

8/19
9:54 AM

"Customer Service Matters"

TowMasters of Port St. Lucie, Inc.

1325 SW Biltmore Street

Port St. Lucie, FL 34983

772-878-5020

Date: August 19th 2019

Request for Proposal for City Wide Towing Service

#20190108

CHECKLIST
SRFP #20190108
CITYWIDE TOWING SERVICES

This checklist is provided to assist Proposers in the preparation of their bid response. Included in this checklist are important requirements that are the responsibility of each Proposer to submit with their response to make their bid response fully compliant. This checklist is only a guideline – it is the responsibility of each Proposer to read and comply with the Request for Proposals in its entirety.

165 Documents uploaded in one (1) .pdf file and in order as instructed in Section 8.0 Instructions for Preparation of Proposals for SRFP- #20190108; Certified Minority Business Certificate (if applicable), Local preference documents (if applicable) W9, current Certificate of Insurance, current License, five (5) reference forms, E-Verify Statement, Drug Free and Check list onto Demandstar by the due date and time. Materials shall be organized in the following order:

- 1 1. Cover Letter.
- 2 2. Table of contents.
- 3 3. Contractor's Questionnaire. Note: Be sure to acknowledge all Addenda on the questionnaire and sign where indicated.
- 4 4. Executive Summary.
- 5 5. Management Plan.
- 6 6. Current Contracts.
- 7 7. Prior litigation, arbitration, and claims, including those involving the City.
- 8 8. Other Materials related to value-added services.
- 9 9. Proposed Schedule.
- 10 10. Fee Schedule / Contractor's Cost Proposal.
- 11 11. Financial Stability.
- References.

1 All questions on the Contractor's Questionnaire are complete and thoroughly answered.

1 Included the Contractor's Cost Proposal.

1 Proposer has reviewed the "sample" Contract and accepts all City Terms and Conditions contained in the RFP And on the City's website.

1 After review of uploaded documents on DemandStar by Onvia web site selected the Submit button at bottom of page.

Check list/Table of contents

1. Cover Letter
 2. Table of Contents
 3. Contractors questionnaire/Including Addenda
 4. Executive Summary/Qualifications Information/Mission Statement and Vision
 5. Business Structure and Environment/ Firms Location
 6. Current Contacts
 7. Disclosure of Litigation-***No Prior or current Litigation, arbitration, Professional claims***
 8. Other Material-Certificate of Liability Insurance, Workers Comp, City, State, County Licensing, W-9
 9. Proposed Schedule-***Outlined Equipment Attached and adhere to the current Police Rotation outlined in timeline (RFP)***
 10. Fee Schedule-***Addendum Attached St Lucie county Fee schedule-Ord.No.12-016***
 11. Financial Stability-***Berger Toombs, Elam, Gaines & Frank***
- References-Attached***

SECTION XXIX
SEVERABILITY

The Parties to this Contract expressly agree that it is not their intention to violate any public policy, statutory or common law rules, regulations, or decisions of any governmental or regulatory body. If any provision of this Contract is judicially or administratively interpreted or construed as being in violation of any such policy, rule, regulation, or decision, the provision, sections, sentence, word, clause, or combination thereof causing such violation will be inoperative (and in lieu thereof there will be inserted such provision, section, sentence, word, clause, or combination thereof as may be valid and consistent with the intent of the Parties under this Contract) and the remainder of this Contract, as amended, will remain binding upon the Parties, unless the inoperative provision would cause enforcement of the remainder of this Contract to be inequitable under the circumstances.

SECTION XXX
ENTIRE AGREEMENT

The written terms and provisions of this Contract shall supersede any and all prior verbal or written statements of any official or other representative of the City. Such statements shall not be effective or be construed as entering into, or forming a part of, or altering in any manner whatsoever, this Contract or Contract documents.

IN WITNESS WHEREOF, the parties have executed this contract, the day and year first above written.

CITY OF PORT ST. LUCIE FLORIDA

CONSULTANT

By: _____ By: TowMasters of Port St. Lucie, Inc
Purchasing Agent Authorized Representative

State of: Florida County of: St Lucie

Before me personally appeared: Mary E Ricks
(Please print)

Please check one:

Personally known x
Produced Identification: _____
(Type of identification)

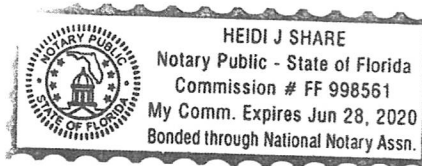
and known to me to be the person described in and who executed the foregoing instrument, and acknowledged to and before me that She executed said instrument for the purposes therein expressed.
(s/he)

WITNESS my hand and official seal, this 16th day of August, 2019.

Heidi Share
Notary Signature

Notary Public State of Florida at Large.

My Commission Expires 6/28/20.



(seal)

TRUTH-IN-NEGOTIATION CERTIFICATE AND AFFIDAVIT

STATE OF FLORIDA §
COUNTY OF §

Before me, the undersigned authority, personally appeared affiant Mary E Ricks,
who being first duly sworn, deposes and says:

1. That the undersigned firm is furnishing this Truth in Negotiation Certificate pursuant to Section 287.055(5)(a) of the Florida Statutes for the undersigned firm to receive an agreement for professional services with the City of Port St. Lucie, St. Lucie County, Florida.
2. That the undersigned firm is a corporation which engages in furnishing Citywide Towing Services and is entering into an agreement with the City of Port St. Lucie, St. Lucie County, Florida to provide these services for a project known as #20190108, Citywide Towing Services.
3. That the undersigned firm has furnished the City of Port St. Lucie, St. Lucie County, Florida a detailed analysis of the cost of the professional services required for the project.
4. That the wage rate information and other factual unit cost, which the undersigned firm furnished, were accurate, complete and current at the time the undersigned firm and the City of Port St. Lucie entered into the agreement for professional services on the project.
5. That the agreement which the undersigned firm and the City of Port St. Lucie entered into on this job contained a provision that the original agreement price and any additions thereto shall be adjusted to include any significant sums by which the City of Port St. Lucie determines the agreement price was increased due to inaccurate, incomplete or non-current wage rates or other factual unit cost and that all such agreement adjustments shall be made within one (1) year following the end of the agreement.

FURTHER AFFIANT SAYETH NAUGHT

TowMasters of Port St. Lucie, Inc

Name of Firm

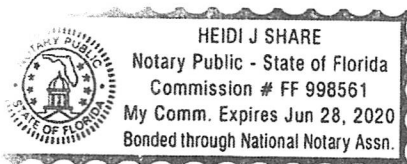
Mary E Ricks

By: President

The foregoing instrument was acknowledged before me by Mary E Ricks who is personally known to me.

WITNESS my hand and official seal in the State of County last aforesaid this 16 the day of August, 2019.

(SEAL)



Heidi Share
Signature

Heidi Share
Notary Name (typed or printed)

Title or Rank

CONTRACTOR QUESTIONNAIRE RFP #20190108

CITYWIDE TOWING SERVICES

Primary Strengths are twofold in our extensive towing industry experience, local market knowledge and customer contacts/relationships coupled with our unwavering commitment to provide safe, professional, 24/7/365, customer focused towing and recovery services. Our Management and employee team are well towing experienced, and professional in appearance, demeanor, and delivery.

It is understood and agreed that the following information is to be used by the City of Port St. Lucie to determine the qualifications of Proposers to perform the work required. The Contractor waives any claim against the City that might arise with respect to any decision concerning the qualifications of the Contractor.

The undersigned attests to the truth and accuracy of all statements made on this questionnaire. Also, the undersigned hereby authorizes any public official, Contractor, surety, bank material or equipment manufacturer, or distributor, or any person, firm, or corporation to furnish the City of Port St. Lucie any pertinent information requested by the City deemed necessary to vary the information on this questionnaire.

Dated this 15 day of August, 2019.

TowMasters of Port St. Lucie, Inc

Name of Organization / Proposer

By: William Ricks V.P.

Name and Title

(If more space is needed, please attach additional sheets.)

1. Corporation, Partnership, Joint Venture, Individual or other?
Corporation
2. Firm's name and main office address, telephone and fax number, e-mail:
TowMasters of Port St. Lucie, Inc 1325 SW Biltmore Street, Port St. Lucie, FL 34983
772-878-5020/ fax 772-878-5028
towmasterspsl@bellsouth.net
3. Firm's previous names (if any).
N/A
4. How many years has your organization been in business as a Towing / Wrecker Service Provider? 18
5. Number of years in Florida as a Towing / Wrecker Service Provider? 30
6. Last three (3) projects of this type completed by your firm for Florida municipal governments and/or private entities. Give agency, type service and contact person, telephone # and e-mail

Agency	Service	Contact Telephone	E-mail
Port St Lucie Rotation, St Lucie County Sheriff's Rotation, Florida Highway Patrol Rotation (See Attachment)			
7. List contracts where Towing / Wrecker Services were not a success. List the name or the owner of the C, location, date and reasons of failure.
None
8. Status of Contracts on hand.
Florida Highway Patrol / St Lucie Sheriff's Office / St Lucie County School District / Martin County School District

9. Describe your experience with Government clients.

Professional

10. What best differentiates your company from your competitors?

Primary Strengths are twofold in our extensive towing industry experience, local market knowledge, and customer contacts/relationships coupled with our unwavering commitment to provide safe, professional, 24/7/365, customer focused and friendly services.

11. Provide Five (5) references similar to our City in terms of scope of services, nature, and complexity requested and size. (Please use the attached Reference Check Form- Make 5 copies)

Attached

This is a word document. Please add space when necessary.

ADDENDUM ACKNOWLEDGMENT - Consultant acknowledges that the following addenda have been received and are included in his/her proposal:

Addendum Number	Date Issued
Addendum #1	8/7/2019
Addendum #2	8/7/2019

AGREEMENT - Consultant agrees to comply with all requirements stated in the specifications for this RFP.

[The remainder of this page left blank intentionally.]

CONTRACTOR'S COST PROPOSAL
RFP #20190108
CITYWIDE TOWING SERVICES

Cost to the City: Contractor must quote a firm, fixed, annual rate for all services identified in the Request for Proposal. Note: No additional costs will be accepted.

Please provide a detailed cost quote, along with a suggested payment schedule, for all services that are requested to be implemented and administered under this contract. The cost proposal must include any expenses for consideration. Additionally, the cost proposal must include a suggested payment schedule.

Cost associated with the Citywide Towing Services may not exceed the established fee structure outlined under the St. Lucie County Code (ORD. NO. 12-016) governing allowable fees.

Note: Failure to use the City's Cost Proposal page and provide the costs as requested in the RFP may deem your proposal non-responsive.

Total Annual Cost MUST include all expenses and travel.

[illegible]

GRAND TOTAL ANNUAL FIRM FIXED FEE \$ N/A /ANNUALLY.

ST. LUCIE COUNTY FEE SCHEDULE - ORD. NO. 12-016**Sec. 46-78. - Fees.**

In addition to the other requirements of this article, no tow truck company shall, for compensation, recover, tow, or remove a vehicle/vessel on private storage time or connection therewith without the prior express instruction of the vehicle/vessel owner or authorized driver, except in accordance with the following:

(1) Nonconsensual tow.

- a. Tow truck companies may, for compensation, recover, tow or remove a vehicle/vessel based upon a police-directed tow without the prior express instruction of the vehicle/vessel owner or authorized driver upon the prior express instruction of a law enforcement agency and in accordance with the terms of any contracts or agreements between the tow truck company and a governmental entity and/or law enforcement agency.
- b. The maximum fee is established which may be charged on the removal and storage of wrecked or disabled vehicles from an accident scene or for the removal and storage of vehicles, in the event the owner or operator is incapacitated, unavailable, leaves the procurement of wrecker service to the law enforcement officer at the scene, or otherwise does not consent to the removal of the vehicle as follows:

Regular Wrecker Service	Class A/D	Class B	Class C	Flatbed "Landoll"	Rotator Boom
Day or night service	\$100.00	\$135.00	\$225.00	\$145.00	\$478.00
Mileage charge	\$3.00	\$4.00	\$5.50	\$5.50	\$5.50
Time charge per ½ hour	\$50.00	\$50.00	\$100.00	\$50.00	\$240.00
	After 30 minutes on the scene, will be charged in increments of 30 minutes.				
Underwater recovery	\$200.00 flat rate for a certified scuba diver with full gear, not sheriff's office diver				
Airbag recovery	\$600.00				
Gate fee (per day)	\$35.00 8:00 p.m.—8:00 a.m.				
Outside storage	\$25.00 per day				
Inside storage	\$30.00 per day				
Administrative fee	\$35.00				
Additional manpower per ½ hour	\$50.00				
The fee schedule shown in this table is subject to annual revision based upon the provisions in section 46-79.					

- (2) *Private property impound.* Tow truck companies may for compensation recover, tow or remove a vehicle/vessel based upon a private property impound without the prior express instruction of the vehicle/vessel owner or authorized driver, upon the prior express instruction of a real property owner or his authorized agent on whose property the vehicle/vessel is disabled, abandoned or parked without authorization or whose vehicle/vessel owner or authorized agent is unwilling or unable to remove the vehicle/vessel, provided that the requirements of this article are satisfied. The tow truck company recovering, towing or removing a vehicle/vessel shall, within 30 minutes of completion of such towing or removal, notify the appropriate law enforcement agency in which jurisdiction the vehicle/vessel was parked of the nature of the service rendered, the name and address of the storage facility where the vehicle/vessel will be stored, the time the vehicle was secured to the towing vehicle, and the make, model, color and vehicle/vessel license plate number (if any). The tow truck company shall obtain the name of the person at the law enforcement agency to whom such information was reported and note that name on the trip record.

- a. Except as otherwise provided in this article, every prior express instruction made in writing or in person shall indicate the date and time of the instruction and shall be signed by real property owner/duly authorized agent

in the presence of the tow truck company providing the service. The real property owner/the duly authorized agent shall also print his full name.

- b. Signing in the presence of the tow truck company/driver shall not be required for a prior express instruction made by the real property owner or authorized agent forwarded by facsimile transmission. All other requirements of this article shall apply and the real property owner or duly authorized agent shall provide in the facsimile instruction the specific location (i.e., address, parking space, etc.), color of the vehicle, make and/or model of the vehicle (if visible) and either the license tag number or the vehicle identification number (if available) prior to the vehicle/vessel being towed. Such facsimile instruction shall include the real property owner's or authorized agent's signature and printed or typed full name and title, as well as an electronic confirmation or electronic stamp of the date and time the instruction was sent to the tow truck company. The tow truck company shall maintain copies of facsimile instructions.
- c. If specifically approved in the contract for service, signing in the presence of the tow truck company/driver shall not be required when a vehicle/vessel is parked and blocking public egress/ingress to the business/residential area. In such cases the tow truck company is required to photograph the car and its location prior to removal and said photograph shall conclusively show that the vehicle is clearly in violation of this subsection. The photograph must include a date and time stamp.
- d. No tow truck company/driver shall pay or rebate money, or solicit or offer the rebate of money, or other valuable consideration in order to obtain the privilege of rendering towing services.
- e. Except as otherwise provided in this article, no such prior express instruction shall be considered to have been given:
 - 1. By the mere posting of signage as required by F.S. ch. 715;
 - 2. By virtue of the terms of any contract or agreement between a tow truck company and a real property owner;
 - 3. When the prior express instruction occurs in advance of the actual unauthorized parking of the vehicle/vessel; or
 - 4. Where the prior express instruction is general in nature and unrelated to specific, individual and identifiable vehicles/vessels which are already parked without authorization.
- f. Each tow truck company shall enter into a written contract with every owner of private property that authorizes the tow truck company to tow vehicles/vessels from its property. This written contract shall include the beginning date of said contract, the names and titles of all persons (i.e., owner, property manager, condominium president, etc.) who have the authority to appoint persons (i.e., security guard, night watchman, on-site manager, etc.) who can authorize prior express instruction to the tow truck company to remove, recover or tow any vehicle/vessel from its property. The written contract shall also include the name and current telephone number of the tow truck company performing the towing service. Any addendum to the contract shall include additional names and titles as necessary. The tow truck company must keep on file each contract and addendum (if applicable) with the property owner. Such contract shall be maintained for at least 12 months after termination. The county and law enforcement officers may inspect and request a copy of any and all such contracts from the tow truck company during normal business hours. The tow truck company may not withhold production of the contract upon demand by the division or law enforcement. Failure to enter into or keep on file a contract with the property owner shall be a violation of this article. All contracts which were entered into prior to the effective date of this article, shall accomplish the requirements of this subsection by entering into an addendum to the current contract within one year following the enactment of this article.
- g. No vehicle towed as the result of trespass towing shall be towed to and/or stored at a location more than a 15-mile radius from the point of initiation of such trespass tow. No person who provides services (trespass, nonconsensual towing) pursuant to this section shall recover, tow, or remove a vehicle from this county to another county (or vice versus) for the purposes of trespass towing and impounding.

- h. Real property owners or authorized representatives shall not request the recovery, tow, or the removal of vehicles/vessels that are reasonably identifiable from markings or equipment as law enforcement, firefighting, rescue squad, ambulance, or other emergency vehicles/vessels which are marked as such or to property owned by any governmental entity.
- i. Any person who improperly causes a vehicle/vessel to be recovered, towed, removed or stored shall be liable to the vehicle owner or authorized representative for the costs of the services provided, any damages resulting from the recovery, towing, removal or storage and attorney's fees and court costs.
- j. The maximum fee which may be charged on trespass towing of the vehicle/vessel is as follows:

	Class A	Class B	Class C
Regular Wrecker Service	\$125.00	\$165.00	\$300.00
Administrative Fee	\$35.00		
Gate Fee (per day)	\$35.00 8:00 p.m. to 8:00 a.m.		
Outside Storage	\$25.00 per day		
Inside Storage	\$30.00 per day		
The fee schedule shown in this table is subject to annual revision based upon the provisions in section 44-79.			

- k. Persons who provide services pursuant to this section shall transport the vehicle directly to the storage site owned or leased by the towing service and the vehicle shall not be kept in any temporary holding area, unless the towing service is directed to do so by a law enforcement officer authorizing the tow.

(Code 1982, § 1-20-16.3; Ord. No. 07-012, pt. A, 11-6-2007; Ord. No. 11-004, pt. A, 2-1-2011; Ord. No. 12-016, pt. A, 9-4-2012)

[The remainder of this page left blank intentionally.]

CERTIFICATION:

This SRFP-Proposal is submitted by: Name (print) Willie Ricks who is an officer of the above firm duly authorized to sign proposals and enter into contracts. I certify that this SRFP-#20190108 is made without prior understanding, agreement, or connection with any corporation, firm, or person submitting a proposal for the same materials, supplies, or equipment, and is in all respects fair and without collusion or fraud.

The proposer understands that information contained in this Bid Reply will be relied upon by City in awarding the proposed Contract and such information is warranted by the proposer to be true. The undersigned proposer agrees to furnish such additional information, prior to acceptance of any proposal relating to the qualifications of the proposer, as may be required by the City.

I certify that the information and responses provided on this Bid Reply are true, accurate and complete. The City may contact any entity or reference listed in this Bid Reply. Each entity or reference may make any information concerning the Consultant available to the City.

I agree to abide by all conditions of this SRFP-Bid.:

W.R. V.P.

Signature

V.P.

Title

If a corporation renders this SRFP-Proposal, the corporate seal attested by the secretary shall be affixed below. Any agent signing this SRFP-Proposal shall attach to this form evidence of legal authority.

Witnesses:**If Partnership:**

Print name

Print Name of Firm

Print name

By: _____
(General Partner)

If Corporation:

TowMasters of Port St. Lucie, Inc

Print Name of Corporation

If Individual:

Heidi Share

Signature

Heidi Share

Print Name

By: _____
(President)

Attest: _____
(Secretary)

CITY OF PORT ST LUCIE
121 SW Port St. Lucie Boulevard
Port St. Lucie, Florida, 34984
772-871-5223

REFERENCE CHECK FORM
Proposer Instructions: Fill out top portion only.
(Please print or type)

SRFP Number: 20190108
Title: Citywide Towing Services
Proposer/Respondent: TowMasters of Port St. Lucie, Inc
Reference: 20190108 Fax #: 772-878-5028
Email: towmasterspsl@bellsouth.net Telephone #: 772-878-5020
Person to contact: Willie Ricks

Reference Instructions: The above Proposer has given your name to the City of Port St. Lucie as a reference. Please complete the information below.

Describe the scope of work of the contract awarded by your firm/entity to this Contractor. What type of services were performed?

What is the size of your agency and what services did the vendor provide?

Did the towing / wrecker provider respond to all incidents in a timely manner? And, within the specified contractual guidelines?

What problems were encountered with the contract?

How would you rate the contractor on a scale of low (1) to high (10) for the following?

Professionalism _____
Qualifications _____
Budget Control _____

Final Product _____
Cooperation _____
Reliability _____

Would you contract with this Towing / Wrecker contractor again? Yes ☐ No ☐ Maybe ☐
Comments:

Thank you.

Note: All references must be submitted "complete" with the RFP Proposal by the submittal deadline.

**CITY OF PORT ST. LUCIE, FLORIDA
SRFP #20190108
CITYWIDE TOWING SERVICES**

**STATE OF FLORIDA
E-VERIFY**

Contract No: #20190108

Financial Project No(s): _____

Project Description: Citywide Towing Services

Vendor/Consultant acknowledges and agrees to the following:

Vendor/Consultant:

1. Shall utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the Vendor/Consultant during the term of the contract; and
2. Shall expressly require any subcontractors performing work or providing services pursuant to the state contract to likewise utilize the U.S. Department of Homeland Security's E-Verify system to verify the employment eligibility of all new employees hired by the subcontractor during the contract term.

Company/Firm: TowMasters of Port St. Lucie, Inc

Authorized Signature: ML

Title: V.P.

Date: 8-16-19

DRUG-FREE WORKPLACE FORM
SRFP #20190108
CITYWIDE TOWING SERVICES

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that
TowMasters of Port St. Lucie, Inc does:

(Name of Business)

1. Publish a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in the workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Inform employees about the dangers of drug abuse in the workplace, the business's policy of maintaining a drug-free workplace, any available drug counseling, rehabilitation, and employee assistance programs, and the penalties that may be imposed upon employees for drug abuse violations.
3. Give each employee engaged in providing the commodities or contractual services that are under proposal a copy of the statement specified in subsection (1).
4. In the statement specified in subsection (1), notify the employees that, as a condition of working on the commodities or contractual services that are under proposal, the employee will abide by the terms of the statement and will notify the employer of any conviction of, or plea of guilty or nolo contendere to, any violation of Chapter 893 Florida Statutes or of any controlled substance law of the United States or any state, for a violation occurring in the workplace no later than five (5) days after such conviction.
5. Impose a sanction on or require the satisfactory participation in a drug abuse assistance or rehabilitation program if such is available in the employee's community, by any employee who is so convicted.
6. Make a good faith effort to continue to maintain a drug-free workplace through implementation of this section.

As the person authorized to sign the statement, I certify that this firm complies fully with the above requirements.



Proposer's Signature
8-16-19

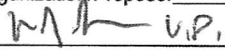
Date

CONTRACTOR CODE OF ETHICS
SRFP #20190108
CITYWIDE TOWING SERVICES

The City of Port St Lucie ("City"), through its Procurement Management Department ("PMD") is committed to a procurement process that fosters fair and open competition, is conducted under the highest ethical standards and enjoys the complete confidence of the public. To achieve these purposes, PMD requires each Contractor who seeks to do business with the City to subscribe to this Contractor Code of Ethics.

- ◆ A Contractor's bid or proposal will be competitive, consistent and appropriate to the bid documents.
- ◆ A Contractor will not discuss or consult with other Contractors intending to bid on the same contract or similar City contract for limiting competition. A Contractor will not make any attempt to induce any individual or entity to submit or not submit a bid or proposal.
- ◆ Contractor will not disclose the terms of its bids or proposal, directly or indirectly, to any other competing Contractor prior to the bid or proposal closing date.
- ◆ Contractor will completely perform any contract awarded to it at the contracted price pursuant to the terms set forth in the contract.
- ◆ Contractor will submit timely, accurate and appropriate invoices for goods and/or services performed under the contract.
- ◆ Contractor will not offer or give any gift, item or service of value, directly or indirectly, to a City employee, City official, employee family member or other vendor contracted by the City.
- ◆ Contractor will not cause, influence or attempt to cause or influence, any City employee or City Official, which might tend to impair his/her objectivity or independence of judgment; or to use, or attempt to use, his/her official position to secure any unwarranted privileges or advantages for that Contractor or for any other person.
- ◆ Contractor will disclose to the City any direct or indirect personal interests a City employee or City official holds as it relates to a Contractor contracted by the City.
- ◆ Contractors must comply with all applicable laws, codes or regulations of the countries, states and localities in which they operate. This includes, but is not limited to, laws and regulations relating to environmental, occupational health and safety, and labor practices. In addition, Contractors must require their suppliers (including temporary labor agencies) to do the same. Contractors must conform their practices to any published standards for their industry. Compliance with laws, regulations and practices include, but are not limited to the following:
 - Obtaining and maintaining all required environmental permits. Further, Contractor will endeavor to minimize natural resource consumption through conservation, recycling and substitution methods.
 - Providing workers with a safe working environment, which includes identifying and evaluating workplace risks and establishing processes for which employee can report health and safety incidents, as well as providing adequate safety training.
 - Providing workers with an environment free of discrimination, harassment and abuse, which includes establishing a written antidiscrimination and anti-bullying/harassment policy, as well as clearly noticed policies pertaining to forced labor, child labor, wage and hours, and freedom of association.

Name of Organization/Proposer TowMasters of Port St. Lucie, Inc

Signature  W.P.

Printed Name and Title William Ricks VP

Date 08/15/2019

DISCLAIMER: This Code of Ethics is intended as a reference and procedural guide to Contractors. The information it contains should not be interpreted to supersede any law or regulation, nor does it supersede the applicable Contractor contract. In the case of any discrepancies between it and the law, regulation(s) and/or Contractor contract, the law, regulatory provision(s) and/or Contractor contract shall prevail.

CITY OF PORT ST. LUCIE, FLORIDA

SRFP #20190108

SRFP #20190108
PROVIDING TOWING SERVICES
 Primary Strengths are twofold in our extensive towing industry experience, local market knowledge and customer contacts/relationships coupled with our unwavering commitment to provide safe, professional, 24/7/365, customer service.
 Our Management and employee team are well towing experienced, and professional in appearance, demeanor, and delivery.

CONTRACTOR VERIFICATION FORM

Attached

THE FOLLOWING IS TO BE COMPLETED BY PRIME PROPOSER:

Name of Firm: TowMasters of Port St. Lucie, Inc

Corporate Title: TowMasters of Port St. Lucie, Inc

Address: TowMasters of Port St. Lucie, Inc 1325 SW Biltmore Street, Port St. Lucie, FL 34983

(Zip Code)

By: William Ricks VP
(Print name) (Print title)


(Authorized Signature)

Telephone: (772) 878-5020

Fax: (772) 878-5028

State License # _____ (ATTACH COPY)

County License # 7299 Public Service Towing and Wrecker service (ATTACH COPY)

City License: (ATTACH PROOF OF REGISTRATION WITH THE CITY)

Type of License: Emergency Vehicle and Storage/Outdoor See Attached copy)

Unlimited Yes (yes/no)

If "NO", Limited to what trade? _____

NON-COLLUSION AFFIDAVIT
SRFP #20190108
CITYWIDE TOWING SERVICES

State of Florida }

County of St Lucie }

William Ricks, being first duly sworn, disposes and says that:
 (Name/s)

1. They are TowMaster of Port St. Lucie, Inc St Lucie County the Proposer that (Title)
 (Name of Company)

has submitted the attached bid/PROPOSAL;

2. He is fully informed respecting the preparation and contents of the attached bid and of all pertinent circumstances respecting such Bid/PROPOSAL;

3. Such Bid/Proposal is genuine and is not a collusive or sham Bid;

4. Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties in interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly or indirectly with any other Proposer, firm or person to submit a collusive or sham Bid in connection with the contract for which the attached bid has been submitted or to refrain from bidding in connection with such Contract or has in any manner, directly or indirectly, sought by agreement or collusion or communication or conference with any other Proposer, firm or person to fix the price or prices in the attached Proposal or of any other Proposer, or to secure through any collusion, conspiracy, connivance or unlawful agreement any advantage against the City of Port St. Lucie or any person interested in the proposed Contract; and

5. The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

(Signed) William Ricks

(Title) William Ricks VP

STATE OF FLORIDA }
 COUNTY OF ST. LUCIE } SS:

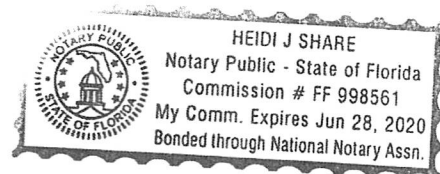
The foregoing instrument was acknowledged before me this 16th Day of August 2019

(Date) by: William Ricks who is personally known to me or who has produced

Heidi Share as identification and who did (did not) take an oath.

Heidi Share
 Notary (print & sign name)

Commission No. FF 998561



CHECKLIST
SRFP #20190108
CITYWIDE TOWING SERVICES

This checklist is provided to assist Proposers in the preparation of their bid response. Included in this checklist are important requirements that are the responsibility of each Proposer to submit with their response to make their bid response fully compliant. This checklist is only a guideline -- it is the responsibility of each Proposer to read and comply with the Request for Proposals in its entirety.

_____ Documents uploaded in one (1) .pdf file and in order as instructed in Section 8.0 Instructions for Preparation of Proposals for SRFP- #20190108; Certified Minority Business Certificate (if applicable), Local preference documents (if applicable) W9, current Certificate of Insurance, current License, five (5) reference forms, E-Verify Statement, Drug Free and Check list onto Demandstar by the due date and time. Materials shall be organized in the following order:

1. Cover Letter.
2. Table of contents.
3. Contractor's Questionnaire. Note: Be sure to acknowledge all Addenda on the questionnaire and sign where indicated.
4. Executive Summary.
5. Management Plan.
6. Current Contracts.
7. Prior litigation, arbitration, and claims, including those involving the City.
8. Other Materials related to value-added services.
9. Proposed Schedule.
10. Fee Schedule / Contractor's Cost Proposal.
11. Financial Stability.
12. References. **Note: All reference must be submitted "complete" with the RFP Proposal by the submittal deadline. The City of Port St. Lucie "may not" be used as a reference if you are currently doing business with the City.**

_____ ^x All questions on the Contractor's Questionnaire are complete and thoroughly answered.

_____ ^x Included the Contractor's Cost Proposal.

_____ ^x Proposer has reviewed the "sample" Contract and accepts all City Terms and Conditions contained in the RFP And on the City's website.

_____ ^x After review of uploaded documents on DemandStar by Onvia web site selected the Submit button at bottom of page.



ADDENDUM # 2
RFP # 20190108
Addendum Date: 8-7-2019
RFP Name: Citywide Towing Services
Questions and Answers

Please make the following changes/modifications to the subject bid:

Below you will find the questions submitted by potential proposers and we have provided answers to all questions submitted prior to the specified deadline.

NOTE: The RFP opening date has not changed.

Instructions to Proposer:

Each proposer must acknowledge receipt of any addenda on the Proposer's Questionnaire Sheet to have his/her bid or proposal to be accepted.

1. **QUESTION:** We started this company as [REDACTED] Repair & Performance, Inc and are currently registered as [REDACTED] Repair & Performance, Inc d/b/a [REDACTED] Towing & Recovery. We no longer have a repair shop. Do we need to take off the [REDACTED] Repair and Performance off or can we keep it registered this way a little longer?
ANSWER: If your business license only represents the d/b/a which is the primary business, you should meet the standard guideline for responding to the solicitation.
2. **QUESTION:** We do our background checks through HireRight, do we still have to do the backgrounds through E-verify? Can we supply these background checks from HireRight for consideration?
ANSWER: All required documents must be filled out as instructed in the RFP. Additionally, any requirements outlined in the Police Department policy must also be adhered to, this includes the standards and guidelines governing the background checks.
3. **QUESTION:** We had several drivers last October go to the City of Port St. Lucie for fingerprinting, etc. do these still count towards this bid? Would we be able to receive a refund for the fingerprinting, etc. that was done if it is not applicable to this bid?
ANSWER: All proposers must follow the guidelines as outlined in the RFP and the Police Department policies and procedures regarding the fingerprinting requirements.
4. **QUESTION:** On page 38 of the proposal it says we need \$10,000 Med Exp and \$100,000 for Fire Damage. We have \$5,000 Med Exp and we don't have Fire Damage on our policy. We either meet or exceed all the other coverages. Do we need to up our Med Exp to \$10,000 and add Fire Damage to our policy?
ANSWER: All firms are required to provide the insurance as outlined without exception.



ADDENDUM # 1
RFP # 20190108
Citywide Towing Services
Addendum Date: 8-7-2019

Please note, the following changes/modifications were made to the RFP as follows:

- Page 4 has been replaced with Page 4(A) modifying section 2.0 Intent, the first paragraph to remove any reference to compensate the City with an annual franchise fee.
- Page 20 has been replaced with Page 20(A) updating the EVALUATION COMMITTEE COMPOSITION.
- Pages 51-53 have been replaced with Pages 51(A) – 53(A) updating the ST. LUCIE COUNTY FEE SCHEDULE – ORD. NO. 12-016.
- The St. Lucie County Wrecker Fee's, Attachment A2 has been duly updated to reflect the most current schedule, listed as Attachment A2 – 8-5-2019.

NOTE: All other language, instructions, and associated due dates remain the same as originally represented and posted. The date and time of the RFP due date / opening has "not" changed.

Instructions to Proposers:

Each proposer must acknowledge receipt of any addenda on the Proposal Reply Sheet to have his/her proposal accepted as responsive.

**READ THIS ENTIRE DOCUMENT CAREFULLY. FOLLOW ALL INSTRUCTIONS.
YOU ARE RESPONSIBLE FOR FULFILLING ALL REQUIREMENTS AND SPECIFICATIONS.**

1.0 BACKGROUND

The City of Port St. Lucie, located in St. Lucie County, is the 7th largest City in Florida having a population approaching 196,000. It was incorporated in 1961 and is located near the Atlantic Ocean on the southeast coast of Florida. It is situated in the southern part of St. Lucie County which lies between Indian River County to the North and Martin County to the South.

2.0 INTENT

The City of Port St. Lucie is requesting proposals from qualified individuals, firms, and legal entities to provide citywide towing services for the City of Port St. Lucie Police Department. These services will be utilized to remove wrecked, disabled, stolen or abandoned motor vehicles and or trailers from public and private property when authorized by the Port St. Lucie Police Department or 911 for a vehicle within the city limits, as well as provide towing / wrecker services for all disabled City vehicles at no charge.

It is the intent of the City to enter into a five (5) year contract with a pool of pre-qualified towing companies to develop a rotation list for towing / wrecker services throughout the City of Port St. Lucie on an as needed basis. The contractor (s) must have the resources to accommodate all calls for service twenty-four (24) hours per day, seven (7) days per week, including holidays.

Specifications have been prepared outlining the coverage and services to be provided. Any alternative service(s) may be submitted, in addition to responses to the items requested in the outlined specifications and should be preceded with a summary of how the alternative could be more advantageous to the City. Alternative services will be reviewed and considered "value-added" services for the purposes of evaluation and contractual negotiations.

The issuance of this RFP and receipt of proposals does not commit the City to award approval of an offer to provide services. The City reserves the right to postpone the Proposal Due Date and Time, accept or reject any or all proposals received in response to this RFP, waive any informality or defect in any proposal, or to cancel all or part of this RFP if it is in the best interests of the City. All proposals, plans and other documents submitted shall become the property of the City and are considered public information subject to review under Florida's public records law.

In addition, the selected Proposer shall be expected to be familiar with and adhere to not only any applicable City Code, which can be viewed on the City's website at www.cityofpsl.com, but also any other laws, rules, or regulations governing the use of the Property.

NOTE: The City may not accept proposals from firms, that have had adversarial relationships with the City or firms that have represented entities that have had adversarial relationships with the City. This includes the firm, employees and financial or legal interests.

Questions and answers related to panel interviews if selected and required. <i>(This will be at the discretion of the City and the Evaluation Committee if they deem it necessary to conduct interviews.)</i>	
C. Proposed cost of services; shall include all fees associated with the duties and task necessary to develop a comprehensive towing and wrecker services. Note: Cost / fees for these services shall not exceed the cost structure as set forth by the ordinance of St. Lucie County. - Indicate all payment terms and conditions. (If you accept VISA card payments? Yes or No. - Baseline fees should be guaranteed based on the initial contract term of five (5) years.	15
D. References for similar projects from governmental agencies / public entities performed within the last two (2) years. <i>(Note: The City of Port St. Lucie "may not" be used as a reference).</i>	15
E. Value-added services (optional – to be contracted at the discretion of the City) Services beyond the scope of work. These shall be line listed with values appropriated.	5
F. Financial Stability Financial strength and competence, responsibility of the firm or entity, ensuring the stability of operations. - Financial Disclosure Statement - Evidence of Insurability - Disclosure of Litigation, any suspension or debarment by any government entity; any prior conviction for bribery, theft, forgery, embezzlement, falsification or destruction of records, antitrust violations, honest services fraud or other offense indicating a lack of business integrity or honesty; any prior violation of City or County ethical standards.	Pass / Fail
Maximum Points	100

The Procurement Management Department reserves the right to request any additional information needed for clarification from any proposer for evaluation purposes.

EVALUATION COMMITTEE COMPOSITION

The RFP Evaluation Committee will be comprised of five (5) committee seats as recommended by Police Department and Procurement Management as follows:

1. Police Department
2. Police Department
3. Administration
4. Neighborhood Services
5. Utilities

Note: All financial statements and cost will be reviewed by the City's Chief Financial Officer (CFO) or designee for full transparency, continuity and accuracy of financial / cost evaluation of all proposers.

Proposal Evaluation Process:

- 9.1 The evaluation process is designed to award the procurement to the overall highest rated firm.

Step One: Proposals will be evaluated by an Evaluation Committee. For clarification purposes, the City may request additional information from some or all the responding firms. The committee will evaluate all proposals against the criteria as outlined. Scores will be applied as indicated for each section of the criteria. The highest ranked firm(s) will be susceptible for advancing to the second step of the RFP process.

Step Two: Upon direction/approval and consensus of the Evaluation Committee, the highest ranked firm as identified in Step One, upon conclusion, will be briefed to the City Council regarding the

ST. LUCIE COUNTY FEE SCHEDULE – ORD. NO. 12-016**VEHICLE TOWING SEC. 46-78 – FEES.**

In addition to the other requirements of this article, no tow truck company shall, for compensation, recover, tow, or remove a vehicle / vessel or provide storage in connection therewith without the prior express instruction of the vehicle /vessel owner or authorized driver, except in accordance with the following:

(1) Nonconsensual tow.

a. Tow truck companies may, for compensation, recover, tow or remove a vehicle/vessel based upon a police-directed tow without the prior express instruction of the vehicle/vessel owner or authorized driver upon the prior express instruction of a law enforcement agency and in accordance with the terms of any contracts or agreements between the tow truck company and a governmental entity and/or law enforcement agency.

b. The maximum fee is established which may be charged on the removal and storage of wrecked or disabled vehicles from an accident scene or for the removal and storage of vehicles, in the event the owner or operator is incapacitated, unavailable, leaves the procurement of wrecker service to the law enforcement officer at the scene, or otherwise does not consent to the removal of the vehicle as follows:

Regular Wrecker Service	Class A/D	Class B	Class C	Flatbed "Landoll"	Rotator Boom
Day or night service	\$155.00	\$225.00	\$350.00	\$530.00	\$514.00
Mileage charge	\$4.50	\$5.50	\$7.50	\$8.50	\$8.50
Time charge per ½ hour.**	\$60.00	\$60.00	\$122.00	\$258.00	\$400.00
**After 30 minutes on the scene, will be charged in increments of 30 minutes.					
Underwater recovery	\$200.00 flat rate for a certified scuba diver with full gear, not sheriff's office diver.				
Airbag recovery	\$720.00				
Administrative fee	\$43.00 — One-time charge per tow.				
Additional manpower per ½ hour	\$60.00				
The fee schedule shown in this table is subject to annual revision based upon the provisions in <u>section 46-79</u> .					

Schedule for Storage
Maximum Rates
2018—2019

Class or Activity	Approved Rates
Inside storage — Any vehicle, boat, or trailer under 20 feet in length	\$45.00
Inside storage — Any vehicle, boat, or trailer over 20 feet in length	\$50.00
Outside storage — Any vehicle, boat, or trailer under 20 feet in length	\$35.00
Outside storage — Any vehicle, boat, or trailer over 20 feet in length	\$80.00

Executive Summary

TowMasters of Port St. Lucie, Inc. ("TowMasters") initiated business in the St. Lucie County Florida area in 2001; was purchased by Mary E. Ricks on January 31, 2006; and re-incorporated on May 2, 2007 with the subsequent involvement of William O. Ricks. Mrs. Ricks owns the organization whereas Mrs. and Mr. Ricks operate, manage, and lead TowMasters on a day to day basis.

Mrs. Ricks, the CEO and President, has 18 years of experience in the towing and transportation business as well as 20 years' Corporate organization experience and in private business endeavors. Mr. Ricks, Vice President, has extensive experience in the towing and transportation services business. Mr. Ricks, tri-founded Sports Towing & Storage, Inc., a local transportation service provider, in 1989 in the St. Lucie County area. During this 30-year period, Mr. Ricks primarily and effectively built this start-up, fledging operation into a material, profitable, and sustainable business entity with his day to day involvement, management, and leadership.

TowMasters has focused upon building a profitable and sustainable business platform with professional transportation services to a focused and diverse base of geographically local, commercial business interests. TowMasters priorities are to provide top-notch, customer focused, safe, and highly professional 24/7/365 business services to these commercial markets. Our success is driven by our local business relationships and knowledge; our commitment to securing the best human capital and appropriate physical infrastructure; and our passion for operational and professional service excellence.

After hours gate fee — (Shall only be charged if the firm is closed after normal business hours. This charge will not be charged at the time of the after- hour's call, but will be included in the final invoice to be paid at time the vehicle is retrieved)	\$42.00
Tarps and/or crash wrap — Per vehicle	\$25.00

;adv=9;The schedule of storage rates shall be set forth for the storage of vehicles. However, pursuant to F.S. § 713.78(2), no storage fee shall be charged if the vehicle is stored for less than six hours from the time the vehicle arrives at the storage facility. The schedule of storage fee shall be based upon 24-hour increments, calendar days.

(2) *Private property impound.* Tow truck companies may for compensation recover, tow or remove a vehicle/vessel based upon a private property impound without the prior express instruction of the vehicle/vessel owner or authorized driver, upon the prior express instruction of a real property owner or his authorized agent on whose property the vehicle/vessel is disabled, abandoned or parked without authorization or whose vehicle/vessel owner or authorized agent is unwilling or unable to remove the vehicle/vessel, provided that the requirements of this article are satisfied. The tow truck company recovering, towing or removing a vehicle/vessel shall, within 30 minutes of completion of such towing or removal, notify the appropriate law enforcement agency in which jurisdiction the vehicle/vessel was parked of the nature of the service rendered, the name and address of the storage facility where the vehicle/vessel will be stored, the time the vehicle was secured to the towing vehicle, and the make, model, color and vehicle/vessel license plate number (if any). The tow truck company shall obtain the name of the person at the law enforcement agency to whom such information was reported and note that name on the trip record.

a. Except as otherwise provided in this article, every prior express instruction made in writing or in person shall indicate the date and time of the instruction and shall be signed by real property owner/duly authorized agent in the presence of the tow truck company providing the service. The real property owner/the duly authorized agent shall also print his full name.

b. Signing in the presence of the tow truck company/driver shall not be required for a prior express instruction made by the real property owner or authorized agent forwarded by facsimile transmission. All other requirements of this article shall apply and the real property owner or duly authorized agent shall provide in the facsimile instruction the specific location (i.e., address, parking space, etc.), color of the vehicle, make and/or model of the vehicle (if visible) and either the license tag number or the vehicle identification number (if available) prior to the vehicle/vessel being towed. Such facsimile instruction shall include the real property owner's or authorized agent's signature and printed or typed full name and title, as well as an electronic confirmation or electronic stamp of the date and time the instruction was sent to the tow truck company. The tow truck company shall maintain copies of facsimile instructions.

c. If specifically approved in the contract for service, signing in the presence of the tow truck company/driver shall not be required when a vehicle/vessel is parked and blocking public egress/ingress to the business/residential area. In such cases the tow truck company is required to photograph the car and its location prior to removal and said photograph shall conclusively show that the vehicle is clearly in violation of this subsection. The photograph must include a date and time stamp.

d. No tow truck company/driver shall pay or rebate money, or solicit or offer the rebate of money, or other valuable consideration in order to obtain the privilege of rendering towing services.

e. Except as otherwise provided in this article, no such prior express instruction shall be considered to have been given:

1. By the mere posting of signage as required by F.S. ch. 715;
2. By virtue of the terms of any contract or agreement between a tow truck company and a real property owner;
3. When the prior express instruction occurs in advance of the actual unauthorized parking of the vehicle/vessel; or

4. Where the prior express instruction is general in nature and unrelated to specific, individual and identifiable vehicles/vessels which are already parked without authorization.

f. Each tow truck company shall enter into a written contract with every owner of private property that authorizes the tow truck company to tow vehicles/vessels from its property. This written contract shall include the beginning date of said contract, the names and titles of all persons (i.e., owner, property manager, condominium president, etc.) who have the authority to appoint persons (i.e., security guard, night watchman, on-site manager, etc.) who can authorize prior express instruction to the tow truck company to remove, recover or tow any vehicle/vessel from its property. The written contract shall also include the name and current telephone number of the tow truck company performing the towing service. Any addendum to the contract shall include additional names and titles as necessary. The tow truck company must keep on file each contract and addendum (if applicable) with the property owner. Such contract shall be maintained for at least 12 months after termination. The county and law enforcement officers may inspect and request a copy of any and all such contracts from the tow truck company during normal business hours. The tow truck company may not withhold production of the contract upon demand by the division or law enforcement. Failure to enter into or keep on file a contract with the property owner shall be a violation of this article. All contracts which were entered into prior to the effective date of this article, shall accomplish the requirements of this subsection by entering into an addendum to the current contract within one year following the enactment of this article.

g. No vehicle towed as the result of trespass towing shall be towed to and/or stored at a location more than a 15-mile radius from the point of initiation of such trespass tow. No person who provides services (trespass, nonconsensual towing) pursuant to this section shall recover, tow, or remove a vehicle from this county to another county (or vice versus) for the purposes of trespass towing and impounding.

h. Real property owners or authorized representatives shall not request the recovery, tow, or the removal of vehicles/vessels that are reasonably identifiable from markings or equipment as law enforcement, firefighting, rescue squad, ambulance, or other emergency vehicles/vessels which are marked as such or to property owned by any governmental entity.

i. Any person who improperly causes a vehicle/vessel to be recovered, towed, removed or stored shall be liable to the vehicle owner or authorized representative for the costs of the services provided, any damages resulting from the recovery, towing, removal or storage and attorney's fees and court costs.

j. The maximum fee which may be charged on trespass towing of the vehicle/vessel is as follows:

	Class A	Class B	Class C
Regular Wrecker Service	\$125.00	\$165.00	\$300.00
Administrative Fee	\$35.00		
Gate Fee (per day)	\$35.00 8:00 p.m. to 8:00 a.m.		
Outside Storage	\$25.00 per day		
Inside Storage	\$30.00 per day		
The fee schedule shown in this table is subject to annual revision based upon the provisions in section 44-79.			

k. Persons who provide services pursuant to this section shall transport the vehicle directly to the storage site owned or leased by the towing service and the vehicle shall not be kept in any temporary holding area, unless the towing service is directed to do so by a law enforcement officer authorizing the tow.

(Code 1982, § 1-20-16.3; Ord. No. 07-012, pt. A, 11-6-2007; Ord. No. 11-004, pt. A, 2-1-2011; Ord. No. 12-016, pt. A, 9-4-2012; Ord. No. 18-010, pt. A, 8-7-2018)

Qualifications Information

Operational philosophy, location, main assets, and general performance to date:

Our primary strengths are twofold in our extensive towing industry experience, local market knowledge, and customer contacts/relationships coupled with our unwavering commitment to provide safe, professional, 24/7/365, customer focused and friendly services.

TowMasters is a 24-hour, 7 day a week, 365 day per year business model. The organization is managed and structured in such a manner to assure that all business opportunities are immediately followed upon meaning that there is always an individual covering the phones as well as a driver(s) on call to address any opportunity no matter what time of the day or year that it may be. It is an absolute priority to assure adequate coverage and resources to do such at all times, to meet our mission and vision and satisfy our markets' business needs.

We are committed to providing excellent, customer focused business solutions and services with the highest priority for safe, clean, drug free, professional services. All of our associates are professional in appearance and demeanor and wear professional uniforms. Our vehicles and place of business also exhibit these professional attributes.

All of our management and employee team are well experienced, and professional in appearance, demeanor, and delivery. Our business approach and focus will differentiate TowMasters from our competitors within the City of Port St Lucie/St. Lucie County

Mission Statement and Vision

TowMasters mission is to be the preferred and leading commercial towing and transportation service company in the St. Lucie and Martin County areas of Florida. TowMasters will meet this mission by emulating the following organizational priorities and principles:

- Providing customer focused and tailored business services and solutions.
- Promptly satisfying customer needs on a 24/7/365 availability.
- Exhibiting a safe, clean, highly professional image and operational environment.
- Conducting our business with the highest ethical and integrity based standards.
- Securing the best human capital and physical resources to serve our markets.
- Rewarding and motivating our human capital for their contributions and performance.
- Supporting and being involved in local community initiatives and needs.
- Operating the business in a socially and financially responsible manner.

Implementation and execution of these organizational priorities and principles will enable TowMasters to meet its vision of being a profitable and sustainable business that contributes to the overall economic development and viability of the communities that we live, serve, and operate in.

Business Structure and Environment

- **Organizational structure and employees:** These professional support partners have been selected based upon the Ricks' satisfactory prior business experience and involvement with these respective entities.

TowMasters is a *subchapter S, State of Florida Corporation* founded in 2001. Mary E. Ricks purchased TowMasters on January 31, 2006, and re-commenced operations beginning on May 2, 2007. TowMasters is owned by Mrs. Ricks and is managed by her and her husband, William O. Ricks. Both individuals have extensive experience in the towing and transportation services business, with a combined, related experience level of over 30 years.

TowMasters is based at a leased, *commercial property located at 1325 SW Biltmore Street in Port St. Lucie, Florida*. The leased commercial property is owned by Mary E., William O., and Richard Ricks. Currently

TowMasters currently employs 6 people. There 3 full time, first class professional drivers, one office manager as well as Mr. and Mrs. Ricks. These 3 drivers hold Class A (cars and light trucks), Class B (medium duty trucks), and Class D (flatbed) certified transportation licenses. The driver's compensation is the maximum of either a weekly base salary or 25% of the actual business that they perform each week, whichever mechanism is the highest for the respective week. Heidi Share is the office manager whom handles the day to day logistics and account billable/receivables, and has 22 years of applicable experience doing such. She is compensated on weekly salary basis.

Mary Ricks leads and oversees the organization from an operational, leadership, and financial perspective as well as is actively involved in the various business development activities. William Ricks is the fourth driver with Class A, B, C (heavy duty), and D certified transportation licenses and manages the overall operational aspects of the organization. William is also keenly involved in the business development activities.

TowMasters main transportation assets are two, 2007 Hino flatbed trucks with a gross vehicle weight of 25,500 pounds and one, 2007 Ford F750 wrecker with a gross vehicle weight of 33,000 pounds. The two Hino flat beds are owned by TowMasters whereas the Ford wrecker is a leased vehicle, a 60-month lease with an end of contract buy-out provision for \$1.00. Other secondary assets are customary, normal office and computer equipment as well as miscellaneous truck tools and basic operational equipment to support routine truck operations and maintenance.

- Human resources, accounting, legal, insurance, and banking affiliations:

TowMasters utilizes the *PayChex organization in West Palm Beach, Florida* to lease all of the respective employees primarily for the ease, simplicity, and cost effectiveness of compliance with various state and federal employment considerations. Mr. and Mrs. Ricks interview the potential candidates and selects employees based upon their demeanor, attitude, professionalism, and applicable industry experience. To support and promote TowMasters professional image, all employees are randomly drug tested and participate in Florida's Drug Free Program.

TowMasters' accountant is *David S. McGuire, CPA of Berger, Toombs, Elam, Gaines and Frank*, Suite 300, SunTrust Building, 111 Orange Avenue, Fort Pierce, Florida 34950. Additionally, TowMasters utilizes the Tracker Management System program for their account receivables and billing mechanism as well as the Quick Book program for their accounts payable and general day to day accounting methodology.

TowMasters insurance company is the *National Interstate Insurance Company* located at 3250 Interstate Drive, Richfield, Ohio 44286. The insurance policy (# 25CC40369720) is secured through an insurance broker, Travis Barlow Company, 1002 West Highway 80, PO Box 686, Poller, Georgia 31322. Accord Insurance provides all of our basic insurance needs with a million-dollar vehicle comprehensive, collision, and liability coverage, as well as our leased property liability coverage in the same financial scope.

TowMasters' council is *Richard D. Sneed, Jr., Law Offices of Richard D. Sneed, Jr., P.A.*, Suite 206, Mardi Executive Center, 1905 South 25th Street, Fort Pierce, Florida 34947. TowMasters' bank is Bank of America, 1601 NW St. Lucie West Blvd, Port St. Lucie, Florida 34953.

TowMasters is based at a leased, *commercial property located at 1325 SW Biltmore Street in Port St. Lucie, Florida*. The leased commercial property is owned by Mary E., William O., and Richard Ricks. Currently, TowMasters main transportation assets are 4 Hino flatbed trucks (2007, 2015, 2017, 2020) and 1 2007 International Flatbed, with a gross vehicle weight of 25,500 pounds. Class B-2007 Ford F750 14-ton wrecker with a gross vehicle weight of 33,000 pounds. Class A-1996 Kenworth 35-ton class C Wrecker gross weight of 80,000. Other secondary assets are 1 Bobcat 873, 1 Hyster Forklift, customary, normal office and computer equipment as well as miscellaneous truck tools and basic operational equipment to support routine truck operations and maintenance.

Current Contracts

General Public Market:

- (1). General public towing.**
- (2). Law enforcement rotation and storage:**

Commercial Market:

- (1). Automotive dealerships:**
- (2). Automotive clubs:**
- (3). Leasing companies:**
- (5). Corporate relocations:**
- (6). Private property impoundments:**
- (7). Construction services:**
- (8). National trucking companies:**



TOWMOFP-01

JNEWMAN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/7/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Travis Barlow Company 1002 West Hwy 80 Pooler, GA 31322	CONTACT NAME:	
	PHONE (A/C, No, Ext): (912) 748-6046	FAX (A/C, No): (770) 406-2798
	E-MAIL ADDRESS: info@travisbarlow.biz	
	INSURER(S) AFFORDING COVERAGE	
INSURED TowMasters of Port St Lucie, Inc. 1325 SW Biltmore Street Port Saint Lucie, FL 34983	INSURER A: First National Insurance Company	
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	☒ COMMERCIAL GENERAL LIABILITY ☐ CLAIMS-MADE ☒ OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC OTHER:			25CC40369720	6/21/2019	6/21/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 3,000,000 PRODUCTS - COM/OP AGG \$ 3,000,000
A	☐ AUTOMOBILE LIABILITY ☐ ANY AUTO OWNED AUTOS ONLY ☒ SCHEDULED AUTOS ☒ HIRED AUTOS ONLY ☒ NON-OWNED AUTOS ONLY			25CC40369720	6/21/2019	6/21/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	☐ UMBRELLA LIAB ☐ OCCUR ☐ EXCESS LIAB ☐ CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	☐ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) ☐ Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE ☐ OTH-ER ☐ E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
A	On Hook/Cargo			25CC40369720	6/21/2019	6/21/2020	\$1,000 Ded / 150,000
A	Garagekeepers			25CC40369720	6/21/2019	6/21/2020	\$500 Ded 150,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

Port St Lucie Police Department 121 SW Port St Lucie Blvd. Port Saint Lucie, FL 34983	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/7/2019

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BOGANI-CHRISTIANO LLC 8401 LAKE WORTH RD. SUITE 111 LAKE WORTH FL 33467	CONTACT NAME: RICHARD J. BOGANI PHONE (A/C, No, Ext): (561) 433-2215 E-MAIL ADDRESS: RICK@CONNECTMYINSURANCE.COM FAX (A/C, No): INSURER(S) AFFORDING COVERAGE INSURER A: FWCJUA INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:
INSURED TOWMASTERS OF PORT ST LUCIE INC 1325 SW BILTMORE STREET PORT SAINT LUCIE FL 34983 FEIN: 593722249	NAIC #

COVERAGES

CERTIFICATE NUMBER: 1908070039

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE ☐ OCCUR ☐ GEN'L AGGREGATE LIMIT APPLIES PER: POLICY ☐ PRO-JECT ☐ LOC ☐ OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY HIRED AUTOS ONLY SCHEDULED AUTOS NON-OWNED AUTOS ONLY					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$ OCCUR ☐ CLAIMS-MADE ☐					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N ☒ N ☐ N/A	5743B186	10/18/2018	10/18/2019	☒ PER STATUTE ☐ OTH-ER E.L. EACH ACCIDENT \$ 500,000.00 E.L. DISEASE - EA EMPLOYEE \$ 500,000.00 E.L. DISEASE - POLICY LIMIT \$ 500,000.00

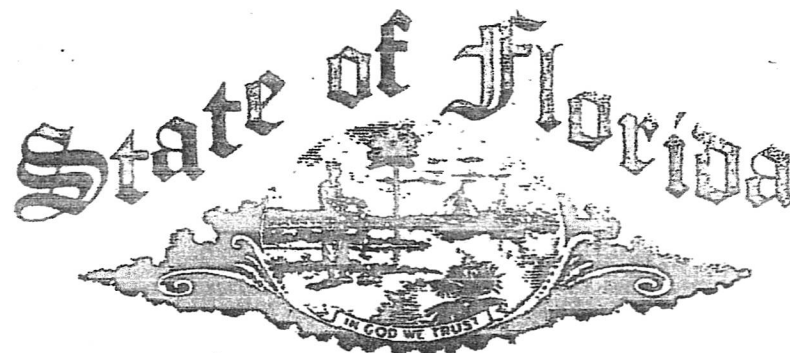
DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

CITY OF PORT ST LUCIE 121 SW PORT SAINT LUCIE BLVD PORT SAINT LUCIE Phone Number: (772) 871-5225	FL 34984	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
---	----------	---

© 1988-2015 ACORD CORPORATION. All rights reserved.



Department of State

I certify from the records of this office that TOWMASTERS OF PORT ST. LUCIE, INC. is a corporation organized under the laws of the State of Florida, filed on May 14, 2001.

The document number of this corporation is P01000050600.

I further certify that said corporation has paid all fees due this office through December 31, 2001, and its status is active.

I further certify that said corporation has not filed Articles of Dissolution.

Given under my hand and the
Great Seal of the State of Florida
at Tallahassee, the Capitol, this the
Twenty-second day of May, 2001



CR2EO22 (1-99)

Katherine Harris

Katherine Harris
Secretary of State

2019 - 2020

St. Lucie County Local Business Tax Receipt

Facilities or machines #	Rooms #	Seats #	Employees #4	Receipt #1002294
Type of business 7299	MISC/PUBLIC SERVICE (TOWING & WRECKER SERVICE)			Expires SEPTEMBER 30, 2020

DBA name	Business	Towmasters of Port St Lucie Inc
Mailing address: Towmasters of Port St Lucie Inc 1325 SW Biltmore Street Port Saint Lucie, FL 34983	Business location:	1325 SW Biltmore Street Port Saint Lucie, FL 34983

RENEWAL		City of Pt St Lucie	
Original tax:	\$15.10		P01000050600
Penalty:			
Collection cost:			
Total:	\$15.10	Paid 07/16/2019 15.10	0000-20190716-101070

Law requires this Local Business Tax Receipt to be displayed conspicuously at the place of business in such a manner that it can be open to the view of the public and subject to inspection by all duly authorized officers of the county. Upon failure to do so, the local business taxpayer shall be subject to the payment of another Local Business Tax for the same business, profession or occupation.

Pursuant to Florida law, all Local Business Tax Receipts shall be sold by the Tax Collector beginning July 1 of each year and shall expire on September 30 of the succeeding year. Those Local Business Tax Receipts renewed beginning October 1 shall be delinquent and subject to a delinquency penalty of 10 percent for the month of October. An additional 5 percent penalty for each month of delinquency is added until paid, provided that the total delinquency penalty shall not exceed 25 percent of the Local Business Tax for the delinquent establishment.

In addition to the penalty, the Tax Collector is entitled to a collection fee of \$1 to \$5. This fee is based on the amount of Local Business Tax, which will be collected from delinquent taxpayers after September 30 of the business year.

This receipt is a Local Business Tax only. It does not permit the local business taxpayer to violate any existing regulatory or zoning laws of the state, county or city. It also does not exempt the local business taxpayer from any other taxes, licenses or permits that may be required by law.

Pursuant to Florida law, Local Business Taxes are subject to change.

Towmasters of Port St Lucie Inc
1325 SW Biltmore Street
Port Saint Lucie, FL 34983



CITY OF PORT SAINT LUCIE BUSINESS TAX RECEIPT

PLEASE POST IN CONSPICUOUS PLACE OR KEEP ON PERSON

Term : 10/01/2019 — 09/30/2020

2019 - 2020

Business Address: 1325 SW BILTMORE ST

BTR#: 115975

Date Made: 07/17/2019

Business Name: TOWMASTERS OF PORT ST LUCIE INC

Mailing Address: 1325 SW BILTMORE ST

PORT ST LUCIE FL 34983

Business Tax Authority

Category:	Category 3	EMERGENCY VEHICLE	\$134.00
Additional Data:			

Category:	Category 3	STORAGE/OUTDOOR	\$134.00
Additional Data:			

Total Tax Paid: **\$268.00**

THIS IS A RECEIPT FOR TAX PAID AND IS NOT REGULATORY IN NATURE

This receipt does not warrant that the receipt holder is competent to perform in the business, but that the holder has paid the required tax and provided the necessary documentation (if required) for this business. Valid only when all state and local regulated trade licenses/competency cards are valid for the current fiscal year as required by law.

Request for Taxpayer Identification Number and Certification

► Go to www.irs.gov/FormW9 for instructions and the latest information.

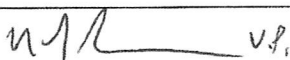
Give Form to the
requester. Do not
send to the IRS.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. TowMasters of Port St. Lucie, Inc.		
2 Business name/disregarded entity name, if different from above		
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. ☐ Individual/sole proprietor or single-member LLC ☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. ☐ Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
5 Address (number, street, and apt. or suite no.) See instructions. 1325 SW Biltmore Street	Requester's name and address (optional)	
6 City, state, and ZIP code Port St. Lucie FL 34983		
7 List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)																																																						
Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> , later. Note: If the account is in more than one name, see the instructions for line 1. Also see <i>What Name and Number To Give the Requester</i> for guidelines on whose number to enter.																																																						
<table border="1"><tr><td colspan="9">Social security number</td></tr><tr><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td><td>-</td><td></td><td></td><td></td></tr><tr><td colspan="11">or</td></tr><tr><td colspan="11">Employer identification number</td></tr><tr><td>5</td><td>9</td><td>-</td><td>3</td><td>7</td><td>2</td><td>2</td><td>2</td><td>4</td><td>9</td><td></td></tr></table>		Social security number												-				-				or											Employer identification number											5	9	-	3	7	2	2	2	4	9	
Social security number																																																						
			-				-																																															
or																																																						
Employer identification number																																																						
5	9	-	3	7	2	2	2	4	9																																													

Part II Certification	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and	
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and	
3. I am a U.S. citizen or other U.S. person (defined below); and	
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.	

Sign Here	Signature of U.S. person ► 	Date ► 8-14-19
------------------	--	----------------

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

Proposed Schedule and fee Schedule

Outlined Equipment Attached and adhere to the current Police Rotation outlined in timeline (RFP)

Fee Schedule-*Addendum Attached St Lucie county Fee schedule-Ord.No.12-016*

St. Lucie

PUBLIC SCHOOLS



St. Lucie Public Schools

Purchasing Department

501 NW University Blvd.

Port St. Lucie, Florida 34986

Voice – (772) 429-3980 Fax – (772) 429-3999

SUPERINTENDENT

E. Wayne Gent

Each Child, Every Day

August 16, 2018

TO: William Ricks
TowMasters of Port St. Lucie, Inc.

FROM: Donna Sapp
Purchasing Department

PHONE: 772-878-5028

EMAIL: towmasterspsl@bellsouth.net

RE: Notice of Award ITB 18-22 Towing Services

St. Lucie

PUBLIC SCHOOLS

Each Child, Every Day



St. Lucie Public Schools

Purchasing Department

501 NW University Blvd.

Port St. Lucie, Florida 34986

Voice – (772) 429-3980 Fax – (772) 429-3999

SUPERINTENDENT

E. Wayne Gent

August 16, 2018

TowMasters of Port St. Lucie, Inc.
1325 SW Biltmore Street
Port St. Lucie, FL 34983
Attention: William Ricks

Subject: Notice of Award
ITB Number: 18-22
Title: Towing Services
Contract Term: August 15, 2018 through August 14, 2019 with the option to renew for two (2) additional one year periods contingent upon annual contract performance review.

Dear Mr. Ricks,

This is to advise you that on August 14, 2018 the School Board of St. Lucie County, Florida accepted the recommendation to award your firm a contract for Invitation to Bid 18-22 Towing Services. This acceptance is subject to compliance with contract terms and conditions and all pertinent laws of the State of Florida and instructions as determined by the General Counsel for the School Board.

If you are not a registered vendor with St. Lucie Public Schools, please visit our website at www.stlucieschools.org, Business Services, Purchasing and complete our online vendor applications as soon as possible.

Please provide a certificate of insurance as required per contract terms and conditions.

Your insurance company is required to have the School Board of St. Lucie County, Florida, named as an additional insured, no work shall commence until the certificate is received by the School Board Purchasing Department. Please be sure to advise your insurance carrier.

Purchase orders will be issued to ensure the encumbrance of funds for payment of services of the awarded contract. Do not proceed with services until you have a purchase order. Failure to do so may result in non-payment.

Thank you for your continued interest in working with St. Lucie Public Schools.

Sincerely,

Kimberly Albritton
Director Financial Operations

Agenda Item Details

Meeting Aug 14, 2018 - THE SCHOOL BOARD OF ST. LUCIE COUNTY - REGULAR MEETING - August 14, 2018

Category 8. Consent Agenda - Business Services - Purchasing

Subject 8.1 ITB 18-22 Towing Services

Type Action (Consent)

Recommended Action The Superintendent recommends the Board award ITB 18-22 to all responsive and responsible vendors as listed below, authorize Purchasing Department to renew the contract for two (2) additional one-year periods contingent upon annual contract performance review, the initial term contract to commence on 08/15/2018 through 08/14/2019; Option Year 1 - 08/15/2019 through 08/14/2020, and Option Year 2 - 08/15/2020 through 08/14/2021, as presented.

Description:

The purpose and intent of the Invitation to Bid is to secure prices and establish a Term Contract for towing services.

If the District contacts the primary vendor and the vendor is unable to respond per the contract terms and conditions, the District may contact the first alternate for service. If the first alternate is not available, the District may contact the second alternate.

Eight vendors were solicited. Four (4) responses were received. The tabulation is attached for review.

AUTHORITY FOR ACTION: Florida Administrative Code 6A-1.012, Florida Statute 287.057.

Vendors Recommended for Award:

- Primary: Towmaster's of Port St Lucie
- First Alternate: All Hooked up Towing & Recovery
- Second Alternate: Kauff's of Ft. Pierce

The initial term contract shall commence on August 15, 2018 through August 14, 2019

Option Year 1 - August 15, 2019 through August 14, 2020

Option Year 2 - August 15, 2020 through August 14, 2021

Submitted By: Michelle Thomas, CFO

Prepared by:
Kim Albritton
Director of Financial Operations
St Lucie County School District
(772) 429-3980

Financial Implications:

Based on the District's past towing history, the District estimates an annual quantity of 190 (estimated -

\$25,650) tows for vehicles over 10,000 lbs and estimates an annual quantity of 20 (estimated - \$1,300) tows for vehicles below 10,000 lbs.

ITB 18-22 Towing Services.pdf (980 KB)

18-22 Intent to Award.pdf (325 KB)

Tabulation Sheet - ITB 18-22.pdf (209 KB)

Motion & Voting

The Superintendent recommended the Board approve the consent agenda as submitted (total of 41 items, #7.1 through #15.1).

Motion by Troy Ingersoll, second by Kathryn Hensley.

Final Resolution: Motion Carries

Yea: Donna Mills, Kathryn Hensley, Deborah Hawley, Carol Hilson, Troy Ingersoll

CITY OF PORT ST LUCIE
121 SW Port St. Lucie Boulevard
Port St. Lucie, Florida, 34984
772-871-5223

REFERENCE CHECK FORM

Proposer Instructions: Fill out top portion only.
(Please print or type)

SRFP Number: 20190108
Title: Citywide Towing Services
Proposer/Respondent: Towmasters
Reference: Southern Eagle Distributing Fax #: 7772-595-5786
Email: sbutala@southerneagledist.com Telephone #: 772-461-8644 ext 405
Person to contact: Steve Butala

Reference Instructions: The above Proposer has given your name to the City of Port St. Lucie as a reference.
Please complete the information below.

Describe the scope of work of the contract awarded by your firm/entity to this Contractor. What type of services were performed? The towing of our company vehicles in the event of Break down or Accident.

What is the size of your agency and what services did the vendor provide? We have 158 vehicles including tractors trailers.

Did the towing / wrecker provider respond to all incidents in a timely manner? And, within the specified contractual guidelines? I can say that we have never had a problem with things not being taken care of in a timely man

What problems were encountered with the contract? we have had no problems at all

How would you rate the contractor on a scale of low (1) to high (10) for the following?

Professionalism	<u>10</u>	Final Product	<u>10</u>
Qualifications	<u>10</u>	Cooperation	<u>10</u>
Budget Control	<u>10</u>	Reliability	<u>10</u>

Would you contract with this Towing / Wrecker contractor again? Yes ☒ No ☐ Maybe ☐
Comments:

Thank you.

Citywide Towing Services

City of Port St. Lucie, Florida

CITY OF PORT ST LUCIE
121 SW Port St. Lucie Boulevard
Port St. Lucie, Florida, 34984
772-871-5223

REFERENCE CHECK FORM
Proposer Instructions: Fill out top portion only.
(Please print or type)

SRFP Number: 20190108	
Title: Citywide Towing Services	
Proposer/Respondent: <u>Towmasters Of Port St. Lucie Inc.</u>	
Reference: <u>Amerit Fleet Solutions</u>	Fax #: <u>321-729-9018</u>
Email: <u>LA2379@ATF.com</u>	Telephone #: <u>321-724-9401</u>
Person to contact: <u>Lishbeth Gardner</u>	

Reference Instructions: The above Proposer has given your name to the City of Port St. Lucie as a reference.
Please complete the information below.

Describe the scope of work of the contract awarded by your firm/entity to this Contractor. What type of services were performed? Tow fleet vehicles

What is the size of your agency and what services did the vendor provide?

AT&T Fleet - tow

Did the towing / wrecker provider respond to all incidents in a timely manner? And, within the specified contractual guidelines? yes

What problems were encountered with the contract? None

How would you rate the contractor on a scale of low (1) to high (10) for the following?

Professionalism	<u>10</u>	Final Product	<u>10</u>
Qualifications	<u>10</u>	Cooperation	<u>10</u>
Budget Control	<u>10</u>	Reliability	<u>10</u>

Would you contract with this Towing / Wrecker contractor again? Yes ☒ No ☐ Maybe ☐

Comments:

Thank you.

Lishbeth Gardner
Coordinator

CITY OF PORT ST LUCIE
121 SW Port St. Lucie Boulevard
Port St. Lucie, Florida, 34984
772-871-5223

REFERENCE CHECK FORM
Proposer Instructions: Fill out top portion only.
(Please print or type)

SRFP Number: 20190108

Title: Citywide Towing Services

Proposer/Respondent: Towmasters Of Port St. Lucie Inc.Reference: Martin County School District Fax #: _____Email: briggsj@martin.k12.fl.us Telephone #: 772-260-1896Person to contact: Jerry Briggs

Reference Instructions: The above Proposer has given your name to the City of Port St. Lucie as a reference.
Please complete the information below.

Describe the scope of work of the contract awarded by your firm/entity to this Contractor. What type of services were performed? We towed School Buses & white Fleet Vehicles Towed in

What is the size of your agency and what services did the vendor provide? 100 Buses & 90 white Fleet Towing

Did the towing / wrecker provider respond to all incidents in a timely manner? And, within the specified contractual guidelines? Yes

What problems were encountered with the contract? None

How would you rate the contractor on a scale of low (1) to high (10) for the following?

Professionalism	<u>10</u>	Final Product	<u>10</u>
Qualifications	<u>10</u>	Cooperation	<u>10</u>
Budget Control	<u>10</u>	Reliability	<u>10</u>

Would you contract with this Towing / Wrecker contractor again? Yes ☒ No ☐ Maybe ☐
Comments:

Thank you.

CITY OF PORT ST LUCIE
121 SW Port St. Lucie Boulevard
Port St. Lucie, Florida, 34984
772-871-5223

REFERENCE CHECK FORM
Proposer Instructions: Fill out top portion only.
(Please print or type)

SRFP Number: 20190108

Title: Citywide Towing Services

Proposer/Respondent: Towmasters Of Port St. Lucie Inc.Reference: GeicoFax #: 772-287-6257Email: Dwhite@geico.comTelephone #: 772-631-4868Person to contact: Drew White

Reference Instructions: The above Proposer has given your name to the City of Port St. Lucie as a reference.
Please complete the information below.

Describe the scope of work of the contract awarded by your firm/entity to this Contractor. What type of services were performed?

What is the size of your agency and what services did the vendor provide?

Did the towing / wrecker provider respond to all incidents in a timely manner? And, within the specified contractual guidelines?

What problems were encountered with the contract?

How would you rate the contractor on a scale of low (1) to high (10) for the following?

Professionalism _____
Qualifications _____
Budget Control _____

Final Product _____
Cooperation _____
Reliability _____

Would you contract with this Towing / Wrecker contractor again? Yes ☐ No ☐ Maybe ☐
Comments:

Please see the attached document for response.

Thank you.

Drew White



Government Employees Insurance Company
GEICO General Insurance Company
GEICO Indemnity Company
GEICO Casualty Company

Auto Damage Field Office
P.O. Box 1320 Stuart, Florida 34995
(772) 631-4868

August 9, 2019

City of Port Saint Lucie
121 SW Port Saint Lucie Blvd
Port Saint Lucie, Florida 34984

Ref: Reference Check Form

To whom it may concern,

Describe the scope of work of the contract awarded by your Firm/entity to this contractor. What type of services were performed?

Towmasters of Port St. Lucie Inc. has been an a reliable vendor for many years in GEICO's Emergency Road Service (ERS program). They perform all towing needs for automobiles, motorcycles, and recreational vehicles as part of both a dispatched program vendor for road service, as well as transporting vehicles during normal claims handling for our customers.

What is the size of your agency and what services did the vendor provide?

GEICO is the largest automobile insurance company in Florida. Towmasters Inc. provides emergency road service to our customers, as well as, they provide secondary towing and storage for our claims customers.

Did the towing / wrecker provider respond to all incidents in a timely manner? And within the specific contractual guidelines?

Yes, the provider responds in a timely manner and within company program guidelines. All dispatched calls are given an approximate time of arrival by the vendor when their services are requested.

What problems were encountered with the contract?

There have been no issues noted with regards to the providers service.

How would you rate the contractor on a scale of low (1) to high (10) for the following?

Professionalism	10	Final Product	10
Qualifications	10	Cooperation	10
Budget Control	10	Reliability	10

Would you contract with this Towing/Wrecker contractor again?

Yes, Towmasters of Port St. Lucie Inc. has been a GEICO selected provider for many years, and we will continue to rely on their services to assist our customers.

Comments:

The Treasure Coast area continues to be one of the fastest growing markets in the state for GEICO. Our partnership with Towmasters as a reliable tow vendor has allowed us to continue to provide the highest level of professionalism to our customers.

Thank you,

Drew White

Treasure Coast Auto Damage Supervisor

CITY OF PORT ST LUCIE
 121 SW Port St. Lucie Boulevard
 Port St. Lucie, Florida, 34984
 772-871-5223

REFERENCE CHECK FORM
Proposer instructions: Fill out top portion only.
(Please print or type)

SRFP Number: 20190108
 Title: Citywide Towing Services
 Proposer/Respondent: Towmasters Of Port St. Lucie Inc.
 Reference: First Vehicle Services (47810) Fax #: _____
 Email: Scena.Kowsari@Firstgroup.com Telephone #: 954-263-4748
 Person to contact: Scena Kowsari - General Manager

Reference instructions: The above Proposer has given your name to the City of Port St. Lucie as a reference.
Please complete the information below.

Describe the scope of work of the contract awarded by your firm/entity to this Contractor. What type of services were performed? Towing Services

What is the size of your agency and what services did the vendor provide? Fleet of 1100 units - Towing Services

Did the towing / wrecker provider respond to all incidents in a timely manner? And, within the specified contractual guidelines? YES / YES

What problems were encountered with the contract? N/A None

How would you rate the contractor on a scale of low (1) to high (10) for the following?

Professionalism	<u>90</u>	Final Product	<u>10</u>
Qualifications	<u>9</u>	Cooperation	<u>10</u>
Budget Control	<u>10</u>	Reliability	<u>10</u>

Would you contract with this Towing / Wrecker contractor again? Yes ☒ No ☐ Maybe ☐
 Comments:

Thank you.

Scena Kowsari
 General Manager
 First Vehicle Services
 City of Port St. Lucie