

A RESOLUTION

NO. 207-19

A RESOLUTION AUTHORIZING THE EXECUTION OF AN ANNUAL CONTRACT WITH GRIFFIN AND GRIFFIN TOWING, INC. (COLUMBUS, GA) FOR TRAFFIC INCIDENT MANAGEMENT SERVICES (TIMS) AND TOWING SERVICES ON AN AS-NEEDED BASIS. THE ESTIMATED CONTRACT VALUE IS \$34,000.00 ANNUALLY AND THE RECOMMENDED VENDOR'S COST PROPOSAL IS WITHIN THE BUDGETED AMOUNT.

WHEREAS, an RFP was administered (RFP No. 19-0022) and one proposal was received; and,

WHEREAS, the proposal submitted by Griffin and Griffin Towing, Inc. (Columbus, GA) met all proposal requirements; and,

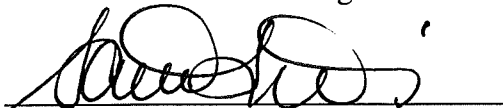
WHEREAS, the term of the contract shall be five (5) years.

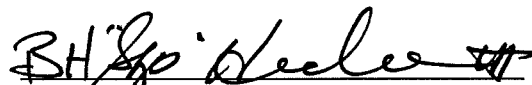
NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager is hereby authorized to execute an annual contract with Griffin and Griffin Towing, Inc. (Columbus, GA) for Traffic Incident Management Services (TIMS) and Towing Services on an as-needed basis. The estimated contract value is \$34,000.00 annually, and the recommended vendor's cost proposal is within the budgeted amount. Towing charges for vehicles of citizens will be billed to the owner of the vehicles. Funding to cover towing services for City vehicles is budgeted each fiscal year for this on-going expense: Various Departments - Auto Parts & Supplies; 6721; General Fund - Police - Motor Transport - Motor Transport - Other Purchased Services, 0101-400-3230-MOTR-6699; Transportation Fund - Transportation FTA - METRA FTA (UMTA) - Vehicle Operation & Maintenance, 0751-610-2400-MFTA-6516.

Introduced at a regular meeting of the Council of Columbus, Georgia held on the 23rd day of July, 2019 and adopted at said meeting by the affirmative vote of eight members of said Council.

Councilor Allen voting	___ YES ___.
Councilor Barnes voting	___ YES ___.
Councilor Crabb voting	___ YES ___.
Councilor Davis voting	___ ABSENT ___.
Councilor Garrett voting	___ YES ___.
Councilor House voting	___ YES ___.
Councilor Huff voting	___ YES ___.
Councilor Thomas voting	___ YES ___.
Councilor Turner Pugh voting	___ YES ___.
Councilor Woodson voting	<u>ABSENT FOR VOTE.</u>


Sandra T. Davis, Clerk of Council


B.H. "Skip" Henderson, III, Mayor

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Traffic Incident Management Services & Towing Services (Re-Bid) (Annual Contract) – RFP No. 19-0022
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of annual contracts with Griffin and Griffin Towing, Inc. (Columbus, GA) for Traffic Incident Management Services (Option 1) and Towing Services (Option 2) on an as-needed basis. The estimated contract value is \$34,000.00 annually, and the recommended vendor's cost proposal is within the budgeted amount. Traffic Incident Management Services (TIMS) is vehicular road services typically and commonly provided by wrecker/towing services. Vehicles shall include all self-propelled vehicles, including two-wheel, three-wheel vehicles, which are defined as a motor vehicle in Ga. Code 40-1-1 (Motor Vehicle Law-Definitions). Griffin and Griffin Towing, Inc. will also provide towing services for City vehicles requiring road assistance.

The contract term shall be five (5) years.

Griffin and Griffin Towing, Inc. will provide the following services:

Option 1 (Traffic Incident Management Services)

Vehicular towing and transporting services
Winching/recovering services (such as extracting/up righting vehicles)
Road services (such as tire changes, battery starting etc.)
Vehicular storage services

Option 2 (Towing Services for City vehicles)

Vehicular towing and transporting services
Winching/recovering services (such as extracting/up-righting vehicles)
Road services (such as tire changes, battery starting, etc.)

Annual Contract History:

The previous five-year contract was awarded to Columbus Towing & Recovery, Inc. on November 26, 2013 (Resolution No. 366-13). Columbus Towing & Recovery, Inc. continued to provide the services on a month-to-month basis after the contract ended on November 25, 2018. However, the vendor ceased providing month-to-month services on June 12, 2019.

Griffin and Griffin Towing, Inc. began providing the services on an emergency basis on June 12, 2019. The interim contract with Griffin and Griffin Towing, Inc. will terminate after a new contract goes into effect.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web pages of the Purchasing Division and the Georgia Procurement Registry on May 9, 2019. This RFP has been advertised, opened and evaluated. One proposal was received on May 31, 2019 from the following firm:

Griffin & Griffin Towing, Inc. (Columbus, GA)

The following events took place after receipt of the proposal.

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Combined Pre/1 st Evaluation Meeting	06/26/19	Because only one proposal was received, the Pre-Evaluation and 1 st Evaluation committee meetings were combined. The Purchasing Manager advised evaluation committee members of the RFP rules and process. The committee reviewed the proposal and determined a site visit was required.
1 st Site Visit	07/03/19	The Evaluation Committee inspected the vendor's lots and equipment.
1 st Site Visit Response	07/03/19	Via email to the Purchasing Division, Griffin and Griffin Towing, Inc. conveyed thanks for the Committee's visit and acknowledged the few items that need improving, as noted by the Committee. Griffin and Griffin stated they would immediately begin making the improvements.
2 nd Evaluation Meeting	07/11/19	The Evaluation Committee discussed the result of the site visit and requested a 2 nd site visit to see the results of the improvements. It was also determined that clarification was necessary.
Clarification/2 nd Site Visit Requested	07/12/19	The requests were forwarded to Griffin and Griffin Towing, Inc.
Response to Site Visit Request	07/12/19	Griffin and Griffin agreed to a 2 nd Site Visit.
Response to Clarification	07/15/19	Griffin and Griffin responded to the request for clarifications.
2 nd Site Visit/Recommendation	07/18/19	The Evaluation Committee re-inspected the vendor's lots and equipment.
Recommendation	07/19/19	The voting committee members unanimously recommended awarded to Griffin and Griffin and Towing, Inc.

Evaluation Committee:

The proposal was reviewed by members of the Evaluation Committee, which consisted of a voting member from the Police Department, a voting member from the Marshal's Office, a voting member from the Public Works Department, a voting member from Metra and a voting member from Fire/EMS. An additional representative from the Police Department and a representative from the Sheriff's Office served as non-voting advisory members.

Award Recommendation:

The voting committee members unanimously recommended awarded to Griffin and Griffin and Towing, Inc.

Vendor Qualifications/Experience:

- Griffin and Griffin Towing, Inc. is a towing and roadside assistance service provider to government, commercial, nonprofit and private clients.
- Prior to providing interim TIMS and towing services to Columbus Consolidated Government, Griffin and Griffin Towing was responsible for 800+ monthly towing and roadside assistance services.
- The Chief Executive Officer of the company is Ultra Heavy Duty Certified. Another personnel is Wreck Master Certified.
- Griffin and Griffin are members of Drug Free Workplace Program, Towing and Recovery Association of Georgia (TRAG), Better Business Bureau (A+ rating); and Columbus Chamber of Commerce.
- Listed below are the last four (4) clients for which Griffin and Griffin has provided similar services:
 - Allstate (Satellite Office) 2012 - present
Towing, Traffic Incident Management and Roadside Assistance Services (Open-ended contract)
Began towing heavy trucks in 2019
 - Georgia State Patrol (Manchester, GA) 2013 - present
Towing and Traffic Incident Management Services in Columbus, GA (Annual Rotation)
 - General Services Administration (Ft. Benning, GA) 2016 - present
Towing and Roadside Assistance Services (Open-ended contract)
 - U-Haul (Columbus, GA) 2019 - present
Towing, Traffic Incident Management and Roadside Assistance Services (Open-ended contract)

The City's Procurement Ordinance Article 3-110 (Competitive Sealed Proposals for the procurement of Equipment, Supplies and Professional Services) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the cost information has been submitted to the City Manager in a separate memo for informational purposes.

Towing charges for vehicles of citizens will be billed to the owner of the vehicles. Funding to cover towing services for City vehicles is budgeted each fiscal year for this on-going expense: Various Departments – Auto Parts and Supplies; 6721; General Fund - Police - Motor Transport – Motor Transport - Other Purchased Services, 0101-400-3230-MOTR-6699; Transportation Fund - Transportation FTA – METRA FTA (UMTA) – Vehicle Operation & Maintenance, 0751-610-2400-MFTA-6516.