



# County of Monterey

**Item No.**

## Board Report

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

**Legistar File Number: 23-905**

**December 05, 2023**

**Introduced:** 11/27/2023

**Current Status:** Agenda Ready

**Version:** 2

**Matter Type:** General Agenda Item

- a. Approve and authorize the Contracts/Purchasing Officer or designee to execute Countywide Service Agreements with Salinas Auto Center; PDP Investments, Inc. dba P&R Towing - Pete's Towing; and U.S.A. Towing, Inc. (Agreements) for the provision of countywide towing services for the County of Monterey on an as-needed basis, retroactive to November 1, 2023 through October 31, 2026, which provides for an initial three-year term through October 31, 2026 and two optional one-year extensions through October 31, 2028, for an aggregate amount not to exceed amount of \$500,000 for all of the Agreements;
- b. Authorize the Contracts/Purchasing Officer or designee to execute similar additional Agreements, after one-year, for such services with qualified contractors who meet minimum requirements and comply with the County of Monterey standard terms and conditions, to provide for an initial term through October 31, 2026, and two optional one-year extensions through October 31, 2028, for an aggregate not to exceed amount of \$500,000 for all of the Agreements; and,
- c. Authorize the Contracts/Purchasing Officer or designee to execute future amendments that do not exceed 10% (\$50,000) of the original aggregate amount and do not significantly alter the scope of services, for a total maximum not to exceed amount of \$550,000 for all of the Agreements.

### RECOMMENDATION:

It is recommended that the Board of Supervisors:

- a. Approve and authorize the Contracts/Purchasing Officer or designee to execute Countywide Service Agreements for towing services with Salinas Auto Center; PDP Investments, Inc. dba P&R Towing - Pete's Towing; and U.S.A. Towing, Inc. for the provision of countywide towing services to the County of Monterey on an as-needed basis, retroactive to November 1, 2023, through October 31, 2026, which provides for an initial three-year term through October 31, 2026 and two optional one-year extensions through October 31, 2028, for an aggregate not to exceed amount of \$500,000 for all of the Agreements; and
- b. Authorize the Contracts/Purchasing Officer or designee to execute similar additional Agreements, after one-year, for such services with qualified contractors who meet minimum requirements and comply with the County of Monterey standard terms and conditions, to provide for an initial term through October 31, 2026, and two optional one-year extensions through October 31, 2028, for an aggregate not to exceed amount of \$500,000 for all of the Agreements; and,
- c. Authorize the Contracts/Purchasing Officer or designee to execute future amendments that do not exceed 10% (\$50,000) of the original aggregate amount and do not significantly alter the scope of services, for a total maximum not to exceed amount of \$550,000 for all of the

Agreements.

SUMMARY/DISCUSSION:

The County of Monterey has a need for a reliable source of qualified towing companies for the provision of towing services to accommodate 27 County Departments and locations throughout the County of Monterey for County owned vehicles on an as-needed basis that may be utilized by all County Departments.

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 for these services before contacting the Fleet Management Division to initiate services with an approved contractor on the Countywide Service Agreement List. The County of Monterey does not guarantee a minimum or maximum dollar value to any of the Agreements.

The initial three-year term of the Agreements will commence on November 1, 2023, and conclude on October 31, 2026, with the option to extend the Agreements for two (2) additional one (1) year periods, for a maximum five (5) year term for the Agreements. Services will be provided on an as needed basis under a delivery order process between each requesting County Department and the Contractor, in accordance with each individual Contractors pricing sheet.

Services will include but are not limited to towing services following the specifications and schedules detailed in the Countywide Service Agreements. Each Agreement is based on the County's requirements as set forth in the terms and conditions of RFP #10910. Each Agreement will be included in the County Service Agreement List, eliminating the need for each County Department to execute separate agreements. Additionally, it is recommended that the Contracts/Purchasing Officer or designee be authorized to enter into additional similar Agreements, after one year, to include vendors who meet the qualifications of RFP #10910 and agree to the same terms and conditions as approved vendors and where each additional Agreement would terminate at the same time as the Agreements presented before the Board for approval today. This authority will provide needed flexibility to the County to deal with currently unanticipated needs.

It is also recommended that the Contracts/Purchasing Officer or designee be authorized to increase the cumulative 'not to exceed' amount by up to **10% of the original aggregate amount, or \$500,000**. The aggregate amount to be spent over the five (5) year term shall not to exceed \$550,000. Copies of the Agreements are on file with the Clerk of the Board.

OTHER AGENCY INVOLVEMENT:

The Office of the County Counsel and the Auditor-Controller's Office have reviewed and

approved the proposed Countywide Service Agreements as to form and fiscal provisions, respectively.

**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. Based upon historical usage the aggregate amount to be spent for all Agreements issued under RFP #10910 is not anticipated to exceed \$550,000 over the five (5) year term.

**BOARD OF SUPERVISORS STRATEGIC INITIATIVES:**

Approval of the recommended Countywide Service Agreements will allow the County to provide for towing services to address the operational needs of County Departments.

- Economic Development
- Administration
- Health and Human Services
- Infrastructure
- Public Safety

Prepared by: Angelica Ruelas, Management Analyst III

Approved by: Debra R Wilson, Contracts & Purchasing Officer

Ezequiel Vega Rios, Assistant County Administrative Officer

DocuSigned by:  
*Tom Spanner*

DocuSigned by:  
*Ezequiel Vega Rios*

Attachments:

- Board Report
- Salinas Auto Center Agreement
- PDP Investments Inc., DBA P & R Towing & Peter's Towing Agreement
- USA Towing Inc. Agreement