

## **Expressions of Interest (EOI) – Towing and Impound**

### **Background**

The City of Fort St. John, Bylaw Services Department has a requirement to periodically tow and impound vehicles throughout the community. Applications are now being accepted from Towing and Impound Operators who are interested and able to commit to tow, relocate, or impound vehicles from City streets, City-owned properties, and designated no-parking zones when requested by authorized City personnel.

Operators will work in full compliance with the City of Fort St. John’s Highway and Traffic Bylaw No. 2605, 2025, including obeying all municipal authority for vehicle removal/impoundment from public rights-of-way, city property, or city-owned parking lots; and charge fees/costs as established by City orders.

The purpose of this EOI is to identify experienced towing and impound providers capable of supporting the City’s operational needs through professional, reliable, and responsive services. This EOI does not constitute a contract and does not guarantee minimum hours or callout.

### **Deadline for submissions:**

No later than **4:00 pm local time on May 29, 2026.**

### **Compensation to Contractors:**

Compensation for towing services, including standard tows, heavy-duty tows, flatbed services, and vehicle storage services, will be based on the hourly or per-tow rates submitted by the contractor and accepted by the City. Rates must be all-inclusive, covering operator wages and benefits, equipment, fuel, maintenance, insurance, overhead, mobilization and administrative costs. The City reserves the right to request updated rate sheets annually or as needed.

### **Contractors must be able to:**

- Maintain valid WorkSafeBC coverage for the duration of service.
- Hold all required towing, vehicle, and driver certifications, as applicable under BC legislation.
- Maintain a valid Business License with the City of Fort St. John.
- Be available on a 24/7 on-call basis, with the understanding that short-notice dispatch is the norm.
- Ensure all operators representing the contractor are properly trained, licensed, and competent to perform municipal towing tasks.
- Attend a City of Fort St. John Contractor Orientation Meeting prior to commencing work and as required.
- Agree that this EOI does not constitute a contract, and the City makes no guarantee of minimum callouts or hours.

- Impound Lot requirements:
  - Hold an Impound Lot Permit as issued by Road Safety BC
  - 24/4-hour video surveillance system or strict access to control measures to restrict unauthorized access to the impound lot
  - Secure perimeter fencing
  - Locked Gates
  - Releasing vehicles requires full payment of towing, impound and storage fees with proof of registration and insurance

### Required Documentation:

- Certificate of Insurance – Broad Form Commercial General Liability (CGL)
  - Minimum \$5,000,000 per occurrence
  - Aggregate limit not less than \$5,000,000
  - Includes:
    - Bodily injury
    - Property damage
    - Personal injury
  - Policy must also include:
    - Products and Completed Operations Liability
    - Cross-Liability / Severability of Interests
    - Blanket Contractual Liability
    - Non-owned Automobile Liability (minimum \$3,000,000, SEF 96)
    - Coverage for Damage to Hired Automobiles (SEF 94)
  - The policy shall name, “The City of Fort St. John, its elected officials, employees, volunteers, and agents” as Additional Insured, with a requirement that they be notified within 30 days of any cancellation or material change to the policy.
- Unit information for each tow truck:
  - Unit number
  - Vehicle type (such as, wrecker, flatbed, heavy-duty)
  - Towing capacity
- Current City of Fort St. John business license
- Copy of the company Health & Safety Program and/or relevant safety policies/procedures
- Training matrix and/or operator certificates (including driver license class and towing qualifications)
- WorkSafeBC Clearance Letter

### For more information or to submit documentation:

#### Bylaw Services Department

Phone: 250-787-8150

Email: [bylawdepartment@fortstjohn.ca](mailto:bylawdepartment@fortstjohn.ca)

In-person: 10631 100 Street, Fort St. John, BC