

**OELWEIN POLICE DEPARTMENT
CITY OF OELWEIN, IOWA**



MEMORANDUM

FROM: Jeremy P. Logan, Chief of Police

DATE: November 17, 2021

TO: City Administrator Dylan Mulfinger – Mayor Brett DeVore – Oelwein City Council

SUBJECT: Tow Bid for City Vehicles & Vehicles Towed at the Request of the City

On October 21, 2021, our agency made contact with four local towing services to inquiry about their interest in receiving bid documents for tow services for the City of Oelwein. The following businesses were contacted:

- 1) Birdnow Motor Trade
- 2) B & L Body
- 3) Merle's Auto
- 4) Midwest Collision Center

All four businesses expressed an interest in receiving the bid documents. One business expressed interest, but also indicated that they may struggle to provide a 24-hour service. A separate business expressed concern over the requirement of a cashier's check in the amount of 5% of the projected annual bid. This requirement is a standard practice, and it was explained to this business that the check was a commitment of interest and that those not selected for the bid would immediately have their check returned, and the business that was awarded the bid would have the check returned upon signing of the final contract. The purpose of the check is to ensure the business follows through with the signing of the contract, should they be awarded the bid.

On October 27, 2021, all four businesses were emailed the bidding documentation. The process was open to questions up to the date of November 11, 2021. No questions were received. The bidding deadline was 10:00 a.m. on November 16, 2021. One business submitted a proposal. Midwest Collision Center's bid was timely and meets all of the requirements of the process. Midwest Collision Center has the current contract with the City of Oelwein. Their service has been exceptional and we have observed a significant benefit with their business being able to provide both a standard tow truck and a flatbed tow truck. The bid document is in this weeks council packet for further details.

I would respectfully recommend awarding the new towing contract to Midwest Collision Center.