



Legislation Text

File #: ID#16-2726, **Version:** 1

SUBJECT/RECOMMENDATION:

Approve an agreement between Clearwater Towing Service, Incorporated and the City of Clearwater to provide full service vehicle removal, towing, storage, and transport services to accommodate all needs of the Clearwater Police Department and the City's Fleet Services Department and authorize the appropriate officials to execute same. (consent)

SUMMARY:

On June 3, 2016, a Request for Proposal (RFP 32-16) was issued seeking proposals from qualified vendors to provide full service vehicle recovery, towing, storage, transport, and impound services for the Police Department and the Fleet Services Department.

A five-member committee, which was comprised of members of the Police Department, General Services, and Traffic Engineering, evaluated the two responses to RFP 32-16.

The Evaluation Committee evaluated and ranked the two responses. Each response was judged based upon several factors, which included, but was not limited to: qualifications and experience, facilities and equipment, and capacity to fulfill the contract.

During the evaluation phase, one vendor was eliminated from consideration as not meeting the scope of the issued RFP.

Clearwater Towing Service Incorporated (of 1955 Carroll Street, Clearwater) was the only vendor that provided a proposal that met the scope of the RFP.

The agreement will meet the required needs of the Police Department and the City's Fleet Services Department, but would not prohibit a citizen from requesting towing services from a company of their choice, such as AAA.

Under the terms of this contract, vehicles would be seized or impounded at no cost to the Police Department.

The agreement calls for an initial one-year term, effective October 1, 2016 through September 30, 2017, with three optional one-year extensions.

There will be a minimal impact to the Police Department's current and future operating budget(s) as a result of the agreement. Under the terms of the agreement, the respective vendor is to be paid the sum of \$100.00 per vehicle, which is stored on behalf of the Police Department for investigative purposes (maximum of five days storage). The vendor will collect, and transfer to the Police Department, a \$20.00 fee for administrative costs associated with vehicles which are impounded by the Police Department. Payments will be funded from the Police Department's operating budget (projected: \$1500.00) (Appropriation Code: 0010-01155-548000-521-000-0000). Administrative fees collected will be credited to the General Fund.

Under the terms of this contract, the vendor will provide 24 hours, seven days a week towing services (towing, recovery, and roadside service) for the City's Fleet Operations.

Under the terms of the agreement, the City's Fleet Operations will pay the vendor for towing services based on the following rate chart. Payment will be funded from the Fleet Operations Department's operating budget (projected: \$45,000.00) (Appropriation Code: 0566-06611-530300-519-000-0000).

Staff recommendation is to approve and enter into the proposed agreement with Clearwater Towing Service Incorporated.

APPROPRIATION CODE AND AMOUNT:

There will be a minimal impact to the Police Department's current and future operating budget(s) as a result of the agreement. Under the terms of the agreement, the respective vendor is to be paid the sum of \$100.00 per vehicle, which is stored on behalf of the Police Department for investigative purposes (maximum of five days storage). The vendor will collect, and transfer to the Police Department, a \$20.00 fee for administrative costs associated with vehicles which are impounded by the Police Department. Payments will be funded from the Police Department's operating budget (projected: \$1500.00) (Appropriation Code: 0010-01155-548000-521-000-0000). Administrative fees collected will be credited to the General Fund.

Under the terms of the agreement, the City's Fleet Operations will pay the vendor for towing services based on the following rate chart. Payment will be funded from the Fleet Operations Department's operating budget (projected: \$45,000.00) (Appropriation Code: 0566-06611-530300-519-000-0000).

USE OF RESERVE FUNDS: N/A