



**ADDENDUM # 2**  
**RFP # FY 2015-2016-023**  
**FRANCHISE TOWING SERVICES**

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Please ensure you check the City's website for the latest addendum released for this project before you submit your firm's response. Below find the link to the City's website:  
[www.cohb.org/solicitations](http://www.cohb.org/solicitations).

**ANSWERS TO QUESTIONS RECEIVED BY THE AUGUST 19, 2016 DEADLINE:**

**QUESTION #1:**

In regards to RFP FY 2015-2016-023 FRANCHISE TOWING SERVICES, the RFP seems to specify a 5 mile radius for the bidding vendor's tow yard. Can you please advise if this is a mandatory qualification or just a suggested qualification. My client's tow yard is approximately 6 to 7 miles away, and they are interested in bidding on this procurement. Please advise accordingly.

**ANSWER # 1:**

Exhibit I, Page 18, states:

*This RFP contains Minimum Qualification Requirements (MQRs) which the proposing firm **must** meet in order for the firm's response to be considered and to be evaluated.*

***Ensure you read the MQRs first to ensure your firm meets these requirements and thus is able to provide a response to this RFP.***

*Firm(s) that do not meet all the MQRs stated will be determined non-responsive and disqualified from the evaluation process and will not be considered. Ensure the MQRs are easily found and clearly addressed within your firm's response.*

*The firm awarded the Contract will be required to maintain the Minimum Qualification Requirements during the term of the Contract and any contract renewals. Firms meeting the Minimum Qualification Requirements criteria will have their proposal evaluated and scored according to the evaluation criteria set forth.*

*All firm(s) responding to perform the work for this project/RFP must provide and meet all the (MQRs).*

***Minimum Qualification Requirement # 1: Base Location***

*Firms to be considered for this Request for Proposals must have a base of operation and auto storage facility located within five (5) miles from any point of the City and must provide proof of ownership or lease agreement for the storage facilities with the proposal response. The storage facility and base of operation must be in Broward County.*

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**QUESTION #2:**

I see that the city requires a Proposal Performance Guarantee of \$5,000.  
Is this a fee to the city? Or is it a refundable deposit the city holds while under contract.

**ANSWER # 2:**

This is not a fee. Exhibit I, page 35 states:

**PROPOSAL PERFORMANCE GUARANTEE**

*Proposing firm must submit with their firm's response a \$5,000 proposal performance guarantee in the form of a Bid Bond, Certified Check or Cashier Check payable to the City of Hallandale Beach. This \$5,000.00 Proposal Performance Guarantee will be kept for the term of the contract.*

**QUESTION #3:**

Would we be required to do everything from light to heavy duty towing? At the moment we are only equipped to do cars and personal vehicles.

**ANSWER # 3:**

Exhibit I, page 2, Purpose and Project Scope states:

*The City desires to contract with a firm to provide towing and storage of vehicles; towing, storage and disposal of abandoned, unregistered and junked vehicles, trailers and boats at the request of the City's Police Department and/or Code Enforcement Department.*

**QUESTION #4:**

Would we be towing vehicles involved in accidents and police tows like if someone is arrested and vehicle needs to be moved?

**ANSWER # 4:**

Please see Exhibit I Page 5, which states :

*Police action includes, but is not limited to, accidents, stolen vehicles, criminal offenses, traffic and parking violations.*

*On rare occasions a vehicle owner, whose vehicle was disabled in a crash, may be able to summon their own tow truck; however, this rarely occurs because of time constraints. The police will request tows for vehicles*

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that are left without a driver, and not on private property, due to an arrest. The contract towing and storage rates apply for both vehicles involved in crashes and towed because of arrest. Cars that the police intend to seize and forfeit through legal proceedings, normally would not be towed. These vehicles are supposed to be driven to a police facility by the investigator and disabled thereafter.

**Firm must provide this form signed by an authorized officer of your firm to acknowledge receipt of ADDENDUM # 2 and provide with your firm's response.**

I acknowledge receipt of Addendum # 2:

Company	
Name	
Title	
Signature of authorized officer for the firm	
Date	

Sincerely,



Andrea Lues, Director, Procurement Department