


CITY COUNCIL ACTION REQUEST

Department(s): Finance	CEQA: Not a Project, File No. PP17-003, Agreements/Contracts (New or Amended) resulting in no physical changes to the environment	Coordination: Public Works Department, Office of Equality Assurance, City Attorney's Office, City Manager's Budget Office	Dept. Approval: /s/ Julia H. Cooper
Council District(s): Citywide			CMO Approval:  1-17-19

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

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to:

1. Execute a Purchase Order with Unique Towing, Inc. (Santa Clara, CA) for towing and roadside services for city-owned vehicles and equipment on behalf of the Public Works Department for an initial twelve-month period, starting on or about February 1, 2019 and ending on or about January 31, 2020 for an amount not to exceed \$120,000; and
2. Exercise up to four one-year options to extend the term of the Purchase Order with the last option year ending on or about January 31, 2024 subject to the appropriation of funds.

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

BASIS FOR RECOMMENDATION:

The Fleet Management Division of the Public Works Department is responsible for the purchase, maintenance and repair of City vehicles and major equipment, including public safety vehicles, motorcycles, vans, trucks, agricultural equipment, and heavy construction equipment. Towing and roadside services are required to transport stranded vehicles and oversized equipment to various City facilities and City-approved vendor locations for maintenance and repair services. Roadside services that may be required include services such as battery jump starts, tire changes, fuel delivery, and lockout services.

A competitive Request for Quote (RFQ) was facilitated by the Finance Department to procure these services. One quote was submitted and no protests were received. Since only one quote was received, staff reached out to companies to understand why they elected not to submit a quote. Feedback from one company was that they could not meet the City's response time requirements since it was located outside of the area; another expressed that it did not have the proper equipment to service the City's heavy duty vehicles; and a third company, a previous provider, declined to submit a quote because they had lost the award in an earlier competitive process. Staff recommends award to Unique Towing, as the sole, responsive, responsible bidder pursuant to the bidding procedures of the San José Municipal Code, Section 4.12.310C.

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

Office of Equality Assurance City of San Jose Living Wage is applicable under this purchase order.

This Council item is consistent with the City's 2018-2019 Adopted 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	2018-2019 Adopted Operating Budget Page	Last Budget Action (Date, Ord. No)
552	0572	Non- Personal/Equipment	\$1,572,143	\$120,000	X-91	06/19/2018 30124

FOR QUESTIONS CONTACT: Jennifer Cheng, Deputy Director, Finance at (408) 535-7059