



REQUEST FOR PROPOSALS (RFP)

To Provide

Towing and Vehicle Storage Services

for

Montrose County Sheriff's Office

Proposals Due

March 15, 2026

Time: 2:00 p.m.

Location

Montrose County Sheriff's Office

1200 N. Grand

Montrose, CO 81401

A. INTRODUCTION AND GENERAL INFORMATION

Montrose County Sheriff's Office is soliciting proposals from qualified licensed, and insured towing companies to provide towing, recovery, impound, and vehicle

storage services on an as-needed basis. Services will be required for law enforcement purposes including, but not limited to, traffic accidents, abandoned vehicles, evidence holds, impounds, and other law enforcement-directed tows.

This Request for Proposals (RFP) is intended to establish a non-exclusive list of approved towing providers or a contracted towing rotation, at the discretion of the Sheriff's Office.

The County makes no guarantee as to the amount of work that may be assigned under this contract.

Proposal packages may be obtained from the County's website. Questions regarding this RFP may be directed to Commander Ty Cox at 970-252-4023 or tcx@montrosecounty.net no later than 2:00 PM (MST) on Wednesday, March 11, 2026, at 5:00 p.m. Questions of general interest will be posted as an addendum on the Montrose County website (www.montrosecounty.net) no later than 5:00 PM (MST) on Monday, March 16, 2026. Any clarifications or modifications to the RFP will also be posted on the Montrose County website as Addenda. Click the "I Want To" tab, then "View Bids", and "Related Documents" at the bottom of the page to locate all Addenda.

B. CONTRACT OVERVIEW

The initial contract term will be from the date of execution of the contract through December 31, 2028. The County may, at its sole discretion, extend the contract for up to two (2) additional one-year terms after the initial contract term. Company guarantees its pricing for the initial term, but may change pricing for renewal terms as appropriate.

This will be a non-exclusive, on-call contract. Work will be authorized through individual task orders issued by the County.

C. SERVICE AREA

Services must be provided within Montrose County, Colorado, including highways, roadways, and other locations as directed by the Montrose County Sheriff's Office.

D. SCOPE OF WORK

Services may include at a minimum, but are not limited to, the following:

- Light-, medium-, and heavy-duty towing
- Accident recovery and scene clearance

- Vehicle winching and recovery (including off-road and overturned vehicles)
- Towing of evidence vehicles as directed
- Impound and long-term storage
- Motorcycle, commercial vehicle, and specialty vehicle towing
- 24 hours per day, 7 days per week availability
- Response to dispatch within required timeframes
- Secure vehicle storage with controlled access
- Release of vehicles in compliance with Sheriff's Office authorization

The Company will work under the direction of the Montrose County Sheriff and coordinate with County staff, agencies, contractors, and other stakeholders as directed.

E. MINIMUM QUALIFICATIONS

Proposers must meet the following minimum requirements:

- Valid business license to operate in Montrose County, Colorado
- All required state and local towing permits
- Compliance with all applicable laws and regulations
- Minimum of three years of towing experience
- Adequate fleet to meet service needs
- Secure, fenced, and monitored storage facility
- Ability to provide services twenty-four hours per day, all days of the year, including holidays.
- Clean safety and compliance record

F. INSURANCE REQUIREMENTS

Contractor must maintain insurance coverage including, but not limited to:

- Commercial General Liability: \$1,000,000 per occurrence
- Automobile Liability: \$1,000,000 combined single limit

- Garage Keepers Liability: \$1,000,000
- Workers' Compensation as required by law

Proof of insurance naming Montrose County and the Montrose County Sheriff's Office as additional insured must be provided.

G. PRICING AND FEES

Proposals must include a detailed fee schedule, including:

- Hook-up fees
- Mileage rates
- Storage rates (daily)
- After-hours or special service fees
- Administrative or release fees (if any)

All fees must comply with applicable state and local regulations. The Montrose County Sheriff's Office reserves the right to cap or reject excessive or non-compliant fees.

H. RESPONSE TIME REQUIREMENTS

Proposals must state guaranteed response times in minutes, for both priority/emergency calls and for standard calls. Failure to specify response times will result in a rejection of the proposal.

I. PROPOSAL SUBMISSION REQUIREMENTS

Proposals shall include:

- Cover letter.
- Company overview, including location, qualifications, and years in business, and contact information.
- Description of services and equipment.
- Proof of licenses and permits.
- Insurance certificates.
- Detailed fee schedule for 2026-2028, which fees shall be guaranteed for the entire year, to include the company's hourly rates, overtime rates, reimbursable charges, markup on subcontract services, and mileage.

- Statement of guaranteed response times for emergency/priority calls and standard calls.
- Description and location of storage facilities.
- References, preferably from other law enforcement agencies.
- Statement of compliance with RFP requirements.

J. INSTRUCTIONS FOR SUBMISSION AND TIMELINE

All public postings are made on Montrose County's Website, <https://www.montrosecounty.net/Bids.aspx>. All dates are subject to change, with notice. All times listed are Mountain Standard Time.

RFP Publicly Available February 27, 2026

Questions Deadline March 11, 2026 at 5:00 p.m.

- Questions must be submitted in writing to Commander Ty Cox at tc Cox@montrosecounty.net

Answers Publicly Available March 16, 2026 at 5:00 p.m.

Proposals Due March 19, 2026 at 2:00 p.m.

Proposals Recorded March 19, 2026 at 2:15 p.m.

Contract Award April 1, 2026

Contract Start Date April 1, 2026

Proposals must be submitted in a sealed opaque envelope clearly marked "Towing and Vehicle Storage Services" and delivered to Montrose County Sheriff's Office, Attn: Commander Ty Cox, 1200 N. Grand, Montrose, CO 81401, no later than 2:00 p.m. local time on the due date.

In addition to a written submission, which shall be the official submission considered for award purposes, bidding consultants must email an electronic copy to Commander Ty Cox at tc Cox@montrosecounty.net. It is requested that the electronic copy be in a Word or PDF format which is accessible for electronic screen readers, however, such is not a factor to be considered in the award process.

K. EVALUATION CRITERIA

Proposals will be evaluated based on:

- Experience and qualifications
- Compliance with RFP requirements
- Response time capability

- Pricing and fee reasonableness
- Equipment and facility adequacy
- Past performance and references

The Montrose County Sheriff's Office reserves the right to request interviews, clarifications, or additional documentation.

L. AWARD OF CONTRACT AND COUNTY RIGHTS

Montrose County reserves the reserves the right to reject any and all proposals for any reason whatsoever, negotiate with qualified proposers, cancel or amend this RFP, and to waive any informality or irregularity in a proposal. The County reserves the right to select the proposal that provides the best overall value to the County as determined in the County's sole discretion. The award of contract may be based on the complete proposal or any component thereof. The action to award a contract is subject to approval by the Board of County Commissioners. The submission of a proposal by any proposer does not in any way commit the County to enter into an agreement with that proposer.

The recommended bidder will be sent contract documents for review and execution prior to the contract going before the Board of County Commissioners for consideration. The Board of County Commissioners may accept or reject the recommendation. Contract award is anticipated to occur one month after the proposal deadline, and will be made during a public meeting of the Board of County Commissioners. All proposers will be notified of the decision by mail and email.

The Request for Proposals process is not considered complete until the Contract is awarded and agreed upon by all parties.

M. ADDITIONAL INFORMATION

1. Montrose County makes no guarantee as to how much, or if any, work will be authorized in any given year. Total contract and assigned project fee amounts shall be based on need and annual appropriation of funds. Work will be assigned via task call number that will include a written scope of work, completion date, and consultant's estimated fee. A purchase order will be issued for the estimated task call fee amount.

2. The contract is for assignments where the fee for towing and storage services is expected to be less than \$50,000 per year. Any assignment that requires towing and storage services in an amount of \$50,000 or more will not be

considered on-call services. Such projects will require a separate RFP process and a separate contract awarded by the Board of County Commissioners.

3. No agreement will be for any exclusive services and County may enter into additional contracts for the same or similar services with other entities or persons.
4. Prior to award, the company shall provide their 2026-2028 Fee Schedule. Invoicing for the contract period shall be according to the rates submitted. The company must guarantee submitted fees through the initial contract term ending December 31, 2028. If the contract time is extended, revised fee schedules will be negotiated at that time.
5. The selected Contractor shall assign a specific, named individual who will be the County contact and who will oversee the work.
6. Contractor shall not subcontract any services without prior approval from the County.
7. All proposals shall be irrevocable for 45 days from the submission deadline.
8. Contractor must carry insurance as specified above, and include Montrose County and the Montrose County Sheriff's Office as additional insured parties.
9. Payment to Contractor will be made upon submission and approval of invoice(s). Payment will follow normal County payment processing cycles for issuance of checks. Invoices shall be sent directly to the County Finance Department at 1845 S. Townsend Avenue, Montrose, CO 81401 Attn: Accounts Payable. Invoices may be sent by e-mail to accountspayable@montrosecounty.net. A copy of each invoice shall be sent to the Montrose County Sheriff's Office, Attn: Commander Ty Cox at 1200 N. Grand, Montrose, CO 81401 or e-mail to Ty Cox at tcox@montrosecounty.net for review and payment approval.
10. Upon request, the Contractor shall provide the County with a copy of field notes and correspondence. All materials submitted at the completion of the project, including electronic files, shall become property of Montrose County.
11. The Contractor will typically work under the direction of Commander Ty Cox or Administrative Sergeant Chuck Searcy. The Contractor will be expected to work with, coordinate with, receive input from and give input to other government agencies, contractors, and county staff as directed by the County.

12. Submitted proposals become the property of Montrose County, which is a governmental agency subject to the Colorado Open Records Act ("CORA"). All bids may be released pursuant to a request under that statute. If a proposing firm believes any information should not be released under CORA, it must clearly mark the portions of its bid which it believes fall within an exception and identify the applicable exception to disclosure. In the event of a CORA request involving documents marked for non-disclosure, the County Attorney shall determine if an exception applies, and such determination shall be final.

13. Montrose County reserves the right to reject any or all proposals and is not responsible for proposal preparation costs.