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**File ID:** 2025-01388

8/12/2025

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**Contract Supplement No. 5: Towing and Roadside Services for Medium and Heavy Duty Vehicles (over 8,500 pounds) [Published for 10-Day Review 07/31/2025]**

File ID: 2025-01388

**Location:** Citywide

**Recommendation:** Pass a **Motion** authorizing the Interim City Manager or designee to execute Supplement No. 5 to Contract No. 2021-1379 with George Little Investments DBA College Oak Towing for Towing and Roadside Service for Medium and Heavy Duty Vehicles (over 8,500 pounds) extending the time of performance through December 13, 2026 in an amount not to exceed \$300,000 for a revised total contract not-to-exceed amount of \$1,600,000.

**Contact:** Stacey Chatman, Program Specialist, (916) 808-6711, [schatman@cityofsacramento.org](mailto:schatman@cityofsacramento.org); Alison Kerstetter, Fleet Manager, (916) 808-1163, [akerstetter@cityofsacramento.org](mailto:akerstetter@cityofsacramento.org); Department of Public Works

**Presenter:** None

**Attachments:**

1-Description/Analysis

2-Contract Supplement No. 5

**Description/Analysis**

**Issue Detail:** The Department of Public Works, Fleet Management Division, frequently has the need for towing and roadside services specifically for medium and heavy-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 mandate that unless waived by two-thirds vote of the City Council, all labor agreements, and all agreements greater than \$1,000,000 shall be made available to the public at least ten (10) days prior to City Council action. This item was published for 10-day review on July 31, 2025, 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 October 8, 2021, the Department of Public Works, Fleet Management Division, issued a Request for Bid (RFB) for Towing and Roadside Services for Medium and Heavy Duty Vehicles, in accordance with City Code Chapter 3.56. Two responses were received and evaluated based on criteria ensuring the contractor's capacity to tow medium and heavy-duty City vehicles, including public safety vehicles, promptly. The contract was awarded to George Little Investments, Inc. dba College Oak Towing. Initially set for one year, the contract has been extended through supplemental contracts until December 13, 2025, and may be extended one final term until December 13, 2026, if performance remains satisfactory. The requested increase through this supplemental contract is to cover anticipated work for the current and maximum extended contract periods.

**Financial Considerations:** Sufficient funds are available in the Department of Public Works, Fleet Management Division's Fiscal Year (FY) 2025/26 Approved Operating Budget (Fleet Fund, Fund 6501) to purchase towing and roadside service for light-duty vehicles through June 30, 2026. Purchases made after June 30, 2026, are subject to funding availability in the adopted budget of the applicable fiscal year.

**Local Business Enterprise (LBE):** George Little Investments dba College Oak Towing is an LBE.

# 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): 2021-1379 Supplement/Addendum #: 05  
Assessor's Parcel Number(s): \_\_\_\_\_  
Contract Effective Date: 12/14/2021 Contract Expiration Date (if applicable): 12/13/2026  
\$ Amount (Not to Exceed): \$ 1,600,000.00 Adjusted \$ Amount (+/-): \$ 300,000.00  
Other Party: George Little Investments DBA College Oak Towing  
Project Title: Towing and Roadside Services for Medium and Heavy Duty Vehicles (8,501+ GVWR)  
Project #: \_\_\_\_\_ Bid/RFQ/RFP #: B22153311002  
City Council Approval: YES if YES, Council File ID#: \_\_\_\_\_

## Contract Processing Contacts

Department: Public Works Project Manager: Stacey Chatman  
Contract Coordinator: Stacey Chatman Email: schatman@cityofsacramento.org

## Department Review and Routing

### Accounting:

\_\_\_\_\_  
(Signature) (Date)

### Supervisor:

\_\_\_\_\_  
(Signature) (Date)

### Division Manager:

\_\_\_\_\_  
(Signature) (Date)

### Other:

\_\_\_\_\_  
(Signature) (Date)

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

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**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 & Roadside Services-Medium and Heavy Duty Vehicles 8501+ GVWR **Date:** 7/7/25  
**Purchase Order #:** **Supplemental Contract No.:** 05

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The City of Sacramento ("City") and GEORGE LITTLE INVESTMENTS dba COLLEGE OAK TOWING("Contractor"), as parties to that certain Non-Professional Services Agreement designated as Contract Number 2021-1379, 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:

**Paragraph 3, "Time of Performance", is hereby amended to extend time of performance through December 13, 2026.**

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** by \$300,000, and the Contract's maximum not-to-exceed amount is amended as follows:

Agreement's original not-to-exceed amount:	<u>1,300,000</u>
Net change by previous supplemental contracts:	0
Not-to-exceed amount prior to this supplemental contract:	<u>1,300,000</u>
<b>Increase/decrease</b> by this supplemental contract:	<u>300,000</u>
New not-to exceed amount including all supplemental contracts:	<u>1,600,000</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 schedules or in the delivery of other services 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