



Board of Aldermen Request for Action

MEETING DATE: 7/16/2024

DEPARTMENT: Police

AGENDA ITEM: Resolution 1381 – Renewal of Towing Services Contract

REQUESTED BOARD ACTION:

A motion to approve Resolution 1381, renewing the contract in response to Bid No. 20-13 to GT Tow Services for towing services.

SUMMARY:

The Police Department has a need for police-ordered tows for the general public at the request of the City, 24 hours-per-day, 365 days-per-year, including holidays.

In accordance with the City's Municipal Code, Chapter 150 – Purchasing Policy, a Request for Proposal (RFP) was issued on July 20, 2020 with a closing time of 10:00 a.m. on August 5, 2020. One response was received from GT Towing Services.

This contract was for a period of three years, with the City having the option to renew this contract for two additional one-year terms upon notice. The initial three-year period for this contract expired on October 31, 2023. The first one-year extension was approved September 5, 2023. Staff recommends renewal for the second one-year period, completing this contract.

PREVIOUS ACTION:

On August 28, 2020, the Smithville Board of Aldermen award Bid #20-13 to GT Tow Services.

This item was discussed at the January 16, 2024 work session, where the Board directed staff to bring this contract back for consideration prior to 90 days before the contract's expiration.

Staff anticipates preparation for a new RFP/RFQ process in late winter, with a work session in early spring and the awarding of a new contract by August 2025.

POLICY OBJECTIVE:

FINANCIAL CONSIDERATIONS:

ATTACHMENTS:

- | | |
|--------------------------------------------------|----------------------------------------------|
| <input type="checkbox"/> Ordinance | <input checked="" type="checkbox"/> Contract |
| <input checked="" type="checkbox"/> Resolution | <input type="checkbox"/> Plans |
| <input checked="" type="checkbox"/> Staff Report | <input type="checkbox"/> Minutes |
| <input type="checkbox"/> Other: | |

RESOLUTION 1381

A RESOLUTION RENEWING THE CONTRACT IN RESPONSE TO BID NO. 20-13 TO GT TOW SERVICE FOR TOWING SERVICES

WHEREAS, The City Police Department has a need for police-ordered tows for the general public; and

WHEREAS, staff has conducted a bid process as outlined in the City Purchasing Policy; and

WHEREAS, after a bid process and reference checks, staff has made a recommendation for accepting the lowest and best bid received as being the most advantageous to the City; and

WHEREAS, the above mentioned contract allows for renewal of up to two additional one year terms; and

WHEREAS, the services provided by GT Tow Services has met the needs of the City.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF ALDERMEN OF THE CITY OF SMITHVILLE, MISSOURI:

THAT Bid No. 20-13 is hereby renewed with GT Towing Service for a period of one year, beginning on November 1, 2024.

PASSED AND ADOPTED by the Board of Aldermen and **APPROVED** by the Mayor of the City of Smithville, Missouri, this 16th of July 2024.

Damien Boley, Mayor

ATTEST:

Linda Drummond, City Clerk

Date:	01/16/2024
Prepared By:	Jason Lockridge, Chief of Police
Subject:	Tow Services Discussion

Background and Prior Action

Recent Actions

At the July 18, 2023, Board of Aldermen meeting Resolution 1244 was on the agenda to approve a one-year extension of the current contract for tow services, with GT Tow Service in Smithville. A motion was made and seconded to postpone this item for future discussion.

At the August 28, 2023, the Board of Aldermen met to discuss a number of items, to include an RFP for City Tow Services. After further discussion the Board decided to exercise the first one-year extension of the current contract. The Board also directed staff to bring the discussion of recommendations for an RFQ for City Tow Services back for discussion on a future work session.

Historical Background

Prior to 2015, the police department used a tow rotation that was tracked internally in the squad room. There were issues with trying to manage police tows this way. A review was conducted, and an RFP was issued for services in 2015. Two bids were received and reviewed. In December the Board approved a three-year contract with GT Tow with the option for renewal for two additional one-year extensions. That contract was in effect until 2020, at which time it was put out to bid again. Only one bid was received, from GT Tow. Staff reviewed that proposal and brought forward a recommendation to the Board that the contract be approved for a three-year period, with two additional one-year extensions. The 2015 contract had a cost of \$200 per tow, and that was reduced to \$100 with the 2020 contract.

Past Service Considerations

There are several factors considered when soliciting tow bids. These include:

- The ability to respond promptly 24 hours per day, 7 days per week, 365 days per year. A reasonable response time of 15 minutes to be enroute to the scene is expected.
- The ability to handle a variety of requests, from towing a motorcycle to loaded tractor trailer.
- Cooperation with officers on the scene and an understanding of expectations.

- A secure tow lot, with the ability to secure individual vehicles inside as needed.
- Location of the tow lot and where vehicles would be stored.
- Access to tow lot by police personnel, anytime day or night, without a charged fee.
- An office for the public to retrieve vehicles, open at least 8 hours per day, Monday through Friday, excluding holidays.

Past Performance

There have been no issues with the current vendor over the life of the current contract. Services are provided promptly and efficiently, with a reliable response every time. Any time a detective or officer has needed to secure a vehicle or gain access to one they have cooperated without hesitation. They have the ability to secure and store a vehicle inside as needed. Their office and tow lot being centrally located within the City has been a benefit as well.

Staff Recommendations

The current process and contract has resulted in a reasonable rate for the citizens of Smithville and others necessitating this service. Thus, it is staff's recommendation to continue with the current contract as outlined, with the option to exercise the second and final extension. A new bidding process should be conducted, prior to the expiration of the current contract, to run similarly to the current process.

TOWING SERVICES CONTRACT

THIS AGREEMENT entered into this 18 day of August, 2020 by and between the City of SMITHVILLE , MISSOURI, a political subdivision in the State of Missouri (hereinafter referred to as "City"), and, Gresham & Son Transportation a Corporation authorized to do business in Missouri (hereinafter referred to a "Contractor").

WITNESSETH:

WHEREAS, the City sent out Requests for Proposals/Invitation to RFP # 20-13 Towing Services. Said RFP, and all of its exhibits and any and all drawings, plans and bidding specifications for the project with said Requests for Proposals, and any Drawing(s) and Specifications and all modifications issued thereafter are attached hereto and/or incorporated herein by reference, as Exhibit A; and

WHEREAS, Contractor delivered the detailed Bid for services in response to said RFP which is attached hereto and/or incorporated herein by reference, as Exhibit B; and

WHEREAS, the Contractor the City (was deemed by the City the successful bidder.)

NOW THEREFORE, in consideration of the mutual covenants and promises contained herein the parties agree as follows:

1. CONTRACT DOCUMENTS: The Contract between the parties shall consist of Exhibits A, and B mentioned above and this Contract and its attached Exhibits. The Parties further agree that this Services Contract is a memorialization and a supplement to Exhibits A, and B mentioned above. In the event of a conflict in the interpretation of the contract documents, the parties agree that the terms within the contract documents shall be construed or given binding effect in the following order:

- a) Exhibit A; and then
- b) This Contract and then
- c) Exhibit B.

2. GENERAL SCOPE OF THE WORK:

As Set forth in RFP 20-13 (Exhibit A) and the Contractor's response thereto (Exhibit B) as set forth hereinafter.

3. CONTRACT PRICE: The Contractor shall submit statements to the City for services rendered pursuant to this contract on a monthly basis. Payment shall be made by the City for all services not in dispute within thirty 30 days. Other than as set forth in paragraph 12, this prices and and fees set forth in this contract in

Exhibits A & B attached hereto shall not increase for any reason including but not limited to convenience of the City, unknown site conditions, delays, weather or other Contractor claims. after completion of the work and acceptance of the same by the City Director of Public Works (or such other person as designated by the City) and compliance with all provisions of this contract. For purposes of verification, the Contractor will submit to the City Clerk (or such other person as designated by the City) true copies of each of the subcontracts and invoices for materials and labor, and the Contractor shall permit the City or its agents to examine and make copies of all books and records of the Contractor pertaining to the work, labor, and materials to be performed and furnished by the Contractor pursuant to this Agreement.

4. **TIME**: Time is of the essence of this contract. The work to be performed hereunder shall be commenced as soon as reasonably possible after the execution of this agreement and is subject to authorized adjustments. The work contemplated by this agreement shall be completed by the Contractor within ninety (90) days of the execution of this Contract.

5. **TERM OF AGREEMENT**: The initial term of this agreement shall be for a period of three (3) years, beginning November 1, 2020 and ending on October 31, 2023, with the City having an option to renew this contract for two (2) additional one year terms upon notice to the Contractor within 90 days of the end of the previous term of the exercise of the election to renew.

6. **NOTICES** Any Notice as set forth herein must be served by Federal Express or similar overnight delivery service or by certified mail, return receipt requested, addressed to the party and shall be deemed given as of the deposit in the U. S. Mails or with overnight delivery service. Notice to the City shall be sent to the Mayor, City of Smithville Missouri 107 W. Main Street, Smithville, MO 64089. Notice to Contractor shall be sent to the Contractor at _____
111 James Street, Smithville, MO. Either party may designate such other Person and/or delivery address from time to time by written Notice.

7. **INDEPENDENT CONTRACTOR**: The Contractor warrants and represents to the City that it is fully experienced and properly qualified as an expert to perform the services provided for herein and that it is properly equipped organized and financed to perform such services. The Contractor shall finance its own operations and shall operate as an independent contractor and not as an agent of the City, and shall indemnify and hold the City free and harmless from all liabilities, costs and charges by reason of any act, omission or representation of the Contractor or of its subcontractors, agents, and employees, including costs and attorney's fees.

Contractor shall at all times cause all of its workers, laborers, employees, independent contractors and subcontractors and agents and employees of such persons to be fully covered with Worker's Compensation insurance at the amounts required by law. The Contractor will indemnify and hold the City harmless for any and all damages and liabilities, including attorney's fees and costs for injuries to its employees, agents, servants, and/or subcontractors, for failure to obtain and maintain worker's compensation insurance or failure to provide a safe place to work, and Contractor will also be responsible to ensure that its subcontractors carry workers compensation insurance.

The Contractor will also conduct the services in such a manner as to keep members of the public safe and represents and warrants that it has General Liability insurance in a sum no less than \$1,000,000.00. The Contractor will provide the City with a Certificate of Insurance evidencing the same and naming the City as "additional named insured" and will indemnify and save the City harmless from any and all liability and costs, including attorney's fees claimed by any person who claims an injury as a result of the work. All insurance coverage must be written by companies that have an A.M. Best's rating of "A-VII" or better or as specifically approved by the City, and are licensed or approved by the State of Missouri to do business in Missouri.

Regardless of any approval by the City, it is the responsibility of the Contractor to maintain the required insurance coverage in force at all times; its failure to do so will not relieve it of any agreement, obligation or responsibility. In the event of the Contractor's failure to maintain the required insurance in effect, the City may order the Contractor to immediately terminate its work until the breach has been cured or terminate this Contract.

8. COMPLIANCE AND REQUIREMENTS: All work, labor and materials to be furnished and performed by the Contractor shall be to the satisfaction of the City Clerk (or such other person as designated by the City) acting on behalf of the City, and payment shall be made only for such work and materials as are accepted in writing by the City Clerk (or such other person as designated by the City) provided, however, that the City shall not arbitrarily withhold acceptance of such work and materials or payment so long as the Contractor makes satisfactory progress and performs all of its obligations in accordance with or pursuant to all the terms and conditions of this Agreement.

9. CORRECTION OF DEFAULTS: The Contractor will, at the request of the City Clerk (or such other person as designated by the City), correct any defects to the materials or workmanship, and neither final payment by the City nor the final acceptance by the City of the work and materials shall relieve Contractor from responsibility for any defect in materials and workmanship. The Contractor further warrants to the City that all of the materials and equipment furnished pursuant to this agreement are new, of high quality and free from defects.

10. LIENS: The Contractor shall not be entitled to any payment unless and until it provides the City with full lien waivers covering any services and/or materials provided by Contractor or any of its subcontractors. The Contractor shall indemnify and hold the City harmless including attorney's fees and costs from all liens or claims, and rights to enforce liens and to defend same against the property or the improvements arising out of any work to be performed or labor and material to be furnished under this Contract. Neither final payment by the City nor acceptance of services shall constitute a waiver of this indemnity. If any lien or claim for lien shall at any time be filed, the Contractor shall pay to the City all monies the City may be compelled to pay in discharging the lien, including all costs and reasonable attorney's fees.

11. ASSIGNMENT: The Contractor shall not assign this Contract or any amount payable hereunder without the prior written consent of the City. The Contractor shall upon request of the City, disclose to the City the names, addresses and owners of all subcontractors or other persons with whom it intends to contract with or hereafter contracts with in connection with the performance of this Contract.

12. CONFLICTS OF INTEREST: The Contractor warrants and represents that neither the Contractor nor its officers, directors, agents, employees or subcontractors are related within the second degree of affinity or consanguinity with any elected officials or employees of the City.

The Contractor will not offer, give, or agree to give any employee or former employee of the City, anything of a pecuniary value for or because of:

- a. Any official action taken, or to be taken, or which could be taken; or
- b. A legal duty performed or to be performed, or which could be performed; or
- c. A legal duty violated, or to be violated, or which could be violated by such employee or former employee.

No regular employee or elected or appointed member of the City shall be permitted to obtain any benefit of this Contract, or to obtain any benefit that may accrue there from.

13. EXTRAS: No claim for payment (in excess of the amount set forth in this Contract) for extra services or materials of any kind shall be made by the Contractor or shall be paid by the City unless the same is performed or furnished pursuant to a written agreement executed by the City and the Contractor.

14. COMPLIANCE WITH LAW: This Contract is entered into subject to the federal, state, and local laws, charters, ordinances and regulations. The Contractor shall comply with all federal, state and local laws, ordinances and regulations and shall ensure all such compliance with regard to its subcontractors, including but not limited to the Americans with Disabilities Act and the Equal Employment Opportunity Law. Contractor shall secure all occupational and professional licenses and permits from public and private sources necessary for the performance of the services contemplated by this Contract as well as the placement and/or use of any equipment at the location specified.

15. AFFIDAVIT OF WORK AUTHORIZATION AND DOCUMENTATION: Pursuant to 285.530 RSMo, the Contractor must affirm its enrollment and participation in a federal work authorization program with respect to the employees proposed to work in connection with the services requested herein by

- submitting a completed, notarized copy of EXHIBIT 1 to the RFP AFFIDAVIT OF WORK AUTHORIZATION and
- providing documentation affirming the bidder's enrollment and participation in a federal work authorization program (see below) with respect to the employees proposed to work in connection with the services requested herein.

E-Verify is an example of a federal work authorization program. Acceptable enrollment and participation documentation consists of the following two pages of the E-Verify Memorandum of Understanding (MOU): 1) a valid, completed copy of the first page identifying the bidder and 2) a valid copy of the signature page completed and signed by the bidder, the Social Security Administration, and the Department of Homeland Security – Verification Division.

16. **WORKERS COMPENSATION INSURANCE:** Contractor agrees to maintain worker's compensation insurance on all of its employees and to ensure that all of its subcontractors maintain worker's compensation insurance on all of its employees. Contractor shall indemnify and hold harmless the City for any and all liability of the City (including attorney's fees) for the failure to maintain any such insurance.

17. **NOT A JOINT VENTURE:** Nothing contained in this Contract shall be deemed to constitute the City and the Contractor as partners in a partnership or joint venture for any purpose whatsoever.

18. **NON-LIABILITY OF CITY PERSONNEL:** Neither the Board of Alderpersons, Board Members, nor any other officer, official, employee, or agent of the City shall be *personally* responsible for any liability arising under or growing out of this Contract or operations of the Contractor.

19. **ENTIRE CONTRACT:** This Contract and the Exhibits attached hereto constitutes the entire agreement between the parties. Terms not specifically set out herein and no verbal agreement or conversation with any officer, official, agent or employee of the City, either before or after the execution of the Contract, shall effect, modify or add to the terms or obligations contained in the Contract. Any such purported term, verbal agreement or conversation shall in no way be binding upon the City or the Contractor.

20. **RECORDS:** The Contractor shall maintain all records for inspection by City representatives during the Contract period and for three (3) years after the date of termination of the Contract. The Contractor agrees that the City Clerk, or any of his/her duly authorized representatives shall, until the expiration of three (3) years after final payment under this Contract, have access to and the right to examine any and all pertinent books, documents, papers and records of the Contractor involving the transactions related to this Contract.

21. **WAIVER:** The waiver by either party of any term, covenant, or condition hereof shall not operate as a waiver of any subsequent breach of the same or any other term. No term, covenant, or condition of this Contract can be waived except by the written consent of the City, and forbearance or indulgence by the City in any regard whatsoever shall not constitute a waiver of any term, covenant, or condition to be performed by Contractor to which the same may apply and, until complete performance by the Contractor of said term, covenant or condition, the City shall be entitled to invoke any remedy available to it under this Contract or by law despite any such forbearance or indulgence.

22. **SEVERABILITY:** All of the provisions of this Contract shall be severable. In the event that any provision of this Contract is found by a court of competent jurisdiction to be unconstitutional or unlawful, the remaining provisions of this Contract shall be valid unless the court finds the valid provisions of this Contract are so essentially and inseparably connected with and so dependent upon the invalid provisions that it cannot be presumed that the parties to this Contract could have included the valid provisions without invalid provisions; or unless the court finds that the valid provisions, standing alone, are incapable of being performed in accordance with the intentions of the parties.

23. UNEMPLOYMENT INSURANCE AND TAXES: The Contractor shall pay, at the Contractor's own cost, all relevant taxes in connection with the work or materials to be performed, including but not limited to State and Federal, Unemployment and old age benefit taxes, sales and use taxes, income tax, withholding tax or other work or payroll related taxes. No payments to the Contractor will be approved unless the Contractor is current with tax payments to the City or unless satisfactory arrangements have been made for payment with the City.

24. SURVIVAL OF WARRANTIES: All warranties and representations of the Contractor hereunder shall survive final payment and acceptance of the work.

25. APPLICABLE LAW: the laws of the State of Missouri shall govern this contract. Any action in regard to the consent or arising out of the terms and conditions shall be instituted and litigated in the courts of the State of Missouri, County of Clay and in no other. Contractor is validly registered to do business in Missouri. In accordance, the parties submit to the jurisdiction of the courts of the State of Missouri and to venue in Clay County.

26. REMEDIES: In addition to all other remedies at law or in equity, if Contractor shall fail to complete and/or meet any of its obligations under the terms of this Contract, the City may, by giving the Contractor written Notice, cancel and terminate this Contract if the breach is not cured within 30 days after the sending of such Notice (unless otherwise set forth herein).

27. CONTRACT LANGUAGE The language of this Contract reflects negotiations between Contractor and City, each of whom have had the opportunity to modify the text. In the event of litigation or other dispute concerning the language of this Contract, general rules construing ambiguities against the drafter shall not apply. It is agreed that if more than one copy of this document may be executed and that the original filed with the City Clerk shall pursuant to §432.080 RSMo be deemed to be the controlling original.

28. BINDING EFFECT: This Contract is binding on the parties hereto, their heirs, successors and assigns.

29. FORCE MAJEURE: In the event that either party hereto shall be delayed or hindered in or prevented from the performance of any act required hereunder by reason of failure of power, restrictive governmental laws or regulations, riots, insurrection, war, or other reason of a like nature not the fault of the party delayed in performing work or doing acts required under the terms of this Agreement, then the time allowed for performance of such act shall be extended by a period equivalent to the period of such delay.

30. INFORMATION PROVIDED: Contractor acknowledges that it has received all documents, necessary for the completion of this Agreement by Contractor.

31. DEFAULT: If Contractor fails or neglects to complete the work to be performed by the Contractor in a timely manner demonstrating quality workmanship, and should such failure or neglect continue for more than 10 days after notice is sent to the Contractor, City (1) may, but is not required to, thereafter commence and/or continue correction of such default and/or completion of the Contract without prejudice to any other remedies available to the City and may deduct from the contract sum due to the Contractor the cost of such actions or (2) City may terminate the Agreement.

32. SAFETY: Contractor shall have control over the inspection sites and shall be solely responsible for its and its subcontractors actions, procedures and activities. Contractor shall also be responsible for all job site safety. Contractor shall be responsible for creating and maintaining all safety precautions and actions necessary in the performance of this Contract.

33. PERMITS: Contractor shall obtain and pay for any and all permits or other related permits, licenses and inspections necessary for the completion of this project, other than those already obtained by the City.

34. REPRESENTATIVE: Contractor shall employ a competent representative who shall be at the site of the project during the performance of the actual work to communicate on behalf of the Contractor with the City.

35. CLEANUP: Contractor shall keep the service area and surrounding areas free from trash and waste at all times, and shall clean the service area and remove all trash, waste, materials and surplus materials at the completion of the work, except any surplus materials shall not be disposed without approval of City.

36. SUBCONTRACTORS: Contractor shall require any Subcontractors, to the extent of the work to be done by such Subcontractors and allowed by the City, to be bound by the terms of this Contract. The Contractor shall be as fully responsible to the City for the acts and omissions of its subcontractors, and of persons either directly or indirectly employed by them, as Contractor is for the acts and omissions of persons it directly employs. Contractor shall cause appropriate provisions to be inserted in all subcontracts relating to this work, to bind all subcontractors to Contractor by all the terms herein set forth, and insofar as applicable to the work of subcontractors and to give Contractor the same power regarding termination of any subcontract as the City may exercise over Contractor under any provisions of this contract. Nothing contained in this contract shall create any contractual relation between the subcontractor and the City or between any subcontractors.

37. CHANGE ORDERS: Change Orders which are approved by the Contractor and the City's designee in writing which do not increase the cost of the project may be utilized to make needed changes to the scope of the work and to manage minor changes necessary.

38. NONRESIDENT/FOREIGN CONTRACTORS. The Contractor shall procure and maintain during the life of this contract:

a. If the Contractor is a foreign corporation, a certificate of authority to transact business in the State of Missouri from the Secretary of State, unless exempt pursuant to the provisions of Section 351.570 RSMo.

b. A certificate from the Missouri Director of Revenue evidencing compliance with the transient employer financial assurance law, unless exempt pursuant to the provisions of Section 285.230 RSMo.

39. INTELLECTUAL PROPERTY RIGHTS: Contractor shall pay any and all license, royalty or similar intellectual property fees or costs. Contractor shall hold City harmless and shall indemnify and defend City against any and all claims, damages, suits or losses for any and all infringements on any intellectual property rights of another (whether patents, copyrights, etc.) relating to or caused by the work of the Contractor.

40. TERMINATION. The City reserves the right to terminate this contract by giving at least five (5) days prior written notice to the Contractor, without prejudice to any other rights or remedies of the City should the Contractor be in breach of this Agreement, be adjudged a bankrupt, or if Contractor should make a general assignment for the benefit of its creditors, or if a receiver should be appointed for Contractor or for any of its property, or if Contractor should persistently or repeatedly refuse or fail to supply enough properly skilled workmen or proper material, or if Contractor should refuse or fail to make prompt payment to any person supplying labor or materials for the work under the contract, or persistently disregard instructions of the City or fail to observe or perform any provisions of the contract.

41. COMPLIANCE WITH LAW. This Agreement and the goods and services rendered herein are subject to all federal laws, the Constitution of the State of Missouri, the Revised Statutes of Missouri. Any specific provision contained herein which is contrary to federal laws or the Constitution of the State of Missouri and the Revised Statutes of Missouri shall be considered void without invalidating or otherwise affecting the remainder of the Agreement.

42. CONDITION PRECEDENT: This Contract shall be null and void and of no effect unless and until the City has by Ordinance or Resolution passed by the City Board of Alderpersons, obtained the authority to enter into this Contract and that there is a balance otherwise unencumbered to the credit of the appropriation in the City Treasury to which this contract is to be charged and cash balance otherwise unencumbered in the treasury to the credit of the fund from which payment is to be made on this contract sufficient to meet the obligation incurred and the City Clerk has so certified.

43. EFFECTIVE DATE: The effective date of the Agreement shall be deemed to be when all of the required signatures have been executed by the City and the Contractor and the Condition Precedent set forth in preceding Paragraph has been met.

IN WITNESS WHEREOF, the parties have set their hands and seals the date and year first above written. The parties represent that the signatories below have full authority and authorization to sign on behalf of the respective parties.

THE CITY OF SMITHVILLE

Signature:  _____

Printed Name: Damien Boley

Date: August 18, 2020

CONTRACTOR:

Signature: _____

Printed Name: _____

Date: _____