

1. There are two bid numbers referenced on the City's introductory page to the Request For Bid. They are: Bid No. 13-07 and PD Bid No. 12-14. Can you tell us which is the correct bid number?

The correct bid number is 13-07. The bid number located at the bottom of the face page is incorrect. Please disregard it and use Bid #13-07 for future reference.

2. How would we handle a situation in which an owner of an impounded vehicle does not wish to retrieve his vehicle, i.e., does not wish to pay the impound fee?

A lien sale process of the vehicle could start after seventy two hours. At some point after that process was completed, the vehicle could be sold at auction to cover the fees associated with the impoundment of the vehicles. Currently, the city does not use a collection agency to collect on any short falls.

3. Although the Request For Bid references the 1988 Code, a number is not given. How much is the City identification card fee per employee?

The city charge for each tow vendor employee would be roughly three hundred fifty dollars. This fee would include a processing fee, background check and the issuance of the identification card. The annual renewal fee is only one hundred nine dollars.

4. What is the clearance (height) of the City's sub-garage?

The interior height of impound lot located at 336 N. Foothill is six foot nine inches.

5. May we inspect the City's sub-garage?

We plan to conduct an open house of both impound lot locations on Friday, September 28, 2012 9:00 to 11:00 AM.

6. What is the City's policy regarding vehicle damage or stolen property for vehicles stored in the City's vehicle impound storage facilities?

The Police Department would conduct a criminal investigation. Liability could be assigned to the party in control of the vehicle at the time of the alleged action.

7. For accessing vehicles stored in the City's sub-garage impound storage facility, is it possible to store at that location and use a forklift rather than a dolly?

Yes, in fact our current towing vendor uses a forklift often times when the impounded vehicle is locked and does not have a key.

8. On average, how many vehicles are sent to the vendor's storage facility per day for CVC Section 22651(n)(parked in tow zone)?

For example, if two hundred fifty vehicles were impounded in a month, one hundred forty five vehicles would have been impounded for that section. Which equates to 58% of total monthly impounds.

9. On average, how many vehicles are sent to the vendor's storage facility per year for CVC Section 22651(o)(unpaid vehicle registration)?

For example, if two hundred fifty vehicles were impounded in a month, forty five vehicles would have been impounded for that section. Which equates to 18% of total monthly impounds.

10. On average, how many vehicles are sent to the vendor's storage facility per year for CVC Section 22651(i)(unpaid parking tickets)?

For example, if two hundred fifty vehicles were impounded in a month, twenty five vehicles would have been impounded for that section. Which equates to 10% of total monthly impounds.

11. Has the City ever exceeded its 60-vehicle sub-garage facility capacity and, if so, how often over the past year has this occurred?

No, the highest resident population we have had in the past year has been 43 vehicles.

12. For the on-site recordkeeping associated with the vendor requirement to staff the City's vehicle impound storage facility between the hours of 3:00 p.m. and 6:30 p.m. Monday through Friday, would the vendor utilize the City's computer and software or would the vendor be required to provide computers and software at that location?

On site record keeping for the 332 N. Foothill Dr. impound lot is currently done by the towing vendor using his own computer. The vendor provides his own computer, printer/copier and credit card reading machine. The city will determine what record keeping software should be used.

13. For those situations in which there is an accident that is blocking an intersection or a disabled vehicle that is blocking the roadway, is the City's policy to utilize the vendor or to allow the motorist to use his auto club membership if he or she has such a membership?

One of The Police Department's primary function is to maintain the flow of traffic. In the case of a traffic accident in which a vehicle is obstructing the roadway,

the Police Department will contact the towing vendor to have vehicle removed. If the vehicle's owner calls is his/her own tow truck, we would use that truck to clear the roadway only if his truck arrives sooner than does the tow vendor's truck. The Police Department strides to move the vehicle as soon as possible.

14. The Request For Bid has two different directives concerning the method of signing the bid if the responding vendor is a corporation:

Page 4, 2-5 states that the signature should be by an officer, etc. of the corporation; Page 5, 2-14 states that the signature should be by two authorized signatories of the corporation. Can you clarify as to which is correct?

For the above example you have given, page 5, 2-14 would be the appropriate option that would apply to your situation. This paragraph requires the contract be executed by two signatories.

15. The Request For Bid (Page 6, 2-17) asks for bank statements and expense and income reports for the past two years that are associated with the operation of the business. Can you clarify as to whether the City means monthly bank statements and/or annual expense and income reports?

The city is requesting for two years of monthly bank statements related to the operation of your tow business. In addition, the city is requesting an annual expense and income report for the years of 2011 and 2012.

16. On the e-mail Request For Bid from the City, the last page (Exhibit B, Rates) cuts off after Page 32 in the middle of Number 6.

City Daily Storage Fee. Can you again e-mail this Exhibit such that we receive it in its entirety?

Yes. We will email the page to you as soon as possible.
Sorry for any inconvenience this may have caused.