



City Council Memorandum

City of Arts & Innovation

TO: HONORABLE MAYOR AND CITY COUNCIL **DATE: JULY 5, 2022**
FROM: GENERAL SERVICES DEPARTMENT **WARDS: ALL**
**SUBJECT: APPROVE CHANGE ORDER IN THE AMOUNT OF \$5,000 TO PURCHASE
ORDER NO. 220283 WITH EXCLUSIVE TOWING FOR FISCAL YEAR 2021/22
FOR A TOTAL AMOUNT OF \$54,999**

ISSUE:

Approve a change order in the amount of \$5,000 to Purchase Order No. 220283 with Exclusive Towing for fiscal year 2021/22 for a total amount of \$54,999.

RECOMMENDATIONS:

That the City Council approve a change order in the amount of \$5,000 to Purchase Order No. 220283 with Exclusive Towing for fiscal year 2021/22 for a total amount of \$54,999.

BACKGROUND:

The General Services Department, Central Garage Division provides contract towing services for various City equipment in the event of roadside vehicle breakdowns, vehicle accidents and when necessary to transport vehicles to outside vendors for servicing.

DISCUSSION:

At the beginning Fiscal Year 2021/22 the General Services Department, Central Garage Division was issued a purchase order with Exclusive Towing in the amount of \$10,000. As towing service needs increased, an informal bid was conducted to allow an increase in services in an amount not to exceed \$49,999 as permitted under Purchasing Resolution No. 23812, Section 402. Section 1104(b) of the Purchasing Resolution states that "Change Orders which cumulatively exceed the following will require Awarding Entity approval: Any Change Order which causes the contract price to exceed \$50,000, if the Contract and/or Purchase Order was not previously approved by the Awarding Entity."

Due to a high number of City vehicles requiring towing services, it is necessary to increase Purchase Order No. 220283 with Exclusive Towing by an additional \$5,000, for a total purchase order amount of \$54,999.

A formal Request For Proposals for towing of City owned vehicles to a designated City destination will be issued in Fiscal Year 2022/23 and brought to City Council for approval.

The Purchasing Manager concurs that the recommended action is in compliance with Purchasing Resolution No. 23812.

STRATEGIC PLAN ALIGNMENT:

This item contributes to the City's Strategic Priority No. 6 *Infrastructure, Mobility & Connectivity*, and Strategic Goal 6.2 – Maintain, protect and improve assets and infrastructure within the City's built environment to ensure and enhance reliability, resiliency, sustainability, and facilitate connectivity.

This item aligns with each of the cross-cutting threads as follows:

1. **Community Trust** – In accordance with City procurement policy, this item has been agendaized for City Council consideration, ensuring public transparency.
2. **Equity** – This item is neutral towards this cross-cutting thread.
3. **Fiscal Responsibility** – The proposed action complies with City procurement requirements outlined in Purchasing Resolution 23812.
4. **Innovation** – This item is neutral towards this cross-cutting thread.
5. **Sustainability & Resiliency** – Access to reliable towing services helps to expedite maintenance and repairs to the City's fleet, furthering the City's resiliency.

FISCAL IMPACT:

The total fiscal impact of this action for FY 2021/22 is \$54,999, including the requested \$5,000 change order to Purchase Order No. 220283. Sufficient funds are budgeted and available in the Central Garage Fund, Central Garage Service-Sublet-Repairs account no. 2215000-424250.

Prepared by:	Carl Carey, General Services Director
Certified as to availability of funds: Officer/Treasurer	Edward Enriquez, Interim Assistant City Manager/Chief Financial
Approved by:	Kris Martinez, Assistant City Manager
Approved as to form:	Phaedra A. Norton, City Attorney