

REQUEST FOR QUOTATION

December 3, 2025

RFQ: FY26-RFQ-03 Towing Services

REPLY BY: December 17, 2025 @ 10 AM

REPLY TO:

Will Anthony
Procurement DirectorPHONE NUMBER: 803-323-2143
EMAIL: anthonyw@winthrop.eduDELIVERY DESTINATION:
anthonyw@winthrop.eduINVOICE TO:
Winthrop University
Accounts Payable
125 Tillman Bldg.
Rock Hill SC 29733
PAYMENT TERMS: NET 30

SCOPE OF WORK:

1. Winthrop University is seeking quotes from qualified and experienced companies (individually or collectively, the "Proposer") towing services .
2. Bid only as specified. No substitutions will be allowed.
3. Bids/Quotes will be submitted electronically to Will Anthony at anthonyw@winthrop.edu.
4. Questions: Any prospective offeror desiring an explanation or interpretation of the solicitation, drawings, specifications, etc., must request it in writing. Questions regarding the original solicitation or any amendment must be received by the Procurement Officer by **Friday December 12, 2025, by 10:00 AM EST**. Questions should be submitted via email to anthonyw@winthrop.edu



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5. Protest: If you are aggrieved in connection with the solicitation or award of the contract, you may be entitled to protest but only as provided in Section 11-35-4210. To protest a solicitation, you must submit a protest within fifteen days of the date the applicable solicitation document is issued. To protest an award, you must (i) submit notice of your intent to protest within seven business days of the date the award notice is posted, and (ii) submit your actual protest within fifteen days of the date the award notice is posted. Days are calculated as provided in Section 11-35-310(13). Both protests and notices of intent to protest must be in writing and must be received by the appropriate Chief Procurement Officer within the time provided. See clause entitled "Protest-CPO". The grounds of the protest and the relief requested must be set forth with enough particularity to give notice of the issues to be decided. [02-2A085-2]
6. Deliveries shall be F.O.B. Destination, freight prepaid to Winthrop University. It is agreed by the parties hereto that delivery by the contractor to the common carrier does not constitute delivery to the University. Any claim for loss or damages shall be between the contractor and the carriers. All freight costs must be included in the cost of the items. Do not add a separate line for freight.
7. Unit price to be shown for each item.
8. Partial shipments will not be accepted on the specified quantity and on the specified delivery dates listed in the delivery schedule.
9. Delivery Schedule: contact in place by January 15, 2026

TOWING SERVICES SCOPE:

- Summary:

Winthrop University is seeking competitive bids from qualified companies to provide the Winthrop University Police Department's Parking Enforcement Division with towing services for the campus, the campus community, and their vehicles.



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- Award Period:

The initial term of the resulting agreement is thirty-six (36) months. The anticipated start date is January 15, 2026 with two (2) 12-month options, if options are exercised.

- Scope of Work:

The selected company will provide a complete towing service within the Winthrop University campus (main campus and recreational and research area) or the immediately adjacent area to campus. The towing services detailed within this bid will be available to all vehicles owned by the campus community and located within the service area, all vehicles parked on the campus, and those vehicles identified by the Winthrop University Police Department's Parking Enforcement Division as needed towing services. The selected company should provide 24/7, 365-day prompt response of these services. Winthrop University will contract with one company for this service.

- Service Requirements:

- Response to Calls for Service

The company shall respond to calls for services from the Winthrop University Police Department's Parking Enforcement Division Dispatcher within a maximum time of thirty (30) minutes. A company is deemed to have "responded" to a tow at the time the company's wrecker driver reports to the appropriate person or officer at the location of the vehicle/equipment.

- Time of Service

The company shall provide 24-hour, on-call wrecker services (7 days per week, including holidays). The company shall ensure that an adequate number of drivers are on the wrecker premises or on call at any given time to meet the response time listed above.

The company must be staffed with sufficient numbers of qualified wrecker drivers to be capable of responding regularly and without delay to calls for services at any hour of the day or night. Illness, inability to contact qualified operators, out-of-service equipment, and/or inadequate equipment will not be accepted as justification for delays in response to calls for wrecker services.

- Company Requirements:
 - Driver Requirements

All wrecker driver personnel who respond to calls under the contract shall:

- Be at least eighteen (18) years of age;
- Be able to read, write, and speak the English language;
- Not be under the influence of drugs or alcohol;
- Possess an appropriate and current driver's license for the motor vehicle they are operating, as required by South Carolina General Statutes; and
- Have adequate training to safely perform the services required.
- SCDOT-approved reflective vest **MUST** be worn while workers are near any street, road, or highway.
- Any and all other necessary personal protective equipment must be provided by the company and properly used by the employee.

The company shall employ only such workers as are skilled in the tasks to which they are assigned. The Winthrop University Police Department reserves the right to require the company to remove and/or not to assign any employee the Winthrop University Police Department deems incompetent, careless, insubordinate, or otherwise objectionable to working on Winthrop University Police Department's Parking Enforcement Division calls for service.

All wrecker drivers must be equipped and qualified to perform such tasks as: release of spring set/ air release parking brakes, axle shaft removal, driveway's U-joint separation, air bag recovery, rigging, and other similar tasks frequently encountered in the recovery of wrecked and/or disabled motor vehicles.

- Equipment Condition and Capacity

All towing equipment must have functional brakes, lights, signals, and related equipment must be maintained in good condition to ensure safe tows up to the rated capacity of the towing unit.

- Site Cleaning Requirements



Each wrecker operator will clean all broken glass, auto parts, minor spills, or other debris, other than major chemical spills, from the roadway or the area of the tow. The wrecker operator shall carry away such debris for disposal at the company's expense. The necessary clean-up equipment shall be kept on the tow truck at all times and must be kept in working order. Repeated failure of the aforementioned may result in the termination of a company's agreement.

- Character and Conduct of Employees

- Employees of the company who normally and regularly come into direct contact with the public, or with Winthrop University Police Department's employees, shall be clearly identifiable by, but not limited to, individual uniforms with name badges, name tags, or identification cards.
- All company vehicles must be clearly marked with the company name and phone number.
- The company shall ensure that its employees serve the public and Winthrop University Police Department's employees in a courteous, helpful, and impartial manner. All employees of the company in both field and office shall refrain from belligerent behavior and/or profanity. Correction of any such behavior and language shall be the responsibility of the company.
- In the event a report is received alleging that an employee(s) of the company was discourteous, belligerent, and profane or in any way intimidating, either physically or verbally, the company shall submit a written report to the Winthrop University Police Department outlining the complete details of the incident. The report shall include the nature of the incident, time, date, location, name, address, and telephone number of the person alleging the violation. The report shall also include the name and title of the employee and what disciplinary action, if any, was taken.

- Additional Information:

- Sale of Unclaimed Motor Vehicles - The disposal or sale of any unclaimed motor vehicle towed and stored under the resulting agreement shall be in accordance with the provisions of applicable South Carolina law, the South Carolina General Statutes, and any additional or subsequent provisions that go into effect after this bid is awarded.



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- Records of Past Tows - The company will keep complete records of all tows performed under this agreement for a period of not less than three (3) years after the date of the tow.
- Invoices to a Member of the Campus Community - The company shall invoice for each of the services that the Campus Community Member has directly received. Invoices for towing services will be invoiced at the time of the towing service is rendered. All payments to the company will be made from these invoices and is the responsibility of the member of the campus community.
- Payment for towing services rendered that are the result of violations of Winthrop University's Parking Rules and Regulations will be the responsibility of the vehicles' owner/driver regardless if the call for service originated with the Winthrop University Police Department's Parking Enforcement Division or the Winthrop University Police Department's Patrol Division.
- Invoices to the Winthrop University Police Department's Parking Enforcement Division - The company shall submit one (1) invoice for each of the towing services that the Winthrop University Police Department's Parking Enforcement Division has directly received. Invoices for towing services will be invoiced at the time of the towing service is rendered, with the Winthrop University vehicle/equipment number listed. All payments to the company will be made from these invoices.
- City of Rock Hill Police Department Towing Rotation - This contract will not affect the City of Rock Hill Police Department rotation list, nor does this contract apply to towing services originating from or for the Winthrop University Police Department's Patrol Division for traffic and/or criminal related tows. This contract only applies to towing services originating from or for the Winthrop University Police Department's Parking Enforcement Division and campus community members for parking related tows and services.
- Damage to Vehicles or Equipment - The company is responsible for any damage to towed vehicles or equipment. Any existing damage at the time of the tow should be noted by the company. The company is also responsible for any damage caused to any other vehicles or property as a result of their towing services.



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- Payment - The company must be able to take payment for towing services rendered via cash, debit card, and credit card. The company must also have the ability to take the stated payment types at the original location where the towing services was rendered and at the company's towing storage area. The company may offer other payment types, but it must accept cash, debit card, and credit card payments as well.
- Compliance - The company must fully comply with the Municipal Code of the City of Rock Hill, South Carolina, including Chapter 30 (Vehicles for Hire) and specifically Section 30-158 and Appendix A of the Fee Schedule dealing with Vehicles for Hire for all towing services completed under this agreement.
- Terms and Conditions:

- Insurance

The Company agrees that the Company shall keep and maintain general automobile liability insurance for \$1,000,000 per occurrence for each vehicle and \$1,000,000 in aggregate for all vehicles that the Company brings onto Winthrop University property or use in any manner in the provision of services, including transportation to and from the site(s) where the services are rendered. The Company further agrees that the Company shall maintain general liability insurance for at least \$2,000,000 per incident/occurrence and \$2,000,000 in aggregate for all incidents/occurrence during the policy period, and the Company agrees that the Company shall maintain Workers' Compensation Insurance on all the Company's employees. In no event shall the Company serve as a self-insurer for Workers' Compensation Insurance.

- Indemnification

The Contractor shall indemnify and hold harmless Winthrop University from and against all liability, loss, damages, or injury, and all costs and expenses (including attorneys' fees and costs of any suit related thereto), suffered or incurred by Winthrop University, to the extent arising from Contractor's or its subcontractors' (i) negligent performance of the Work under the Final Contract; (ii) intentional misconduct, negligent acts, or omissions during the performance of the Work; and (iii) breach of any term, covenant, representation, or warranty of the Final Contract.



BIDDING PROPOSAL/COST PROPOSAL

Item Number	Description	Total Fee
1.	Tow service fee for parking violators (These vehicles would be taken to the wrecker company's storage area for pickup by the violator).	
2.	Tow service fee for campus community (These vehicles would be taken as directed by the community member).	
3.	Tow service fee for Winthrop University owned vehicles (These vehicles would be taken as directed to maintenance shops in the vicinity of campus).	
4.	Drop fee (Utilized if a tow is requested and the owner of the vehicle responds before the tow has arrived and/or before the tow is completed).	
5.	Maximum storage fee per day after the first calendar day.	
6.	Maximum storage fee to reopen business after normal business hours (8 AM to 5 PM, Monday-Friday) for individual to claim vehicle.	
7.	Maximum additional storage fee for vehicle notification after six days of storage.	
8.	Tow service fee for fuel delivery to campus community.	
9.	Tow service fee for vehicle lockout to campus community.	
10.	Tow service fee for vehicle jumpstart to campus community.	



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11.	Tow service fee for flat tire/tire change to campus community.	
12.	Tow service fee for flat tire/tire change to Winthrop University Police Department vehicles (This would require the tow service to store and transport Winthrop University Police Department's spare tires). <u>If not able to complete this service, please place "N/A in the field.</u>	

DATE: _____



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COMPANY NAME: _____

ADDRESS:

PHONE: _____

EMAIL: _____

PRINTED NAME OF PERSON SUBMITTING QUOTE:

SIGNATURE OF PERSON SUBMITTING QUOTE:

*** Your signature confirms the pricing and the delivery completion date. Return all pages
of this Request for Quote. ***