



**QUOTATIONS FOR SMALL PURCHASES (QSP) No. QSP 2025-05
Towing Services (As Needed Basis)**

**525 South Lawrence Street
Montgomery, Alabama 36104**

**QUOTATIONS FOR SMALL PURCHASE (QSP 2025-05)
Towing Services (As Needed Basis)**

DATE ISSUED: Tuesday, July 15, 2025

TYPE OF PROJECT: The Montgomery Housing Authority is seeking qualified, licensed contractor or a pool of contractors to provide Towing Services on an as needed basis agency wide. MHA will

CONTACT PERSON: Sheila Brown, Procurement/Contract Administrator
sbrown@mhatoday.org

LAST DAY FOR QUESTIONS: Tuesday, July 22, 2025, at 3:00 p.m. (CST)

SUBMISSION DEADLINE: Tuesday, July 29, 2025, at 12:00 p.m. (CST)
Sheila Brown, Procurement/Contract Administrator
sbrown@mhatoday.org

The responsibility for submitting a response to this QSP at the MHA on or before the stated time and date will be solely and strictly the responsibility of the respondent. The offeror shall wholly absorb all costs incurred in the preparation and presentation of the quote.



**QUOTATIONS FOR SMALL PURCHASES (QSP) No. QSP 2025-05
Towing Services (As Needed Basis)**

Pre-Bid Conference: MHA will not conduct a pre-bid conference for this project.

- 1.0 MONTGOMERY HOUSING AUTHORITY (MHA) CONTACT:** All questions pertaining to this QSP documents shall be addressed to Sheila Brown, Procurement/Contract Administrator (CA), by e-mailing sbrown@mhatoday.org. Last day for questions is Tuesday, July 22, 2025, at 3:00 pm CST.
- 2.0 APPLICABILITY:** By submitting a quote to the MHA, the vendor is agreeing to abide by all terms and conditions listed herein, including those terms and conditions within HUD Handbook 7460.8 REV 2, Procurement Handbook for Public Housing Agencies, HUD Table 5.1, Mandatory Contract Clauses for Small Purchases other than Construction (attached hereto).
- 3.0 MHA RESERVATION OF RIGHTS:** The MHA reserves the right to:
 - 3.1** Reject any or all quotes, to waive any informalities in the QSP process, or to terminate the QSP process at any time, if deemed by the MHA to be in the best interest of the MHA;
 - 3.2** Terminate a contract awarded pursuant to this QSP at any time for its convenience upon delivery of a 10-day written notice to the apparent or successful Bidder;
 - 3.3** Determine the days, hours and locations that the successful Bidder shall provide the items or services called for in this QSP;
 - 3.4** Reject and not consider any quote that does not, in the opinion of the CA, meet the requirements of this QSP, including but not necessarily limited to incomplete quotes offering alternate (not including "or equal" items) or non-requested items or services
 - 3.5 MHA reserves the right to:**
 - 3.5.1 To make an award to the same vendor (aggregate) for all items;
 - 3.5.2 To make an award to multiple Vendors for the same or different items (pool of contractors)
- 4.0 BIDDER'S RESPONSIBILITY:** Each Bidder must carefully review and comply with all instructions provided herein, provided within any named attachments and those provided within the noted Internet system.
- 5.0 DEADLINE:** Quotes must be received by Tuesday, July 29, 2025, 12:00 P.M. CST by emailing MHA's Procurement/Contract Administrator, Sheila Brown, at sbrown@mahtoday.org by the aforementioned date and time. Each bidder shall submit his/her quote prior to the posted deadline, as provided for herein (**Exhibit A-Quote Submittal form**). MHA does not guarantee any minimum or maximum amount of work awarded from this QSP. Each bidder must calculate the total on the Quote Pricing Table and record on the Quote Submittal form, if applicable. MHA reserves the right to verify and use the actual calculations for awarding.

Whereas this is an informal solicitation process, the MHA reserves the right to extend the posted deadline at any time prior to the deadline, if, in the opinion of the CA, it is in the best interests of MHA to do so. MHA will not accept



QUOTATIONS FOR SMALL PURCHASES (QSP) No. QSP 2025-05 Towing Services (As Needed Basis)

quotes submitted to anyone besides the Procurement/Contract Administrator at the aforementioned email address.
Late submissions will not be accepted.

- 6.0 HOLD PRICES/NON-ESCALATION:** By submitting a quote, and whereas the quote sum submitted is a firm-fixed quote, each Bidder thereby agrees to "hold" or not increase the proposed quote prices during the term of the work.
- 7.0 PURCHASE ORDER:** MHA will procure these services via purchase order for duration of the contract or until all funds allocated have been exhausted. By submitting a quote, the successful Bidder thereby agrees to confirm receipt of the award in the manner directed by MHA. All items included in this QSP must be included in the subsequent issued purchase orders. All purchase orders between the parties will be governed by and enforced in accordance with Federal HUD regulations and the laws of the State of Alabama.
- 8.0 AWARD CRITERIA:** MHA will retain the right to contract with any of the bidders as a result of this QSP, which contracting shall occur in the following manner (this is sometimes called 'forming a pool' of contractors that the MHA may draw from). MHA may retain one or more contractors to order from on an as needed basis, any amount of services MHA requires. MHA does not guarantee any amount of work.

If a pool of contractors is form, each bidder will be ranked by total calculated bid sum submitted in response to this QSP.

When MHA has need of work in each service area, the MHA staff assigned will contact the 1st-ranked Contractor to ascertain as to whether or not that Contractor is available to do the work within the reasonable timeframe the Agency has established for that work. If the 1st-ranked Contractor is not available, the MHA will proceed to the next-ranked Contractor, and so forth, until the MHA has located an available Contractor.

There may be instances when it is not reasonable to wait for the needed services to be completed, when service is required from a Contractor immediately, meaning a Contractor is needed to drive to the site quickly. In such cases the MHA reserves the right to (and probably will) suspend the required response time and will seek a Contractor who within the previously described pool rotation who is immediately available.

- 9.0 INVALID OR ALTERNATE QUOTES:** Failure to complete and submit all required information, or to add any additional requirements not acceptable to MHA, may invalidate the quote submitted. Furthermore, MHA shall reserve the right to reject, without consideration, alternate quotes, meaning those that do not meet the requirements of this QSP.
- 10.0 QUOTE COSTS:** There shall be no obligation for the MHA to compensate any Bidder or prospective Bidder for any costs that he/she may incur in responding to this QSP.
- 11.0 SHIPPING COSTS:** Each quoted sum submitted shall include completion of the specified services at the MHA site or location, as specified within this QSP or on the contract executed.
- 12.0 ASSIGNMENT OF PERSONNEL:** MHA shall retain the right to demand and receive a change in personnel assigned by the successful Bidder to provide services to the HA if the HA believes that such change is in the best interest of the HA and the completion of the work or provision of the items.
- 13.0 E-VERIFY:** U.S. Law requires companies to employ only individuals who may legally work in the United States – either U.S. citizens, or foreign citizens who have the necessary authorization. The Contractor must certify compliance with E-verify, in that the Contractor is registered, uses, and will continue to use the E-Verify, Federal Work Authorization Program throughout the contract period.



**QUOTATIONS FOR SMALL PURCHASES (QSP) No. QSP 2025-05
Towing Services (As Needed Basis)**

14.0 UNAUTHORIZED SUB-CONTRACTING PROHIBITED: The successful Bidder shall not assign any right, nor delegate any duty for the work proposed pursuant to this QSP (including, but not limited to, selling or transferring the ensuing contract) without the prior written consent of the CA. Any purported assignment of interest or delegation of duty, without the prior written consent of the CA shall be void and may result in the cancellation of the contract with MHA.

16.0 LICENSING: The Bidder must provide the following with their quote submission:

16.1 The contractor will have and maintain all required licenses necessary to conduct business in the City of Montgomery and any specialty licenses required to perform the required work listed in this QSP. Copies of all licenses must be on file in the Procurement/Contract Office of the Montgomery Housing Authority, prior to the contractor starting work or the contractor may submit their current business license with their quote.

17.0 INSURANCE and BID SECURITY (BOND) REQUIREMENTS:

17.1 The company must certify/show proof of workers compensation (if applicable), general liability (minimum coverage of \$1,000,000 per occurrence) and auto liability (\$1,000,000 per occurrence). Insurance coverage must be maintained throughout the term of the contract. Copies of all proof of insurance must be on file in the Procurement Office prior to contractor beginning work.

18.0 SCOPE OF SERVICES:

18.1 VEHICLE ENFORCEMENT TOWING SERVICES

Montgomery Housing Authority, MHA, solicits and requests quotes from qualified, licensed independent Contractor(s) with demonstrated professional competence and experience to provide all labor, equipment, tools, and supplies necessary to provide vehicle enforcement towing services on an as-needed basis. This request for price quotation is not an offer to buy and should not be assumed as such.

The Contractor(s) selected by MHA will be required to follow MHA policies as specified in this QSP, the Contract/Purchase Orders, and/or subsequent work orders

18.2 SCOPE OF WORK (SOW)

Contractor(s) will provide towing services for all MHA properties: Parks Place, Paterson Court, Gibbs Village East, Gibbs Village West, The Terrace, and Victor Tulane Gardens. MHA reserves the right to add or delete properties as needed. Addresses are attached hereinto as Exhibit B.

18.2.1 Minimum Contractor Qualifications

18.2.1.1 Contractor's personnel shall conduct all work in a professional manner, even when dealing with residents, staff, or other callers in high stress situations.

18.2.2 Types of Services

The selected Contractors shall at a minimum provide the services listed below only when initiated or requested by MHA. All charges shall be the responsibility of the vehicle's owner or his authorized agent:



QUOTATIONS FOR SMALL PURCHASES (QSP) No. QSP 2025-05 Towing Services (As Needed Basis)

18.2.2.1 Towing of abandoned and junk vehicles.

18.2.2.2 Towing of improperly parked vehicles

18.2.2.3 Towing of vehicles with missing/expired tags.

18.2.2.4 Towing of illegally parked vehicles (e.g., in handicapped spaces and fire lanes).

18.2.2.5 Notification to the registered owner of the location & cost to recover the vehicle when a vehicle is towed as required by State law, regulation and/or City of Montgomery Ordinance and regulations. If resident is not at home, notification should be brought to the property office.

18.2.2.6 Storage of towed vehicles, except Authority-owned vehicles.

18.2.2.7 Towing of Authority vehicles. (Must be towed to an Authority-specified location only.)

18.2.2.8 At a minimum someone must be available to release any towed vehicle between the hours of 6:00 a.m. and 11:00 p.m. daily including holidays.

18.2.2.10 Proposers must state their basic towing fees and storage fees on the fee page. Failure to provide the fees shall disqualify the proposal.

18.2.2.11 Storage fees shall only be assessed after the vehicle has been stored at the storage facility for greater than 24 hours.

18.2.2.12 Provide a written inspection report and pictures to the property manager or other Authority agent requesting the tow. The inspection report may be a standardized form but must be manually signed by the tow driver and include his legibly printed name and license number, date, and time of the tow. A copy must be left prior to the driver leaving the property. If the tow occurs during non-business hours, the inspection report and photos shall be sent electronically no later than the next business day.

18.2.3 Required Equipment

The contractor is responsible for providing the following items and all other ancillary equipment necessary to provide for the specified services:

18.2.3.1 Light, Medium and/or Heavy-duty wreckers required to remove the unwanted vehicles.

18.2.3.2 Dollies or other mechanisms for removing disabled or non-rolling vehicles.

18.2.3.3 Storage facilities owned, leased, rented, or subcontracted.

18.2.3.4 Digital cameras and software required to provide pictures of the vehicles removed along with an inspection report prior to towing the vehicle from MHA property to the agent requesting the tow. Contractor shall take at least four pictures (Front, driver's side, rear, and passenger side) which provide enough clarity to make a reasonable determination of the state of the exterior of the vehicle.

18.2.3.5 Any other equipment required to conduct the towing services including but not limited to tape measures, flashlights, chains, office supplies, flares, etc.



QUOTATIONS FOR SMALL PURCHASES (QSP) No. QSP 2025-05 Towing Services (As Needed Basis)

18.2.4 Quality Standard: Contractor shall provide towing services that meet or exceed acceptable industry standards and, in all cases, meet or exceed the requirements of MHA and not damage or harm any vehicle or property during the rendering of the towing services and comply with any local, state, and/or federal requirements.

18.3 Performance Standards

18.3.1 Contractor(s) shall arrive at the location ready to commence work. Contractor arrival to the location for emergency calls shall be within one (1) hour after notification by MHA, which may include nights, weekends, and holidays and within two (2) hours for all other requests. Contractor(s) shall call or check-in with the MHA representative who assigned the work within thirty (30) minutes of initial call or notification of need for service and provide estimated time of arrival to the property. If a contingency exists that will not allow for arrival on time, Contractor must call the MHA representative and advise.

18.3.2 If the Contractor arrives within the specified timeframe, and retrieves the car, no trip charge will be charge to MHA. If the Contractor arrives within the specified timeframe, and the car is no longer there, the contractor will be paid a trip charge. MHA will only pay the trip charge if the Contractor provides inspection reports and pictures.

18.3.3 The Contractor will ensure ability to perform all services awarded. If Contractor is unable to provide the services for which they submitted a quote, the Contractor must notify MHA's Procurement/Contract Administrator in writing via email at sbrown@mhatoday.org or MHA's representative.

19.0 NOTICE TO PROCEED, which specifies when the work is to begin, will be given to the Contractor in writing. Any preliminary work started, or materials ordered or purchased before receipt of the notice to proceed are at the risk and expense of Contractor. MHA will utilize an approved purchase order as the notice to proceed once the project commences.

20.0 FORMS: The following forms are attached and/or included in this request for quote:

- HUD Table 5.1, Mandatory Contract Clauses for Small Purchases other than Construction
- Profile of Form (complete and submit with quote)
- Client Reference Form (complete and submit with quote)
- Company Information Form (complete and submit with quote)
- Quote Submittal Form (complete, sign and submit with quote)



QUOTATIONS FOR SMALL PURCHASES (QSP) No. QSP 2025-05
Towing Services (As Needed Basis)

PROFILE OF FIRM

(This Form must be fully completed and placed in the submittal.)

PRIME _____ SUB-CONTRACTOR _____

(Proposer must also identify his sub-contractors (if any) by providing Profile of Vendor form for each)

(1) Name of Vendor: _____

(2) Address, City, State, Zip: _____

(3) Telephone: _____ Fax: _____

Email: _____

(4) Proposer Diversity Statement: You must check all of the following that apply to the ownership of this vendor and enter where provided the correct percentage (%) of ownership of each:

Ownership categories: Caucasian American (Male) Corporation, Public-Held Agency, Government, Non-Profit Organization with percentage lines.

Resident – (RBE), Minority- (MBE), or Woman-Owned (WBE) Business Enterprise (Qualifies by virtue of 51% or more ownership and active management by one of more of the following:

Ownership categories: Resident-Owned, African American, Native American, Hispanic American, Asian/Pacific American, Asian/Indian American with percentage lines.

Ownership categories: Woman-Owned (MBE), Woman-Owned (Caucasian), Disabled Veteran, Other (Specify) with percentage lines.

WMBE Certification Number: _____

Certified by: _____

(NOTE: A CERTIFICATION / NUMBER NOT REQUIRED TO PROPOSE – ENTER IF AVAILABLE)

(5) Federal Tax ID No. _____ DUNS No. _____

(6) Business License No. _____ State _____

(7) General Liability Insurance Carrier: _____ Policy No. _____ Expiration Date _____

(8) Worker’s Compensation Insurance Carrier: _____ Policy No. _____ Expiration Date _____

(9) Professional Liability Insurance Carrier: _____ Policy No. _____ Expiration Date _____



**QUOTATIONS FOR SMALL PURCHASES (QSP) No. QSP 2025-05
Towing Services (As Needed Basis)**

- (10) Debarred Statement: Has this firm or any principal(s) ever been debarred from provided any services by the Federal Government, any state government, the State of Alabama, or any local government agency within or without the State of Alabama? Yes No
If "Yes" please attach a full detailed explanation, including dates, circumstances and current status.
- (11) Disclosure Statement: Does this firm or any principals thereof have any current past personal or professional relationship with any Commissioner or Officer of MHA? Yes No
If "Yes" please attach a full detailed explanation, including dates, circumstances and current status.
- (12) **Non-Collusive Affidavit:** The undersigned party submitting this proposal or bid hereby certifies that such proposal or bid is genuine and not collusive and that said proposer entity has not colluded, conspired, connived or agreed, directly or indirectly, with any proposer or person to put in a sham proposal or bid or to refrain from proposing or bidding, and has not in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any person, to fix the proposal or bid price of affiant or of any other proposer or bidder, to fix overhead, profit or cost elements of said proposal or bid price, or that any other proposer or bidder or to secure any advantage against the Housing Authority or any person interested in the proposed contract; and that all statements in said proposal or bids are true.
- (13) **Verification Statement:** The undersigned proposer hereby states that by completing and submitting this form he/she is verifying that all information provided herein is, to the best of his/her knowledge, true and accurate, and agrees that if MHA discovers that any information entered herein if false, that shall entitle MHA to not consider nor make or to cancel any award with the undersigned party.
- (14) **Code of Alabama §11-93-2. Maximum amount of damages recoverable against governmental entities; settlement or compromise of claims not to exceed maximum amounts.**

The recovery of damages under any judgment against a governmental entity shall be limited to \$100,000.00 for bodily injury or death for one person in any single occurrence. Recovery of damages under any judgment or judgments against a governmental entity shall be limited to \$300,000.00 in the aggregate where more than two persons have claims or judgments on account of bodily injury or death arising out of any single occurrence. Recovery of damages under any judgment against a governmental entity shall be limited to \$100,000.00 for damage or loss of property arising out of any single occurrence. No governmental entity shall settle or compromise any claim for bodily injury, death or property damage in excess of the amounts herein above set forth. (Acts 1977, No. 673, p. 1161, §2.)

Signature

Date

Printed Name

Title



**QUOTATIONS FOR SMALL PURCHASES (QSP) No. QSP 2025-05
Towing Services (As Needed Basis)**

CLIENT INFORMATION FORM

The past performance of the respondent on prior work of the same or similar nature, in the past (3) years, based on the letters of reference and/or client lists submitted, and based upon the results of any consultation that the MHA chooses to conduct with such. The past performance shall also include quality of work, and compliance with performance schedules.

Respondent shall submit a listing of former or current clients, including any other Public Housing Authority for whom the respondent has performed similar or like services to those being proposed in the QSP. The listing shall at a minimum include:

- Client's name
- Client's contact name
- Client's telephone number
- A brief description and scope of the service(s) and the dates the services were provided

Client Information

Organization Name (Client):	Organization Address:
Contact Name:	Title:
Phone Number:	Email address:

Brief Description of Services	Dates Provided

Client Information

Organization Name (Client):	Organization Address:
Contact Name:	Title:
Phone Number:	Email address:

Brief Description of Services	Dates Provided



**QUOTATIONS FOR SMALL PURCHASES (QSP) No. QSP 2025-05
Towing Services (As Needed Basis)**

COMPANY INFORMATION FORM

COMPANY NAME: _____

COMPANY ADDRESS: _____

TELEPHONE #: _____

FAX #: _____

E-MAIL: _____

CONTACT(name): _____

YEARS OF OPERATION: _____

DESCRIPTION OF WORK: _____

REFERENCES: _____

Exhibit A



**QSP 2025-05 Towing Services
Quote Submittal Form**

(1) QSP Section	(2) Pricing Item No.	(3) Qty	(4) U/M	(5) Service Description	(6) Proposed Pricing	(7) Calculated Price (Qty x Proposed Pricing)
5.0	Temporary HVAC Services					
	1	1	Dollars	Towing Trip Charge*	\$	\$
				Total Calculated Price		\$

The Trip Charge will be paid if the awarded contractor (s) following the requirements as outlined in the Scope of work, Section 18.0 of the QSP*. MHA will utilize the Total Calculated Price to rank bidders for the pool of contractors. MHA does not guarantee any amount of work.

The bidder **shall** certify costs by signing below. The bidder will submit with the aforementioned quote submittal form before the specified deadline.

Company Name: _____

Contractor's Printed Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Signature: _____ Date: _____

TABLE 5.1 of HUD Procurement Handbook 7460.8 REV 2

*MANDATORY CONTRACT CLAUSES FOR SMALL PURCHASES OTHER THAN
CONSTRUCTION*

The following contract clauses are required in contracts pursuant to **24 CFR 85.36(i) and Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act**. HUD is permitted to require changes, remedies, changed conditions, access and records retention, suspension of work, and other clauses approved by the Office of Federal Procurement Policy. The PHA and contractor is also subject to other Federal laws including the U.S. Housing Act of 1937, as amended, Federal regulations, and state law and regulations.

Examination and Retention of Contractor's Records. The PHA, HUD, or Comptroller General of the United States, or any of their duly authorized representatives shall, until three years after final payment under this contract, have access to and the right to examine any of the Contractor's directly pertinent books, documents, papers, or other records involving transactions related to this contract for the purpose of making audit, examination, excerpts, and transcriptions.

Right in Data and Patent Rights (Ownership and Proprietary Interest). The PHA shall have exclusive ownership of, all proprietary interest in, and the right to full and exclusive possession of all information, materials, and documents discovered or produced by Contractor pursuant to the terms of this Contract, including, but not limited to, reports, memoranda or letters concerning the research and reporting tasks of the Contract.

Energy Efficiency. The Contractor shall comply with all mandatory standards and policies relating to energy efficiency which are contained in the energy conservation plan issued in compliance with the Energy Policy and Conservation Act (Pub.L. 94-163) for the State in which the work under this contract is performed.

Procurement of Recovered Materials

(a) In accordance with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act, the Contractor shall procure items designated in guidelines of the Environmental Protection Agency (EPA) at 40 CFR Part 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition. The Contractor shall procure items designated in the EPA guidelines that contain the highest percentage of recovered materials practicable unless the Contractor determines that such items: (1) are not reasonably available in a reasonable period of time; (2) fail to meet reasonable performance standards, which shall be determined on the basis of the guidelines of the National Institute of Standards and Technology, if applicable to the item; or (3) are only available at an unreasonable price.

(b) Paragraph (a) of this clause shall apply to items purchased under this contract where: (1) the Contractor purchases in excess of \$10,000 of the item under this contract; or (2) during the preceding Federal fiscal year, the Contractor: (i) purchased any amount of the items for use under a contract that was funded

**MANDATORY CONTRACT CLAUSES FOR SMALL PURCHASES OTHER THAN
CONSTRUCTION**

with Federal appropriations and was with a Federal agency or a State agency or agency of a political subdivision of a State; and (ii) purchased a total of in excess of \$10,000 of the item both under and outside that contract.

Termination for Cause and for Convenience (contracts of \$10,000 or more).

(a) The PHA may terminate this contract in whole, or from time to time in part, for the PHA's convenience or the failure of the Contractor to fulfill the contract obligations (cause/default). The PHA shall terminate by delivering to the Contractor a written Notice of Termination specifying the nature, extent, and effective date of the termination. Upon receipt of the notice, the Contractor shall: (1) immediately discontinue all services affected (unless the notice directs otherwise), and (2) deliver to the PHA all information, reports, papers, and other materials accumulated or generated in performing the contract, whether completed or in process.

(b) If the termination is for the convenience of the PHA, the PHA shall be liable only for payment for services rendered before the effective date of the termination.

(c) If the termination is due to the failure of the Contractor to fulfill its obligations under the contract (cause/default), the PHA may (1) require the Contractor to deliver to it, in the manner and to the extent directed by the PHA, any work described in the Notice of Termination; (2) take over the work and prosecute the same to completion by contract or otherwise, and the Contractor shall be liable for any additional cost incurred by the PHA; and (3) withhold any payments to the Contractor, for the purpose of set-off or partial payment, as the case may be, of amounts owned by the PHA by the Contractor. In the event of termination for cause/default, the PHA shall be liable to the Contractor for reasonable costs incurred by the Contractor before the effective date of the termination. Any dispute shall be decided by the Contracting Officer.