




HANOVER POLICE DEPARTMENT

CHARLES B. DENNIS, CHIEF OF POLICE

MEMORANDUM

TO: Businesses Submitting Towing Services Proposals

FROM: Chief Charlie Dennis
Chief of Police 

DATE: October 29, 2015

SUBJECT: Information

The purpose of this memo is to inform you that all proposals must be returned to the Hanover Police Department no later than 3 p.m. on November 13, 2015. Proposals received after 3 p.m. on November 13, 2015 will not be considered.

The following are the requirements for your proposal to be considered:

- 1) The Request for Proposal must be completed in its entirety.
- 2) The attached list of eight additional questions must be completed in its entirety.
- 3) The completed Proposal must be submitted to the Hanover Police Department no later than 3 p.m. on November 13, 2015.

If you have any questions, please contact Lt. Brad Sargent at 643-2222.

Thank you.



HANOVER POLICE DEPARTMENT

CHARLES B. DENNIS, CHIEF OF POLICE

TOWING SERVICES - REQUEST FOR PROPOSAL

Name _____

Address _____

In accordance with an invitation for a proposal dated October 29, 2015, I propose the following for the provision of towing services for the Town of Hanover.

1. Hourly Charge for Towing and/or Removing a Single Vehicle:
_____.
2. Minimum Charge for Towing and/or Removing a Single Vehicle:
_____.
3. Describe the event that starts the clock for the Hourly Charge:

_____.
4. Describe the event that stops the clock for the Hourly Charge:

_____.
5. State the charge and/or rate for providing a second tow truck or wrecker:
_____.

These towing services are on the following conditions:

- A. I represent that I have the capabilities and equipment necessary for the towing and/or removing of at least 100 vehicles during the period from November 15, 2015 through April 30, 2016.
- B. I have the capabilities to provide towing services for the Hanover Police Department from time to time and day to day, during all hours of the day or night, on any day throughout the period from November 15, 2015 through April 30, 2016.
- C. I offer to provide towing services throughout the Town of Hanover and tow vehicles to a location situated in the Commercial District of the Town of Hanover as specified by the Hanover Police Department.
- D. I will provide towing services within forty-five (45) minutes of receiving notification from the Hanover Police Department. Upon receiving a request from an officer of the Hanover Police Department to tow or remove a vehicle, I shall meet a police officer at the site of the vehicle(s) to be towed and receive a voucher from the officer. At the conclusion of the towing operation, I shall obtain the signature of the police officer, approving and verifying the towing or removal operation. In order to obtain payment for the towing service rendered, I shall submit his or her signed voucher(s) to the Hanover Police Department. (The Town shall be responsible for collecting payment for the towing charge from the vehicle owner.)
- E. I will provide insurance as specified in the Certificate of Insurance form contained in the Request for Proposal for Towing Services.
- F. Indemnification: To the fullest extent permitted by law, I shall indemnify and hold harmless the Town of Hanover and its agents or employees, from and against all claims, damages, losses, expenses, actions or liabilities of every kind or character, either direct or indirect, at law or in equity, including but not limited to attorney's fees, arising out of or resulting from the performance of the towing contract, regardless of negligence. In the event that I am requested but refuse to honor the indemnity obligations hereunder, then I shall, in addition to all other obligations, pay to the Town the cost of bringing any action at law or in equity, including but not limited to attorney's fees, to enforce this indemnity.

My obligation to indemnify as provided herein shall survive the termination or expiration of this contract, and the obligation of indemnification shall not be limited or diminished by the presence or absence of insurance required hereunder, or otherwise.

- G. I accept the condition that the Town may cancel this Agreement at any time for any reason upon giving me written notice ten (10) days in advance of the termination date. In the event of such termination, I will be paid according to the terms and conditions of this proposal to the date of termination or to the date upon which I terminated providing services to the Town, whichever occurs first.

I understand the Town reserves the right to accept or reject any and all proposals, to waive any and all informalities and/or irregularities in any proposal, and to make any and all investigations it deems necessary to assure itself of the credit worthiness and business stability of any applicant.

By submission of this proposal the undersigned certifies that to the best of their knowledge and belief the amount of this proposal has been arrived at independently, without collusion, consultation, communication or agreement for the purpose of restricting competition as to any matter relating to such proposal with any other applicant or with any competitor. The proposal herein has not been knowingly disclosed by the applicant prior to the opening, directly or indirectly to any other applicant or to any competitor. No attempt has been made or will be made by the applicant to induce any other person, partnership or corporation to submit or not submit a proposal for the purpose of restricting competition.

Date

Signature

Printed Name

Hanover Police Department
603-643-2222 - phone
603-643-0727 - fax

ADDITIONAL QUESTIONS

1. How long have you been in the towing business?

2. Where is the garage located?

3. List and describe the tow truck(s).

4. List and describe the persons who will operate the tow trucks, their experience and qualifications.

5. How many formal complaints during the last 24 months as to your towing services?

6. List and describe any lawsuits brought against you because of your towing services.

7. List and describe claims made against you for your towing services referred to your insurance company.

8. List and describe claims made against you for your towing services which you settled and were not referred to your insurance company.
