



## Cover Memorandum/Staff Report

File #: 19-754

Agenda Date: 8/20/2019

Item #: 6.L.

**TO: Mayor and Commissioners**  
**FROM: Javaro Sims, Chief of Police**  
**THROUGH: Neal de Jesus, Interim City Manager**  
**DATE: August 20, 2019**

APPROVAL OF AMENDMENT NO. 1 TO RENEW THE AGREEMENT WITH WESTWAY TOWING, INC. FOR VEHICLE TOWING AND STORAGE SERVICES - \$73,000

### **Recommended Action:**

Motion to Approve Amendment No. 1 with Westway Towing, Inc. to renew the Agreement under the same terms and conditions, and authorize the City Manager to approve renewal options, in the amounts below, contingent upon appropriations of funds.

### **Background:**

On December 11, 2016 the City issued and agreement with Westway Towing, Inc. for vehicle towing and storage services (RFQ No. 2016-091). The Agreement is effective through September 30, 2019.

The Agreement included provisions for renewal options. Staff recommends exercising the first of two one-year renewal options, extending the agreement through September 30, 2020.

Should the City exercise the renewal options provided in the contract, the cumulative contract value is provided below.

Estimated Contract Value		
Renewal Term 1	October 1, 2019 - September 30,	\$73,000
Renewal Term 2	October 1, 2020 - September 30,	\$73,000
\$146,000		

The primary users of these services are the City Police Department, Neighborhood & Community Services Departments and Fleet Maintenance. The Vehicle Towing and Storage Agreement consists of several cost components. The first is a monthly cost recovery fee to be paid to the City by the towing firm for administrative support to manage the towing service within the City. This fee is determined on a per-tow basis for each City-directed tow. The second cost component is for tow services required for City vehicles to be paid to the towing firm. The third cost component is late fees to be assessed to the towing firm by the City for failure to respond to a call for towing services within the required time frame specified in the Agreement. The towing firm must charge residential and commercial customers the rates established by Palm Beach County Code of Ordinances, Section 19.

This motion is in accordance with the City Code of Ordinances, Section 36 and City Policies and Procedures, Change Orders and Amendments.

**City Attorney Review:**

Approved as to form and legal sufficiency.

**Funding Source/Financial Impact:**

Fleet Maintenance	\$20,000	501-43-000-549.52-51
Neighborhood & Community Services	\$3,000	001-24-240-524.34-46
Police Department	\$50,000	001-21-110-521.52-34