

**CITY OF DALLAS**

**DALLAS POLICE DEPARTMENT**



**REQUEST FOR PROPOSAL - BRZ1016  
("RFP")**

**for  
AUTO POUND MANAGEMENT, TOWING SERVICES & AUTO  
AUCTION.**

**ISSUE DATE:  
JULY 01, 2010  
PROPOSAL DUE DATE:  
JULY 21, 2010**

**AUTO POUND MANAGEMENT, TOW SERVICES AND AUTO AUCTION**

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**AUTO POUND MANAGEMENT, TOW SERVICES AND AUTO AUCTION**

**I. INTRODUCTION**

The City of Dallas (“City”), through the Dallas Police Department (“DPD”), invites the submission of proposals from experienced, state licensed and qualified vehicle storage companies for the management of the City of Dallas Auto Pound including overseeing the City Auto Auction, and managing towing services for the City.

Selected Respondent’s primary objectives for submitting a proposal shall be tantamount to the City’s objectives which are:

1. Provide for the safety of Officers and citizens
2. Provide timely towing to enhance safety and traffic flow
3. Provide transparent operational and managerial business for Auto Pound Operations.
4. Ensure maximum return on auto auction sales
5. Providing and or managing towing services to include 30 minute response times throughout the City and 15 minute response time for rapid response.

**II. BACKGROUND**

The City of Dallas Auto Pound currently operates at 1955 Vilbig since 1984 and is under the supervision of the Dallas Police Department. The City dispatches approximately 43,000 non consent tows each year (Non-City Vehicles) and sells approximately 9,335 vehicles each year.

**III. SCOPE OF SERVICES**

The City is soliciting proposals from experienced, state licensed and qualified vehicle storage companies for the management of the City of Dallas Auto Pound including overseeing the City Auto Auction, and managing emergency towing services for the City. In the context of this proposal, the term “vehicle” can mean any property that is large enough to require storage outside the DPD Evidence Property Room; this can include cars, trucks, trailers, commercial trucks & other vehicles, boats, etc. The City seeks proposals that are able to operate on non-city facilities within the Dallas City limits or can transition from the City of Dallas Auto Pound facility at 1955 Vilbig after a maximum of 3 years into a non-city facility within the Dallas City limits that can accommodate physical evidence vehicles in an enclosed area away from elements of the weather that could contaminate evidence such as finger prints or DNA.

The City seeks that all proposals will follow in accordance with the following specifications, requirements and conditions, including the provision of all labor, equipment and materials and preparation of unclaimed and seized vehicles for the City’s Auto Auction.

The City reserves the right to award this contract in whole to one contractor or in part to more than one, whichever is in the best interest of the City.

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The selected Respondents will be required, at a minimum, to comply with the terms and conditions set forth in this RFP and to provide management of the City of Dallas Auto Pound including overseeing the City Auto Auction, and managing towing services for the City.

**A. Minimum Qualifications**

The City has established the following Minimum Qualifications for the City Auto Pound operations including overseeing the City Auto Auction, and managing towing services for the City. Respondents who do not meet **all** of the Minimum Qualifications defined in this section **will not** be considered for award. The City, in its sole discretion, will determine if a Respondent meets the qualifications and will base the decision on the information included in the Respondent's proposal submitted as well as through investigations conducted by City staff.

1. Minimum of three (3) years continuous experience, within the last seven (7) years, to include but not limited to ownership, management and/or operation of a similar business organization as described within this RFP.
2. Respondents must not be in default or arrearage under any previous or existing contract(s) with the City, the State or any other political subdivision of the State of Texas. The City reserves the right to disqualify any respondent, or any constituent entity of respondent, that has pending litigation, claims or debt with the City, or if such proposal includes a proposed subcontractor, sub-lessee or supplier that has pending litigation, claims or debts which may adversely affect the ability of the parties to work efficiently and effectively under the contract contemplated by the RFP.

**B1. Auto Pound Management Operations**

1. Propose effective processes, policies and procedures which address agreeable actions to the instructions/directions of the City's Auto Pound operation as laid out in Section 15-D of the City of Dallas Code (**see Attachment VII**). Furthermore, propose a plan to adhere to the standards for the City of Dallas Environmental Management Program (AD 3-73) and Spill Procedures (AD 3-74) – **Attachment VIII**.
2. Propose procedures for towing all vehicles to the City's Auto Pound located at 1955 Vilbig Road or at a prospective non-city facility (ies) where auto pound operations will be housed within the Dallas City limits with capability of a providing a two-way communication with the base station at all times. If City facilities are intended to be used, the selected respondent(s) must propose a transition plan to completely move operations to a non-city facility in 3 years or less of the date contract is awarded. Propose a plan of how auto pound facilities will accommodate physical evidence vehicles. If the respondents plan to have more than one towing location, please outline a detailed plan for notifying the citizen of where to claim their vehicle.
3. Describe a detail plan for revenue collection associated with all fees associated with the Auto Pound Operations: Towing, Impoundment, Vehicle Storage, and Notification Fees (**Attachment III**). Provide details on collection procedures for NSF fees. Furthermore, provide a plan for waiving storage fees of stolen vehicles and releasing vehicles with no fee that are held for evidence or protective custody.

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4. Propose a detail plan for the revenue collected under the Auto Pound Operations that also includes auto auctions sales that adheres to the Dallas City Code. A minimum annual guarantee for the revenue collected under the auto pound and auto auction operations should be provided.
5. Propose a shared revenue plan for each year of the contract with the City. Describe the methodology used to calculate an annual payment to the City. Include a description of processes for remitting payment.
6. All contract employees utilized under this contract shall be employed directly by the Contractor to which the contract is awarded. Contractor should guarantee all current City of Dallas Employees at the Auto Pound have an equal opportunity to apply to work for contractor when hiring. Ensure all employees wear company uniforms, be well groomed and clean, and be prompt and courteous in order to provide services pursuant to the awarded contract.
  - I. A fully qualified labor force shall be on board at the beginning of the contract and maintained throughout the duration of this contract. All contract employees shall receive close and continuous first line supervision by the Contractor.
  - II. Each employee of the contractor shall be a citizen of the United States of America, or an alien who has been lawfully admitted for permanent residence, as evidenced by Alien Registration Receipt Card or who presents other evidence from the US Bureau of Citizenship and Immigration Service that employment will not affect his or her immigration status. Acceptable evidence shall consist of a Birth Certificate and appropriate naturalization papers. Each contract employee shall be a minimum of 18 years of age. Vendors shall state the company's procedures used to verify the legal status of contract employees and the authenticity of documents provided by employees. Vendors shall submit these procedures with their bids. Note: Violation of the specified age requirement and/or employment of an undocumented alien shall be just cause for contract termination. Any contract employee who violates this requirement will be removed from City contracts with DPD.
  - III. The Contractor shall conduct a screening/background check on each contract employee prior to being assigned to work in any capacity at a City facility. The Contractor shall notify DPD of felony and misdemeanor background checks obtained from the Dallas County Clerk defining the findings of their screening/background checks. The City reserves the right to instruct the Contractor to remove any contract employee upon review of the employment information form and/or findings of the screening process. The Contractor shall maintain and provide DPD a current contract employee list showing all contract employees assigned to work under this contract. The contractor shall immediately report any changes to the contract employee listing and shall furnish information reflecting the changes as they occur. Contractor agrees that all contract employees shall submit to and pass a police background investigation report, a drug test and/or a polygraph examination upon request. **Note: The cost associated with the required background check shall not be passed on to potential contract employee.**

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- IV. All Contractor personnel that service this contract must pass FBI CJIS background and will be subject to an annual background check. All Contractor personnel that service this contract will be subject to random drug tests.
- V. The Contractor shall not, during the term of this contract sell, assign, transfer or convey this contract in whole or in part, without the express written consent of the City.

**B2. Managing Towing Services**

The City, reserves the right to award this contract to any number of contractors, in whole or in part, whichever is in the best interest of the City. The City is seeking a minimum of two (2) and a maximum of seven (7) qualified contractors to provide prompt, reliable and efficient towing services for up to seven (7) Zones for the entire City (see **Attachment II**). In addition, the City seeks proposals that will perform all necessary work for the removal from public streets, ways or other public property in the City of Dallas

There must be a centralized tow dispatch center or automated tow dispatch request process that the City will use to dispatch requests for tow service. A vendor that provides an interface between the tow dispatch request process and the City's computer assisted dispatch system (CAD) will be given special consideration.

If there are multiple storage facilities, there must be a centralized information point for identifying where a vehicle is stored.

A vendor must be located either within the zone in which they are licensed to operate an emergency wrecker service or within one-half mile of the established boundaries of a zone(s) being applied for.

- 1. Propose methodologies for obeying, complying and following all state and federal laws, regulations and City ordinances while performing services.
- 2. Propose procedural operations for twenty-four (24) hour service, specific to zone(s), including weekends and holidays with 2 way communication.
- 3. Propose a procedure which establishes a 12 hour work rule within any 18 hour period for all contract wrecker drivers.
- 4. Propose plans for furnishing the City with a daily list of on-duty contract wrecker drivers and staffing for auto pound operations.
- 5. Propose a detailed contract driver staffing plan to include supporting documentation of policies and procedures which justify the number of wrecker drivers assigned to a specific zone.
- 6. Propose a detailed contract driver staffing plan to include supporting documentation of policies and procedures which justify the number of wrecker drivers assigned to a specific zone.

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7. Propose a plan for dispatching wrecker service calls. Also propose a detailed Emergency Contingency Plan.
8. Proposed procedural operations for alternative approaches to towing operations including 30 minute response times throughout the City and 15 minute response time for rapid response. All alternative approaches will be considered in the evaluation process.

Rapid response Tows must be responded to within 15 minutes. Rapid Response locations are as follows:

- C. F. Hawn Freeway
- Central Expressway
- East R. L. Thornton Freeway
- Interstate Highway 20
- John W. Carpenter Freeway
- Julius Schepps Freeway
- Lyndon B. Johnson Freeway
- Marvin D. Love Freeway
- S. M. Wright Freeway
- South R. L. Thornton Freeway
- Stemmons Freeway
- Tom Landry Freeway
- Walton Walker Boulevard
- Woodall Rogers Freeway
- All entrance and exit ramps and all adjacent service roads of the freeways named above.
- Any other area designated by the chief of police (Ord. 27487)

Estimated Quantities

Current contract volumes are as follows:

Zone(s)	Approximate Annual Tows
#1 Zone	7,633
#2 Zone	6,468
#3 Zone	7,896
#4 Zone	5,969
#5 Zone	5,634
#6 Zone	6,793
#7 Zone	2,338

Approximate Total of Annual Tows: 42,731

*\*\*\*Based on FY 08-09 Actual*

**AUTO POUND MANAGEMENT, TOW SERVICES AND AUTO AUCTION****B3. Overseeing Auto Auction**

1. Propose a plan for auto auction sales that demonstrates effective processes that will generate maximum amount of revenue per car.
2. Propose a plan of action to relinquish unclaimed and seized vehicles for Auto auction sales and ensure all processes for impoundment are followed. (**Attachment III**) How will the selected Respondent (s) ensure vehicles that are submitted to the auto auction have not been submitted in error for sale; including but not limited to, notifying owners of vehicle impoundment within a 48 hour time period of vehicle impoundment? How will selected Respondent (s) take responsibility for claims if a vehicle is sold without proper action taken to follow all impoundment processes? Also, propose a plan to allow DPD the right to choose covert vehicles before auction on a quarterly basis.

**C. Complaint Resolution Process**

Propose a plan to address customer complaints

**D. Documentation**

City reserves the right to audit selected Respondent(s) books and records which may include the taxes, and refunds. City reserves the right to require that any and all such books and records be submitted for audit to the City or to a CPA selected by the City or any other City designee.

**E. Equipment**

1. Propose a plan which will justify selected Respondent's equipment choices for use at vehicle storage facility (i.e. forklifts, customer service vehicles, etc.)
2. Propose a plan to include policies and procedures used to maintain equipment.

**F. Information and Communications Technology**

The objective of technology for this business function is to accomplish the following:

- Central point to request a tow
- Central point to inquire on tow information including but not limited to
  - Has the request been dispatched
  - Has the wrecker arrived on scene
  - Where was the vehicle towed (in the case of multiple storage facilities)
- Access to tow data for investigative purposes

Vendors should detail how their proposal meets those requirements.

Proposers must recommend a plan using the existing systems or implementing new automated systems. Whatever system is used must be compatible and interface with the City's software/hardware technology.

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The City utilizes the following software/hardware and selected Respondent(s) must ensure all technology is compatible:

- TriTech Software System's VisiNet CAD Computer Assisted Dispatch system for incidents ([www.tritech.com](http://www.tritech.com))
- Orion Communications' Impound Manager system ([www.orioncom.com](http://www.orioncom.com))
- Orion Communications' Tow Repo system ([www.orioncom.com](http://www.orioncom.com))

OR

- The vendor could propose the use of Denali inPursuit's AutoPound module (through Unisys Systems).

For any proposer-provided technology, the City must be provided with a perpetual license to use that software.

There must be a centralized tow dispatch center or automated tow dispatch request process that the City will use to dispatch requests for tow service. A vendor that provides an interface between the tow dispatch request process and the City's computer assisted dispatch system (CAD) will be given special consideration.

If there are multiple storage facilities, there must be an automated centralized information point for identifying where a vehicle is stored.

Tow data must be available on a near-real time basis to DPD for use in investigative purposes.

**G. Records and Audit**

Propose detailed procedures ensuring that all records and documentation related to the management of the City of Dallas Auto Pound including overseeing the City Auto Auction, and managing towing services will be made immediately available to City upon request, during but not limited to compliance reviews.

The City will have the right to conduct annual audits and unscheduled audits.

The City will have the right to conduct scheduled and unscheduled inventories of any or all storage facilities.

**H. Insurance Requirement**

The successful proposer(s) will be required to purchase and maintain, during the term of the contract, insurance as described in **Attachment I** and agrees to the indemnification agreement therein.

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**IV. GENERAL CONDITIONS**

**A. Confidentiality**

In accordance with state law, proposals shall be opened so as to avoid disclosure of contents to competing proposers and shall be kept secret and confidential during the process negotiation. All proposals submitted for this Request for Proposal (RFP) shall be open for public inspection after recommendation of award. Clearly marked and identified trade secrets and confidential information contained in the proposals shall not be open for public inspection. If a third party challenges the trade secret or confidential nature of certain information, it will be the responsibility of the proposer to defend the challenge.

**B. Disqualification of Proposers**

Proposers may be disqualified for any of the following reasons:

1. Reason to believe collusion exists among the proposers.
2. The proposer is involved in any litigation against the City of Dallas.
3. The proposer is in arrears on an existing contract or has failed to perform on a previous contract with the City of Dallas within the past five (5) years.

**C. Business Inclusion and Development Plan**

It is the policy of the City of Dallas to use qualified Minority and Women-Owned Business Enterprises (M/WBEs) to the greatest extent feasible on the City's construction, procurement and professional services contracts. The City and its contractors shall not discriminate on the basis of race, color, religion, national origin, or sex in the award and performance of contracts. In consideration of this policy, the City of Dallas has adopted the Business Inclusion and Development Plan (BID Plan) for all City of Dallas contracts. The purpose of the Business Inclusion and Development Plan is to increase participation of locally owned M/WBEs in City procurement and contracting opportunities and to develop the local business base through the award of contracts and purchases to locally owned businesses.

The information shall be submitted with the proposal and shall include:

- Submission of an affirmative action plan and/or policy and submission of the Ethnic Workforce Composition Report (BDPS-FRM-204).
- Submission of the RFP/RFQ Contractor's Affidavit History of M/WBE Utilization Form (BDPS-FRM-205) showing utilization of M/WBE's on previous contracts.
- Submit additional documentation of past performance and history of complying with M/WBE capacity building goals and how they were accomplished, e.g. Mentor-Protégé programs and vendor outreach events with Chambers of Commerce and Business Advocacy Groups.
- Submission of the RFP/RFQ Contractor's Affidavit Type of Work by Prime and Subconsultant Form (BDPS-FRM-206). Your Firm (s) Team make-up should include a significant number of diverse M/WBE firms in meaningful roles on the project.

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The name, address and telephone number of each M/WBE; (2) the description of the work to be performed by each M/WBE; and (3) the approximate dollar amount/percentage of the participation. The City encourages joint ventures with M/WBEs that enhance capacity building;

- If joint-venture is being considered, submit documentation of possible joint-venture opportunities to provide spring board for fostering more and larger M/WBE firms in the market.

- Submission of the signed Business Inclusion and Development Affidavit Form (BDPS-FRM-203) which shows evidence of acknowledgement of the City's Business Inclusion and Development (BID) Plan and demonstrates intent to comply with the policy and evidence of M/WBE inclusion to meet the BID goal for the project.

Help in preparing the forms may be obtained by contacting a member of the ResourceLink team – Lisa Alonzo- 214-243-2131, or by sending an email to her at this address - [lisa.alonzo@dallascityhall.com](mailto:lisa.alonzo@dallascityhall.com).

**D. Business Information Form**

Proposers must complete and submit the Business Information form

**E. Qualifications/Submission Requirements**

Each proposal must be typed and submitted in hardcopy of one **(1) marked original, eight (8) copies and eight (8) electronic copies (CDROM, flash drive, etc)**. The submission shall be with a cover letter signed by the submitting proposer's authorized representative identifying its interest in serving as agent for this proposal, identifying general contents of the transmittal and identifying the name, address and telephone number of the firm's contact person for the submission.

The submission will cover the following:

1. General description and capabilities of company submitting proposal.
2. Evidence that the proposer has at least five (3) years of continuous experience within the last seven (7) years.
3. Three (3) current references.
4. A statement from proposer that proposer is not in arrears or in default to the City for delinquent taxes or assessments; is not in arrears or in default on any debt or contract, whether as defaulter or bondsman; and has not defaulted upon any obligation to the City by failing to perform satisfactorily any previous agreement or contract within the past five (5) years; and is not involved in litigation against City.

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**F. Submission and Receipt of Proposals**

- a. Proposals must be received before the specified time as designated in the RFP. A list of firms who submitted proposals will be furnished, upon request.
- b. Proposals shall be submitted in a sealed envelope. The envelope shall be time stamped, and shall have the RFP number, the name and address of the firm.
- c. The City is not responsible for the U.S. Mail or private couriers in regard to mail being delivered by the specified time so that a proposal can be considered.
- d. Late proposals will be rejected.
- e. Proposals having any erasures or corrections must be initialed by the offerer in ink. Proposals shall be signed in ink. All amounts shall be typewritten or completed in ink.

**G. Acceptance of Offer**

The signed proposal shall be considered an offer on the part of the proposer; such offer shall be deemed accepted upon issuance by the City of a contractual document.

The contract will be awarded to the most responsible and responsive proposer whose proposal meets the minimum requirements and criteria set forth in this RFP.

The City reserves the right to accept or reject any and all proposals or parts of proposals, waive minor informalities.

**H. Discrepancies, Errors, and Omissions**

Any discrepancies, errors, or ambiguities in the RFP or addenda (if any) should be reported in writing to the City's Buyer. Should it be found necessary, a written addendum will be incorporated in the RFP and will become part of the contract documents. The City will not be responsible for any oral instructions, clarifications, or other communications.

**I. Conflict of Interest**

The proposer certifies that, to the best of his knowledge or belief, no elected/appointed official or employee of the City of Dallas, a spouse thereof or other person residing in the same household, is financially interested, directly or indirectly, in providing the goods or services specified in this proposal. Financial interest includes ownership of more than five percent of the total assets or capital stock or being an officer, director, manager, partner, proprietor, or agent of the business submitting the proposal or of any subcontractor or supplier thereof providing goods or services in excess of ten percent of the total proposal amount.

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**V. TERM OF CONTRACT**

A contract awarded in response to this RFP will be for a five (5) year period. The City shall have the option to renew for an additional two (2) years upon City Council approval.

**VI. PROCESS SCHEDULE**

**1. Pre-proposal conference**

The City will hold a pre-proposal conference for potential proposers concerning our requirements. **This pre-proposal conference will be held at 1500 Marilla, L1 Conference Room A, Dallas, TX 75201 at 2:00pm on 07/13/2010.** This will be the only opportunity for prospective proposers to talk directly with department representatives.

**2. Questions about the Request for Proposals and related issues**

During the process until proposals are submitted, the only contact with City of Dallas Personnel, other than in Office of Business Development & Procurement Services, will be at the pre-proposal conference. All other questions should be referred to the buyer listed below.

Moses Aito – Buyer  
[moses.aito@dallascityhall.com](mailto:moses.aito@dallascityhall.com)  
Business Development & Procurement Services  
Dallas City Hall  
1500 Marilla, Room 3FS  
Dallas, Texas 75201

**The last day for submitted questions is 07/19/2010 at 10:00am**

**3. Opening of proposals**

All proposals must be received by Business Development & Procurement Services no later than **2:00 PM on 07/21/10.** Late proposals cannot be accepted. Vendors are responsible for insuring that proposals are received on time and at the right location.

Proposals will be opened by the City so as to avoid disclosure of contents to competing proposers, and kept secret and confidential during the process of negotiation. It is the responsibility of the proposer to clearly mark and identify all portions of the proposal that contain trade secrets, confidential information and other proprietary information.

Such information contained in the proposals and clearly identified will not be made open for public inspection at any time, even after the contract has been awarded and executed, and whether or not the proposer wins the contract.

**4. Late and withdrawn proposals**

Proposals offered to the City after the time and date will not be accepted. Any proposal may be withdrawn prior to the scheduled due date.

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The City of Dallas will review the proposals submitted by all proposers. On the basis of the evaluation criteria attachment, the City of Dallas will determine which proposals are best qualified for the award of the contract.

The City of Dallas may at any time, investigate a proposer's ability to perform work. The City of Dallas may ask for additional information about a company and its work on previous contracts. Proposers may choose not to submit such information in response to City of Dallas' request; however, if failure to submit such information does not clarify the City's questions concerning the ability to perform, the City may discontinue further consideration of a particular proposal. The City of Dallas would typically be interested in the following; previous experience in performing similar or comparable work, staffing and personnel turnover, financial statement of resources for current and past periods and other relevant information.

Please be aware that the City of Dallas may use sources of information not supplied by the proposer concerning the abilities to perform this work. Such sources may include current or past customers of the organization; current or past suppliers; articles from industry newsletters or other publications or from non-published sources made available to the City of Dallas.

**6. Discussion with reasonably qualified proposals**

After selection of best qualified proposers, the Evaluation Committee may determine that oral presentations are required before making a final decision. The City will invite the proposers with the highest evaluation scores to make such presentations. Discussions will be on an individual basis and closed to third parties and other proposers.

During the presentation, the City of Dallas and the proposer will review in detail all aspects of the City's requirements and the proposal. During these reviews, the proposer may offer revisions and the City of Dallas may accept the revisions in the proposal. Similarly, the City may ask for revisions, and the proposer may accept.

The City expects to accept the "best and final offer" that most meets the City's criteria. The City may accept an initial proposal without additional presentations if the City judges such proposal to be far superior to all other competing proposals, the City also reserves the right to reject all proposals.

Proposers will be accorded fair and equal treatment with respect to any opportunity for discussion and revision of proposals, such revisions will be permitted after proposal submissions and prior to award for the purpose of obtaining best and final offers.

**7. Approval by City Council and Offering of Contract**

Contract award is subject to approval by the Dallas City Council. It is anticipated that this request for approval will be an agenda item for the City Council in October 2010.

The City of Dallas will require the proposer to sign the necessary contract documents prepared by the City Attorney's Office. A sample contract is included as an attachment

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**8. Rejection or Acceptance of Proposals**

This Request for Proposals does not commit the City to award any contract.

The City of Dallas reserves the right to reject any or all proposals, to waive technicalities or irregularities, and to accept any proposal it deems to be in the best interest of the City. The City of Dallas shall not be liable for any costs incurred by any company responding to this RFP.

**VII. EVALUATION CRITERIA**

The City will conduct a comprehensive, fair and impartial evaluation of all Proposals received in response to this RFP. The City may appoint a selection committee to perform the evaluation. Each Proposal will be analyzed to determine overall responsiveness and qualifications under the RFP. Criteria to be evaluated may include the items listed below. The selection committee may select all, some or none of the Respondent(s) for interviews. If the City elects to conduct interviews, Respondent(s) may be interviewed and re-scored based upon these same criteria, or other criteria to be determined by the selection committee. The City may also request additional information from Respondent(s) at any time prior to final approval of a selected Respondent(s). The City reserves the right to select one, or more, or none of the Respondent(s) to provide services. Final approval of a selected Respondent(s) is subject to the action of the City of Dallas City Council.

Evaluation Criteria:

- A. Experience, Background, Qualifications (25 %)
- B. Proposed Operations Plan (30%)
- D. Payment to the City (30%)
- E. Business Development and Inclusion (BID) Plan (15%):

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## ATTACHMENT III

**Specific Auction Responsibilities:**

- 3.1.2** Provide sales list (**Exhibit A**) and VIN sheet (**Exhibit B**) three weeks prior to the sale to allow the auctioneer sufficient time to advertise and complete other activities related to the sale.
- 3.1.3** Provide the auctioneer, one week prior to the Monday sale date a current Pull list (**Exhibit C**) of vehicles in storage row inclusive of odometer readings. If the odometer reading is unavailable "NON ACTUAL" may be recorded on the reading. In addition, the auctioneer will be responsible for furnishing a buyer with a replacement sales receipt (for a nominal fee) containing the correct odometer reading should it be requested.
- 3.1.4** Arrange vehicles in action row order and provide a Line up List (**Exhibit D**) to the auctioneer the Friday prior to the sale date.
- 3.1.5** Reserve the right to remove vehicles at anytime prior the schedule auction, and retrieve a vehicle after the sale if an error in sale is determine and supported by appropriate documentation.
- 3.1.6** Provide keys for vehicles on the date of sale (if available).

Allow registered buyers one hour to inspect vehicles prior to sale time. Provide personnel to process the exit of vehicles sold following each auction when the vehicles are being removed from the auction lot. Vehicles must be removed by midnight of the day following the auction.

Establish Ruled of Attendance are also known as "Terms and Conductions" and participation in the conjunction with the City Sales Agent).

Provide a copy of all background checks for any personnel employed, contracted, or subcontracted by the auctioneer to the City Sales Agent.

Provide the auctioneer, an Auction Sales receipt, or Demolish Certificate for each vehicle sold.

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**ATTACHMENT IV  
FEE SCHEDULE**

**Current Maximum Towing Fees approved by City Council:**

Heavy Tow: \$445  
Medium Tow: \$191  
Regular Tow: \$121 (includes tow assist)

Overtime Tow Rates- this is time over 2 hours for a tow in 15 minute increments

Regular Tow: \$16 (\$64 per hour)  
Medium Tow: \$23.75  
Heavy Tow: \$39.75

Light Tow is for towage of a vehicle with a manufacturer's gross vehicle weight rating of not more than 10,000 pounds

Medium Tow is for towage of a vehicle with a manufacturer's gross vehicle weight rating of more than 10,000 pounds but not more than 26,000 pounds

Heavy Tow is for towage of a vehicle with a manufacturer's gross vehicle weight rating of more than 26,000 pounds

**Additional Fees**

\$64 for any service a wrecker operator or driver performs that renders a vehicle operable, including, but not limited to, removing or straightening a bumper or fender, or another similar service.

When dispatched by the chief of police to a location more than 100 yards outside the corporate limits of the city to tow a vehicle from the dispatched location to a location inside the corporate limits of the city, \$3 for each loaded one-way mile that the wrecker travels, measured from the dispatched location to the nearest point of the corporate limits of the city using the most direct and expeditious route.

When dispatched by the chief of police to a location inside the corporate limits of the city to tow a vehicle to a location more than 100 yards outside the corporate limits of the city, \$3 for each loaded one-way mile that the wrecker travels, measured from the nearest point of the corporate limits of the city to the vehicle delivery location using the most direct and expeditious route.

No additional fee may be charged for linkage of a vehicle prior to a tow or for the use of towing dollies, go-jacks, winching, or air bags.

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**Impoundment Fee:** \$20.00 per vehicle

**Vehicle Storage Fee:** \$20.00 per day per vehicle; \$35.00 per day for vehicles longer than 25 feet

**Notification Fee:** \$50.00 per vehicle Fee for notification. After a 48hour time period of a vehicle being impounded a notification is sent to the owner. Vendors shall describe how they will determine the owner of the vehicle.

AUTO POUND MANAGEMENT, TOW SERVICES AND AUTO AUCTION

ATTACHMENT V.

RESPONDENT QUESTIONNAIRE  
GENERAL INFORMATION

1. **Respondent Information:** Provide the following information regarding the Respondent.

(NOTE: Co-Respondent is two or more entities proposing as a team or joint venture with each signing the contract, if awarded. Sub-contractors are not Co-Respondent and should not be identified here. If this proposal includes Co-Respondent, provide the required information in this Item #1 for each Co-Respondent by copying and inserting an additional block(s) before Item #2.)

Respondent Name: \_\_\_\_\_  
(NOTE: Give exact legal name as it will appear on the contract, if awarded.)

Principal Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Social Security Number or Federal Employer Identification Number: \_\_\_\_\_

Texas Comptroller's Taxpayer Number, if applicable: \_\_\_\_\_  
(NOTE: This 11-digit number is sometimes referred to as the Comptroller's TIN or TID.)

Printed Name of Contract Signatory: \_\_\_\_\_  
(NOTE: This RFP solicits proposals to provide services under a contract which has been identified as "High Profile".  
Therefore, Respondent must provide the name of person that will sign the contract for the Respondent, if awarded.)

2. **Contact Information:** List the one person who the City may contact concerning your proposal or setting dates for meetings.

Name: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

**AUTO POUND MANAGEMENT, TOW SERVICES AND AUTO AUCTION**

3. Does Respondent anticipate any mergers, transfer of organization ownership, management reorganization, or departure of key personnel within the next twelve (12) months?

Yes No

If yes please explain: \_\_\_\_\_

4. Is Respondent authorized and/or licensed to do business in Texas?

Yes No If "Yes", list authorizations/licenses.

\_\_\_\_\_  
\_\_\_\_\_

5. Where is the Respondent's corporate headquarters located?

\_\_\_\_\_

6. **Local Operation:** Does the Respondent have an office located in Dallas, Texas?

Yes No If "Yes", respond to a and b below:

a. How long has the Respondent conducted business from its Dallas office?

Year \_\_\_\_\_ Months \_\_\_\_\_

b. State the number of full-time employees at the Dallas office.

7. **County Operation:** If the Respondent does not have a Dallas office, does the Respondent have an office located in Dallas County, Texas?

Yes No

If "Yes", respond to a and b below:

a. How long has the Respondent conducted business from its Dallas County office?

Year \_\_\_\_\_ Months \_\_\_\_\_

b. State the number of full-time employees at the Dallas County office. \_\_\_\_\_

8. **Debarment/Suspension Information:** Has the Respondent or any of its principals been debarred or suspended from contracting with any public entity?

Yes No

If "Yes", identify the public entity and the name and current phone number of a representative of the public entity familiar with the debarment or suspension, and state the reason for or circumstances surrounding the debarment or suspension, including but not limited to the period of time for such debarment or suspension.

\_\_\_\_\_  
\_\_\_\_\_

**AUTO POUND MANAGEMENT, TOW SERVICES AND AUTO AUCTION**

9. **Surety Information:** Has the Respondent ever had a bond or surety canceled or forfeited?

Yes                      No

If "Yes", state the name of the bonding company, date, amount of bond and reason for such cancellation or forfeiture.

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10. **Bankruptcy Information:** Has the Respondent ever been declared bankrupt or filed for protection from creditors under state or federal proceedings?

Yes                      No

If "Yes", state the date, court, jurisdiction, cause number, amount of liabilities and amount of assets.

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11. Provide any other names under which Respondent has operated within the last 10 years.

**AUTO POUND MANAGEMENT, TOW SERVICES AND AUTO AUCTION**

**ATTACHMENT VI.**

**REFERENCES** - Provide three (3) references, one of which must be from a financial institution that has provided Respondent with banking services during the past three years.

**Reference No. 1: (Financial Institution)**

Firm/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Address: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip Code: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

**Reference No. 2:**

Firm/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_

**Reference No. 3:**

Firm/Company Name: \_\_\_\_\_

Contact Name: \_\_\_\_\_ Title: \_\_\_\_\_

Telephone No. \_\_\_\_\_ Fax No: \_\_\_\_\_

Email: \_\_\_\_\_