



MACON-BIBB COUNTY, GEORGIA

Request for Proposals (RFP)

FOR

Roadside Assistance for Vehicle Maintenance Department

27-013-LH

96887

MACON-BIBB COUNTY

ISSUE DATE: 9/4/26

DUE DATE: 10/1/26

MBE/WBE/DBE Participation: Minority, Women Owned, and other Disadvantaged Business Enterprises are encouraged to participate in the solicitation process. Additionally, respondents are encouraged to use M/W/DBE sub-consultants where possible. Small and other disadvantaged businesses requiring assistance with the competitive process can contact Cherise Stephens, Small Business Affairs at (478) 300-2297 or cstephens@maconbibb.us

1. GENERAL

A. Invitation

Notice is hereby given that Macon-Bibb County will receive responses to the Request for Proposals (**original plus 5 copies and Flash Drive**) in the Procurement Department, 700 Poplar Street, Suite 308, Macon, Georgia 31201, until **12:00 o'clock NOON** at the time legally prevailing in Macon, Georgia on **October 1, 2026**, for Roadside Assistance for Vehicle Maintenance Department.

NO LATE RESPONSES WILL BE CONSIDERED

The names of responding firms will be publicly read on **Thursday, October 1, 2026, at 2:00 P.M.** in the Macon-Bibb County Procurement Department Conference Room, located at 700 Poplar Street, Suite 308, Macon, Ga 31201.

The deadline to submit questions is Friday, September 18, 2026, by 3:00 p.m. Questions must be emailed to lhardwick@maconbibb.us

B. Definitions

Wherever the term "Owner", "County", or "Macon-Bibb County" occur in this document, it shall mean Macon-Bibb County, a political subdivision of the State of Georgia acting through the Macon-Bibb County Board of Commissioners.

C. Pre-Bid

A pre-submittal **non-mandatory** conference is scheduled for **Wednesday, September 16, 2026 @ 10:30 am** 700 Poplar Street, Macon-Bibb County Board of Commissioners Conference Room (2nd Floor), City Hall.

D. Solicitation Documents

Announcement of this Request for Proposal will be posted on the Macon-Bibb County website at www.maconbibb.us/purchasing and on the Georgia Procurement Registry website https://ssl.doas.state.ga.us/PRSapp/PR_index.jsp

E. Insurance Requirements

Insurance coverage shall be carried with an insurance company licensed to do business in the State of Georgia. All coverage should be written with insurance companies with a Best Rating of A or better. Insurance shall be obtained prior to commencement of work and shall remain in force throughout the period of the contract. Macon-Bibb County shall be named as additional insured on the policy.

Workers' Compensation: Statutory
Errors and Omission: \$1,000,000
General Liability: \$1,000,000

F. Bid Bond

Bids, in order to be considered, shall be accompanied by a bid bond, payable to the Owner, in amount not less than five percent (5%) of the total base bid.

This bid security shall become payable to the Owner only if the bidder, to whom award is made, should fail to execute a contract with the Owner and furnish bond and insurance in accordance with terms of the contract within ten (10) days after notification of award.

G. Submittals

Responses must be sealed and identified on the outside of the package as and delivered to

27-013-LH
Roadside Assistance for Vehicle Maintenance Department
Macon-Bibb County Procurement Department
700 Poplar Street
Suite 308
Macon, Georgia 31201
Telephone: (478) 803-0550

Submissions may not be withdrawn for a period of one hundred and twenty (120) days after the deadline on date of closing. Macon- Bibb reserves the right to reject any and all submissions and to waive technicalities and formalities. Respondents shall carefully read the information contained herein and submit a complete response to all requirements and questions as directed. Submittals and any other information submitted by in response to the RFP shall become the property of Macon-Bibb County.

H. Responsiveness

In order to be considered “*responsive*” the submission must include completed copies of the following documents:

- Price Proposal Form
- Proposer Qualification Form
- List of Sub-Consultants
- Minority Participation Goal
- Financial & Legal Stability Statement
- Georgia Security and Immigration Compliance Act (E-Verify) Affidavit

I. Responsibility

In order to be considered “*responsible*” the submitting firm must meet the following minimum qualifications:

- Three (3) years of experience providing immediate roadside assistance for stranded vehicles.
- Licensed to do business in the State of Georgia
- Financially and legally responsible to perform the services included herein

J. Local Preference

Macon-Bibb County reserves the right to award bids to County businesses and merchants whose bid is within **5% (five percent)** of the lowest bid.

K. Surety

Whereas the anticipated contracted price exceeds \$5,000, the bidder to whom award is made shall submit a Payment Bond and a Performance Bond, both in amount of one hundred percent (100%) of the contract price.

- (1) Bonding company/Surety shall be:
- (2) Rated B+ or better in current Key Rating Guide as issued by A.M. Best Company, Oldwick, NJ.
- (3) Licensed to do business in the State of Georgia.

K. Reservations

Macon-Bibb County will not provide compensation to Respondents for any expenses incurred by the Respondent(s) for submittal preparation or for any demonstrations that may be made, unless otherwise expressly stated or required by law.

Each submission should be prepared simply and economically, providing a straightforward, concise description of your firm's ability to meet the requirements of this RFP. Emphasis should be on completeness, clarity of content, responsiveness to the requirements, and an understanding of the Owner's needs.

Macon-Bibb County makes no guarantee that an award will be made as a result of this RFP and reserves the right to accept or reject any or all submittals, with or without cause, waive any formalities or minor technical inconsistencies, or delete any item/requirement from this RFP or contract when deemed to be in the Owner's best interest.

Macon-Bibb County will consider only representations made within the submission in response to this RFP. Owner will not be bound to act by any previous knowledge, communication, or submission by the firms other than this RFP.

Failure to comply with the requirements contained herein may result in the submission being deemed "non-responsive" or "non-responsible". Non-responsive submissions will not be reviewed for potential awards.

II. BACKGROUND

Macon Bibb County government has a legislative branch which is composed of ten Commissioners and employs approximately 1,708 individuals. The County has a population of approximately 155,000.

III. SCOPE OF SERVICES.

Macon Bibb County is seeking sealed proposals from qualified vendors to provide immediate roadside assistance for stranded Macon-Bibb County vehicles. Respondents to this solicitation must have all necessary licenses and permits required by state and local government to operate and provide roadside assistance.

The provider of roadside assistance will have the responsibility to provide all tools and equipment necessary to perform work as described herein.

Core Services:

- Wrecker Services: When towing is necessary because the vehicle may be inoperable or not safe to drive, vehicle should be towed to County's Vehicle Maintenance Department. To include winching and extraction for vehicle recovery, which requires pulling out vehicles.
- Flat Tires: If the vehicle has a spare tire that is serviceable, remove the flat tire and install the spare tire. If the vehicle has no spare tire or it has two flat tires, the vehicle will need to be towed to Macon-Bibb County's Vehicle Maintenance Department.

The service required is intended for emergency purposes only and is not intended to be a substitute for preventive maintenance repairs. Service provided will be limited to Macon-Bibb County vehicles only.

The driver of the vehicle must be present when the service provider arrives. Roadside services cannot be provided to an unattended Macon-Bibb County vehicle without the permission of Macon-Bibb County's Vehicle Maintenance Director.

Toll-free numbers for emergency services must be provided to Macon-Bibb County's Vehicle Maintenance Department. Service must be provided 24 hours, 7 days a week.

Roadside service provider will respond to all emergency calls within 30 minutes of notification.

Macon-Bibb County will not be responsible for expenses incurred by the vendor without the County's consent. Reimbursement for any expenses incurred by the vendor must include receipts/invoices detailing the following information:

- Company information: Business name, address, phone number, email address
- Service date and time
- Location/logistics
- Macon-Bibb employee's name
- Line item of service provided
- Make/Model and vehicle identification (VIN) and odometer reading and/total mileage of distance traveled for tow services
- Line item of each expense incurred

Key Dates:

- RFP Release Date: 9/4/2026
- Pre-Bid Date: 9/16/26
- Questions Due: 9/19/2026
- Proposal Due Date: 10/1/2026

IV. SUBMITTAL FORMAT AND REQUIREMENTS

Submissions must be organized in a manner to display the required information in easily accessible labelled tabs and table of contents. Proposals should be organized with a company overview, technical approach, pricing proposal (flat-rate for weekly, bi-weekly, and on-demand services, plus any additional fees), implementation plan, and clear communication protocols.

Background

- Letter of Interest
- History of the Consultant (including years in business)
- Contact information (including address(es), telephone/Fax numbers, email, etc.
- Structure of the firm (include principal(s), project team, if applicable)

Experience/Qualifications

- Resume(s) of key personnel
- Licenses and Certifications
- Reference list (minimum of 3) must be commercial or government accounts. Provide contact information such as phone, email address and a description of the type of facility that was serviced.
- Past Performance with List of projects with similar scope and size
- Detailed plan for accomplishing the work

Technical Approach

- Provide an implementation plan and timeline

Price Proposal

- The cost proposal will be evaluated on the prices offered by the bidder and the supporting documentation provided.
- **Cost proposal must be submitted in a separate envelope from the technical proposal.**

V. SCORING (total possible number of points = 100)

Expérience/Qualifications – Maximum 30 points

Technical Approach – Maximum 40 Points

Implementation Plan- Maximum 10

Price – Maximum 20 Points

**ROADSIDE ASSISTANCE
FOR VEHICLE MAINTENANCE DEPARTMENT**

COST PROPOSAL

RFP # 27-012-LH

WRECKER SERVICES

(Category 1)

Description	Rate Type	Unit Quantity	Total Price
Wrecker Service (within Macon-Bibb County)	Flat Rate	1 each	
Wrecker Services (outside of Macon-Bibb County)	Flat Rate	1 each	
Winching/Extraction (Light Vehicles)	Flat Rate	1 each	
Winching/Extraction: (Heavy Vehicles)	Flat Rate	1 each	
	<u>OVERALL TOTAL COST \$</u>_____		

NOTE: RESPONDENT TO SOLICITATION CAN RESPOND TO A SINGLE CATEGORY OR BOTH CATEGORIES.

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TIRE SERVICES

(Category 2)

Description	Rate Type	Unit Quantity	Total Price
Flat Tire Change Labor Rate	Hourly Labor Rate	1 each	
Tire Repair	Hourly Labor Rate	1 each	
	<u>OVERALL TOTAL COST \$</u> _____		

NOTE: RESPONDENT TO SOLICITATION CAN RESPOND TO A SINGLE CATEGORY OR BOTH CATEGORIES.