



SCOPE OF SERVICES FOR TOWING SERVICES.

The Housing Authority of the City of El Paso, Texas is requesting the services of an independent Towing Company to enforce vehicle parking regulations.

HACEP wants to enter into a contract for towing services to be performed as follows:

- The Towing Service will remove any unauthorized or improperly parked vehicle(s) at any and all HACEP owned or managed developments (***Please refer to Attachment A***) at no cost to HACEP. Towing Service will hold vehicle owner(s) responsible for any and all towing and/or storage fees.
- The Towing Service will be authorized to enter when called by Property Managers or HACEP's Security to tow anyone at the developments for unauthorized and/or illegally parked vehicles.
- Unauthorized and/or illegally parked vehicles are those parked in HACEP owned or managed parking lots without a valid parking permit.
- The Towing Service will be authorized to tow vehicles which are disabled, have expired registration, a license plate other than Texas, or expired inspection certificate only at the specific request of a HACEP authorized employee. The authorized employee will furnish the Towing Service with their name, employee ID number and current assignment.
- The fee(s) charged by the Towing Service will be reasonable and set at a sum mutually agreed upon by HACEP and the Towing Service (ex: fee during regular business hours 7am-6pm, after hours 6pm-7am, weekends & holidays, over size vehicles, tows requiring a dolly, daily storage). HACEP will not receive any of the fees collected by the Towing Service. The Towing Service must be available at all times to remove vehicles as needed and to release towed vehicles once fee(s) are paid.
- The Contract would be for a period of one year with an Option to renew for an additional TWO twelve month Period. Making it a total of 36 months.

The Towing Service will provide HACEP a sign(s) affixed to a pole at each entrance to each development parking area. Signage must comply with Texas Transportation Code SUBCHAPTER G. SIGNS PROHIBITING UNAUTHORIZED VEHICLES AND DESIGNATING RESTRICTED AREAS. The signs, material, size and lettering must be agreeable to HACEP. The signs must be maintained and kept in good condition and always legible. The sign will serve as notice prohibiting unauthorized parking. Residents have also been given notice in the Lease Agreement regarding parking rules.



**Housing Authority
of the City of El Paso**

**Invitation For Bid: OPS 16-B-0001
Towing Services**

The "RESIDENT PARKING ONLY" sign must include the following (English/Spanish):

HOUSING AUTHORITY OF THE CITY OF EL PASO

RESIDENT PARKING ONLY

PERMIT REQUIRED

ALL UNAUTHORIZED VEHICLES WILL BE

TOWED AT OWNER'S EXPENSE

IF YOUR VEHICLE HAS BEEN TOWED CONTACT

TOWING SERVICE NAME

PHONE NUMBER

HOUSING AUTHORITY OF THE CITY OF EL PASO

**ESTACIONAMIENTO EXCLUSIVO PARA
RESIDENTES**

SE REQUIERE PERMISO DE ESTACIONAMIENTO

**TODOS LOS VEHICULOS NO AUTORIZADOS SERAN REMOLCADOS
CON COSTO AL DUEÑO DEL VEHICULO**

SI SU VEHICULO FUE REMOLCADO LLAME A

NOMBRE DEL PROVEEDOR DE GRUAS

NUMERO DE TELEFONO



PRICE SCHEDULE

Towing Services	Unit Pricing
Fees during regular business hours 7 am – 6pm	\$
Fees during afterhours 6 pm - 7 am	\$
Fees during weekends and holidays	\$
Oversize Vehicle Fee	\$
Tows requiring a flat bed	\$
Daily Storage Fees	\$



Attachment A)

Revised December 7 2015 – Roman Velasquez, Director of Property Management

**TOWING TO BE INITIATED BY PROPERTY
MANAGEMENT**

	PROPERTY	PHYSICAL ADDRESS
1.	BAINES	10661 VISTA DEL SOL
2.	CHELSEA	600 CHELSEA
3.	POOLEY	201 CORTEZ
4.	SUN PLAZA	1221 SAN ANTONIO
5.	FR. PINTO	1001 S. OCHOA
6.	PAISANO GREEN	4000 E. PAISANO
7.	WILLIAMS	314 RESLER

**NORTHEAST AND WESTSIDE MULTI FAMILY
DEVELOPMENTS**

	PROPERTY	PHYSICAL ADDRESS
8	ROOSEVELT	4647 MAXWELL
9	K. WHITE	2500 MOBILE
10	W. BEAN	1313 N. ST. VRAIN
11	BAIRD	4747 ATLAS
12	HART	4861 ATLAS
13	MACHUCA	1039 SUNLAND PARK
14	SANDOVAL	5353 RIDGE
15	ROBINSON	412 MANGRUM

**CENTRAL/LOWER VALLEY/EAST SIDE MULTI FAMILY
DEVELOPMENTS**

	PROPERTY	PHYSICAL ADDRESS
16	SALAZAR	311 EUCALYPTUS
17	VALLE VERDE	224 S. ASCARATE
18	CRAMER	184 BARKER



19	RIO GRANDE	212 LISBON
20	KENNEDY BROTHERS	400 S. ZARAGOZA
21	WEBBER	110 WHITTIER
22	KING	9101 BUTTERNUT
23	FR. OCHOA	8820 OLD COUNTY
24	KRUPP	10200 HEDGEROW
25	WESTFALL	10700 VISTA DEL SOL
26	TRUMAN	7619 MERAZ
27	ALVAREZ	8247 N. LOOP

TOWING INITIATED BY PROPERTY MANAGEMENT

	PROPERTY	PHYSICAL ADDRESS
28	EISENHOWER	VARIOUS
29	JOHNSON	VARIOUS
30	DeWETTER	VARIOUS
31	HENRY CISNEROS	VARIOUS
32	MOREHEAD	VARIOUS
33	GUILLEN	VARIOUS
34	GONZALEZ	VARIOUS
35	TELLES	VARIOUS
36	GRAHAM	VARIOUS
37	KENNEDY ESTATES	VARIOUS
38	ALAMITO	VARIOUS
39	TAYS	VARIOUS
40	SHERMAN	VARIOUS
41	OASIS RANCH	VARIOUS

- **NOTE: THE DEVELOPMENTS LISTED IN THIS PHASE ARE COMPRISED OF SINGLE FAMILY DWELLINGS, DUPLEXES AND MULTI-FAMILY UNITS SCATTERED THROUGHOUT THE DOWNTOWN AREA. IN MANY INSTANCES, EACH HAS A PRIVATE DRIVEWAY AND/OR PARKING STALLS LOCATED ON THE STREET AS IN THE CASE OF ALAMITO. PARKING ENFORCEMENT WILL BE LIMITED TO THESE SITUATIONS. EXCLUDED IN ALL PHASES ARE THE SCATTERED-SITE UNITS, COMPRIMISED OF 269 SINGLE FAMILY HOMES, LOCATED THROUGHOUT THE CITY OF EL PASO.**

MAIN OFFICES

42	HACEP CENTRAL OFFICES	5300 E PAISANO
43	FIC Offices	203 E CORTEZ