

Request for Quotation (RFQ)
Number: 2013-013



Towing Services for the District of Sparwood

The District of Sparwood is requesting information from interested parties for the supply of towing services within the District of Sparwood boundaries. The District of Sparwood reserves the right to waive informalities, to reject any or all RFQ's, or to accept the RFQ deemed most favourable in the interest of the District of Sparwood.

The District of Sparwood

Sparwood is situated in the Rocky Mountains of south eastern BC. Our location offers a myriad of outdoor recreational opportunities, stunning vistas, and all the fresh elements naturally afforded in a spectacular mountain setting.

We're a working community. We've always been involved in the mining industry, and coal is at the core of our community. But we're more than metallurgical ore; we're a group of people who are united in interests, activities and place. Sparwood was originally a collection of five coal mining communities. During the 1960's, the communities were consolidated into one area or District, called Sparwood, in homage to the history of trees harvested in the area intended for use as masts on ships.

For a complete overview on our incredible Rocky Mountain mining community, download and view our [Community Profile](#).

Local Government in Sparwood

Sparwood's local government is lead by a proactive Mayor and six Councillors that work hard to explore opportunities for diversification and growth.

The Chief Administrative Officer (CAO) is appointed by and reports to the Municipal Council. The CAO oversees the overall administration of the Municipality, its officers and employees.

In addition, the CAO is charged with keeping Council up to date on corporate matters, advising Council on policy and other matters and ensuring that Council policy is implemented. The CAO also leads the senior management team and sets the overall strategic direction for short and long term administrative goals

The Purpose of Issuing this RFQ is to:

- a) Receive quotations; and to
- b) Award the contract for the provision of towing services within District boundaries.

Interested parties are invited to respond to this RFQ by submitting a response to the District. Responses should include ideas, information, and recommendations that could result in a clarification of the requirements, cost-saving opportunities, and the identification of potential problem areas with this initiative.

RFQ Specifications:

Specifically, this project is to provide towing and impound services for the District of Sparwood, as required. It is expected that this quotation will outline requirements such as; a 6 am to 4 pm availability, local impound locations and hours of operation, collection and remittance of fees, and fee structure for different types of towing services.

Term:

The term is for a three (3) year period.

The District of Sparwood will require information as to the following services provided:

- Local impound yard;
- Collection of fees;
- 6 am to 4 pm availability;
- After hours contact information and availability;
- Fee structure for towing different types of vehicles;

Respondents are requested to provide a concise and focused response to this RFQ. Responses are requested in the following format:

- a) Brief company or personal profile;
- b) Name of a key contact person, including telephone number, fax number and email address;
- c) Your interest in providing the services;
- d) Brief description of experience in the towing industry;
- e) From your past experience, has the District identified all the major components necessary to complete this project? If not, please provide information on other necessary components;
- f) Please provide a list of potential problems/risks that the District may encounter during this project;
- g) Please provide any ideas or suggestions about how such problems/risks should be addressed in a solicitation;
- h) Please provide a per type of tow rate;
- i) Two (2) professional references;
- j) Your ability to provide for back-up and substitution if you are unable to provide available towing services;
- k) Identification and discussion of key factors that the respondent recommends the District consider when establishing its future business requirements; and
- l) Other required information specific to the nature of this RFQ and deemed important by the respondent.

If subsequent competitive bidding opportunities are issued, the District is under no obligation to advise any vendor responding to this RFQ. Vendors are advised to monitor the District of

Sparwood website (www.sparwood.ca) for any such opportunities, which will be open to all vendors regardless of whether or not a response to this RFQ has been submitted.

All responses to this RFQ become the property of the District and will be held in confidence, subject to the provisions of the *Freedom of Information and Protection of Privacy Act*. Respondents to this RFQ consent to the District incorporating any submitted ideas, concepts, approaches, or strategies into any planning, design, procurement, or contractual activities related to any aspect of the project without any obligation, liability, or consideration on the part of the District. The District will not be responsible for any costs incurred by any vendor in responding to this RFQ.

Responses should be delivered by hand, regular mail, facsimile or email to the following location before 4:00 p.m. Mountain Time on January 3, 2013 and should quote RFQ Number 2013-013.

District of Sparwood
PO Box 520
136 Spruce Avenue
Sparwood, BC V0B 2G0

Fax: 250-425-7277
Email: mbohmer@sparwood.ca

OR

Contact Person:
Mel Bohmer
Director of Operations
250-425-7760
mbohmer@sparwood.ca