

File ID: 2024-00853

5/14/2024

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**Contract Supplement No. 7: Towing and Roadside Services for Light Duty Vehicles  
(under 8,500 pounds) [Published for 10-Day Review 05/03/2024]**

File ID: 2024-00853

**Location:** Citywide

**Recommendation:** Pass a **Motion** authorizing the City Manager or City Manager's designee to execute Supplement No. 7 to Contract No. 2021-0015 with College Oak Road Solutions, LLC dba College Oak Towing for the purchase of towing and roadside service for light-duty vehicles (under 8,500 pounds) increasing the amount of the contract by \$505,000 for a revised total contract not-to-exceed amount of \$1,500,000.

**Contact:** Bobbie Small, Program Specialist, (916) 808-6711, bsmall@cityofsacramento.org; Alison Kerstetter, Fleet Manager, (916) 808-1163, akerstetter@cityofsacramento.org, Department of Public Works

**Presenter:** None

**Attachments:**

1-Description/Analysis

2-Contract Supplement No. 7

**Description/Analysis**

**Issue Detail:** The Department of Public Works, Fleet Management Division, frequently has the need for towing and roadside services specifically for light duty fleet vehicles. These services are used to tow vehicles to and from vendors for service repairs and to tow city vehicles back to the fleet maintenance shop if they become disabled in the field.

**Policy Considerations:** The recommendations in this report are in accordance with City Code Chapter 3.56 and Sacramento City Code Section 4.040.020 and Council Rules of Procedure, Chapter 7, Section E.2.d which requires additional posting time for labor agreements and agreements greater than \$1 million. This item shall be made available to the public at least ten (10) days prior to council actions. This item was published for 10-day review on May 3, 2024, in compliance with the City Code.

**Economic Impacts:** None.

**Environmental Considerations:**

**California Environmental Quality Act (CEQA):** No environmental review is necessary because the recommendations in this report involve the purchase of towing and roadside services and are not considered to be a project in accordance with Section 15378(b)(2) of the California Environmental Quality Act guidelines.

**Sustainability:** Not applicable.

**Commission/Committee Action:** None.

**Rationale for Recommendation:** On November 3, 2020, the Department of Public Works, Fleet Management Division, in accordance with City Code Chapter 3.56, issued a Request for Proposals (RFP) for Towing and Roadside Services for Light Duty Vehicles. An RFP was utilized, rather than a competitive bid process, as it is in the City's best interest to consider capacity, performance, and timeliness of service in addition to price. Five responses were received. The responses were evaluated based on the criteria which allows for flexibility to tow light duty City vehicles, including public safety vehicles, in a timely manner and ensured that the selected contractors demonstrated capacity. The proposals were ranked, and Fleet Management awarded the contract to one vendor, College Oak Road Solutions, LLC dba College Oak Towing. The time of performance for the contract was originally for one year, until January 4, 2022. Through supplemental contracts, the time of performance has been extended until January 4, 2025. The increase sought through this supplemental contract is to cover anticipated work for the additional time periods.

**Financial Considerations:** Sufficient funds are available in the Department of Public Works, Fleet Management Division's Fiscal Year (FY) 2023/24 operating budget (Fleet Fund, Fund 6501) to purchase towing and roadside service for light-duty vehicles through June 30, 2024. Purchases made after June 30, 2024, are subject to funding availability in the adopted budget of the applicable fiscal year.

Due to the forecasted structural budget gap, the City Manager has directed City departments to minimize costs and for all new contracts to receive an additional level of scrutiny to ensure they are necessary for the operation of the City. This contract has been reviewed and approved by the City Manager's Office to advance to Council for approval. Funding for the proposed contract beyond FY2023/24 is subject to Council approval.

**Local Business Enterprise (LBE):** College Oak Road Solutions, LLC dba College Oak Towing is an LBE vendor.

# CONTRACT ROUTING SHEET

**Contract Cover/Routing Form: Must Accompany ALL Contracts; however, it is NOT part of the contract.**

### General Information (Required)

Original Contract # (supplements only): 2021-0015 Supplement/Addendum #: 07  
Assessor's Parcel Number(s): \_\_\_\_\_  
Contract Effective Date: 01/05/2021 Contract Expiration Date (if applicable): 01/04/2026  
\$ Amount (Not to Exceed): \$ 1,500,000.00 Adjusted \$ Amount (+/-): \$ 505,000.00  
Other Party: College Oak Road Solutions, LLC dba College Oak Towing  
Project Title: Towing and Roadside Services for Light Duty Vehicles (under 8,500 pounds)  
Project #: \_\_\_\_\_ Bid/RFQ/RFP #: B21153311006  
City Council Approval: YES if YES, Council File ID#: 2024-00853

### Contract Processing Contacts

Department: Public Works Project Manager: Bobbie Small  
Contract Coordinator: Song Moua Email: smoua@cityofsacramento.org

### Department Review and Routing

<b>Accounting:</b>	_____	_____
	(Signature)	(Date)
<b>Supervisor:</b>	_____	_____
	(Signature)	(Date)
<b>Division Manager:</b>	_____	_____
	(Signature)	(Date)
<b>Other:</b>	_____	_____
	(Signature)	(Date)

### Special Instruction/Comments (i.e. recording requested, other agency signatures required, etc.)

**Recording Requested**       **Other Party Signature Required**

-----**FOR CLERK & IT DEPARTMENTS ONLY – DO NOT WRITE BELOW THIS LINE**-----

**SUPPLEMENTAL CONTRACT**

**Project Title and Job Number:** Towing and Roadside Services for Light Duty Vehicles (under 8,500 pounds)

**Date:** 03/29/2024

**Purchase Order #:**

**Supplemental Contract No.:** 07

The City of Sacramento ("City") and College Oak Road Solutions LLC dba College Oak ("Contractor"), as parties to that certain Non-Professional Services Agreement designated as Contract Number 2021-0015, including any and all prior supplemental contracts modifying the contract (the contract and all supplemental contracts are hereafter collectively referred to as the "Contract"), hereby supplement and modify the Contract as follows:

1. The Scope of Services specified in Exhibit A of the Contract is amended as follows:

The increased consideration is necessary to cover the additional towing services required by supplemental contract 2021-015-05 that extended the time of performance until January 4, 2025.

2. In consideration of the additional and/or revised services described in section 1, above, the maximum not-to-exceed amount that is specified in Exhibit B of the Contract for payment of Contractor's fees and expenses, is **increased/decreased** by \$ 505,000.00, and the Contract's maximum not-to-exceed amount is amended as follows:

Agreement's original not-to-exceed amount:	<u>\$ 995,000.00</u>
Net change by previous supplemental contracts:	<u>\$ 0.00</u>
Not-to-exceed amount prior to this supplemental contract:	<u>\$ 995,000.00</u>
<b>Increase/decrease</b> by this supplemental contract:	<u>\$ 505,000.00</u>
New not-to exceed amount including all supplemental contracts:	<u>\$ 1,500,000.00</u>

3. Contractor agrees that the amount of increase or decrease in the not-to-exceed amount specified in section 2, above, shall constitute full compensation for the additional and/or revised services specified in section 1, above, and shall fully compensate Contractor for any and all direct and indirect costs that may be incurred by Contractor in connection with such additional and/or revised services, including costs associated with any changes and/or delays in work schedules or in the performance of other services or work by Contractor.
4. Contractor warrants and represents that the person or persons executing this supplemental contract on behalf of Contractor has or have been duly authorized by Contractor to sign this supplemental contract and bind Contractor to the terms hereof.
5. Except as specifically revised herein, all terms and conditions of the Contract shall remain in full force and effect, and Contractor shall perform all of the services, duties, obligations, and conditions required under the Contract, as supplemented and modified by this supplemental contract.

**[SIGNATURES ON FOLLOWING PAGE]**

**SUPPLEMENTAL CONTRACT**

**Approval Recommended By:**

\_\_\_\_\_  
Project Manager

**Approved By:**

*Douglas E. Nelson*

\_\_\_\_\_  
Contractor

**Approved By:**

\_\_\_\_\_  
Ryan Moore, Assistant City Manager  
City of Sacramento

**Approved As To Form By:**

*Paul A. Gale*

\_\_\_\_\_  
City Attorney

**Attest:**

\_\_\_\_\_  
City Clerk