

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: DEBORAH LAUCHNER, CHIEF FINANCIAL OFFICER,
FINANCE DEPARTMENT
BRANDALYN TRAMEL, PURCHASING AGENT, FINANCE
DEPARTMENT
SUBJECT: CONTRACT EXTENSION – VEHICLE IMPOUND SERVICES FOR
EVIDENCE STORAGE

AGENDA ACTION: RESOLUTION

RECOMMENDATION

It is recommended by the Finance and Police Departments that the Council, by resolution, approve the Third Amendment to General Services Agreement (GSA) #F000651 for vehicle impound services related to evidence storage with Yarbrough Bros. Towing, Inc., Santa Rosa, California, to extend the contract for an additional one year term and add funding in the amount of \$40,000 for a total Agreement amount not to exceed \$138,000.

EXECUTIVE SUMMARY

This contract provides vehicle impound services to the City of Santa Rosa Police Department to store impound vehicle that are towed as a result of an accident or crime. These vehicles are evidence and must be stored in a secure, locked facility during the process of investigation.

BACKGROUND

On September 24, 2013, Request for Quote (RFQ) 13-45 solicited by the City, was opened by the Purchasing Agent. On December 3, 2016, the City Purchasing Agent approved GSA #F000651 for vehicle impound services for a two-year term in the amount of \$49,000 with three additional one-year extension options to Yarbrough Bros. Towing, Inc., Santa Rosa, California. The First Amendment extended the contract for an additional year and added funds in the amount of \$24,500, cumulative value not to exceed \$73,500. The Second Amendment extended the contract for an additional year and added funds in the amount of \$24,500, cumulative value not to exceed \$98,000. The contractor provides to the City, all qualified labor, equipment, and transportation necessary to provide vehicle impound services.

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PRIOR CITY COUNCIL REVIEW

None

ANALYSIS

Yarbrough Bros. Inc. has agreed to amend the contract to extend for an additional year with no increase in contract price. This is the final extension authorized for this Agreement.

The City and Yarbrough Bros. Inc. entered into a two-year Agreement with three one-year extension options on December 3, 2013, awarded by the City Purchasing Agent. See contract activity chart below:

<u>Award/Amendment</u>	<u>Date</u>	<u>Description</u>	<u>Amount</u>	<u>Authorization</u>
Contract Award	December 3, 2013	Award (2-year term)	\$49,000	Purchasing Agent
Amendment No. 1	December 16, 2015	Contract Ext.	\$24,500	City Manager
Amendment No. 2	December 6, 2016	Contract Ext.	\$24,500	City Manager
Amendment No. 3	Pending	Contract Ext.	\$40,000	City Council
	Total Cumulative Value Pending Amendment No. 2		<u>\$138,000</u>	

With approval of the Third Amendment to extend the contract, the cumulative value of GSA #F000651 will be \$138,000. Under the City's Contract/Purchase Order Modification Policy III-9, this Third Amendment requires approval by the City Council.

FISCAL IMPACT

Funds for this expense have been appropriated in the Fiscal Year 2017-18 budget within the Police department, and as a regular expenditure, will be included in subsequent years' budget requests when presented to Council.

ENVIRONMENTAL IMPACT

This action is exempt from the California Environmental Quality Act (CEQA) because it is not a project which has a potential for resulting in either a direct physical change in the

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environment, or a reasonably foreseeable indirect physical change in the environment, pursuant to CEQA Guideline section 15378.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not Applicable.

NOTIFICATION

Not Applicable

ATTACHMENTS

- Resolution/Exhibit A - Third Amendment

CONTACT

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