



**CITY OF PLANO  
COUNCIL AGENDA ITEM**

<b>CITY SECRETARY'S USE ONLY</b>					
<input type="checkbox"/> Consent <input type="checkbox"/> Regular <input type="checkbox"/> Statutory					
Council Meeting Date:		12/20/11			
Department:		Purchasing			
Department Head		Diane Palmer-Boeck			
Agenda Coordinator (include phone #): <b>Aimee Storm ext 7248</b>					
<b>CAPTION</b>					
CSP No. 2011-315-C for a one (1) year contract with four (4) City optional renewals for Towing Services to Signature Towing, Inc. in the estimated amount of \$3,000, and authorizing the City Manager to execute all necessary documents.					
<b>FINANCIAL SUMMARY</b>					
<input type="checkbox"/> NOT APPLICABLE <input checked="" type="checkbox"/> OPERATING EXPENSE <input type="checkbox"/> REVENUE <input type="checkbox"/> CIP					
FISCAL YEAR:	<b>2011-12 thru 2015-16</b>	<b>Prior Year (CIP Only)</b>	<b>Current Year</b>	<b>Future Years</b>	<b>TOTALS</b>
Budget		0	3,000	12,000	<b>15,000</b>
Encumbered/Expended Amount		0	0	0	<b>0</b>
This Item		0	-3,000	-12,000	<b>-15,000</b>
BALANCE		0	0	0	<b>0</b>
<b>FUND(s):    GENERAL FUND</b>					
<p><b>COMMENTS:</b> This item establishes an annual fixed price contract with four optional renewals for vehicle towing services and storage. Expenditures will be made within the annually approved budget appropriations. The estimated annual amount is \$3,000.</p> <p><b>STRATEGIC PLAN GOAL:</b> Fixed price contracts for vehicle towing and storage services relate to the City's Goal of Financially Strong City with Service Excellence and Safe, Large City.</p>					
<b>SUMMARY OF ITEM</b>					
Staff recommends the Competitive Sealed Proposal of Signature Towing, Inc. in the estimated amount of \$3,000, be accepted as the best value proposal, and conditioned upon timely execution of any necessary contract documents for Towing Services.					
List of Supporting Documents:			Other Departments, Boards, Commissions or Agencies		
Memo, CSP Recap			NA		



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## **MEMORANDUM**

**DATE:** December 6, 2011

**TO:** Diane Palmer-Boeck, Purchasing Manager

**FROM:** Gregory W. Rushin, Chief of Police

**SUBJECT:** Recommendation for Towing Services Contract

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The current contract for towing services will expire, and as a result, a request for competitive sealed proposals was published. A committee consisting of Police Department staff, coordinated by the Department's centralized purchasing representative, has reviewed the responses regarding CSP's for towing services (CSP No. 2011-315-C). Three proposals were submitted and evaluated based on the below evaluation criteria.

- Range, Depth, and Quality of Towing Services – 30%
- Level to which the vehicle storage meets the City's Needs – 15%
- Thoroughness and effectiveness of reporting services – 15%
- Work history and firm's reputation – 15%
- Cost – 25%

Based on the overall evaluation of the submitted proposals, the Police Department recommends the award of CSP 2011-315-C to Signature Towing Inc.

After evaluating the proposals, Signature Towing has the overall highest score. The Committee finds that Signature Towing has a proven capability to handle the City's needs. This proven capability is in their fleet resources, responses times, commitment to freeway incident management principles, impound facility committed solely to police impounds, lack of citizen complaints, and the closest proximity to the Police Department. This close proximity is beneficial to police who regularly respond to the location on investigations and beneficial to arrested individuals who can walk from the Plano City Jail to the Signature impound to retrieve their vehicle.

A contract for towing services represents minimal expense to the City as the vendors provide "no-cost" tows for vehicles owned by the City of Plano. There are no acquisition costs and future expenditures are minimal. The fees proposed by the vendors represent the costs citizens would incur in the event towing services are needed.

In the event the City does not award this contract there is the potential for disruption in the ability of the Police Department and City to carry out its duties. Towing service is a necessity in many situations such as the removal of wrecked vehicles from crash scenes as quickly as possible to restore traffic flow. Other situations also exist such as the impoundment of an arrested person's vehicle, the recovery of stolen vehicles, seizing vehicles for criminal investigations, the towing of abandoned vehicles, and the

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towing of City owned vehicles that have become disabled. Lastly, this contract also calls for the awarded vendor to handle vehicle disposal which requires legal notifications under state law and the eventual auctioning of unclaimed vehicles.

Approximate annual expenditure for this item is \$3,000.

# CITY OF PLANO

## 2011-315-C CSP for Towing Services CSP RECAP

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**Proposal opening Date/Time:** October 14, 2011 @ 3PM

**Number of Vendors Notified:** 712

**Vendors Submitting "No Bids":** 0

**Number of Proposals Submitted:** 3

**Company**

Signature Towing, Inc.  
Recovery Systems, Inc.  
Jordan Towing, Inc.

**Vendors Evaluated Non-Responsive to Specification:** 0

**Recommended Vendor(s):**

Signature Towing, Inc.

*Aimee Storm*

December 6, 2011

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Aimee Storm, Buyer Supervisor

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Date