

Town of Middletown
Towing Services
Request for Qualifications
February 2025

Statement of Purpose

The Town of Middletown is accepting proposals for towing services involving all Town owned vehicles and all vehicles owned by the Volunteer Hose Company of Middletown. Only one towing company will be awarded a contract for their services. The Town of Middletown makes no guarantee or commitment to the amount of time services from the towing company will be needed.

Scope of Work

The successful towing company shall provide the Town of Middletown and the Volunteer Hose Company of Middletown with towing and storage services, including any incidental work and materials, on a 24 hour basis, seven (7) days a week. Vehicles shall be defined to include, but not be limited to, any automobile, truck, motorcycle, off-highway vehicle, ambulance, fire engine and ladder truck with a weight up to 82,000 lbs. The Town of Middletown will also utilize the towing company for the towing and storage of all non-Town-owned vehicles from public highways, streets, parking lots as directed by the Middletown Police Department or Public Works Director.

Term of Contract

The successful towing company shall enter into a two (2) year agreement with the Town of Middletown. Upon mutual consent with the towing company, the Town of Middletown reserves the right to extend the agreement an additional two (2) years at the conclusion of the existing agreement. Only one two (2) year extension will be permitted. The option for an extension will only be exercised with the approval of the Mayor and Council.

Performance Standards

Interested towing companies shall submit proposals to the Town of Middletown showing their ability and willingness to comply with the following performance standards:

1. Vehicles owned by the Town of Middletown and the Volunteer Hose Company of Middletown shall be towed at no cost to the Town of Middletown or the Volunteer Hose Company of Middletown. The free service shall include towing Town of Middletown and Volunteer Hose Company of Middletown vehicles to a repair facility within the State of Delaware. All services for non-Town-owned vehicles shall be paid by the vehicle owners.
2. A response time of 30 minutes for all requests involving an emergency or a matter concerning the Middletown Police.
3. A phone number that is a direct contact to the towing company, available on a 24 hour, seven (7) day a week basis.

4. At the scene of a motor vehicle accident, the towing company shall be responsible to sweep and remove all glass, metal, dirt and other related debris from the accident. In addition, the towing company shall be responsible for handling the release of oil and other vehicle fluids in accordance with the guidelines of the Town of Middletown National Pollutant Discharge Elimination System (NPDES) permit. The cost of the cleanup shall be at no charge to the Town of Middletown and the Volunteer Hose Company of Middletown.
5. All towing company drivers shall be properly licensed in accordance with all state and federal requirements.

Insurance Coverage Requirements

The towing company shall maintain liability insurance coverage and other necessary insurance coverage to protect itself, the Town of Middletown and the Volunteer Hose Company of Middletown against all claims and/or actions including those by the towing company's employees or agents of the towing company's subcontractors, or by others. Insurance policies shall remain open and current for the entire term of the agreement.

Commercial General Liability/Garage Liability

\$1,000,000 per Occurrence
\$1,000,000 Personal and Advertising Injury
\$2,000,000 Products/Completed Operations
\$2,000,000 General Aggregate

The Town of Middletown and Volunteer Hose Company of Middletown shall be included as an additional insured via form CG2010 or equivalent. Additional Insured Status shall apply on a Primary and Non-Contributory Basis.

A Waiver of Subrogation shall apply in favor of the Town of Middletown and the Volunteer Hose Company of Middletown.

Business Automobile Liability

\$1,000,000 Combined Single Limit
Coverage must include Owned, Hired & Non-Owned Autos

The Town of Middletown and Volunteer Hose Company of Middletown shall be included as an additional insured. Additional Insured Status shall apply on a Primary and Non-Contributory Basis.

A Waiver of Subrogation shall apply in favor of the Town of Middletown and the Volunteer Hose Company of Middletown.

Workers Compensation & Employers Liability

Workers Compensation coverage shall be carried to meet the Statutory requirements of the State of Delaware. All owner, LLC members, sole proprietors and corporate officers shall be included in coverage.

Employers Liability

\$1,000,000 per Accident
\$1,000,000 per Illness/Per Employee
\$1,000,000 per Illness/Aggregate

A Waiver of Subrogation shall be included in favor of the Town of Middletown and the Volunteer Hose Company of Middletown.

Garage Keepers Coverage

\$300,000 – per Occurrence – Comprehensive
\$300,000 – per Occurrence – Collision

Garage Keeper's coverage shall apply on a Direct Primary Basis.

Umbrella/Excess Liability

\$2,000,000 Each Occurrence
\$2,000,000 General Aggregate

The Town of Middletown and the Volunteer Hose Company of Middletown shall be included as an additional insured. Additional Insured Status shall apply on a Primary and Non-Contributory Basis.

A Waiver of Subrogation shall apply in favor of the Town of Middletown and the Volunteer Hose Company of Middletown.

Should the contractor choose to utilize the services of a sub-contractor, the above limits/endorsements will apply to the sub-contractor and proof of coverage must be submitted to the Town of Middletown and the Volunteer Hose Company of Middletown for review prior to work being performed by the sub-contractor.

Proposal Submittals

1. List of all available equipment illustrating the towing capacity.
2. Certificate of Insurance showing evidence of the required insurance coverage.
3. Description of the intended off-site facility being used for storage and evidence preservation including location and security measures.
4. Description of ability to comply with the prescribed Performance Standards.
5. Any additional information the towing company feels is important for the Town of Middletown to consider.

Questions

All questions shall be directed via email to the Public Works Director, Wayne Kersey, at wkersey@middletown.delaware.gov.

Proposal Schedule

Interested towing companies shall submit a written proposal to the following address:

**Morris Deputy
Town Manager
Town of Middletown
19 West Green Street
Middletown, DE 19709**

Electronic and telefaxed submissions will not be accepted.

Proposals shall be delivered on or before 4:00 p.m. EST on Tuesday, March 4, 2025 to the address above. Proposals received after the deadline will not be accepted.