

**BID SPECIFICATIONS FOR  
VEHICLE TOWING SERVICES  
CITY OF PITTSTON  
2023-2026**

**DEADLINE TO SUBMIT BIDS  
(Tuesday, August 8, 2023 at 12:00 P.M.)**

**BID OPENING  
(Tuesday, August 8, 2023 at 12:00 P.M.)**

**BID AWARD (intended)  
(City Council Meeting, August 16, 2023 AT 7:00 P.M.)**

**JOE CHACKE  
CITY ADMINISTRATOR  
CITY OF PITTSTON  
CITY HALL  
35 BROAD STREET  
PITTSTON, PENNSYLVANIA, 18640  
Email: [jchacke@cityofpittston.org](mailto:jchacke@cityofpittston.org)  
Website: [www.pittstoncity.org](http://www.pittstoncity.org)**

## GENERAL SPECIFICATIONS

The purpose of these specifications is to hire a full-time professional towing service to conduct the City of Pittston's towing service to include the City of Pittston Parking Authority, City of Pittston Redevelopment Authority and Pittston Housing Authority.

1. To be considered, proposals must be submitted on the time and date specified in the Invitation to Bid.
2. Each bidder must submit two (2) sealed, original copies of the bid to the City Administrator.
3. The contents of the proposal in the bid will become part of the contract between the bidder and the City of Pittston.
4. The City has the right to reject any and all bids and to request additional information from any bidder.
5. The bidder's business must be located in the Commonwealth of Pennsylvania.
6. The Tow Truck Operator must be current with all taxes due to their municipality, their school district, and the Commonwealth of Pennsylvania.
7. The Tow Truck Operator, or Towing Service or Business, must possess a minimum of one million dollars (\$1,000,000.00) in liability insurance and add all entities as per Number 4 under Important Bidding Information as additional insureds.
8. The successful bidder must and shall indemnify and hold harmless the City from all suits, actions, damages, and costs resulting from the form of agreement.
9. The successful bidder must agree to the following terms:
  - A. Keep accurate records of all towed vehicles and submit monthly reports to the City of Pittston's Police Chief on the tenth day of each month of a given calendar year. Records will include the date the vehicle was towed; location of the vehicle prior to towing, reason for towing the vehicle, location to where the vehicle was towed, total number of days the vehicle was stored, the owner of the towed vehicle, and the total of the charges paid by the owner of the vehicle.
    - i. If vehicles are towed for the Parking Authority this report shall be also provided to its Executive Director.
    - ii. If vehicles are towed for the City of Pittston Redevelopment Authority this report shall also be provided to its Executive Director.
    - iii. If vehicles are towed for the Pittston Housing Authority this report shall also be provided to its Executive Director.
  - B. Provide all-day, twenty-four (24) hours, 7 days per week, including Holidays of prompt service (no longer than 20 minutes from the time of the call) per day for each day in a given calendar year for towing, impounding, and releasing all vehicles.
  - C. Provide an itemized bill to a person whose vehicle has been towed and produce a duplicate copy of the bill to the Chief of Police upon request.
  - D. Provide free towing service for all City & Authority owned vehicles, including the Greater Pittston Regional Ambulance Association (GPRA).

- E. Provide a towing and impounding area within two (2) miles of the Pittston City Police Department at 35 Broad Street Pittston, PA.
- F. The Towing Storage Facility location must be capable of securing personal property that may be left in the vehicle.
- G. The Tow Truck Operator shall post the towing fees and the storage and related service fees and hours of operation at the facility.
- H. The Tow Truck Operator shall provide ten (10) Towing Signs within sixty (60) days of notice of award which shall include the Company's Name, Address and Phone Number to the City to be used by it or the included Authorities to be posted where necessary or desired.

**Important Bidding Information**

***SEALED BIDS ARE DUE BY NOON (12:00PM) ON TUESDAY, AUGUST 8, 2023  
JOE CHACKE, CITY ADMINISTRATOR  
CITY OF PITTSTON  
ATTENTION: TOWING BID  
35 BROAD STREET  
PITTSTON, PA 18640***

1. Bids should be presented for a total amount for a three-year period.
2. Minimum bid per year is \$20,000.00
3. Based on the accepted bid, annual payments shall be made as follows: (1.) First Payment is due within thirty (30) days of notification of bid award; (2) Second Payment is due on or before August 1, 2024; (3) Third Payment is due on or before August 1, 2025.
4. The Towing Company will be required to provide a certificate of insurance listing the City of Pittston, City of Pittston Parking Authority, City of Pittston Redevelopment Authority and Pittston Housing Authority as the certificate holders.
5. All documents must be signed by an authorized individual of the towing company.
6. Failure to comply with any of the terms of the specifications or failure to meet the payment schedule will allow the City Council of the City of Pittston to terminate the towing agreement without notice.
7. The City of Pittston may extend the contract beyond the initial three (3) year contract period at one-year intervals not to exceed two additional years.
8. No telephone or in-person inquiries are accepted. Questions on this RFP shall be submitted in writing to [jchacke@cityofpittston.org](mailto:jchacke@cityofpittston.org).

I have read the specifications and important bidding information, and if my company is the successful bidder, I agree to comply with terms outlined on this document.

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Authorized Signature of Bidder

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Date

**CITY OF PITTSTON TOWING BID**

\_\_\_\_\_ hereby submits the following bid to the City of Pittston to provide Towing Services pursuant to the specifications.

2023-2024 \_\_\_\_\_

2024-2025 \_\_\_\_\_

2025-2026 \_\_\_\_\_

**TOTAL BID** \_\_\_\_\_

Furthermore, I, \_\_\_\_\_, hereby certify, under penalty of law, that I am authorized to act on behalf of \_\_\_\_\_ and I further certify that we have fully read and understood the terms and conditions of the RFP and certify that we can and shall comply with each and every term and condition.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

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

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

Phone Number: \_\_\_\_\_

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

\*ADDITIONAL PAGES MAY BE ATTACHED BY BIDDER\*