

BOARD OF DIRECTORS

ACTION ITEM

Item Number: BA2020-50

Meeting Date: April 27, 2020

Item Title: Vehicle Towing Service

BACKGROUND

Trinity Metro utilizes local towing services to recover buses and vehicles that have experienced mechanical failures, preventing them from being driven back to the maintenance shop. Currently, Trinity Metro contracts with a vendor to provide this service, which is more cost effective than procuring recovery equipment and paying employees' hourly wages to perform this task. Additionally, utilizing our own equipment would restrict us to responding to one vehicle at a time. The contractor has enough equipment that they can respond to several disabled vehicles if needed. This contract will ensure that Trinity Metro's vehicles are picked up expeditiously and transported to the maintenance facility for repair.

PROCUREMENT

In accordance with Trinity Metro's Procurement Policy, Invitation for Bids (RFP 20-T001) for Vehicle Towing Services was advertised locally and on Trinity Metro's website.

One (1) firm responded to the solicitation and complied with the RFP package. The RFP is based on a 3-year contract, with two (2) one-year renewal options. This purchase will be a single source purchase that has been deemed fair and reasonable based on market pricing for large vehicle towing services.

FINANCING

The estimated annual cost for the first contract period is \$168,000.00. Funds are available in Trinity Metro's FY2020 Operating Budget to finance this contract for the first year. Funds for the remainder of the contract and extensions will be requested in each year's proposed annual operating budget.

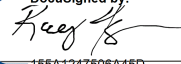
DBE

There were no opportunities for DBE subcontracting participation identified for this contract.

RECOMMENDATION

We request that to Trinity Metro Board of Directors to authorize the President/Chief Executive Officer to execute a three-year contract with the option to renew for two additional one-year terms, with Texas Towing Wrecker Service, Inc. for Vehicle Towing Services in the annual amount of \$168,000.00 plus a 10% (\$16,800.00) contingency per year for unforeseen expenses, totaling \$184,800.00 per year of the contract for a total not-to-exceed amount of \$924,000.00.

Disposition by Board of Directors

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Apr-29-2020

Secretary Approval:

DATE