

Agenda Report

July 27, 2020

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: AUTHORIZE A PURCHASE ORDER CONTRACT AWARD WITH J&M TOWING, LLC FOR ON CALL LIGHT AND MEDIUM DUTY VEHICLE TOWING AND RECOVERY SERVICES FOR A NOT-TO-EXCEED AMOUNT OF \$200,000 FOR FIVE YEARS

RECOMMENDATION:

It is recommended that the City Council:

1. Find that this action is exempt from the California Environmental Quality Act (CEQA) in accordance with Section 15061(b)(3), the General Rule that CEQA only applies to projects that may have an effect on the environment; and
2. i) Accept the bid from J&M Towing, LLC (J&M) dated June 4, 2020 submitted in response to specifications for On Call Light and Medium Duty Vehicle Towing and Recovery Services, ii) reject all other bids; and iii) authorize the issuance of a purchase order contract with J&M in an amount not to exceed \$120,000 over a three-year period with the option for two additional one-year terms in the annual amount of \$40,000, subject to the approval of the City Manager, for a maximum total contract length of five years and a total contract amount of \$200,000.

BACKGROUND:

The Department of Public Works, Building Systems and Fleet Management Division (BSFMD) repairs and maintains over 1,100 city vehicles and equipment. Instances of mechanical failures, accidents, or other circumstances require that the City contract with a towing company to transport vehicles and equipment to and from City-owned facilities and designated repair locations in Southern California. Over the last three fiscal years, BSFMD has averaged over 260 tows of light and medium duty vehicles per year.

On May 14, 2020, a Notice Inviting Bids for On Call Light and Medium Vehicle Towing and Recovery Services was published in the *Pasadena Journal* and posted on PlanetBids, which generated notices to 413 vendors, 27 of which were from Pasadena based business. Ten vendors downloaded the bid documents.

LOCAL OUTREACH:

As part of local outreach, the following Pasadena based businesses were notified by BSFMD staff and encouraged to download all information from PlanetBids related to this bid solicitation: As a result of local outreach, four of the vendors indicated insufficient equipment necessary to fulfill the scope of work, and one was unavailable for feedback.

- Big Brother Towing
- Delta's Towing
- Hillcrest Towing
- Olympus Towing
- Pasadena Collision Center

BID RESULTS:

Three bids were received by the bid closing date of June 4, 2020. The bid result is as follows:

<u>Bidder</u>		<u>Amount(\$)</u>
1. J&M Towing, LLC	Alhambra, CA	\$30,000
2. Ruzo's Towing Roadside	West Covina, CA	\$33,400
3. Citywide Towing, Inc.	Los Angeles, CA	\$67,650

Bid amounts were based on a one-way flat rate charge for towing within defined mileage radius thresholds. Staff recommends that J&M be awarded this contract as they are the lowest responsive and responsible bidder. The City has been doing business with J&M since 2011 and has received over \$12,000 in city contracts since Fiscal Year 2015.

Based on prior years' actual expenditures for this specific service, the annual amount needed is estimated at \$40,000. Staff, therefore, recommends that the City Council authorize a purchase order contract with J&M for on call light and medium vehicle towing and recovery services, for a three-year period in an amount not to exceed \$120,000. As proposed, the contract may be extended for two additional one-year terms not to exceed \$40,000 annually, subject to the approval of the City Manager and without further City Council approval, provided that the contract pricing terms remain the same.

COUNCIL POLICY CONSIDERATION:

This contract supports the City Council's goals of maintaining fiscal responsibility and stability and ensuring public safety.

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ENVIRONMENTAL IMPACT:

This purchase complies with all South Coast Air Quality Management District rules and regulations.

FISCAL IMPACT:

The cost of this contract is \$120,000 and the total cost of this action is \$200,000. Funding for this action will be addressed by the utilization of existing budgeted appropriations in the Fleet Maintenance Fund budget account 51122058-811400. There is no anticipated impact to other operational programs or capital projects as a result of this action.

Respectfully submitted,




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Director of Public Works

Prepared by:



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Public Works Administrator (BSFMD)

Approved by:



STEVE MERMELL
City Manager