

# **KAUFF'S**

## **TRANSPORTATION SYSTEMS**



**CITY OF PORT ST. LUCIE**

**RFP # 0190108**

**Citywide Towing Services**

**Due Date: August 19, 2019**

**Due Time: 2:00 PM**

**Submitted By:**

**Kauff's of Ft Pierce, Inc.**

**8920 Glades Cut Off Road**

**Port St. Lucie, FL 34986**

**Phone: (772) 466-0800**

<b>1</b>	Technical Proposal
<b>2</b>	Submittal Forms & Financial Statement
<b>3</b>	Trucks and Equipment
<b>4</b>	Staff
<b>5</b>	References
<b>6</b>	Licenses and Certificates of Insurance
<b>7</b>	Facilities
<b>8</b>	Past & Current Projects Photos

Tab 1

Technical Proposal

## Executive Summary

Since 1969 the Kauff's Group of Companies have provided services contemplated and demanded under the scope of the City of Port St. Lucie Citywide Towing Services. Independently we have provided like services to numerous Municipal, County, State, Federal agencies, Motor Clubs, Commercial enterprises and most importantly the Citizens of the State of Florida and its Guests.

From its beginning in Lake Park, Florida in 1969 the company has grown from a single truck providing services to a single motor club and the local community, to a full service, multi terminal Towing, Recovery and Specialized Transportation Company. With terminals in Dade, Palm Beach, Martin and St. Lucie Counties our fleet of specialty Towing, Recovery and Heavy Transportation Equipment have been the solution to the most complex Breakdown and Emergency situations 24/7/365.

In August of 2017 Kauffs merged operations with Crockett's Towing of Spring Hill, Florida and subsequently purchased the operating assets of Ace Towing of Orlando and Russell's Towing in St. Cloud. All entities are controlled by Guardian Fleet Services Inc., a Florida Based ESOP that continues to be owned by the former Kauffs and Crockett's owners. Both executive officers remain as president of the original companies and now as officers of the new parent Guardian Fleet Services Inc. In January of 2019, Guardian purchased an equity stake in the Professional Towing Group of Companies in Seffner, Florida with the owner Mark Kara maintaining his position of President and taking an executive position within Guardian Fleet Services, Inc.

One of the most important features of these mergers and acquisitions is the change to an ESOP. This change gives our employees an equity stake in the business through tenure programs. Making this change has effectively given tenured employees a long-term retirement program which is funded by overall company success. In short, this equity increases or decreases based on the overall job performance by every employee, every call, every day.

Combined the companies operate the largest fleet of Towing, Recovery and Specialized Transportation vehicles in the State of Florida. Our Heavy-Duty Fleet consists of forty-one Heavy Duty Wreckers including thirteen 50-ton fixed boom wreckers and thirteen Rotators ranging from 50-ton to 75-ton. Each of these wreckers are operated by well-trained and qualified Recovery Operators. We have independently, a total number of units and operators far in excess of the minimum requirements contained in this RFP, this allows us to provide immediate services to multiple events in any area needed, and if need be move an inspected and qualifying truck and operator from location to location in the event of a truck downed for unscheduled maintenance or monthly service.

Our location 8920 Glades Cut Off Rd, Port St Lucie was recently purchased by our owners, our location has 16 video and auto camera covering the whole location inside and outside. Our location has on site fuel so we are able to provide service no matter what weather situation we might encounter. Our location is staffed 24/7 by well trained and qualified wrecker operators, dispatchers with access to phone communication, digital communication OPS and camera tracking ability. Our location at 4701 East Ave, in West Palm Beach is our corporate headquarters and our main dispatch center. Completed in 2008 this facility is equipped with redundant communication abilities, an independent generator that

powers the entire facility and specially designed construction meeting the most recent requirement for Hurricane impacts. Our location is staffed 24/7 /365 by well trained and qualified wrecker operators, dispatchers with access to phone communication, digital communication OPS and camera tracking ability.

As a long-term service provider to all our local Law enforcement agencies, we recognize the value of partnering with well qualified, associated Towing and Recovery providers. We have learned to "Expect the Unexpected", whether it be the location of an incident, the service ability of a specific truck, or the availability of an operator. Our access to the largest number of qualifying trucks and operators in the entire treasure coast enables us to successfully meet our obligations and requirements under the terms of this RFP. Qualified operators that can be dispatched with their respective trucks from home after hours are the best solution for expedited service eliminating the need to travel to the tow yard and then back to the requested accident/impound location.

We have an extensive variety of towing equipment to handle any situation. Our equipment ranges from light duty wreckers, low-profile self-loaders, flatbeds, medium duty wreckers, heavy duty recovery wreckers and heavy-duty rotators, Landoll/Lowboy trailers along with paired tractors and fully equipped Rapid Incident Scene Clearance Trailer. All of this equipment allows us to recover and tow anything from a small job like a moped to a large job like a fire truck or rolled over tractor trailer. Together, our facilities have the capability to store over 500 vehicles at a time. In addition, we have indoor storage available for vehicles that must be investigated.

As founding member of the Towing and Recovery Association of America "TRAA", The Professional Wrecker Operators of Florida "PWOFF" and more recently The Sunshine State Towing Association "SSTA" the Kauff's Group of Companies have continuously demonstrated our passionate commitment to Safe Practices and Training for all staff members and the associated workers they come in contact within the performance of their jobs. More importantly the safety of the consumer and the motoring public are dependent on our abilities and safety during any event. As founding members and officers of these fine organizations we advise on numerous issues regarding safety, education, training, representation and process improvements. Driver certification, OSHA workplace safety and compliance, Palm Beach Safety Council training, Miller Industries "Ring Leader" training, Traffic Incident Management and MOT training and certification are all imperative parts of our workplace training.

Our operational plan and use of additional qualified service providers demonstrates our clear understanding and our ongoing dedication and commitment to meeting the requirements, expectations and success of the citywide towing program

The Towing and Recovery Industry strives for technological advancement. Our dispatch center has a minimum of 2 dispatchers on site 24/7/365, allowing us to dedicate one dispatcher to any rotation call. Our qualified dispatchers not only use standard dispatch processes, but additionally have access to digital dispatch. Digital dispatch is a complex and new technology in our industry which allows our office staff access to our truck location via GPS, drivers hours with ELD device, and video from the multiple on-board truck cameras. As technology continues to grow within our industry we will continue to grow and

advance. There can and always be room for improvement and Kauffs Towing of Fort Pierce Inc., plans to stay on the forefront of implementation.

### **Philosophy and Understanding**

With 50 years of providing service to the motoring public within the State of Florida, Kauffs Towing has continuously strives to meet the expectations of all parties we serve. Adaptation has allowed us to grow along with these communities. Due to the growing population of every community that the need for prompt expedited road clearance is more important than ever before. Our understanding of rotation services as requested by PSLPD is to provide Rapid Incident Scene Clearance of the city's roadways in a safe and efficient manner with qualified personnel and adequate equipment in order to maintain safe and clear roadways. This need is not based solely on the convenience of the transiting public, but rather for the safety of the traffic impacted by any road blockages, and the financial impact of the surrounding communities. The risk of secondary incidents and injuries to parties stopped or slowed down for any incident far exceed the initial impact from any rotation event. This quick and efficient cleanup helps to lessen and negate secondary accidents. Kauff's Towing understands the necessity of clear and concise communication between PSLPD, FTE, FHP, FDOT, and Rotation Contractors.

Chronologically, a sequence of events must take place for every response. The first line of contact during a rotation call must be a well-trained dispatcher with the ability to understand the specific location, direction of travel and general severity of the specific incident. This training must take place long before any activation or dispatch by PSLPD. Training prior to taking on the responsibilities within this RFP must include location and access points to specific areas of the city, education as to best location of qualified trucks, operators and support equipment.

As the contracted Rotation vendor, it is our belief that clear and concise communications is the *basis of success in regards to each and every Rotation call. Proper communications expedites clearance of casualty vehicles and accident related debris. It is our responsibility to remove any accident related debris from roadways and grass areas.*

It is the final obligation of the vendor to remove all vehicles and equipment under the control of the vendor along with all vehicles and debris from the roadway safely back to its respective storage facilities. *The vehicles and information are to be available to all parties as they relate to PSLPD rotation guidelines. It is imperative that all parties work as one team to safely bring all events to completion.*

### **Incident Management**

Our goal is to provide expedited, safe Towing and Recovery service to PSLPD for Citywide Towing for all parties involved. Having detailed our overall understanding for successfully communicating our initial actions and preceding completion of each stage of any event we will now focus on the actual steps necessary to successfully complete any event. Success can only be defined as the safe completion of the removal and required clean up and remediation of all area's impacted by any rotation event within the times identified in this RFP. In order to comply with these requirements, we

have a large number of Trucks and Operators qualifying our endeavor to provide these services. For the purpose of quick and safe cleanup we have chosen to separate our Activations into multiple phases.

**Activation Phase** -During the Activation Phase, our dispatch center will take all details available from the dispatchers and notate all pertinent data. We will begin activating our essential equipment as required per call, including if needed; Flatbed, Rotator, 50-ton Recovery Truck, MOT, Truck/Trailer and Bobcat with attachments from Kauffs Towing. Our Dispatchers next step is to view the available traffic cameras and news outlets in order to relay additional information to our Operators, including but not limited to; additional equipment, accident details, and traffic. Our Dispatch will continue to update the PSLPD Dispatch on any changes to traffic flow or ETAs.

**Assessment Phase** -Once our operator arrives on scene, they will assess all vehicles and lane closures necessitated. We will take pictures of the scene if needed. At this point, we will determine the length of time the traveled portion of the roadway will be impacted. Our goal is to open the roadways as quickly, safely and efficiently as possible. With this goal in mind, our on-scene operator will coordinate with all Emergency Responders to determine if the activation is a "Move It or Work It" scenario. Should the operator believe that he can safely remove the blocking vehicle from the roadway without further incident and allow the traffic to move freely he can suggest to PSLPD and this can be expedited in a safe manor. With the approval of the PSLPD he can proceed to move the casualty to the side of the road.

**Recovery Phase** - Our on-scene our Operators will begin to recover the casualty vehicle. If roadways can be opened more efficiently by moving the unit(s) out of travel lanes prior to working the scene, then we will move it to shoulders or medians in order to reopen lanes. When moving the casualty vehicle before recovery would create an unsafe workspace or create an additional hazard, we will close additional lanes as needed. Time management is imperative during this phase and our dispatch and operator will continue to monitor our on-scene time compliance. We will continue to communicate with all Emergency Responders on any changes which may be necessary during the Recovery Phase.

**Completion Phase** - During this stage our Operator, will remove all debris Travel Lanes and Shoulders paying special attention to the impact of traffic and safety. All operators will continue to work with other on scene responders to verify roadways are ready for a complete lane opening. Upon approval of on scene PSLPD we will open all travel lanes. At no point will any debris be left on the travelled portion of the roadway or shoulders. Our Responders will determine with vehicle owners (when present) where the unit(s) are to be stored or delivered and will depart from the Scene.

**After Action Review** - All dispatch, supervisory, recovery and support personnel will have an after-action review within 48 hours. All involved personnel will discuss any complications that existed during the rotation and how to avoid such complications in the future. Supervisory pictures and video from our on-board cameras will be consulted during this phase. Our Operators will inspect all equipment used in recovery and will restock any equipment which was expended, depleted or damaged upon return to its respective yard.

## **Safety and MOT**

All recovery participants in this proposal are 15B compliant; Kauff's Towing utilize a number of additional types of equipment on every scene to improve safety for all participants. Our Operators will always wear professional ANSI 3 apparel, steel toe shoes, hardhats, cut resistant Hi-Flex gloves, eye protection and additional Personal Protective Equipment. Our Heavy-Duty Trucks will be equipped with cameras which will record 360 degrees around our trucks during the incident. All trucks are equipped with GPS and ELD's for the ongoing tracking of every vehicle. Our MOT Team is constantly growing as we continue to train, educate and certify additional Operators and Support Staff in MOT courses. During any incident that requires our MOT, MOT Staff is equipped with one of our hands free 2-way radio headsets; this allows clear, concise communication between MOT and Operators on any apparent rotation. It is the position of MOT not only to keep our Operators safe, but to keep all vehicles passing aware of the risk of lane closures.

## **Management Team**

Our management team plays an important role in every Rotation Activation and is the point of contact for any issues that may occur. They are responsible for communication, safety, training, scene supervision if needed. Our Management Team is the final arbiter for any decisions. Our Safety and Training Director is in charge of employee training and certifications. The dispatchers can be contacted by PSLPD for any additional communication issues. MOT Operators will oversee the Maintenance of Traffic of all Incident Scenes when needed.

## **Personnel Experience, Training & Certifications**

With over 300 dedicated Towing, Recovery and Specialized Transportation Professional's through the State of Florida, Kauff's parent Guardian Fleet services offers a wide scope of equipment, training and personnel benefits to all personnel. All employees are paid hourly in accordance with Federal and State Wage and hour laws. They are entitled to a paid bonus if the revenues completed exceed a preset standard agreed to by all employees. As approximately 20% of all police activated tows are not redeemed and paid for by the registered owner, operators that are paid solely on a commission basis are often paid minimum wage by their employers. All employees are entitled to annual vacations with one week paid after one year, two weeks after 3 years and three weeks after 10 years. We offers a comprehensive medical package after 90 days inclusive of vision and dental and the company pays 75% of the single and 50% of any combination of Spouse or dependents. As previously mentioned, the employees as a group own 30% of Guardian Fleet Services Inc. and are awarded independently valued and federally regulated share on an annual basis. The shares vest over a controlled and established period of time making a significant retirement opportunity for every employee should he or she leave the stock within the ESOP. It is equally important to understand that these shares are funded by the income of the company and at no time are the employees financially responsible for any contribution to the ESOP plan. Certainly, one of the best examples and success of an ESOP is Florida based grocery chain Publix. The specific employee's involvement in the successful completion of each and every service provided has a recognizable value to every share opened by every party. The structure of the ESOP

assures to ongoing operation of any business as the business is no longer totally controlled by one individual or family. If something catastrophic was to occur and the owner was no longer able or willing to continue in the business, the business as often happens in this industry simply would close or be liquidated. With all parties dependent on the ongoing success in meeting each other's goals, the direct benefit and involvement in all segments of the business assures an employment environment not normally afforded other employer, employee relationships in this industry.

**Training and Safety-**Having 50 years of ongoing experience in the Towing and Recovery Industry the Kauffs Group of Companies has always prided itself of being the immediate solution to any event. As a founding member of the TRAA, PWOFF and SSTA, the Kauffs management team has been involved in setting curriculum and standards for all of these organizations as to best practices with specific attention given to safety to all parties involved in every incident. Special attention will be given to the assurance that all participants will be versed in OSHA rules and regulations and all participants will be out fitted with all safety apparel, Helmets, gloves, eye ware, vests, pants and shirts and allowed an annual work boot allowance for steel toed boots. In conjunction with our current insurance carrier we have developed an ongoing training and safety program for all operators and drivers for all Kauffs vehicles. All drivers must be a minimum of 24 years of age with three years of clean driving. All employees are run for any criminal offense or infraction and all employees train or shadow long term lead hands or supervisors for a minimum of 3 weeks and are subject to constant and consistent review for a minimum of 90 days. All employees are paid during any and all training and the company pays for all fee's for certification and education without regard to tenure. We believe this to be an investment in the employee whose success and understanding of the requirements of their specific jobs is dependent on their clear understanding of each and every requirement and the successful completion of each and every task. Unfortunately, many competitors are either unable or unwilling to invest in their people; rather they want the employee to be fully trained and ready to start work at the employee's expense or a previous employer's expense. The operators and management required for the success of this RFP is for the most part tenured longer-term employees. It is our policy that we want the "Good the Bad and the Ugly" in order that we can all benefit from our success and learn from our mistakes. We have weekly safety and training meeting with all drivers and operators usually on a Wednesday morning. At these meeting we review past incidents, review customer comments and discuss changing protocols. The company has employed a Safety Director since 2004. In the fall of 2017 our long term safety director and former FHP traffic homicide director retired. It was with his recommendation and willingness to train a new director the Mark Zook a recently retired FHP Traffic Homicide Investigator was hired. He is based in our Pt. St Lucie terminal but responsible for all Safety, TIM, MOT and OSHA training updates. Diana Turner located in our Tampa Facilities is responsible for our DOT Compliance and works directly with our insurance carrier on its training, safety and driver protocols. The company has in past offered support, heavy lift and recovery training to several Fire Departments and Municipal Agencies. The company has worked in conjunction and at the direction of the attending Fire Rescue Crew in the extraction of accident victims both living and deceased. The company is currently working with its local Fire Rescue Agencies in developing common goals, training and understanding in the availability and capabilities of our well trained and well-equipped Heavy Duty and Ultra Heavy Duty Trucks and Operators. Our review

of this RFP and our past involvement and performance lead us to adapting a proactive identification of best operators, equipment and station 24/7.

### **Equipment Capabilities & Quality Assurance**

All Kauffs Towing operators are required to perform a daily truck inspection. We maintain records of these daily inspection logs. These inspections are routinely performed by our Wrecker Operators before they operate any vehicle. The daily inspection covers all parts of the unit including; electrical systems, hydraulic systems, pneumatic systems, mechanical components, winching systems, securement tools and all safety related equipment. Identification of any maintenance item that does not impact the safe operation of the vehicle is scheduled by each terminals service department. Regular preventive maintenance "PMs" are scheduled on either predetermined mileage or hours of service perimeters. All non-warranty repairs are performed in a Kauffs or Guardian repair center under the supervision or directly by an ANSI certified technician located and employed in the specific terminal. With 50 years of experience in recovering numerous pieces of equipment, vehicles and aircraft we have learned to "Expect the Unexpected". Kauffs and its well tenured mechanics understand and look for material failures prior to the total failure of any component. A key component to this RFP is the availability of qualifying backup equipment and personnel.

Geoff Russell the President of The Kauffs Group of Companies and CEO of Guardian Fleet has 35 years of experience with Miller Industries and its subsidiaries as President of Miller Industries Distributing, the retail sales division for Miller, VP of Operations for Road One, a national consolidator of Towing and Recovery Operators for 1996 through 2003 and VP of Operations for Century Wrecker Corporation. His experience as Plant Manager and relationship with many of the Nation's top equipment distributors, truck and component manufactures allows for a unique prospective as to problems and solutions on all aspects of wrecker operation and ownership.

As indicated in our executive summary Guardian Fleet Services controls and owns the largest fleet of Wreckers and Specialized Tractors in the South Eastern United States. Our ability to move qualifying and inspected trucks, wreckers and equipment from terminal to terminal, assures 100% availability to any Citywide towing contract. Support equipment, tools, accessories, skid steer loaders, sweepers are replaced on an as needed basis usually paying special attention to the serviceability of the components on each machine.

We have chosen to purchase a roll off truck and additional roll off 20-yard cans. Our immediate control and ownership of this equipment will expedite the availability in areas at the extreme end of any rotation. In addition, rough terrain forklifts "Telehandlers" have been added to our South Florida and Tampa Equipment lists. These units have the ability to drive off road and have long reach capabilities required to expedite the off and reloading trailers on the side of the road. Additionally, the company owns two large rubber-tired loaders available from our yard. The control and availability of this type of equipment will expedite removal of all debris, freight and burned vehicles.

### **Facilities Location**

All facilities used by Kauff's in conjunction are owned and controlled by the officers of the company with the exception of our Stuart Location. This facility has been leased from BA Properties for the last 24 years. All facilities meet the criteria as dictated by this RFP rule 15b and are licensed in their respective municipality and county. Kauff's Towing of Fort Pierce Inc. operates at 8920 Glades Cut Off Rd. Port St Lucie, Florida 34986 in a 7,600 sq. ft. building. The outside storage location is 2.64 acres, paved and secured by chain link fencing. This administration, dispatch and vehicle administration center is ADA compliant, self-contained wash bay with hazardous waste recycle pit, 2 extra-large bays. Our Redundant communication ability allows us to dispatch to any Guardian facility within the state. In addition, our facility is equipped with HD video cameras covering the property. The cameras record 24/7 and all footage is stored via a Video Surveillance system. Our office staff has access to real time camera viewing via televisions located in the office. Onsite fuel tanks keep our operations running in any weather. For quick responses our drivers take their wreckers home with them at night and on weekends.

### **Dispatch & Response Capabilities**

Kauffs Towing, Inc., are staffed by an on-site dispatchers 24 hours a day, 7 days a week. We never use a third-party call center. Dispatchers at Kauffs Towing, Inc. have access to all of our Wrecker Operators for any rotation activations. In addition, our office staff is trained and certified with Florida Department of Transportation which adds a level of knowledge for our call takers that very few in the industry can boast. Kauff's Towing use multiple platforms for communication between Dispatchers and Wrecker Operators. Our Dispatchers have access to Vehicle Tracking Software enabling our Wreckers to be monitored consistently in real time format.

Tab 2

Submitted Forms

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Financial Statements

**CONTRACTOR QUESTIONNAIRE  
RFP #20190108**

**CITYWIDE TOWING SERVICES**

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 15th day of August, 2019

Kauff's Towing of Fort Pierce Inc.  
Name of Organization / Proposer

By: Francis G. Russell President  
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:  
Kauff's Towing of Fort Pierce Inc. 8920 Glades Cut Off Rd Fort Pierce FL 34986  
Phone- 772-466-0800 Fax- 772-466-7812 Email - Bhunter@kauffstowing.com
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? 46 years.
5. Number of years in Florida as a Towing / Wrecker Service Provider? 46 years.
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
<u>FDOT District 4</u>	<u>Tim Team</u>	<u>RISC Pro ect</u>	<u>Michael McGee</u>	<u>954-847-2634 mmcgee@smartsunguide.com.</u>
<u>Martin County Sheriffs</u>	<u>Citywide Rotation</u>	<u>D/S Andrew Porelli</u>	<u>772-220-7144</u>	<u>no email available.</u>
<u>St. Lucie County Sheriffs</u>	<u>Citywide Rotation</u>	<u>Sgt. Jeff Buchanan</u>	<u>772-462-3297</u>	<u>no email available.</u>
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.  
All current contacts in good standing Florida Turnpike Enterprise RISC FDOT District 4 RISC Martin County Sheriffs Rotation Stuart PD Rotation FHPMC Rotation FHPSLC Rotation U.S Marshal's Office Ft. Pierce PD Rotation St. Lucie County Sheriffs Rotation Florida Dept. Of Corrections Florida Power and Light Fedex City of Fort Pierce St. Lucie County Road and Bridge St. Lucie County Service Garage Geico Insurance Saint Lucie County Property Appraiser's.

9. Describe your experience with Government clients.  
With 33 years of providing services to different government clients with the State of Florida Kauff's Towing has continuously strives to meet the exceptions of all the parties we serve. Our understanding of rotation services as re uested by citywide towing vendors is to provide rapid scene clearance of the roadways in a safe and efficient manner.
  
10. What best differentiates your company from your competitors?  
Independently we have provided like services to numerous County State Federal agencies Motor Clubs Commercial enterprises and most importantly the Citizens of the State of Florida and its Guests. Kauff's companies operate the largest fleet of Towing Recovery and Specialized Transport ehicles in the State of Florida. Kauff's has a total number of units and operators that far in excess of the minimum re uirements contained in this REF this allows us to provide immediate services to multiple events in any location and if need be move an inspected and ualifying truck and operator from location to location in the event of a truck downed for unscheduled maintenance or monthly 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)  
See attached.

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

<b>Addendum Number</b>	<b>Date Issued</b>
Addendum 1	08/07/2019
Addendum 2	08/07/2019

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

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**NON-COLLUSION AFFIDAVIT**  
**SRFP #20190108**  
**CITYWIDE TOWING SERVICES**

State of FLORIDA}

County of ST. LUCIE }

Francis G Russell, being first duly sworn, disposes and says that:  
(Name/s)

1. They are President of Kaufff of Fort Pierce Inc. 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) [Signature]

(Title) President

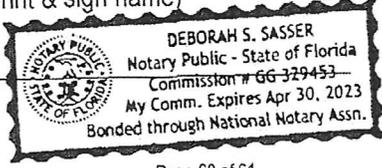
STATE OF FLORIDA }  
COUNTY OF ST. LUCIE } SS:

The foregoing instrument was acknowledged before me this August 10, 2019

(Date) by: F. Geoffrey Russell who is personally known to me or who has produced

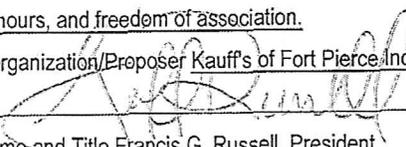
\_\_\_\_\_ as identification and who did (did not) take an oath.

[Signature]  
Notary (print & sign name)

Commission No. \_\_\_\_\_  


**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 Kauff's of Fort Pierce, Inc.  
Signature   
Printed Name and Title Francis G. Russell, President  
Date 08/16/2019

**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.**

**DRUG-FREE WORKPLACE FORM  
SRFP #20190108  
CITYWIDE TOWING SERVICES**

The undersigned vendor in accordance with Florida Statute 287.087 hereby certifies that Kauff's of Fort Pierce 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  
 08/15/2019 Date

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

STATE OF FLORIDA  
E-VERIFY

Contract No: \_\_\_\_\_

Financial Project No(s): \_\_\_\_\_

Project Description: \_\_\_\_\_

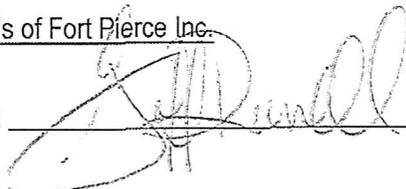
\_\_\_\_\_

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: Kauff's of Fort Pierce Inc.

Authorized Signature:  \_\_\_\_\_

Title: President

Date: 08/15/2019

**CERTIFICATION:**

This SRFP-Proposal is submitted by: Name (print) Francis G. Russell 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.:

  
\_\_\_\_\_  
Signature

President  
\_\_\_\_\_  
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

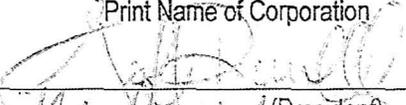
By: \_\_\_\_\_  
(General Partner)

\_\_\_\_\_  
Print name

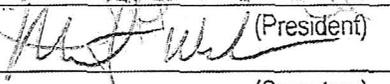
**If Corporation:**  
Kauff's of Fort Pierce Inc.  
\_\_\_\_\_  
Print Name of Corporation

**If Individual:**

\_\_\_\_\_  
Signature

By:   
(President)

\_\_\_\_\_  
Print Name

Attest:   
(Secretary)

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

CONTRACTOR VERIFICATION FORM

THE FOLLOWING IS TO BE COMPLETED BY PRIME PROPOSER:

Name of Firm: Kauff's of Fort Pierce Inc.

Corporate Title: President

Address: 8920 Glades Cut Off Rd, Port St. Lucie, FL 34986

By: Francis G. Russell, President

(Print name) (Print title)



(Authorized Signature)

Telephone: (772) 466-0800

Fax: (772) 466-7812

State License # 66-801215734-7 (ATTACH COPY)

County License # 0025-20181010-000283 (ATTACH COPY)

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

Type of License: Emergency Vehicle / Towing Services

Unlimited: NO (yes/no)

If "NO", Limited to what trade? Emergency Vehicle/ Towing Services



EXAMPLE PSLPD.



INVOICE

519546

AUTHORIZED BY: PSLPD	START TIME: 10:02 AM	FINISHED TIME: 11:00 AM	DATE: 8/12/19
VEHICLE MAKE/MODEL: Ford F150	YEAR: 00	COLOR: Blue	
UNIT PROBLEM: Accident	MILEAGE: 123,000	LOADED: No	
ORIGINATION: PSL Blvd B Bayshore Blvd, PSL			
DESTINATION: Kauff's PSL			
TOW TRUCK#: S10	DRIVER#: S10	UNIT#: N/A	
ENDING MILEAGE: 123000	VIN#: 112B13141A156C781D918721314		
BEGINNING MILEAGE: 123010	LICENSE NUMBER: ABC-123	STATE: FL	
TOTAL MILEAGE: 10	PO#	RO#	
PAYOR ADDRESS CITY STATE-ZIP PHONE#			
OWNERS NAME: Customers Name TELEPHONE#: ##			
ADDRESS: Full Address -			
<input type="checkbox"/> CASH <input type="checkbox"/> CHECK# <input type="checkbox"/> CHARGE / CC#			Exp. Date
SERVICE CALL/TOW	155.00	ADMIN COST	43.00
CARRIER		STOR 2 @ 35.00	70.00
MILEAGE 10 @ 4.50	45.00	PAIDOUT/SUBLET	
ADD'L TIME			
DRIVELINE			
DOLLY <input type="checkbox"/> FRONT <input type="checkbox"/> REAR			
2ND TOW		TAX	7.91
OTHER		TOTAL PRICE	320.91
REMARKS			

Accepted By: X \_\_\_\_\_

8920 GLADES CUT OFF RD., PT. ST. LUCIE, FL 34986  
 (772) 466-0800 • 1 (800) 432-7182 • FAX (772) 466-7812

White Copy—Original Yellow Copy—Payor Manilla Copy—Office

Tab 3

Trucks and Equipment

# KAUFF'S FT. PIERCE VEHICLE LIST

## RECOVERY/OTHER VEHICLES

<u>UNIT #</u>	<u>YEAR</u>	<u>MAKE/MODEL</u>	<u>VIN</u>	<u>TAG</u>
563	1972	FWD/6X6	C60478	D4160B
590	2006	TRAILER/SWEEPER	1Z9BU20206J213846	240PMM
591	2006	FORD/MUTC&RECOVERY	1FDXE45S86HA40253	HWEW53
592	1994	INTL/DUMP TRK	1HTSCPHN3RH554241	N5609I
593	2016	JOHN DEERE/SKIDSTEER	1T0323EKTJ277247	NONE
597	1972	SEMI TRAILER DOLLIES	NONE	NONE

## MEDIUM/HEAVY WRECKERS

<u>UNIT #</u>	<u>YEAR</u>	<u>MAKE/MODEL</u>	<u>VIN</u>	<u>TAG</u>
108	2007	INTL	1HTMMAAN47H438136	D4467C
156	2015	PTRB	1NPXX4EX7FD285944	E3455D
350	2009	KW	1NKDX4TX89R239106	D7749B
550	2018	KW	1NKZX4EX9JJ187183	E1678E
554	2016	PTRB	1NPBL49X7GD347523	E2893D
555	2019	PTRB	1NPXX4TX8KD275145	

## LIGHT WRECKERS/ROLL BACKS

<u>UNIT #</u>	<u>YEAR</u>	<u>MAKE/MODEL</u>	<u>VIN</u>	<u>TAG</u>
533	2006	FORD	1FDXF47P46EA76352	D5018C
535	2019	HINO F/B	5PVNJ8JN1K4S53576	CFG8164
540	2012	DODGE	3C7WDKBL3CG168896	E0732D
541	2013	HINO F/B	5PVNJ8JN0D4S51269	E2155D
542	2015	FORD F/B	3FRNX6FC3FV643774	E5420D
543	2013	FORD F/B	3FRNX6FC4DV778212	E3133E
544	2014	FRHT F/B	1FVACWDT0EHFL8099	E0737D
545	2014	FRHT F/B	1FVACWDT2EHFH9118	E3452D
546	2014	FRHT F/B	1FVACWDT4EHFH9119	E0736D
548	2016	PTRB F/B	2N93LJ0X5GM358031	E7250D
547	2014	HINO F/B	5PVNJ8JN9E4S51403	E1905B
549	2013	FORD F/B	3FRNX6FC6DV778213	E4270D

## TRACTORS / TRAILERS

<u>UNIT #</u>	<u>YEAR</u>	<u>MAKE/MODEL</u>	<u>VIN</u>	<u>TAG</u>
365	2007	KW	1XKDD40X87J177786	
165	2005	PTRB	1XPFPBEXX5N866109	
187	2005	FONTAINE	4LF64820753527331	
198	2006	TALBERT	40FG0532061024923	
518	2005	TALBERT	40FSK664351024386	
520	2006	TALBERT	40FSK674961025378	
521	2006	TALBERT	40FG0532461025556	
585	1998	UTILITY TRAILER	1UYVS2534WM579219	

Tab 4

Staff

**KAUFFS FT. PIERCE**

<b>Office Admin/Shop</b>	<b>Job Title</b>	<b>Emp No.</b>	<b>Drivers Lic #</b>	<b>State of Issue</b>	<b>Date Of Birth</b>	<b>Date Of Hire</b>
Hunter, Billy	Terminal Manager / Heavy Driver	534	H536-924-65-461-0	FL	12/21/1965	9/10/2013
Howell, Natalie	Office Manager	595	H400-632-89-701-0	FL	6/1/1989	12/28/2015
Zook, Mark	Safety	508	Z200-545-55-241-0	FL	7/1/1955	10/16/2017
Thurman, Jennifer	Dispatch	596	T655-432-82-650-1	FL	4/30/1982	5/2/2017
Moran, Valerie	Dispatch	593	M650-872-91-558-0	FL	2/18/1991	8/17/2018
Flatt, Cassandra	Dispatch	592	F430-112-93-806-0	FL	8/26/1993	2/27/2019
Maxam, Susan	Dispatch	597		FL	6/13/1966	6/6/2019
Falkner, Jennifer	Stuart Yard Girl	594	F425-432-74-518-0	FL	1/18/1974	8/20/2018
Drigger, Keith	Mechanic	593	D626-931-76-384-0	FL	10/24/1976	9/3/2018
Hunter, William	Welder / Shop Helper	592	H536-923-95-089-0	FL	3/9/1995	1/5/2018

**Heavy Duty Drivers**

Gellen, Jerome	PSL Heavy Driver	524	G450-426-82-010-0	FL	1/10/1982	5/10/2018
Fernandez, Stephen	PSL Heavy Driver	537	F655-787-93-383-0	FL	10/23/1993	11/22/2016
Cardell, Josh	PSL Heavy Driver	527	C634-437-77-261-0	FL	7/21/1977	10/9/2017
Hodge, David	PSL Heavy Driver	536	H320-172-67-257-0	FL	7/17/1967	10/6/2008
Newton, Craig	PSL Medium Driver	539	N350-118-86-148-0	FL	4/28/1986	2/8/2016

**Light Duty Drivers**

<b>Drivers</b>						
Bigger, Jason	PSL Wheel Lift Driver	530	B260-421-79-416-0	FL	11/16/1979	7/2/2018
Honeycutt, Dillon	PSL Flatbed Driver	531	H523-172-92-050-0	FL	2/10/1992	2/27/2019
Milner, Charles	PSL Flatbed Driver (parttime)	532	M456-150-55-109-0	FL	3/29/1955	12/12/2016
Weig, Marc	PSL Flatbed Driver	538	W200-558-67-060-0	FL	2/20/1967	8/31/2017
Massocco, Tyler	PSL Flatbed Driver	541	M220-802-95-174-0	FL	5/14/1995	11/15/2018
Hollinger, Jody	Stuart Flatbed Driver	540	H452-433-72-140-0	FL	4/20/1972	1/20/2003
Molloy, Tom	Stuart Flatbed Driver	542	M400-821-62-181-0	FL	5/21/1962	9/18/2012
Mignault, Sherman	Stuart Wheel Lift Driver	545	M254-793-68-213-0	FL	6/13/1968	5/7/2018

**Specialized Trans**

Pritchard, John	PSL Lowboy Driver	704	P632-461-62-059-0	FL	2/19/1962	4/26/2018
Clark, James	PSL Lowboy Driver	705				
Meadows, Carey	PSL Lowboy Driver	707	M320-112-68-249-0	FL	7/9/1968	10/6/2017

Tab 5

References

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>Kauff's of Fort Pierce Inc.</u>	
Reference: <u>FDOT District 4 TIM Team</u>	Fax # <u>954-847-2683</u>
Email: <u>nicole.forest@dot.state.fl.us</u>	Telephone #: <u>954-847-2631</u>
Person to contact: <u>Nicole Forest</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? Heavy Duty Recovery, Traffic Incident Management

What is the size of your agency and what services did the vendor provide? Government - large rotation on call heavy duty recovery

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>Excellent 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.

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

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: Kauff's of Fort Pierce Inc.  
  
Reference: Fort Pierce Police Department Fax #: 772-461-3605  
Email: SStokes@FPPD.ORG Telephone #: 772-461-3820  
Person to contact: Officer Shayne Stokes

**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? Kauff's is one of the tow company's in our rotation.

What is the size of your agency and what services did the vendor provide? 100 officers, Kauff's removes vehicles from crash scenes and or disabled vehicles.  
Did the towing / wrecker provider respond to all incidents in a timely manner? And, within the specified contractual guidelines? Yes they have

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	<u>8</u>	Final Product	<u>8</u>
Qualifications	<u>8</u>	Cooperation	<u>8</u>
Budget Control	<u>8</u>	Reliability	<u>8</u>

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  
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: Kauff's of Fort Pierce Inc.

Reference: Martin County Sherriffs Fax #: 772-220-7159  
 Email: APorcelli@Sherriff.Martin.FL.US Telephone #: 772-220-7144  
 Person to contact: D/S Andrew Porcelli

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? They are a approved tow company with the Sheriffs Office

What is the size of your agency and what services did the vendor provide? We are a county Sheriffs Office

Did the towing / wrecker provider respond to all incidents in a timely manner? And, within the specified contractual guidelines? They have maintained all of their contractual duties

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>n/a</u>	Reliability	<u>10</u>

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  
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>Kauff's of Fort Pierce Inc.</u>	
Reference: <u>Florida Highway Patrol</u>	Fax #:
Email: <u>RobertRuiz@FLHSMV.GOV</u>	Telephone #: <u>772-467-3480</u>
Person to contact: <u>Lt. Robert Ruiz</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? Towing vehicles off the roadways in St. Lucie County.

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

Did the towing / wrecker provider respond to all incidents in a timely manner? And, within the specified contractual guidelines? Yes, we have a 30 minutes time frame.

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>N/A</u>	Reliability	<u>10</u>

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  
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>Kauffs of Fort Pierce Inc.</u>	
Reference: <u>St. Lucie County Sheriffs Department</u>	Fax #: <u>772-462-3372</u>
Email: <u>BuchananJ@StLucieSheriff.com</u>	
Telephone #: <u>772-220-7144</u> Person to contact:	
<u>Sgt. Jeff Buchanan</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?

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

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

Comments:

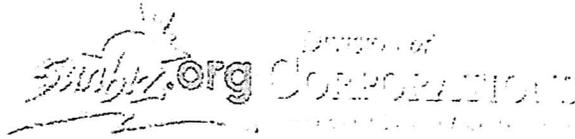
Thank you.

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

Tab 6

Licenses and Certificates

Of Insurance



Department of State / Division of Corporations / Search Records / Detail By Document Number /

**Detail by Entity Name**

Florida Profit Corporation  
KAUFF'S OF FT. PIERCE, INC.

Filing Information

Document Number	H80151
FEI/EIN Number	59-2592839
Date Filed	10/09/1985
State	FL
Status	ACTIVE
Last Event	AMENDMENT
Event Date Filed	11/18/1985
Event Effective Date	NONE

Principal Address

8920 GLADES CUT OFF ROAD  
PORT ST. LUCIE, FL 34986

Changed: 04/08/2016

Mailing Address

4701 EAST AVENUE  
WEST PALM BEACH, FL 33407

Changed: 04/29/2008

Registered Agent Name & Address

JONES FOSTER SERVICE, LLC  
505 SOUTH FLAGLER DRIVE  
SUITE 1100  
WEST PALM BEACH, FL 33401

Name Changed: 05/20/2004

Address Changed: 05/20/2004

Officer/Director Detail

**Name & Address**

Title President

RUSSELL, FRANCIS GEOFF  
4701 EAST AVENUE

WEST PALM BEACH, FL 33407

Title VP

CROCKETT, SCOTTY  
4701 EAST AVENUE  
WEST PALM BEACH, FL 33407

Title Treasurer

Welch, Michael  
4701 EAST AVENUE  
WEST PALM BEACH, FL 33407

Title Secretary

Welch, Michael  
4701 EAST AVENUE  
WEST PALM BEACH, FL 33407

Annual Reports

Report Year	Filed Date
2017	04/28/2017
2018	03/19/2018
2019	04/02/2019

Document Images

<a href="#">04/02/2019 - ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/19/2018 - ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">08/14/2017 - AMENDED ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/28/2017 - ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/02/2016 - ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/29/2015 - ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/16/2014 - ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/28/2013 - ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/30/2012 - ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/25/2011 - ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/28/2010 - ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">03/19/2009 - ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/29/2008 - ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/13/2007 - ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">02/27/2006 - ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">01/20/2005 - ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/20/2004 - ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">05/12/2004 - ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
<a href="#">04/21/2003 - ANNUAL REPORT</a>	<a href="#">View image in PDF format</a>
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Detail by Entity Name

[04/22/2000 - ANNUAL REPORT](#)

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Solicitation Selection

Registered for Solicitations: Yes  
Registered for VBS: Yes  
Solicitation/Sales Contact Email: Bhunter@kauffstowing.com

Florida Terms of Use

Accepted: 07/11/2003 by Larry Lemon

Commodity Codes

- 78101800 Road cargo transport
- 78101804 Relocation services
- 78121601 Freight loading or unloading
- 78141505 Towing service for commercial and private vehicles

Close Window

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MyFloridaMarketPlace Vendor Registration Customer Service: 866-FLA-EPRO (866-362-3776)



## State of Florida

Chief Financial Officer  
Department of Financial Services  
Bureau of Accounting  
200 East Gaines Street  
Tallahassee, FL 32399-0354

Telephone: (850) 413-5519 Fax: (850) 413-5550

### Substitute Form W-9

In order to comply with Internal Revenue Service (IRS) regulations, we require Taxpayer Identification information that will be used to determine whether you will receive a Form 1099 for payment(s) made to you by an agency of the State of Florida, and whether payments are subject to Federal withholding. The information provided below must match the information that you provide to the IRS for income tax reporting. Federal law requires the State of Florida to take backup withholding from certain future payments if you fail to provide the information requested.

Taxpayer Identification Number (FEIN): 59-2592839  
IRS Name: KAUFFS OF FT PIERCE INC

Address: 8920 GLADES CUT OFF ROAD  
PORT ST. LUCIE, FL  
34986-0000

Attention Of: BEVERLY LAWHORN

Business Designation: C Corporation

#### Certification Statement:

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer information 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 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 (including U.S. resident alien)

Preparer's Name: BEVERLY LAWHORN  
Preparer's Title: OFFICE MANAGER  
Phone: 772-466-0800  
Email: blawhorn@kauffstowing.com

Date Submitted: 11/15/2016

Active Doing Business As names submitted on the Substitute Form W-9:

KAUFFS TRANSPORTATION SYSTEMS



## 2019 Florida Annual Resale Certificate for Sales Tax

DR-13  
R. 10/18

This Certificate Expires on December 31, 2019

Business Name and Location Address

Certificate Number

KAUFFS OF FT PIERCE INC  
8920 GLADES CUT OFF RD  
PORT SAINT LUCIE, FL 34986-2701

66-8012185734-7

By extending this certificate or the certificate number to a selling dealer to make eligible purchases of taxable property or services exempt from sales tax and discretionary sales surtax, the person or business named above certifies that the taxable property or services purchased or rented will be resold or re-rented for one or more of the following purposes:

- Resale as tangible personal property.
- Re-rental as tangible personal property.
- Resale of services.
- Re-rental as commercial real property.
- Incorporation into tangible personal property being repaired.
- Re-rental as transient rental property.
- Incorporation as a material, ingredient, or component part of tangible personal property that is being produced for sale by manufacturing, compounding, or processing.

Your *Florida Annual Resale Certificate for Sales Tax* (Annual Resale Certificate) allows you or your representatives to buy or rent property or services tax exempt when the property or service is resold or re-rented. You may not use your Annual Resale Certificate to make tax-exempt purchases or rentals of property or services that will be used by your business or for personal purposes. Florida law provides for criminal and civil penalties for fraudulent use of an Annual Resale Certificate.

As a seller, you must document each tax-exempt sale for resale using one of three methods. You can use a different method each time you make a tax-exempt sale for resale.

1. Obtain a copy (paper or electronic) of your customer's current Annual Resale Certificate.
2. For each sale, obtain a transaction authorization number using your customer's Annual Resale Certificate number.
3. Each calendar year, obtain annual vendor authorization numbers for your regular customers using their Annual Resale Certificate numbers.

**Online:** Visit [floridarevenue.com/taxes/certificates](http://floridarevenue.com/taxes/certificates)

**Phone:** 877-357-3725 and enter your customer's Annual Resale Certificate number

**Mobile App:** Available for iPhone, iPad, Android devices, and Windows phones.





# CITY OF PORT SAINT LUCIE BUSINESS TAX RECEIPT

PLEASE POST IN CONSPICUOUS PLACE OR KEEP ON PERSON

Term: 10/01/2018 — 09/30/2019

## 2018 - 2019

Business Address: 8920 NW GLADES CUTOFF RD

BTR#: 3089

Date Made: 04/04/2019

Business Name: KAUFF'S OF FT. PIERCE INC

Mailing Address: 8920 NW GLADES CUTOFF RD

PORT ST LUCIE, FL 34986

Business Tax Authority

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

Category:	LATE FEE	LATE FEE FEB	\$33.50
Additional Data:			

Total Tax Paid: \$167.50

### 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.





**ADDITIONAL REMARKS SCHEDULE**

AGENCY Kapnick Insurance Group		NAMED INSURED Kauffs of Fort Pierce Inc. Guardian Fleet Services, Inc.; Kauffs Inc., Kauffs Transportation Systems 8920 NW Glades Cutoff Rd. Port St. Lucie FL 34986	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE**

Garagekeepers' Comp deduct: \$500 per auto, \$2,500 max per claim  
Coll deduct: \$500

Uniform Intermodal Interchange/Trailer Interchange Coverage Limit - \$250,000

Personal Injury Protection \$10,000 each accident  
Bodily Injury - Combined Single Limit - Each Accident \$1,000,000

**AUTOMATIC STATUS POLICY FORMS (WHEN REQUIRED BY WRITTEN CONTRACT OR WRITTEN AGREEMENT WITH NAMED INSURED, PER POLICY TERMS & CONDITIONS)**

**GENERAL LIABILITY**

- Additional Insureds
- CG 88 10 (04/13 – Commercial General Liability Extension
- Additional Insured – By Contract, Agreement or Permit
- Primary and Non-Contributory – Additional Insured Extension – Per Form CG 88 10 (04/13)
- Waiver or Subrogation – Per Form CG 88 10 (04/13)

**AUTO LIABILITY**

- Additional Insured – By Contract, Agreement or Permit
- Form 102 – Auto Endorsement
- Waiver of Subrogation - Per Form AC 84 07 (07/13)

City of Port St. Lucie, a municipality of the State of Florida, its officers, employees and agents are listed as additional insured and waiver of subrogation included in their favor regarding Contract # 2019108 Citywide Towing Services

Should any of the above described policies be cancelled before the expiration date thereof, the issuing insurer will endeavor to mail 10 days for non payment 30 days all others written notice, to the certificate holder but failure to do so shall impose no obligation or liability of any kind upon the insurer, its agents or representatives

August 16, 2019

RE: Kauff's, Inc./Kauff's of Fort Pierce, Inc. Bondability

To: City of Port St. Lucie Florida

Kapnick Insurance Group and its surety partners, Western Surety, The Cincinnati Insurance Company, The Hanover Insurance Company and/or Travelers Property and Casualty Co. of America, will provide surety credit to Kauff's, Inc./ Kauff's of Fort Pierce, Inc. and its affiliates for single projects up to \$400,000 with an aggregate uncompleted backlog up to \$800,000. Western Surety, The Cincinnati Insurance Company, The Hanover Insurance Company and/or Travelers Property and Casualty Co. of America are all "A" (Excellent) or better and have US Treasury Limits exceeding \$100 million.

If Kauff's, Inc./ Kauff's of Fort Pierce, Inc. and its affiliates are awarded a contract and requests that we provide the necessary performance and payment bonds, we will be prepared to execute the bonds subject to our acceptable review of the contract terms and conditions, bond forms, appropriate contact funding and any other underwriting considerations at the time of request.

Our consideration and issuance of bonds is a matter solely between Kauff's, Inc./ Kauff's of Fort Pierce, Inc. and its affiliates and ourselves, and we assume no liability to third parties or to you by the issuance of this letter.

Kapnick Insurance Group

## Request for Taxpayer Identification Number and Certification

▶ Go to [www.irs.gov/FormW9](http://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. <b>KAUFFS OF FORT PIERCE, INC.</b>	
2 Business name/disregarded entity name, if different from above <b>DBA / KAUFF'S TRANSPORTATION SYSTEMS</b>	
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.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> 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.  <input type="checkbox"/> 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) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. <b>8920 NW GIADES CUT OFF RD</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>PORT ST LUCIE, FL 34986</b>	
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 *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number												
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5	9	-	2	5	9	2	8	3	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.

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <b>1/1/19</b>
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### 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](http://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-DIV (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.*

Tab 7

Facilities

TOW YARD ADDRESS: 8920 GLADES CUT OFF RD PORT ST LUCIE, FL 34986

ARIAL PHOTOS OF TOW YARD



Tab 8

Past and Current Projects Photos

