



REPORT TO COUNCIL

City of Sacramento

915 I Street, Sacramento, CA 95814-2604
www.CityofSacramento.org

Consent

August 31, 2010

**Honorable Mayor and
Members of the City Council**

Title: Agreement: Evidence Impound Towing and Storage Services

Location/Council District: Citywide

Recommendation: Adopt a **Resolution** (1) authorizing the City Manager, or his designee, to execute an agreement with Shanahan's Towing for evidence impound vehicle storage services for one year with up to four (4) one-year renewal options not to exceed \$57,760 each year for the first two years and not to exceed a total of \$295,825 for the maximum agreement term of five years, and authorize the City Manager, or his designee, to authorize the renewals, provided that sufficient funds are available in the budget adopted for the applicable Fiscal Year(s).

Contact: Mike McCarthy, Captain, 808-0701, Gina Haynes, Lieutenant, 808-0714

Presenters: Mike McCarthy, Captain, 808-0701, Gina Haynes, Lieutenant, 808-0714

Department: Police

Division: Metro

Organization No: 11001141

Description/Analysis

Issue: The Police Department issued a competitive bid for Evidence Impound Towing and Storage Services Agreement on April 1, 2010, to provide exclusive evidence impound vehicle storage services for the Sacramento Police Department. Of the three bids received, Shanahan's Towing was selected as the lowest responsive and responsible bidder. The agreement with Shanahan's Towing is a one (1) year agreement with four (4) one year options to renew. The rates are locked in for the first two (2) years of this agreement.

Policy Considerations: This recommendation is consistent with established police procedures for storing and processing impounded vehicles in accordance with the provisions of Sacramento Police Department General Order 536.02.

Environmental Considerations: This activity is not subject to the California Environmental Quality Act (CEQA) because it does not constitute a "project" as

defined in section 15378 of the CEQA Guidelines, and is otherwise exempt pursuant to Sections 15321(b) (law enforcement activities) and 15061(b)(3) (no significant effect on the environment) of the CEQA Guidelines.

Commission/Committee Action: Not applicable

Rationale for Recommendation: In support of the Police Department's requirement to have a secure facility to accommodate crime scene vehicles and maintain the chain of custody of all evidence, in April 2010 the Police Department, in conjunction with Procurement Services, issued an Invitation for Bid No. B10131061016 for Evidence Impound Towing and Storage Services. A total of 3 bids were received. Of the 3 bids received, Shanahan's Towing was the lowest responsive, responsible bidder.

Financial Considerations: Sufficient funds are available in the Police Department's operating budget for these services.

Emerging Small Business Development (ESBD): Shanahan's Towing is a Small Business Enterprise (SBE) (Certification number 32200).

Respectfully Submitted by: Mike McCarthy
Mike McCarthy, Captain

Approved by: A/CoP Rick Brazel (P2)
Rick Brazel, Chief of Police

Recommendation Approved:

Cassandra H. Vina
for Gus Vina
Interim City Manager

Ref: COP 8-5

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Attachment 1**Background**

The Police Department Evidence Impound Towing and Storage Services agreement is the result of the Department's dedication to the preservation of evidence pertinent to solving crime in the City of Sacramento. This agreement was competitively bid in accordance with City policy and the lowest responsive and responsible bidder was selected for this agreement. This agreement allows the Department to secure the lowest possible storage and tow costs for these services from the most qualified bidder.

These types of tows and storage costs are difficult to project with any definite certainty. A simple increase in the number of tows does not necessarily mean the costs will increase over the previous years; likewise, a decrease in the number of tows does not guarantee lower costs. Some vehicles are held in evidence impound for months while others are processed and released out within days of being impounded.

Evidence impound towing and storage services for the Sacramento Police Department had been conducted by Capitol City Automotive since September 1997. Due to a change in ownership and company structure, the current contract was assigned to the new ownership for the remainder of the contract year which expires September 7, 2010. In order to maintain fairness within the towing industry, the Sacramento Police Department, in conjunction with City Procurement Services, placed the agreement out for competitive bid on April 1, 2010.

Three (3) bids were received, of which Shanahan's Towing was the lowest responsive and responsible bidder. See Attachment 3, "Bid Comparison".

Capitol City Automotive, Inc. came in with the highest bid. The apparent low bidder, College Oak Towing, did not pass the site inspection portion of the evaluation process due to City code violations and was therefore deemed non-responsive. The lowest responsive and responsible bidder is Shanahan's Towing. At the time of bid opening, Shanahan's Towing had not renewed their small business certification. While it was not included in the bid evaluation process, Shanahan's has since renewed their SBE and holds a current certification with the City of Sacramento.

Bid Comparison

IFB No. B10131061016

Item

Evidence Impound Towing and Storage Services

Bid Opening Date: 4/28/10

	<u>Capital City Automotive</u>			<u>College Oak Towing</u>			<u>Shanahan's Towing</u>		
	<u>Qty</u>	<u>Unit</u>	<u>Ext</u>	<u>Qty</u>	<u>Unit</u>	<u>Ext</u>	<u>Qty</u>	<u>Unit</u>	<u>Ext</u>
Subtotal	lot		\$ 72,543.00	lot		\$ 73,217.50	lot		\$57,760.00
ESBE Pref - 5%		Yes	(3,627.15)		Yes	(3,660.88)		No	-
Prompt Payment Discount		2%-31 days	(1,450.86)		18%-21 days	(13,179.15)		No	-
Subtotal			\$ 67,464.99			\$ 56,377.48			\$57,760.00
Bid Evaluation Total			\$ 67,464.99			\$ 56,377.48			\$57,760.00
Award Total			\$ 72,543.00			\$ 73,217.50			\$57,760.00

RESOLUTION NO.

Adopted by the Sacramento City Council

**APPROVING AN AGREEMENT FOR EVIDENCE
IMPOUND VEHICLE STORAGE SERVICES**

BACKGROUND

- A. The Police Department must ensure the secure and safe storage of all vehicles that are evidence or contain evidence as part of a crime. This agreement is a necessary means to maintain the chain of custody on all evidence recovered from the vehicles in question.
- B. Procurement Services issued an Invitation for Bid No. B10131061016 for Evidence Impound Vehicle Storage Services. A total of 3 bids were received. Shanahan's Towing was the lowest responsive and responsible bidder.

**BASED ON THE FACTS SET FORTH IN THE BACKGROUND, THE CITY COUNCIL
RESOLVES AS FOLLOWS:**

Section 1. The City Manager, or his designee, is hereby authorized to execute an agreement with Shanahan's Towing for evidence impound vehicle storage services for one (1) year with up to four (4) one-year renewal options, not to exceed \$57,760 each year for the first two years and not to exceed a total of \$295,825 for the total maximum agreement term of five (5) years. The City Manager, or his designee, may authorize the renewals, provided that sufficient funds are available in the budget adopted for the applicable Fiscal Year(s).