


CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a Project, File No. PP17-003,	Coordination: Department of Public Works, City Attorney's Office, City Manager's Budget Office	Dept. Approval: /s/ Julia H. Cooper
Council District(s): Citywide	Agreements/Contracts (New or Amended) resulting in no physical changes to the environment		CMO Approval:  2/24/2022

SUBJECT: ACTIONS RELATED TO PURCHASE ORDER FOR TOWING AND ROADSIDE SERVICES FOR CITY-OWNED VEHICLES AND EQUIPMENT

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to:

- (a) Execute a purchase order with Unique Towing, Inc. (Santa Clara, CA) for towing and roadside services for city-owned vehicles and equipment for the Public Works Department for an initial 12-month period, starting on or about March 9, 2022 and ending on or about March 8, 2023, for an amount not to exceed \$400,000; and
- (b) Exercise up to four additional one-year options to extend the term of the Purchase Order with the last option year ending on or about March 8, 2027, subject to the appropriation of funds.

Desired Outcome: To ensure City employees and vehicles are not left stranded on the roadways and vehicles are towed to secure facilities for maintenance and repairs.

BASIS FOR RECOMMENDATION:

The Public Works Department's Fleet Management Division is responsible for the purchase, maintenance, and repair of City vehicles and major pieces of equipment, such as public safety vehicles, motorcycles, vans, trucks, agricultural, and heavy construction equipment. Towing and roadside services are required 24 hours a day, seven days a week to transport these types of vehicles and equipment to various City and approved vendor locations for maintenance and repair services. City staff operating City vehicles sometimes require roadside services, including battery jump starts, tire changes, fuel delivery, lockout services, and more.

A competitive Request for Bid was facilitated by the Finance Department to procure these services. One responsive bid was submitted, and no protests were received. The sole responsive, responsible bidder did qualify for the City's local and small business preference. Staff recommends award to Unique Towing, Inc. pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310B(2).

Climate Smart San José: No proposed changes to service delivery, programs or staffing that have significant community/resource impacts, including any negative impact on Climate Smart San José energy, water, and mobility goals.

Commission Recommendation/Input: There is no commission recommendation or input associated with this action.

Office of Equality Assurance City of San José Prevailing Wage is applicable under this purchase order.

This Council item is consistent with the City's 2021-2022 Adopted Operating Budget City Areas Delivery Framework: "To effectively develop, manage, and safeguard the City's fiscal, physical, technological, and human resources to enable and enhance the delivery of City services and projects."

COST AND FUNDING SOURCE:

Fund #	Appn. #	Appn. Name	Total Appn.	Amt. for Recommendation	2021-2022 Adopted Operating Budget Page	Last Budget Action (Date, Ord. No)
552	0572	Non-Personal/Equipment	\$2,479,266	\$400,000	1026	06/22/2021, 30621

FOR QUESTIONS CONTACT: Jennifer Cheng, Deputy Director of Finance at Jennifer.Cheng@sanjoseca.gov.