

ADVERTISEMENT
REQUEST FOR PROPOSAL
STATE OF FLORIDA DEPARTMENT OF TRANSPORTATION
FLORIDA'S TURNPIKE ENTERPRISE

Sealed Request for Proposal Packages will be received by the State of Florida, Department of Transportation, Florida's Turnpike Enterprise, Contractual Services Office, Building 5315 on Florida's Turnpike, Milepost 263.0, Turkey Lake Service Plaza, Ocoee, Florida, 34761, until **2:30 P.M. (local time) on Wednesday, September 25, 2019**, for the following project:

RFP NO.: DOT-RFP-20-8005-WS
RAPID INCIDENT SCENE CLEARANCE
FOR
FLORIDA'S TURNPIKE ENTERPRISE

SCOPE OF SERVICES: The Florida Department of Transportation, Florida's Turnpike Enterprise (hereinafter referred to as the "Department") seeks to retain the services of one or more full service towing and recovery agencies (hereinafter "Contractor") for a nonexclusive privilege to provide Rapid Incident Scene Clearance (RISC) Services for the events, crashes and traffic incidents as identified within the Exhibit "A," Scope of Services. One Vendor will be selected per Segment.

Vendor's Qualifications

General

The Department will determine whether the Proposer is qualified to perform the services being contracted based upon their proposal demonstrating satisfactory experience and capability in the work area. The Proposer shall identify necessary experienced personnel and facilities to support the activities associated with this proposal.

Vendor and Staff Qualifications/Certifications/Designations and Requirements:

Those individuals who will be directly involved in the project should have demonstrated experience in the areas delineated in the scope of work. Individuals whose qualifications are presented shall be committed to the project for its duration unless otherwise approved by the Department's Project Manager. Where State of Florida registration or certification is deemed appropriate, a copy of the registration or certificate should be included in the proposal package.

The Vendor shall maintain and keep in force throughout the term of the Contract, including any renewals and extensions thereof, all required licensing, insurance, certification(s), and trained and experienced workforce needed to perform the work required under the terms and conditions of this Contract. Failure of the Vendor to strictly comply with these requirements will be sufficient grounds for the Department to declare the Vendor in default in accordance with the terms of Section 6, Termination and Default, of the Standard Written Agreement.

Licenses:

The Vendor shall hold and keep in force during the term of the Contract a valid and current certificate/license, in accordance with the laws of the State of Florida, authorizing the Vendor to perform the specified work herein, and have all required federal, state, and local licenses and permits. All sub-vendors shall be properly certified/licensed, meeting the requirements under the respective trade category for the work to be performed under this Contract.

Business Location:

The Vendor shall have a current and valid Business Tax Receipt which states the name of the Vendor, street address of the business where all the work covered under the Contract will be handled, and the type of work that the Business Tax Receipt is issued for (which must be for the same type of services required in the Contract). The Vendor shall be required to provide the Department verification of a Business Tax Receipt in the county where the business is physically located.

A copy of all required licenses and/or certifications for this Contract shall be submitted with the Vendor's proposal package.

Experience:

The principle owner(s) of the Vendor/Companies must have been in the towing and recovery business for a minimum of three (3) years prior to application.

The Vendor shall perform a majority of the work with its own equipment and personnel. Sublet work cannot account for more than forty-nine percent (49%) of roadside service calls or charges.

No change in personnel, equipment and/or facilities may be made without prior FTE approval.

The prospective Vendor shall provide descriptions of:

- Number of employees
- Location, number and size of offices, yards, garages and storage facilities
- Specific experience with public entity clients
- Relevant projects of similar size and scope performed over the past four (4) years

As part of the description, Vendor shall identify associated results or impacts of the work performed.

Equipment:

The prospective Vendor shall provide a complete inventory of owned or leased equipment that will be used to provide the services of the RISC Program. Equipment lists shall include sufficient descriptions to indicate conformance with the requirements herein. Equipment lists will be verified through inspection.

The prospective Vendor should also provide information on any additional specialized equipment that may be used in this Program.

Tow Yard Location:

There shall be clearly defined routes to and from Florida's Turnpike sector access points and the Vendor's yard or garage and the storage facility.

Storage Facility Features:

The Vendor shall maintain a fenced and adequately sized storage facility that is secure against theft and damage. The storage area shall be fully enclosed by a commercial grade fence at least six (6) feet tall and shall include a completely enclosed permanent structure for inside storage of vehicles involved in fatal crashes, or other vehicles as directed by FHP. The outside secure storage area shall be gravel or pavement and at least one-half (0.5) acre in area. There shall be a designated office of at least two hundred (200) square feet. Neither the inside storage area nor the outside secure lot shall be shared by or with another towing vendor.

Failure to comply with the storage facility requirements may result in suspension or dismissal from the program.

Management and Staffing

Tow Operator Competency and Certification:

All Tow Operators working on Florida's Turnpike shall be fully trained by a tow industry training company and capable of providing professional towing and recovery services.

The Vendor shall provide effective and ongoing supervision and periodic performance and safety practices reviews of all Tow Operators.

Each Tow Operator shall:

- Be licensed to drive the assigned service vehicle in accordance with the State of Florida Motor Vehicle Code.
- Be a minimum of eighteen (18) years of age.
- Have a safe driving record in accordance with FDOT "Driver's Records Requirements" Procedure No. 250-000-010.
- Be drug free in accordance with Section 112.0455, F.S. prior to beginning operations.
- Be a legal resident and approved to work in the United States.

The Vendor shall comply with all applicable laws, rules, regulations and ordinances governing the services to be provided under this Contract, including, but not limited to:

- a. FHP Policy# 17.02
- b. Florida Statute 321.051
- c. Rule 15B-9, Florida Administrative Code (FAC)

The Vendor shall be subject to all applicable rules and policies established by FHP governing the services to be provided under this Contract. The Contractor's suspension from the towing rotation list will be grounds for immediate termination of this Contract.

Training:

All Tow Operators shall be fully trained in proper vehicle positioning and safety procedures for high speed limited access roadways as outlined in Exhibit "A," Scope of Services, Section 9, QUALIFICATIONS, TRAINING AND CERTIFICATION OF CONTRACTOR'S OPERATORS.

Prior to performing any services under this Contract, all Tow Operators shall:

- a. Complete Intermediate Maintenance of Traffic (MOT) training from a certified Department approved training agency. It is recommended that support personnel involved in the recovery effort also complete the Intermediate MOT training from a certified Department-approved training agency. Recovery operators and support personnel shall also complete the FDOT MOT Training Course for Incident Responders, which is available online at: <http://wbt.dot.state.fl.us/ois/MOTTIRCBT/index.htm>
- b. Complete the [National Traffic Incident Management \(NTIM\) Responder 4-hour Training](#).
- c. Receive formal instruction, training, and, if applicable, examination, in each of the following specialized recovery wrecker operator services:
 1. Heavy Duty Wrecker Operations.
 2. Ultra-Heavy Wrecker and Recovery Practices.
 3. Hazardous Materials Awareness.

This training shall be conducted by state and/or industry recognized and approved instructors.

- d. Have knowledge and understanding of the Traffic Incident Management Practices, including:
 1. The Florida "Open Roads" policy.

2. The Florida “Guidelines for the Mitigation of Accidental Discharges of Motor Vehicle Fluids (Non-Cargo).”

All training activities must be documented, and such documentation shall be made available to the Department upon request.

Authorized To Do Business in the State of Florida

In accordance with sections 607.1501, 605.0211(2)(b), and 620.9102, Florida Statutes, out-of-state corporations, out-of-state limited liability companies, and out-of-state limited partnerships must be authorized to do business in the State of Florida. Such authorization should be obtained by the proposal due date and time, but in any case, must be obtained prior to posting of the intended award of the contract. For authorization, contact:

Florida Department of State
Tallahassee, Florida 32399
(850) 245-6051

Licensed to Conduct Business in the State of Florida

If the business being provided requires that individuals be licensed by the Department of Business and Professional Regulation, such licenses should be obtained by the proposal due date and time, but in any case, must be obtained prior to posting of the intended award of the contract. For licensing, contact:

Florida Department of Business and Professional Regulation
Tallahassee, Florida 32399-0797
(850) 487-1395

All Bidders, Proposers, and Respondents must be registered in the State of Florida’s MyFloridaMarketPlace system. All prospective bidders, proposers, and respondents that are not registered, should go to <https://vendor.myfloridamarketplace.com/> to complete on-line registration, or call 1-866-352-3776 for assisted registration.

NOTE: In accordance with section 287.057(23), Florida Statutes, respondents to this solicitation or persons acting on their behalf may not contact, between the release of the solicitation and the end of the 72-hour period following the agency posting the notice of intended award, excluding Saturdays, Sundays, and state holidays, any employee or officer of the executive or legislative branch concerning any aspect of this solicitation, except in writing to the procurement officer or as provided in the solicitation documents. Violation of this provision may be grounds for rejecting a response.

Public Meeting Notices and Meeting Agendas:

Notice of the public meetings scheduled for this solicitation is provided in the timeline of the attached solicitation, with agendas for the public meetings.

MFMP Transaction Fee:

All payment(s) to the Vendor resulting from this competitive solicitation **WILL** be subject to the MFMP Transaction Fee in accordance with the referenced Form PUR 1000 General Condition #14. However, all vendors should be aware, that effective July 1, 2017 through June 30, 2018, in accordance with Senate Bill 2502, the Transaction Fee will be seven-tenths of one percent (0.7%) of the payment issued. The Transaction Fees imposed shall be based upon the date of issuance of the payment.

Scrutinized Companies Lists

Section 287.135, Florida Statutes prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or services of any amount if, at the time of contracting or renewal, the company is on the Scrutinized Companies that Boycott Israel List, created pursuant to Section 215.4725, Florida Statutes, or is engaged in a boycott of Israel. Section 287.135, Florida Statutes, also prohibits a company from bidding on, submitting a proposal for, or entering into or renewing a contract for goods or

services of \$1,000,000 or more, that are on either the Scrutinized Companies with Activities in Sudan List or the Scrutinized Companies with Activities in the Iran Petroleum Energy Sector Lists which were created pursuant to s. 215.473, Florida Statutes.

Title VI of the Civil Rights Act of 1964

COMPLIANCE WITH NONDISCRIMINATION STATUTES AND AUTHORITIES: Title VI of the Civil Rights Act of 1964 (42 U.S.C. § 2000d et seq., 78 stat. 252), (prohibits discrimination on the basis of race, color, national origin); and 49 CFR Part 21; The Uniform Relocation Assistance and Real Property Acquisition Policies Act of 1970, (42 U.S.C. § 4601), (prohibits unfair treatment of persons displaced or whose property has been acquired because of Federal or Federal-aid programs and projects); Federal-Aid Highway Act of 1973, (23 U.S.C. § 324 et seq.), (prohibits discrimination on the basis of sex); Section 504 of the Rehabilitation Act of 1973, (29 U.S.C. § 794 et seq.), as amended, (prohibits discrimination on the basis of disability); and 49 CFR Part 27;

The Age Discrimination Act of 1975, as amended, (42 U.S.C. § 6101 et seq.), (prohibits discrimination on the basis of age); Airport and Airway Improvement Act of 1982, (49 USC § 471, Section 47123), as amended, (prohibits discrimination based on race, creed, color, national origin, or sex); The Civil Rights Restoration Act of 1987, (PL 100-209), (Broadened the scope, coverage and applicability of Title VI of the Civil Rights Act of 1964, The Age Discrimination Act of 1975 and Section 504 of the Rehabilitation Act of 1973, by expanding the definition of the terms “programs or activities” to include all of the programs or activities of the Federal-aid recipients, sub-recipients and contractors, whether such programs or activities are Federally funded or not); Titles II and III of the Americans with Disabilities Act, which prohibit discrimination on the basis of disability in the operation of public entities, public and private transportation systems, places of public accommodation, and certain testing entities (42 U.S.C. §§ 12131 -- 12189) as implemented by Department of Transportation regulations at 49 C.F.R. parts 37 and 38; The Federal Aviation Administration’s Non-discrimination statute (49 U.S.C. § 47123) (prohibits discrimination on the basis of race, color, national origin, and sex); Executive Order 12898, Federal Actions to Address Environmental Justice in Minority Populations and Low-Income Populations, which ensures non-discrimination against minority populations by discouraging programs, policies, and activities with disproportionately high and adverse human health or environmental effects on minority and low-income populations; Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination because of limited English proficiency (LEP). To ensure compliance with Title VI, you must take reasonable steps to ensure that LEP persons have meaningful access to your programs (70 Fed. Reg. at 74087 to 74100); Title IX of the Education Amendments of 1972, as amended, which prohibits you from discriminating because of sex in education programs or activities (20 U.S.C. 1681 et seq).

INSPECTOR GENERAL

The Contractor/Consultant/Vendor agrees to comply with s.20.055(5), Florida Statutes, and to incorporate in all subcontracts the obligation to comply with s.20.055(5), Florida Statutes.

MANDATORY PRE-PROPOSAL CONFERENCE: The Department will convene a **MANDATORY PRE-PROPOSAL CONFERENCE** for this Request for Proposal (RFP) on Tuesday, September 10, 2019 at 10:30 a.m. in two (2) locations. The meeting will be in Auditorium A and B, at the Eleanor Register Turnpike Operations Center, Pompano Beach Service Plaza, Milepost 65.0, on Florida’s Turnpike in Broward County, Florida. The telephone number is (954) 975-4855. The meeting will also be held at Florida’s Turnpike Enterprise, Turnpike Headquarters, MP 263, Building 5317 5315, Auditorium B, Ocoee, Florida 34761, (407) 532-3999.

FAILURE OF A PROPOSER TO ATTEND OR BE REPRESENTED AT THE MANDATORY PRE-PROPOSAL CONFERENCE WILL RESULT IN A NON-RESPONSIVE PROPOSAL. Bring a copy of the full advertisement package to the meeting.

HOW TO APPLY: Prospective bidders may obtain a complete Invitation to Bid (ITB), including specifications and general bid conditions for the above-referenced project by copying the link below into your browser:

http://www.myflorida.com/apps/vbs!/vbs_search_r2.matching_ads

The Department reserves the right to reject any or all bids.

NOTE: All of the Department's **ITB/RFP/ITN ADVERTISEMENTS** appear on the Internet at website:
http://www.myflorida.com/apps/vbs/vbs_main_menu

Under "Vendor Bid System" Click on "Search Advertisements"
Click on the Drop menu for "Agency" and Select "Department of Transportation"
Scroll down and Click on "Advertisement Search"
Locate the "RFP" number

We encourage all vendors to regularly check this site.