the county?**

Response: *Please review the response to Question No. 27.*