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DEPARTMENT OF
FINANCE

PROCUREMENT SERVICES DIVISION

CITY OF SACRAMENTO
CALIFORNIA

June 17, 2004

PS:Admin:04-38:CS:MR:rf

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City Council
Sacramento, California

Honorable Members in Session

SUBJECT: ADOPTION OF SPECIFICATIONS AND AWARD OF BID NO. 1926 FOR ROAD SERVICES, TOWING AND RELATED SERVICES FOR VEHICLES AND TRUCKS IN AN ANNUAL AMOUNT NOT TO EXCEED \$250,000.00

LOCATION AND COUNCIL DISTRICT: Citywide

RECOMMENDATION:

Staff recommends that the City Council adopt specifications of Bid No. 1926, and accept the lowest responsible bid received in response to Procurement's solicitation for Road Services, Towing and Related Services for City Vehicles and Trucks. It is recommended that a contract for these services be awarded to Terry Arnold's Towing in an annual amount not to exceed \$250,000.00.

CONTACT PERSONS: Robert Summersett, Fleet Manager, 433-6309
Marc Robles, Buyer II, Procurement Services, 433-6343

FOR COUNCIL MEETING: June 29, 2004

SUMMARY:

Attached is a tabulation of sealed Bids received by the City Clerk for furnishing road services, towing and related services in accordance with the specifications used in the bidding process and recommendation for award of Bid No. 1926 for Road Services, Towing and Related Services for Vehicles and Trucks, in an annual amount not to exceed \$250,000.00.

BACKGROUND:

This contract will be used by the Fleet Management Division of the Department of General Services for towing and roadside services, as required during the contract period, for vehicles, trucks and other equipment owned and/or operated by the City of Sacramento. Staff recommends that the contract be awarded to Terry Arnold's Towing, 1429 Auburn Blvd., Sacramento, CA, in an annual amount not to exceed \$250,000.00. Theirs was the lowest responsible bid received as shown on the attached bid tabulation sheet (Attachment 1). Because the bid total represents items selected for bid evaluation

purposes only, staff requests that the City Council accept the results of Bid No. 1926 and authorize the Procurement Services Manager to issue a purchase order in a total amount not to exceed \$250,000.00 per year, which more closely reflects the actual amount anticipated to be expended each year. The contract also includes the option to be renewed annually for up to two additional years.

FINANCIAL CONSIDERATIONS:

Sufficient funds are available in the FY04/05 Fleet Operations proposed budget for these services.

ENVIRONMENTAL CONSIDERATIONS:

The current project has been determined to be exempt from the requirements of the California Environmental Quality Act (CEQA), under Section 15061(b)(3), which states that CEQA applies only to projects which have the potential for causing a significant effect on the environment. The current proposal involves only the use of towing and roadside services. Therefore, it can be seen with certainty that there is no possibility that the activity may have a significant effect on the environment.

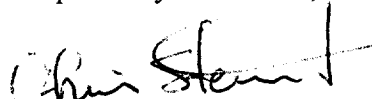
POLICY CONSIDERATIONS:

This recommendation is consistent with the requirements for competitive bidding as detailed in Chapter 3.56 of the Sacramento City Code.

ESBE CONSIDERATIONS:

Requests for bid were sent to thirteen vendors, three of which are certified as Emerging or Small Business Enterprises (E/SBE). However, the low bidder, Terry Arnold's Towing is not a certified as a small business by Office of Small Business Development (OSBD).

Respectfully Submitted,



Chris Stewart
Procurement Services Manager

RECOMMENDATION APPROVED:



ROBERT P. THOMAS
City Manager

1 Attachment

TABLE OF CONTENT

1) Bid Tabulation Sheet, page 3

**BID TABULATION SHEET FOR BID NO. 1926
ROAD SERVICES, TOWING AND RELATED SERVICES**

Bidder	Catagory I	Catagory II	5% E/SBE	Prompt Payment	Evaluation Total
All Valley Diesel	NO BID	\$20,250.00	None	None	\$20,250.00
College Oak Towing	\$164,855.00	\$22,000.00	None	None	\$186,855.00
Shanahan's Towing	\$162,125.00	NO BID	None	None	\$162,125.00
Sierra Hart Auto Center	\$123,325.00	\$30,000.00	<\$7,666.25>	2%-10 days ⁽¹⁾	\$145,658.75
Terry Arnold's Towing	\$101,475.00	\$17,750.00	None	5%-30 days <\$5,961.25>	\$113,263.75

⁽¹⁾ Prompt payment discounts of less than 20 days are not considered for evaluation purposes.

**Award of Contract To: Terry Arnold's Towing
1429 Auburn Bl.
Sacramento, CA 95815**

Original Estimated Cost: \$200,000.00

Total Bid Amount: \$119,225.00

Using Department:

General Services (Fleet Management Division)

Total Amount of Contract: \$250,000.00

Bid Due Date: June 2, 2004

Total No. of Bids Solicited	No. of E/SBE Bids Solicited	No. of E/SBE Responses	Award to E/SBE Vendor?
13	3	1	No

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