

**Columbus Consolidated Government
Council Meeting Agenda Item**

TO:	Mayor and Councilors
AGENDA SUBJECT:	Traffic Incident Management Services and Towing Services (Annual Contract) – RFP No. 25-0001
INITIATED BY:	Finance Department

It is requested that Council authorize the execution of an annual contract with Griffin and Griffin Towing, Inc. (Columbus, GA) to provide Traffic Incident Management Services (TIMS), which are overseen by Public Safety Departments, and Towing Services for City-owned vehicles and equipment, on an “as needed” basis.

Griffin and Griffin Towing, Inc. will provide the following services:

Option 1 (Traffic Incident Management Services)

Vehicular towing and transporting services
Winching/recovering services (such as extracting/up righting vehicles)
Road services (such as tire changes, battery starting etc.)
Vehicular storage services

Option 2 (Towing Services for City vehicles)

Vehicular towing and transporting services
Winching/recovering services (such as extracting/up-righting vehicles)
Road services (such as tire changes, battery starting, etc.)

The contract term shall be for five years. The initial fee schedule shall remain fixed for the first two (2) years. Once each calendar year, beginning with the third year and each year thereafter, the Contractors may call for a meeting of the various Public Safety agencies, Purchasing Division representatives, Public Works representative, METRA Transit System representative and the City Manager’s Officer (or his designee) to consider fee changes. With approval of a majority of the meeting representatives, the Contractors may increase or decrease fees in accordance with any changes in the Consumer Price Index during the preceding year.

Annual Contract History:

The previous five-year contract was awarded on July 23, 2019 (Resolution No. 207-19) to Griffin and Griffin Towing, Inc. The contract initiated on September 4, 2019, and ran through September 3, 2024. The vendor agreed to extend through June 30, 2025 while the next RFP was advertised and evaluated.

RFP Advertisement and Receipt of Proposals:

RFP specifications were posted on the web pages of the Purchasing Division, the Georgia Procurement Registry and DemandStar on July 19, 2024. This RFP has been advertised, opened

and evaluated. Two (2) proposals were received by the due date of August 16, 2024, from the following vendors:

Griffin and Griffin Towing, Inc. (Columbus, GA)

Coles Towing and Recovery, Inc. (Columbus, GA)

The following events took place after receipt of proposals:

RFP MEETINGS/EVENTS		
Description	Date	Agenda/Action
Pre-Evaluation Meeting	09/30/24	The Purchasing Manager advised committee members of the RFP rules and process, and the project manager provided an overview. Proposals were disbursed to each committee member to review.
1 st Evaluation Meeting	10/16/24	Committee members discussed the proposals from all vendors. The Committee requested clarifications from both vendors.
Clarifications Requested	11/25/24	Clarification requests were emailed to both vendors.
Clarifications Received	11/27/24	The clarification responses were forwarded to the Committee for their review.
Committee Polled	12/06/24	The Committee was polled. No further clarifications were requested. The Committee indicated they were ready to move forward with the evaluations.
Evaluation Forms Sent	12/19/24	Evaluation forms were forwarded to voting committee members.
Evaluation Results	02/10/25	As of February 10, 2025, only four voters had submitted their forms.
Results Forwarded	05/21/25	Multiple attempts to contact the fifth voter for their evaluation forms were made via email and phone. However, the individual did not submit the evaluations. Due to the amount of time that had elapsed, the decision was made to move forward with the evaluations submitted by four voters. A tabulation of scores and evaluator comments was forwarded to the Committee for review.
Award Recommendation	05/21/25	With a majority vote, the Evaluation Committee voted to award the contract to Griffin & Griffin, the highest-scoring firm, as the sole vendor.

Evaluation Committee:

The proposals were reviewed by the Evaluation Committee, which consisted of one voting member from Public Works, one voting member from METRA, one voting member from Columbus Fire & EMS, one voting member from Columbus Police Department and one voting member from the Sheriff's Office.

Serving as alternate voters were one representative from Public Works and one representative from METRA.

Serving as non-voting advisors were one representative from METRA and three representatives from Public Works.

Award Recommendation:

The voting Committee members recommend award to Griffin and Griffin Towing, Inc. (Columbus, GA) for the following reasons:

- **Griffin and Griffing Towing, Inc.**

- Griffin and Griffin has an abundance of experience, a lot of business and adequate employees.
- The vendor has a solid work history with the City of Columbus. Their staff has many years of combined experience.
- Griffin and Griffin has extensive work history with similar-style government agencies. Their list of clients have been in place for many years, which speaks to their dependability.
- Griffin and Griffin has adequate personnel, equipment and services provided 24-hours a day and 365 days a year.

- **Qualifications/Experience:**

- Griffin & Griffin Towing, Inc., serves government, commercial, non-profit and private clients with an aggregate of over 200 years of combined experience.
- The organization's drivers are accustomed to serving an average of 1,000 or more customers monthly.
- Griffin & Griffin offers eight class A trucks, six class C trucks, one class B truck, one landoll, one traffic control/barricade truck, pneumatic system, motorcycle towing equipment, lockout, jumpstart and tire change equipment.
- They have a dynamic team of 34, with sufficient office, driver and yard personnel to serve customers 24-hours a day/365 days a year.

- Below are the last three clients for which the contractor has performed similar services, at the time the contractor submitted a proposal:

- Georgia State Patrol

2013 – Present

7800 Scenic Heights, Manchester, GA 31816

Towing, traffic incident management and roadside assistance.

- Enterprise Rental Car

2014 – Present

3450 Macon Road, Columbus, GA 31907

Towing, traffic incident management and roadside assistance.

- Murray Diesel Service

2013 – Present

1435 Jacqueline Drive, Columbus, GA 31909

Towing and roadside assistance.

The City's Procurement Ordinance Article 3-110 (Competitive Sealed Proposals for the procurement of Equipment, Supplies and Professional Services) governs the RFP Process. During the RFP process, there is no formal opening due to the possibility of negotiated components of the proposal. In the event City Council does not approve the recommended offeror, no proposal responses or any negotiated components are made public until after the award of the contract. Therefore, the evaluation results and cost information has been submitted to the City Manager in a separate memo for informational purposes.

Towing charges for vehicles of citizens will be billed to the owner of the vehicles. Funding to cover towing services for City vehicles is budgeted each fiscal year for this on-going expense: Various Departments – Auto Parts and Supplies; 6721; General Fund - Police - Motor Transport – Motor Transport - Other Purchased Services, 0101-400-3230-MOTR-6699; Transportation Fund - Transportation FTA – METRA FTA (UMTA) – Vehicle Operation & Maintenance, 0751-610-2400-MFTA-6516.

A RESOLUTION

NO. _____

A RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT WITH GRIFFIN AND GRIFFIN TOWING, INC. (COLUMBUS, GA), TO PROVIDE TRAFFIC INCIDENT MANAGEMENT SERVICES (TIMS), WHICH ARE OVERSEEN BY PUBLIC SAFETY DEPARTMENTS, AND TOWING SERVICES FOR CITY-OWNED VEHICLES AND EQUIPMENT, ON AN “AS NEEDED” BASIS.

WHEREAS, an RFP was administered (RFP No. 25-0001) and two (2) proposals were received; and,

WHEREAS, the proposal submitted by Griffin and Griffin Towing, Inc. met all proposal requirements and was deemed most responsive to the RFP; and,

WHEREAS, the term of this contract shall be for five (5) years. The initial fee schedule shall remain fixed for the first two (2) years. Once each calendar year, beginning with the third year and each year thereafter, the Contractors may call for a meeting of the various Public Safety agencies, Purchasing Division representatives, Public Works representative, METRA Transit System representative and the City Manager’s Officer (or his designee) to consider fee changes. With approval of a majority of the meeting representatives, the Contractors may increase or decrease fees in accordance with any changes in the Consumer Price Index during the preceding year.

NOW, THEREFORE, THE COUNCIL OF COLUMBUS, GEORGIA, HEREBY RESOLVES AS FOLLOWS:

That the City Manager and/or his designee is hereby authorized to execute an annual contract with Griffin and Griffin Towing, Inc. (Columbus, GA) to provide Traffic Incident Management Services (TIMS), which are overseen by Public Safety Departments, and Towing Services for City-owned vehicles and equipment on an “as needed” basis. Towing charges for vehicles of citizens will be billed to the owner of the vehicles. Funding to cover towing services for City vehicles is budgeted each fiscal year for this on-going expense: Various Departments – Auto Parts and Supplies; 6721; General Fund - Police - Motor Transport – Motor Transport - Other Purchased Services, 0101-400-3230-MOTR-6699; Transportation Fund - Transportation FTA – METRA FTA (UMTA) – Vehicle Operation & Maintenance, 0751-610-2400-MFTA-6516.

Introduced at a regular meeting of the Council of Columbus, Georgia, held the ____ day of _____, 2025 and adopted at said meeting by the affirmative vote of _____ members of said Council.

Councilor Allen	voting _____
Councilor Anker	voting _____
Councilor Chambers	voting _____
Councilor Cogle	voting _____
Councilor Crabb	voting _____

Councilor Davis	voting _____
Councilor Garrett	voting _____
Councilor Hickey	voting _____
Councilor Huff	voting _____
Councilor Tucker	voting _____

Lindsey Mclemore, Clerk of Council

B.H. "Skip" Henderson III, Mayor