

GLOUCESTER TOWNSHIP FIRE DISTRICT NO.: 6
REQUEST FOR PROPOSAL FOR
"TOWING SERVICES"

I. PURPOSE AND INTENT

The Gloucester Township Fire District No.: 6 ("District") is requesting proposals for a qualified towing company for a period of two years starting August 15, 2026, through August 15, 2028. The expected services are described in **Section III** of this request for proposal (RFP). The intent of this RFP is to identify a towing company who can respond to requests from the District for removal of vehicles which are parked in the Fire District's parking lot without authorization.

II. PROPOSAL SUBMISSION

- 1) Submissions shall be submitted in sealed envelopes and must be marked "**RFP FOR TOWING SERVICES**" and addressed to:

Gloucester Township Fire District No.: 6
Attention: Christopher Brown
Fire Chief/Fire Administrator
1946 Williamstown Erial Road
Sicklerville, NJ 08081

The proposal must be received no later than Friday, August 7, 2026 at 11:00 A.M.
Faxed proposals will NOT be accepted.

- 2) Any inquiry concerning this RFP should be directed in writing by email or fax to:

Christopher Brown
Email: cbrown@gtfd6.com

- 3) All documents/information submitted in response to this solicitation shall be available to the general public as required by the New Jersey Open Public Records Act, N.J.S.A. 47:1A1, et seq. The District will not be responsible for any costs associated with the oral or written and/or presentation of the proposals. The District reserves the right to reject any and all proposals, with or without cause, and waive any irregularities or informalities in the proposals. The District further reserves the right to make such investigations as it deems necessary as to the qualifications of any and all vendors submitting proposals. In the event that all proposals are rejected, the District reserves the right to re-solicit proposals.
- 4) All contractors on projects for public work shall adhere to all requirements of the Public Works Contractor Registration Act, N.J.S.A. 34:11-56.48, et seq., and the New Jersey Prevailing Wage Act, N.J.S.A., 34:11-56.25, et seq.

III. SCOPE OF WORK AND/OR REQUIRED ITEMS

General Requirements: It is the intent of these specifications to describe and govern the towing and impounding of vehicles upon the request of the Fire District administration and consistent with local ordinances and the laws of New Jersey.

Services: Services provided shall conform to the following specifications for a period of two years:

Towing: The District is seeking a towing company who can respond to requests from the District's staff to remove unauthorized vehicles from its parking lot

The towing company will not need to regularly patrol the lot, only respond to calls from the Fire District to remove unauthorized vehicles upon request.

Signage: The towing company will need to place signs in the District's parking lot directing individuals whose vehicles have been towed on how and where the owners will be able to retrieve their vehicles.

Storage Area:

The bidder must have a business office open to the public between 8 a.m. and 5 p.m. at least five days a week, excluding holidays, available to release stored vehicles.

- A. The storage area must be secure. The contractor is responsible for safe storage.
- B. All vehicles will be stored within ten miles by radius of the fire station.
- C. The Tow Operator must submit with the initial application proof of ownership or lease of the storage area.

Required Towing Equipment:

The bidder must submit proof of ownership or lease of the required towing equipment with the initial application, such as is necessary to remove unauthorized vehicles, including disabled vehicles, from the District's parking lot.

Equipment must be garaged within ten miles by radius of the fire station

Insurance

- A. The bidder must submit with its bid proof of insurance, as explained in the following schedule, which proof will be reviewed by the District insurance broker for acceptability of the companies and coverage.

- B. All insurance policies must be obtained from an insurer authorized to conduct business in the State of New Jersey.
- C. The District will be exempt from, and in no way liable for, any sums of money that may represent a deductible in any insurance policy. The payment of any such deductible must be the sole responsibility of the Tow Operator.
- D. It will be the responsibility of the bidder to maintain in force the insurance policies named below throughout their engagement for towing services.

WORKER'S COMPENSATION INSURANCE, including Occupational Diseases, shall be required of each approved Tow Operator, covering its employees engaged in the work, in accordance with the statutory requirements of the laws of the State of New Jersey. The Worker's Compensation Insurance Policy shall contain an Employee's Liability endorsement providing limits of not less than statutory requirements.

COMMERCIAL GENERAL LIABILITY INSURANCE written on an occurrence basis and must not be altered by any endorsements limiting coverage. Limits of liability shall not be less than the following:

\$2,000,000	General Aggregate
\$2,000,000	Products/Complete Operations
\$1,000,000	Personal Injury and Advertising Injury
\$1,000,000	Each Occurrence Combined Single Limit for Bodily and Property Damage
\$ 500,000	Fire Legal Liability

The coverage shall include:

- (1) Premises/Operations
- (2) Garage Liability
- (3) Independent Contractors
- (4) Contractual Liability
- (5) Broad form Personal Damage Liability

AUTOMOBILE LIABILITY INSURANCE with a limit of not less than \$1,000,000.00 single limit bodily injury and/or property damage combined for damages arising out of bodily injuries to, or death of all persons in any one occurrence and for damages to, or destruction of property, including the loss of use thereof in any one occurrence covering owned, non-owned, or hired vehicles.

GARAGE KEEPER'S LIABILITY in an amount not less than \$100,000 per location.

Rate Schedule: The tow operator called to tow a vehicle at the request of the District shall charge no more than the maximum fees allowed by statute. These maximum fees apply to all towing requests initiated by the District. The maximum daily storage charges applies to the entire period of time the vehicle is stored subsequent to a tow requested by the District.

Submission

All responses shall provide evidence that all specifications and qualifications mentioned in this RFP are met and the scope of services can be complied with.

IV. MANDATORY REQUIREMENTS

1) BUSINESS REGISTRATION

N.J.S.A. 52:31-44 requires that each approved vendor submit proof of business registration with the submission. Proof of registration shall be a copy of the Applicant's Business Registration Certificate (BRC). A BRC is obtained from the New Jersey Division of Revenue. Information on obtaining a BRC is available on the internet at www.nj.gov/njbgs or by phone at (609) 292-1730. No firm may be approved unless it complies with the Affirmative Action regulations of N.J.S.A.10:5-31, *et seq.* (P.L. 1975, c. 127).

2) FORM W-9

3) AFFIRMATIVE ACTION COMPLIANCE NOTICE (Exhibit A)

4) REQUEST FOR PROPOSAL FORM (Exhibit B)

5) RFP DOCUMENT CHECKLIST (Exhibit C)

V. APPROVAL CRITERIA

- 1) Compliance with RFP Specifications
- 2) Experience of the Applicant
- 3) Product/Service availability
- 4) The Applicant's past performance under similar contracts including if applicable, the Division of Purchase and Property's vendor performance database.

VI. SELECTION AND APPROVAL

The Board of Fire Commissioners will, by Resolution, adopt an Approved Tow Provider.

(Exhibit A)

AFFIRMATIVE ACTION COMPLIANCE NOTICE
N.J.S.A. 10:5-31 and N.J.A.C. 17:27

GOODS AND SERVICES CONTRACTS
(INCLUDING PROFESSIONAL SERVICES)

This form is a summary of the successful bidder's requirement to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1, *et seq.*

The successful bidder shall submit to the public agency, after notification of award but prior to execution of this contract, one of the following three documents as forms of evidence:

- (a) A photocopy of a valid letter that the contractor is operating under an existing Federally approved or sanctioned affirmative action program (good for one year from the date of the letter); OR
- (b) A photocopy of a Certificate of Employee Information Report approval, issued in accordance with N.J.A.C. 17:27-4; OR
- () A photocopy of an Employee Information Report (Form AA302) provided by the Division and distributed to the public agency to be completed by the contractor in accordance with N.J.A.C. 17:27-4.

The successful vendor may obtain the Affirmative Action Employee Information Report (AA302) from the contracting unit during normal business hours.

The successful vendor(s) must submit the copies of the AA302 Report to the Division of Contract Compliance and Equal Employment Opportunity in Public Contracts (Division). The Public Agency copy is submitted to the public agency, and the vendor copy is retained by the vendor.

The undersigned vendor certifies that he/she is aware of the commitment to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27.1, *et seq.*, and agrees to furnish the required forms of evidence.

The undersigned vendor further understands that his/her bid shall be rejected as non-responsive if said contractor fails to comply with the requirements of N.J.S.A. 10:5-31 and N.J.A.C. 17:27-1, *et seq.*

COMPANY: _____

SIGNATURE: _____

PRINT NAME: _____

TITLE: _____

DATE: _____

(Exhibit B)

REQUEST FOR PROPOSAL FORM

The undersigned proposes to furnish and deliver the goods/services pursuant to the Request for Proposal (RFP) specification and made part hereof:

Company Name

Federal I.D. # or Social Security #

Address

Signature of Authorized Agent

Type or Print Name

Title

Telephone Number

Date

Fax Number

E-mail address

Gloucester Township Fire District No.: 6

Authorized District Representative

Date

Attest:

Christopher Brown, Fire Administrator

(Exhibit C)

RFP DOCUMENT CHECKLIST

Required by Owner	Submission Requirement	Initial each required entry and if required submit the <u>item</u>
X	Business Registration	
X	W-9 Form	
X	Affirmative Action Compliance Notice	
X	Request for Proposal Form	