

CITY OF SANTA ROSA
CITY COUNCIL

TO: MAYOR AND CITY COUNCIL
FROM: JEREMY GUNDY, DEPUTY DIRECTOR – FIELD SERVICES,
TRANSPORTATION AND PUBLIC WORKS
SUBJECT: APPROVAL OF SECOND AMENDMENT TO BLANKET
PURCHASE ORDER NUMBER 171735 WITH CREAM'S TOWING,
INC.

AGENDA ACTION: MOTION

RECOMMENDATION

The Transportation and Public Works and Finance Departments recommend that the Council, by motion, approve the Second Amendment to Blanket Purchase Order Number 171735 with Cream's Towing, Inc. of Santa Rosa, California to extend the term for one year and increase compensation in the amount of \$50,000, for a total contract not to exceed \$150,000, and authorize the Purchasing Agent to make non-substantive changes to the Blanket Purchase Order and execute the Amendment. This item has no impact on current fiscal year budget.

EXECUTIVE SUMMARY

There is a need to extend the term and increase compensation of Blanket Purchase Order Number 171735 in the amount of \$50,000 for towing and road services for City of Santa Rosa vehicles, including sedans, trucks, fire apparatus, buses and miscellaneous equipment.

GOAL

This item relates to the Council Goal for core service. Various City departments have an ongoing need for towing services for City vehicles.

BACKGROUND/PRIOR COUNCIL REVIEW

On April 4, 2024, the City Purchasing Agent, by signature, approved bid award RFQ 23-39 and issuance of Blanket Purchase Order Number 171735 for a two-year term with three (3) one-year extension options in a not to exceed amount of \$50,000.

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On January 29, 2025, the City Manager, by signature, approved the first amendment to increase compensation in the amount of \$50,000.

ANALYSIS

Blanket Purchase Order Number 171735 needs to be extended for an additional one-year term and compensation increased for ongoing towing and road services. Cream's Towing, Inc. submitted a one-year extension proposal with a 6% increase in pricing due to increased payroll and insurance.

The Consumer Price Index Not Seasonally Adjusted for San Francisco-Oakland-Hayward, CA shows a 7.5% increase in vehicle insurance. Labor rates for the current CPI-W had a 2.6% increase. Based on this information, staff determined the 6% increase is considered fair and reasonable.

Under the City's Purchasing Policy, City Code 3-08-110(A) Award Authority, this modification requires approval by the City Council.

FISCAL IMPACT

Funds are included in the Fiscal Year 2025-26 adopted budget within various departments under various charge codes. There is no direct fiscal impact to the General Fund.

ENVIRONMENTAL IMPACT

Pursuant to CEQA Guidelines Section 15378, the recommended action is not a "project" subject to the California Environmental Quality Act (CEQA) because it does not have a potential for resulting in either a direct physical change in the environment or a reasonably foreseeable indirect physical change in the environment. In the alternative, the recommended action is exempt from CEQA pursuant to CEQA Guidelines section 15061(b)(3) because it can be seen with certainty that there is no possibility that the recommended action may have a significant effect on the environment.

BOARD/COMMISSION/COMMITTEE REVIEW AND RECOMMENDATIONS

Not applicable.

NOTIFICATION

Not applicable.

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ATTACHMENTS

None.

PRESENTER(S)

Zac Brand, Fleet Superintendent - Transportation and Public Works
Jennifer Myles, Purchasing Agent - Finance