



County of Monterey

Board of Supervisors
Chambers
168 W. Alisal St., 1st Floor
Salinas, CA 93901

Board Report

File #: A 12-190, **Version:** 1

Approve and authorize the Contracts/Purchasing Officer to sign Master Agreements under the terms and conditions of RFP #10349 between the County of Monterey and Leyva's Towing LLC, Miller's Towing, PDP Investment Inc. dba P & R Towing, and U.S.A. Towing Inc. for the provision of towing services for County owned vehicles for an initial term of three years, effective from the date of execution through and including September 1, 2015, in an amount not to exceed the aggregate amount of \$300,000 for the initial term.

RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a) Approve and authorize the Contracts/Purchasing Officer to sign Master Agreements between the County of Monterey and Leyva's Towing LLC, Miller's Towing, PDP Investment Inc. dba P & R Towing, and U.S.A. Towing Inc. for the provision of towing services for County owned vehicles for an initial term of three years, effective from the date of execution through and including September 1, 2015, in an amount not to exceed the aggregate amount of \$300,000 for the initial term.
- b) Approve and authorize the Contracts/Purchasing Officer to exercise the option to extend the Master Agreements for two additional one-year terms in accordance with the terms and conditions set forth within each agreement and the Request for Proposal (RFP) #10349; the total aggregate amount not to exceed \$500,000 for the full five-year term; and
- c) Authorize the Contracts/Purchasing Officer to sign future amendments where the amendments do not exceed ten percent of the original agreement amount and do not significantly change the scope of work; and
- d) Authorize the Contracts/Purchasing Officer to execute similar additional Agreements for towing services for County owned vehicles with qualified contractors who meet the minimum requirements of the County of Monterey.

SUMMARY/DISCUSSION:

These services will enable the County to assure a reliable source of qualified towing companies for the provision of towing services for County owned vehicles that may be utilized by all County departments in the amount not to exceed \$500,000 on an as-needed basis. The initial term of three years from the date of execution through and including September 1, 2015, and includes the option to extend the Agreements for two additional one-year periods in accordance with the terms and conditions set within each Agreement. This request will authorize the Contracts/Purchasing Officer to execute similar additional Agreements with qualified contractors who meet the minimum requirements of the County of Monterey. The Agreements will be included in the Master Agreement List, thereby eliminating the need for separate agreements for each County department.

Various County departments are in need of occasional towing services for County owned vehicles throughout the fiscal year. The service and equipment needs that are required from County departments are beyond the capabilities of County resources. Services needed range from the towing of small County cars and trucks to the towing of larger County owned vehicles and equipment. The towing requirements of the County vary on a daily basis. It is not possible to predict the number of tows that are required in any given month. Towing for County owned vehicles will be available on a 24 hours per day, 7 days per week basis. On a case-by-case basis, departments will determine the need of these services before contacting the Fleet Management Division to initiate services with an approved contractor on the Master Agreement List. The County of Monterey does not

guarantee a minimum or maximum dollar value to any of the Agreements. Each Agreement is based upon County requirements as set forth in the terms and conditions of RFP #10349. Each Agreement will be included in the Master Service Agreement Schedule eliminating the need for separate agreements for each County department. Copies of each Agreement are on file with the Clerk to the Board.

OTHER AGENCY INVOLVEMENT:

County Counsel has approved each Agreement as to form. The Auditor's Office has approved each Agreement.

FINANCING:

Funds for these services are contained within the approved budget allocations of the departments utilizing the services. Expenditures will depend on the actual services requested by individual County departments. The aggregate amount to be spent for all Agreements issued under RFP #10349 shall not exceed \$300,000 for the initial term and shall not exceed \$500,000 in the aggregate for the initial term and all projected potential extensions.

Prepared by: Candice C. Chin, Management Analyst II, 831-755-4997

Approved by: Michael R. Derr, Contracts/Purchasing Officer, 831-755-4992

Attachments are on file with the Clerk of the Board

- Leyva's Towing LLC Agreement
- Miller's Towing Agreement
- PDP Investment Inc. dba P & R Towing Agreement
- U.S.A. Towing Inc. Agreement