



AGENDA MEMORANDUM

Future Item for the City Council Meeting of February 26, 2013
Action Item for the City Council Meeting of March 19, 2013

DATE: February 26, 2013
TO: Ronald L. Olson, City Manager
FROM: Michael Barrera, Assistant Director of Financial Services
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Wrecker Service

CAPTION:

Motion approving a service agreement with Apollo Towing, of Corpus Christi, Texas for wrecker service for City owned vehicles in accordance with Bid Invitation No. BI-0060-13 based on only bid for an estimated twelve month expenditure of \$93,852.50 of which \$39,105.21 is required for the remainder of FY 2012-2013. The term of the agreement will be for twelve months with an option to extend for up to two additional twelve-month periods, subject to the approval of the supplier and the City Manager or his designee. Funds have been budgeted by Maintenance Services and the Fire Department in FY 2012- 2013.

PURPOSE:

This contract will establish towing service for City owned category 1 and 2 type vehicles. These type vehicles are the smaller units in the fleet and consist of motorcycles, sedans, pickup trucks, utility trucks, vans and small dump trucks.

BACKGROUND AND FINDINGS:

The wrecker contractor is required to be on call 24 hours per day, 7 days a week, to tow and provide related services for City owned vehicles.

ALTERNATIVES:

Not Applicable.

OTHER CONSIDERATIONS:

Not Applicable.

CONFORMITY TO CITY POLICY:

This purchase conforms to the City's purchasing policies and procedures and Texas State procurement laws.

EMERGENCY / NON-EMERGENCY:

Non-Emergency.

DEPARTMENTAL CLEARANCES:

Maintenance Services and Fire Department

FINANCIAL IMPACT:

X Operating Revenue Capital Not applicable

Fiscal Year: 2012-2013	Project to Date Expenditures (CIP only)	Current Year	Future Years	TOTALS
Line Item Budget		\$871,500.00	\$54,747.29	\$926,247.29
Encumbered / Expended Amount		\$398,674.96		\$398,674.96
This item		\$39,105.21	\$54,747.29	\$93,852.50
BALANCE		\$433,719.83		\$433,719.83

Fund(s): Maintenance Services and Fire Department

Comments:

The \$39,105.21 financial impact shown above represents five months of expenditures that will be encumbered through the end of this fiscal year. The remaining \$54,747.29 will be requested during the normal FY 2013-2014 budget approval process.

RECOMMENDATION:

Staff recommends approval of the motion as presented.

LIST OF SUPPORTING DOCUMENTS:

Bid Tabulation.