



Department of Public Works

Ghassan Korban
Commissioner of Public Works

Preston D. Cole
Director of Operations

May 24, 2016
OFFICIAL NOTICE NO. 044-2016
ADDENDUM NO. 1

NOTICE TO CONTRACTORS intending to bid on Official Notice No. 044-2016, which appeared in the *Daily Reporter* with a bid opening date of Tuesday, May 31, 2016 at 10:30 AM.

On page 17 Section Q SMALL BUSINESS ENTERPRISE PROVISIONS

The first sentence shall be removed and replaced with: This bid requires **twenty-five** percent (25%), Small Business Enterprise (SBE) participation.

Page 7 Section D first sentence shall be removed and replaced with: Will provide Street Relocation Tows and relocation towing from the City Tow **Lot to** locations directed by the Milwaukee Police Department or Parking Enforcement.

Page 9 the table in the 2015 Volume section shall be removed and replaced with:

Code	Text	Dispatched
22	RELOCATION TOW	10
28	PRIVATE TOW/PRIVATE PROPERTY	948
30	ILLEGALLY PARKED WITH UNPAID CITATIONS	16,317
31	TOW AWAY ZONE	4409
32	OBSTRUCTING ALLEY/DRIVEWAY	9
32-A	OBSTRUCTING TRAFFIC LANE	430
32-B	OBSTRUCTING DRIVEWAY	398
32-C	OBSTRUCTING ALLEY	225
32-D	OBSTRUCTING INTERSECTION	3
33	CONSTRUCTION ZONE	55
34	SNOW EMERGENCY ZONE	416
35	UNREGISTERED/IMPROPERLY REGISTERED VEHICLE	1,707
62	PRIVATE PROPERTY TO CITY	4
65	COVERED/ILLEGIBLE VIN	31
66	PARKED ON PUBLIC PROPERTY	55

Answers to the submitted questions are listed on the following pages.

Sincerely,


Thomas Woznick, CAPP
Parking Operations Manager

Question 1 Will private property towing change?

Response: Private property towing is subject to change.

Question 2: Can there be multiple passwords on Auto Process?

Response: Yes.

Question 3 Can a towing contractor have other contracts above and beyond this contract?

Response: Yes, however, the contractor must have the contractual number of tow trucks per zone (listed in contract) dedicated to the city.

Question 4: How will the bid be awarded?

Response: Lowest responsive bidder.

Question 5: Can a written document on customer service be provided?

Response: Yes, the winning bidder will be provided with this information.

Question 6: Can anyone pay with a credit card during a vehicle drop?

Response: Contractors must be PCI compliant. The credit card owner must be present and I.D. must be copied.

Question 7: Is the contractor required to drop a heavy duty tow?

Response: This will be addressed on a case by case basis.

Question 8: Can tow drivers be contracted?

Response: Yes, as long as all provisions of the contract are met.

Question 9: Who is responsible for credit card fees?

Response: The contractor is responsible for credit card fees.

Question 10: To provide the level of customer service the City of Milwaukee is requiring there needs to be SBE participants that can do the same. It requires manpower, equipment, and a customer service orientated mentality. The SBE requirement in the RFP is 25%. Can this be reduced to 18%?

Response: This contract requires 25% SBE participation. We would need to have substantiation that there is not sufficient capacity to provide the 25%.

Question 11: If an SBE is listed on the Milwaukee website, are all providers counted towards the SBE participation at 100% of the revenue paid? (Example: A contractor that installs doors and windows is listed. If the Prime Contractor pays this SBE to do a job will that amount count toward SBE participation?) If no, why not? (Do all SBE business need to be specific to this field?)

Response: See section III B of the attached SBE provisions for more information on SBE utilization. Supplies can account for only 20% of the SBE total amount. Additionally, if an SBE firm subcontracts work to a non-SBE firm, only 20% of this pass through amount is counted toward the final SBE numbers. Finally, SBE firms are approved to perform only certain tasks for SBE credit. For example, a firm approved to do landscape work cannot do towing work for SBE credit.

Question 12: Will previous performance be considered when awarding this RFP? (If a contractor is low bid it may not guarantee the best service to the City nor may it be able to perform the services required 365 days a year.)

Response: The Bid will be awarded to the lowest responsive bidder.

Question 13: The 7 required trucks are not enough with the estimated number of potential tows. Is the City open to making the requirement 10 trucks? (2 Wreckers AND 8 Carriers)

Response: The contract specifications require a minimum of 7 trucks. However, the contractor is required to provide enough trucks to meet the performance standards.

Question 14: What is the confirmed # of tows for Zone 1 in 2015?

Response: Dispatched tows: 23,574/Secured Tows: 13,413

Question 15: What is the on-time percentage for Zone 1 in 2015?

Response: 59%

Question 16: If a contractor has another city contract, will it need another performance and payment bond or will the existing bonds suffice if they are in the same amount?

Response: Payment and performance bonds are needed for each contract.

Question 17: If a contractor is dedicating vehicles to another public contract, will those vehicles also be allowed to be allocated toward this RFP?

Response: The contractor must have the contractual number of tow trucks per zone (listed in contract) dedicated to the city.

Question 18: How many medium/heavy duty tows were requested in 2015 in zone 1? Or weight class calls the contractor could not handle?

Response: The city does not track this information.

Question 19: What is the current rate for Zone 1?

Response: \$59.77

