

**REQUEST FOR QUOTES
TOWN OF MIDDLETON, MA
PUBLIC AUTHORITY TOWING**

The town of Middleton, acting through its Town Administrator on behalf of the Middleton Police Department is seeking quotations for public authority towing. Quotation packets are available on the town website or may be requested by email at justin.sultzbach@middletonma.gov up to 48 hours before the deadline.

Sealed quotation packets are due in the office of the Town Administrator on or before Tuesday, December 2nd, 2025 by 12:00pm noon.

**TOWN OF MIDDLETON
PUBLIC AUTHORITY TOWING
REQUEST FOR QUOTATIONS
November 12, 2025**

The Town of Middleton , acting through its Town Administrator (the "Town"), is seeking the submission of quotations from responsible towing companies for the purpose of selecting at least two(2)towing companies to perform public authority towing for the Town. There will be a preference for companies located in Middleton. In the case there are over four companies who have submitted equally responsive bids, the two vendors shall be chosen by lot. The agreement shall be for a three-year period (2026-2027-2028) as further described herein, with services to begin on Thursday, January 1, 2026.

The Public Authority Tow company will be used by the Town when:

- 1) A vehicle owner/ operator has no preference in towing service.
- 2) Police are unable to locate owner of vehicle to be towed.
- 3) Emergency circumstances arise.
- 4) Overnight parking ban is in effect and/or vehicle interferes with snow removal.
- 5) Any other lawful public authority tow.

This procurement process is undertaken in accordance with the provisions of G.L. c. 30B and G.L. c. 40, 22D.

Quotations will be evaluated according to responsiveness to the attached specifications.

The Town reserves the right to waive any informality in bidding procedure, to cancel this Request for Quotations, or to reject any and all bids, in whole or in part, if it is deemed to be in the best interest of the Town.

Sealed quotation packets are due in the office of the Town Administrator on or before Tuesday, December 2nd, 2025 by 12:00P.M.

I. MINIMUM SPECIFICATIONS

Towing companies wishing to have their quotations considered for the Town of Middleton public authority towing must comply with the following minimum qualifications. If the company meets all of these minimum qualifications its quotation will be further considered in the evaluative specification listed in section II.

The Responsive Towing Company must provide proof of the following:

- 1) Be licensed for public authority towing with the Massachusetts Department of Public Utilities¹
- 2) Maintain a secure storage area in the Middleton or an adjacent community
- 3) Be open for retrieval Monday through Friday, during normal business hours.
- 4) Have ability to respond to requests for services within 20 minutes or in a reasonable amount of time as determined by the Chief of Police.
- 5) Adhere to all laws and regulations set forth by the Massachusetts Department of Public Utilities including but not limited to fees for services rendered.
- 6) Adhere to all laws and regulations set forth by the Town of Middleton if located in the Town of Middleton
- 7) Have and maintain minimum required insurances, worker's compensation, garage and automobile liability insurance as follows:

Worker's Compensation Insurance

Garage liability \$100,000 (direct primary)

Automobile liability \$250,000/\$500,000 (bodily injury)
 \$100,000 (property)

Or

 \$1,000,000 (combined single limit)

¹ Massachusetts Department of Public Utilities certificate to tow must be enclosed

grounds for termination of rights for the company to continue to perform public authority
tows if deemed in the Town's best interest after an award.

II. EVALUATIVE SPECIFICATIONS

1. Vehicles

How many vehicles is your company capable of towing simultaneously?

How many towing vehicles, by year, make, model and type do you lease or own?

List all of your company's currently leased or owned tow vehicles

Year:
Make:
Model:
Color:

Year:
Make:
Model:
Color:

Year:
Make:
Model:
Color:

Year:
Make:
Model:
Color:

Year:
Make:
Model:
Color:

Year:
Make:
Model:
Color:

2. Communication Information

Are your vehicles equipped with a two-way radio? Yes No

How can your employees be communicated with? Cell Telephone Other No
Comm.

Radio Call Letters/ Numbers:

FCC License Number:

3. Registration Information

Repair Plates: _____

D.O.T. Number: _____ D.P.U. Number: _____

Has certification of the company by the Massachusetts D.P.U. ever been suspended or revoked?
Yes No

4. Contact Information

Business Telephone number: _____

24 Hour Contact Number:

Cell Telephone Number: _____

5. Storage Information

Indoor Storage

Number of Spaces: _____ Size of Spaces: _____ Heated: Yes No

Storage Rate per 24 Hours Storage:\$_____

Owner of Location:

Storage Address: _____

Outdoor Storage

Total Square Feet: _____ Number of Spaces:_____- Fence: Yes No

Paved Surface: Yes No Lighted Area: Yes No Height of Fence:

Owner of Location:

Storage Address: _____

6. Employees:

How many employees do you have available to perform public authority tows?_____-

Do you have an on-site 24 hour employee: Yes No

If yes, name:_____

List all employees that will be dealing with the public. (Use a separate sheet if needed)

Name: _____

Address: _____

Date of Birth: _____

Social Security: _____

Required C.O.R.I. Check authorization form attached: _____

Name: _____

Address: _____

Date of Birth: _____

Social Security: _____

Required C.O.R.I. Check authorization form attached: _____

Name: _____

Address: _____

Date of Birth: _____

Social Security: _____

Required C.O.R.I. Check authorization form attached: _____

Name: _____

Address: _____

Date of Birth: _____

Social Security: _____

Required C.O.R.I. Check authorization form attached: _____

Name: _____

Address: _____

Date of Birth: _____

Social Security: _____

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Address: _____

Date of Birth: _____

Social Security: _____

Required C.O.R.I. Check authorization form attached: _____

Name: _____

Address:

Date of Birth:

Social Security: _____

Required C.O.R.I. Check authorization form attached: _____

Name: _____

Address:

Date of Birth:

Social Security: _____

Required C.O.R.I. Check authorization form attached: _____

Name: _____

Address:

Date of Birth:

Social Security: _____

Required C.O.R.I. Check authorization form attached: _____

**TO BE FILLED OUT BY EACH EMPLOYEE WHO WILL BE
PROVIDING SERVICES UNDER THIS AGREEMENT.**

CORI CHECK ACKNOWLEDGMENT

I, _____ residing at: _____
in the Town/City of _____, acknowledge that a Criminal Offender Record Information (CORI) check will be performed as part of the public authority towing contracting process.

I further acknowledge that a refusal to allow the CORI check to be performed will cause my company's/my employer's company's application to no longer be considered for public authority towing.

Signature: _____

Date: _____

CERTIFICATE OF NON-COLLUSION

I, the undersigned, do hereby certify under penalties of perjury that this proposal has been made and submitted in good faith and without collusion or fraud with any other person. As used in this certification, the word "person" shall mean any natural person, business, partnership, corporation, union, committee, club or other organization, entity or group of individuals.

Name/Title of person signing proposal

Contractor's Name

ATTESTATION REGARDING STATE AND LOCAL TAXES

Pursuant to Massachusetts General Laws, Chapter 62C, Section 49A, the following must appear on all bid proposals.

I certify under the penalties of perjury that I, to the best of my knowledge and belief, have filed all State tax returns and paid all State and Local taxes required under law.

Social Security Number or

Federal Identification Number

Signature of Individual or Corporate Name

Corporate Office (if applicable)

QUOTATION SIGNATURE PAGE

Owner/Applicant Signature: _____

Date: _____

Printed Name: _____

Business Name: _____

Business Address: _____