



Agenda Report

April 6, 2026

TO: Honorable Mayor and City Council

FROM: Department of Public Works

SUBJECT: AUTHORIZE THE CITY MANAGER TO ENTER INTO A FIVE-YEAR CONTRACT WITH ECO TOWING AND RECOVERY, LLC FOR HEAVY DUTY VEHICLE TOWING IN AN AMOUNT NOT-TO-EXCEED \$984,375

RECOMMENDATION:

It is recommended that the City Council:

1. Find that the proposed action is not a project subject to the California Environmental Quality Act (CEQA) pursuant to Section 21065 of CEQA and Sections 15060(C)(2), 15060(C)(3), and 15378 of the State CEQA Guidelines and, as such, no environmental document pursuant to CEQA is required;
2. Award contract to lowest and best bid dated February 2, 2026, submitted by Eco Towing and Recovery, LLC., in response to specifications for Heavy Duty Vehicle Towing, authorize the City Manager to enter into a five-year contract for an amount not-to-exceed of \$984,375, which includes the base contract amount of \$937,500 and a contingency of \$46,875 to provide any necessary change orders; and
3. Authorize the City Manager to approve no-cost amendments to the subject contract including necessary change orders.

BACKGROUND:

The Department of Public Works Building Systems and Fleet Management Division (BSFMD) maintains over 1,100 City vehicles and equipment units supporting City operations. The fleet includes heavy-duty vehicles such as fire trucks, refuse trucks, sewer vacuum trucks, construction equipment, and other large commercial units. Heavy-duty towing and recovery services are required when vehicles become inoperative due to mechanical failure, collision, or roadside emergency. These services ensure timely removal of inoperative vehicles, restoration of operations, and protection of public safety.

The City does not own heavy-duty tow trucks, rotator equipment, or specialized recovery machinery capable of safely lifting and transporting large commercial vehicles. The purchase of such equipment would require considerable capital investment such as the purchase of heavy-duty rotator tow trucks, specialized recovery attachments and rigging equipment, ongoing maintenance and storage, and additional staffing and training for certified heavy-duty recovery operators.

Heavy-duty towing incidents occur on an infrequent and as-needed basis. Heavy-duty recovery often involves accident scenes and complex roadside conditions requiring specialized expertise and safety certifications. Utilizing a qualified contractor ensures compliance with safety standards and reduces liability exposure to the City. For these reasons, contracting for heavy-duty towing services is the most cost-effective and operationally appropriate approach.

A Notice Inviting Bids for Heavy Duty Vehicle Towing was posted on OpenGov Procurement on January 16, 2026. The posting generated notices to all vendors who had previously registered with the City for this commodity class. A total of 14 vendors downloaded the specifications. A total of 2 bids were received by the bid closing date, neither of which were local.

Following advertising, bids were electronically received on February 2, 2026, and are as follows:

<u>Bidder</u>	<u>Location</u>	<u>Amount</u>
1. Eco Towing and Recovery, LLC	Canyon Country, CA	\$187,500
2. Pepe's Inc.	Los Angeles, CA	\$199,375

It is recommended that Eco Towing and Recovery, LLC., be awarded the contract as they are the lowest, most responsive and responsible bidder. The vendor has not previously performed work for the City. Staff has confirmed that the vendor is active and is in good standing with the Secretary of State. Staff recommends this vendor be awarded a five-year contract term in an amount not-to-exceed \$984,375. The proposed contract with Eco Towing and Recovery, LLC., fully complies with the Pasadena Municipal Code Chapter 4.08 and Chapter 4.11 for Competitive Bidding and Living Wage Ordinances.

The contract will be set up as follows:

Base Bid	\$937,500
<u>Contingency</u>	<u>\$ 46,875</u>
Contract Not-to-Exceed Amount	\$984,375

A contingency of five percent is allocated to this contract to allow for unforeseen service needs during the lift of the contract.

Payment to the contractor shall be made on an as-needed basis for services actually rendered, in accordance with the agreed-upon hourly rate schedule in the bid. The total contract amount represents a not-to-exceed amount based on projected operational needs.

The bid pricing was developed using 3 years of historical hourly quantities across various service categories, including standard towing, transport, and emergency response services. These quantities were established for evaluation and budgeting purposes only and do not represent guaranteed usage. This approach allows for a consistent and fair comparison of vendor pricing across all bidders. Actual expenditures will vary depending on service demand, which is influenced by factors such as equipment failures, accidents, and emergency response needs.

COUNCIL POLICY CONSIDERATION:

This action supports the City Council's strategic planning goals to improve mobility and accessibility throughout the City of Pasadena and maintain fiscal responsibility and stability.

ENVIRONMENTAL IMPACT:

The action proposed herein is not subject to the California Environmental Quality Act ("CEQA") in accordance with Section 21065 of CEQA and State CEQA Guidelines Sections 15060(c)(2), 15060(c)(3), and 15378. The proposed action involves the award of a contract for heavy-duty towing and recovery services, which constitutes an administrative and operational activity. This action does not authorize construction, physical improvements, or any direct physical change in the environment, nor does it create a reasonably foreseeable indirect physical change in the environment. Therefore, the proposed action is not a "project" subject to CEQA, as defined in Section 21065 of CEQA and Section 15378 of the State CEQA Guidelines. Since the action is not a project subject to CEQA, no environmental document is required.

FISCAL IMPACT:

The total cost of the recommended action is estimated to be \$984,375 over five years. The Department will utilize existing budgeted appropriations in the Fleet Maintenance Fund (Fund 511) to support the first year of contract costs. Future contract costs will be budgeted as part of the Department's annual operating budget. There is no impact to the General Fund.

The following table represents the contract summary.

Base Bid	\$ 937,500
Contingency	\$ 46,875
Total Fiscal Impact	\$ 984,375

Respectfully submitted,



GREG DE VINCK, P.E.
Director of Public Works

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Approved by:



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