

CITY OF SANTA ROSA  
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL  
FROM: JOHN CREGAN, POLICE CHIEF, POLICE DEPARTMENT  
SUBJECT: WAIVER OF COMPETITIVE BIDDING AND APPROVAL OF SOLE  
SOURCE BLANKET PURCHASE ORDER WITH YARBROUGH  
BROS. TOWING, INC. FOR VEHICLE IMPOUND SERVICES

AGENDA ACTION: RESOLUTION

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RECOMMENDATION

It is recommended by the Police and Finance Departments that the Council, by resolution: 1) waive competitive bidding pursuant to Section 3-08.100(D) of the Santa Rosa City Code; and 2) approve issuance of a sole source Blanket Purchase Order, for a two-year term with three (3) one year renewal options to Yarbrough Bros. Towing, Inc., Santa Rosa, California, for vehicle impound services, in the total amount not to exceed \$500,000.

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EXECUTIVE SUMMARY

Vehicle impound services are required by the Police Department for impounded vehicles that are towed and stored as a result of an accident or crime.

BACKGROUND

The Police Department submitted a Purchase Request for a two-year Blanket Purchase Order with three (3) one year extension options to provide vehicle impound services for the City of Santa Rosa Police Department to store impounded vehicles 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 to ensure the chain of custody is maintained and preserve all evidence.

Section 3-08.100(D) of the City Code provides that purchases of supplies, material, equipment, and services may be made without recourse to competitive bidding requirements where the source of supply, necessary restrictions in specifications, necessary standardization, quality considerations, or other valid reasons for waiving competition appears.

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Under Section 3-08.100(D), the approval of the waiver of competitive bidding must be approved at the same level of authority as set forth in Section 3-08.110 of the City Code. Council is the award authority for a purchase with a not-to-exceed amount over \$100,000 and must approve the waiver of competitive bidding.

The City of Santa Rosa has been contracting with Yarbrough Bros. Towing, Inc., for vehicle impound services since 2013. Yarbrough Bros. Towing, Inc. is the only known vendor within the Santa Rosa City limits that has been able to provide the secured, locked inside storage services required by the City. For that reason, the waiver of competitive bidding is in the City's best interests and there are valid reasons for such a waiver.

The contractor provides to the City, all qualified labor, equipment, and transportation necessary for vehicle impound services and continues to provide satisfactory services.

PRIOR CITY COUNCIL REVIEW

Not applicable.

ANALYSIS

Yarbrough Bros. Towing, Inc., has agreed to provide vehicle impound services and has provided pricing for the next two year term.

The new pricing is a 20% overall increase of current contract pricing for labor rates and storage costs. The Consumer Price Index Not Seasonally Adjusted for San Francisco-Oakland-Hayward, CA shows a 3.7% increase from July 2022 to July 2023. Labor rates for the current CPI-W had a 3.4% increase, and storage rates for the CPI-U increased 22%. Based on this information, staff determines the 20% increase is considered fair and reasonable.

Under the City Code 3-08.110(A), this award requires approval by the City Council.

FISCAL IMPACT

Funds for this expense have been appropriated in the Fiscal Year 2023-24 budget within the Police department.

ENVIRONMENTAL IMPACT

This action is exempt from the provisions of the California Environmental Quality Act (CEQA) under CEQA Guidelines Section 15061(b)(3) and 15378 in that there is no possibility that the implementation of this action may have significant effects on the environment, and no further environmental review is required.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

ATTACHMENTS

- Resolution/Exhibit A (Scope of work and Price Sheet)

PRESENTER

Josh Ludtke, Police Lieutenant  
Brandalyn Tramel, Purchasing Agent