



Board Agenda Item 26

DATE: May 12, 2020

TO: Board of Supervisors

SUBMITTED BY: Robert W. Bash, Director, Internal Services/Chief Information Officer
Margaret Mims, Sheriff-Coroner - Public Administration
Steven E. White, Director, Department of Public Works and Planning

SUBJECT: Master Agreement for Towing and Emergency Roadside Services

RECOMMENDED ACTION(S):

- 1. Approve and authorize the Chairman to execute a Master Agreement with qualified contractors for towing and emergency roadside services, effective June 1, 2020, not to exceed five consecutive years, which includes a three-year base contract and two optional one-year extensions, total not to exceed \$450,000;**
- 2. Authorize the Director of Internal Services/Chief Information Officer or his/her designee to add additional contractors to this Master Agreement as they are identified, and execute such amendments. The additional contractors will qualify under the terms of the original Request for Statement of Qualifications, and agree to the terms and conditions of the Master Agreement, subject to the review and approval of County Counsel as to legal form, without such amendments returning to the Board of Supervisors for approval.**

There is no increase in Net County Cost associated with the recommended actions. Approval of the first recommended action will maximize the County's flexibility in obtaining towing and emergency roadside services. Approval of the second recommended action will allow the Director of Internal Services/Chief Information Officer (CIO) to execute amendments for the purpose of adding qualified contractors to the Master Agreement without modification of any terms, conditions, or agreement amounts. A Request for Statement of Qualifications (RFSQ) was issued by the County on February 6, 2020, and all qualified responding vendors are included in the recommended master agreement This item is countywide.

ALTERNATIVE ACTION(S):

If the Board does not approve the recommended actions, County departments would not have access to an efficient method for requesting towing and emergency roadside services.

FISCAL IMPACT:

There is no increase in Net County Cost associated with the recommended actions. Costs associated with the recommended agreement will not exceed \$450,000 for the total possible five-year term, and are recovered through charges to user departments. Sufficient appropriations and estimated revenues are included in the Internal Services Department - Fleet Division (ISD-Fleet) Org 8910, Sheriff-Coroner-Public Administrator Org 3111, and American Avenue Disposal Site (AADS) Org 9026 FY 2019-20 Adopted Budgets, and will be included in future budget requests.

DISCUSSION:

On February 26, 2019, the Board approved the conversion of Procurement Agreement No. P-16-239-P to a Board Agreement, and established Agreement No. 19-090, which changed the total compensation amount from \$100,000 to \$200,000 to account for the increased need for towing and emergency roadside services. The current agreement has one one-year extension remaining on the agreement. Due to inquiries from contractors requesting updated price increases, and the need for additional contractors to provide services, staff determined the best course of action was to rebid the services.

On February 6, 2020, the County of Fresno, on behalf of the Internal Services Department - Purchasing division (ISD-Purchasing), issued RFSQ No. 20-038 for towing and emergency roadside services. This RFSQ established a flat rate for tows within 15 miles of ISD-Fleet's location. Tows exceeding the 15-mile minimum would then be charged on a per-mile basis. 17 vendors accessed the RFSQ in Public Purchase; in addition, ISD-Purchasing emailed the RFSQ to three vendors not registered in Public Purchase. Two bids were received by the RFSQ's closing date of February 25, 2020: Action Towing Dive Team, Inc. ("Action Towing") and Herndon Towing, Inc. ("Herndon Towing"). The County selected all qualified responding vendors for inclusion in the County's recommended master agreement.

Approval of the recommended actions will provide the County with the ability to obtain towing and emergency roadside assistance services on an as-needed basis. Additionally, ISD-Fleet, the Sheriff's Office, and Public Works and Planning would also be able to use the towing contractors for removal of private vehicles, and hazards and vehicle rescue and recovery services. Each contractor's rates and available services are set out in Exhibit B to the recommended agreement. The recommended agreement provides that for each requested service, a contractor will be selected based on the combination of overall lowest cost, and a contractor's ability to perform the requested service. Since the County's need for services is highly variable, the second recommended action delegates authority to the CIO to add additional contractors to the recommended agreement, should the need arise. These additional contractors must qualify according to the terms of RFSQ No. 20-038. Any other modifications outside the scope of adding contractors to the agreement would return to the Board for approval.

REFERENCE MATERIAL:

BAI #38, February 26, 2019

ATTACHMENTS INCLUDED AND/OR ON FILE:

On file with Clerk - Master Agreement for Towing and Emergency Roadside Services

CAO ANALYST:

Sonia M. De La Rosa