

**CITY OF ATLANTA
ADVERTISEMENT FOR BID**

Please be advised that sealed Bids for **FC-9310, Citywide Wrecker Services Over and Under 10k Pounds** will be accepted by the Department of Procurement (“DOP”), Suite 1900, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia 30303-0307, on **Wednesday, November 30, 2016**. All bids submitted must be sealed, and time stamped in no later than 2:00 p.m. on the stated date.

****ABSOLUTELY NO BIDS WILL BE ACCEPTED AFTER 2:00 P.M.****

Bids will be publicly read at 2:01 p.m. on the respective due date in Suite 1900, at the above address.

It is the City’s intent to make a final recommendation for award to a **MAXIMUM** of four (4) qualified firms for Group 2 **under 10k pounds** and a **MAXIMUM** of one (1) qualified firm for each of the Groups 1, 3 & 4 **over and under 10k pounds categories**. The City seeks to make a single award to the **highest bidder in Group 1**, the **(3) highest bidder’s in Group 2**, the **lowest bidder in Group 3** and the **lowest bidder in Group 4**. The awards for all (4) groups, will be made for a total of 6 zones plus the airport jurisdiction.

SCOPE OF WORK: The City’s DOP, on behalf of the Atlanta Police Department (“APD”), is seeking bids from qualified bidders to provide wrecker services for general public and City-owned vehicles.

The minimum qualifications for submission of a qualified bid shall be:

- At the time of submission of a bid to the City, the Bidder must be in compliance with all State Laws and City Ordinances;
- at the time of submission of a bid to the City, the Bidder must possess an active business license and must provide evidence of such within their bid package to the City;
- the Bidder must be able to provide evidence within their bid submittal; that their firm has been established for a **minimum of five (5) years** as a licensed company providing wrecker services; and
- at the time of submission of a bid, the Bidder cannot possess a record of any outstanding **surcharges** that have not been paid to the City of Atlanta or any (Entity, State, County or Municipality). The City will verify if such records exist after receipt of bids.
 - **Definition for Surcharges:** Fees that are charged per tow. These fees are collected by the Contractor monthly; and subsequently a guaranteed revenue percentage is paid back to the City on a monthly basis. **Please refer to Part II. Exhibit E. Scope of Services for additional terms and conditions that will be associated with a future contract engagement between the City and the said Contractor(s).**
- At the time of submission of a bid, the Bidder cannot possess a record of any outstanding **overages** that were not reported to the Fulton County Magistrate Court **within seven (7) calendar days** of a reported auction sale for any (Entity, State, County or Municipality. This includes the City of Atlanta). The City will verify if such records exist after receipt of bids. Proof of any recent payments to the Fulton County Magistrate Court within fourteen (14) calendar days of submission of a bid to the City, must be included within your bid submittals as evidence of payment.

- **Definition for Overages:** Contractors reserve the right to collect outstanding towing fees at auction. Once a sale is made of any impounded vehicle, those collected fees are categorized as overages and **must be** reported to the Fulton County Magistrate Court. Once overages are held for a term of one (1) year; the City is entitled to collect on fifty percent (50%) of those fees collected by the Contractor. **Please refer to Part II, Exhibit E, Scope of Services for additional terms and conditions that will be associated with a future contract engagement between the City and the said Contractor(s).**

- Adherence to all items listed under====**Exhibit E. Scope of Services;** and
- Adherence to all items listed under====**Exhibit G. Minimum Qualifications.**

A **Pre-Bid Conference** will be held on **Tuesday, November 8th, at 11:00 a.m.**, at 55 Trinity Avenue, Suite 1900, City Hall South, and Atlanta, Georgia 30303. The purpose of the Pre-Bid Conference is to provide the bidders with information regarding the project and to address any questions and concerns. There will be City representatives from the APD present to discuss the scope of services, the Office of Contract Compliance to address the Equal Business Opportunity and Equal Employment Opportunity Requirements, the Ethics Office to address the Ethical Guideline for Contract, the Office of Risk Management to address any bonding/insurance requirements and Atlanta Workforce Development Agency to address employment requirements. Bidders are strongly urged to attend the Pre-Bid Conference to obtain general information regarding the solicitation document.

All prospective Bidders are required to submit COLOR photos to outline their adherence to all of the minimum qualifications as outlined under Part II, Exhibit E; Scope of Services and Exhibit G; Minimum Requirements and Additional Required Submittal Forms of this solicitation document. The City will inspect the service site of all responsive Bidders submissions. These site tour visits shall occur randomly during the month of December 2016. After review of the service sites, the City's final determination shall be binding concerning responsiveness to the minimum qualifications and all required submittal documents (e.g., COLOR PHOTOS), as well as the Bidders responsibility to perform services on behalf of the City. If any portion of a minimum requirement is unverifiable at the time of inspection, the Bidder may be deemed non-responsible.

General instructions, plans and/or specifications for submitting bid packages for this project will be available for review/purchase at a cost of **\$50.00** as of **Wednesday, October 26, 2016** between the hours of 8:15 a.m. - 5:00 p.m., in the DOP's Plan Room, Suite 1900, 1st Floor, 55 Trinity Avenue, S.W., City Hall South, Atlanta, Georgia. Payment for the documents represents production costs; therefore, payment is non-refundable.

This Bid is being made available by electronic means. If accepted by such means, then the Bidder acknowledges and accepts full responsibility to insure that no changes are made to the Bid. In the event of conflict between a version of the Bid in the Bidder's possession and the version maintained by DOP, the version maintained by the DOP shall govern.

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You are required to email and confirm receipt of your business name, contact person, address, phone number, fax number and the project number to Ms. Shonda Bryant, Contracting Officer, at klbryant@atlantaga.gov, to be placed on the Plan Holders List. Failure to do so will prevent you from receiving any addenda that are issued and may deem you non-responsive.

If you have any questions regarding this project, please contact Ms. Shonda Bryant, Contracting Officer, at (404) 330-6983, or by e-mail at klbryant@atlantaga.gov. Any questions regarding the procedure for purchasing a copy of the document or obtaining a copy of the Plan Holders List should be directed to the Plan Room at (404) 330-6204.

The City reserves the absolute right to reject any and all Bidders and to waive any technicalities.