



## STAFF REPORT

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**DATE:** August 23, 2021

**TO:** Sacramento Regional Transit Board of Directors

**FROM:** Carmen Alba, VP, Bus Operations

**SUBJ:** RATIFYING THE GENERAL MANAGER/CEO'S EXECUTION OF THE FIRST AMENDMENT TO THE CONTRACT FOR ON-CALL TOWING AND ROADSIDE ASSISTANCE BUS MAINTENANCE WITH GEORGE LITTLE INVESTMENTS, INC. DBA COLLEGE OAK TOWING AND APPROVING THE SECOND AMENDMENT

### RECOMMENDATION

Adopt the Attached Resolution.

### RESULT OF RECOMMENDED ACTION

Approval will allow payment to be made for services authorized under the First Amendment executed by the General Manager/CEO. The Second Amendment will provide additional funds for services until expiration of the Contract December 27, 2021.

### FISCAL IMPACT

Expense: Not to exceed \$75,000 through December 27, 2021. The cost of the additional service is included in the approved FY 2021-2022 Bus Maintenance Operating Budget.

### DISCUSSION

On November 16, 2018, SacRT entered into a contract for on-call towing and roadside assistance with George Little Investments, Inc. dba College Oak Towing for a 3-year period beginning December 28, 2018, and ending December 27, 2021. The contract was awarded in the amount of \$145,000 based on the estimated quantities provided in the solicitation document. Payment is made on an hourly-rate basis based on services actually performed.

SacRT requires on-call towing and roadside assistance services that meet its operational needs on a 24 hour, 7 days a week, 365 days a year response basis.

Due to recent vehicle additions and new services performed under the Contract with Elk Grove and the SacRT GO paratransit services, there has been an increase in demand for on-call towing and roadside assistance. SacRT has increased its fleet size by 88% (additional 205 vehicles) since July 1, 2019.

In July 2021, Staff determined that there were not sufficient funds remaining in the Contract to provide services through the end of the Contract term or to provide services

until the next regularly-scheduled Board meeting. To avoid a disruption in services, the General Manager/CEO executed the First Amendment to the Contract to add \$15,000 to cover anticipated needs until the next Board meeting. Because the amendment increased the value of the Contract to over \$150,000, execution of the amendment was beyond the General Manager/CEO's authority. Consistent with the terms of the Procurement Ordinance, Staff is requesting that the Board ratify this action by the General Manager/CEO to allow payment to be made to the Contractor for services rendered.

In addition, Staff is requesting Board approval of a Second Amendment to the Contract to add an additional \$60,000 to ensure there are sufficient funds for services through the Contract expiration. A new solicitation will be conducted in the near future for services beyond December 27, 2021.

RESOLUTION NO. 21-08-0095

Adopted by the Board of Directors of the Sacramento Regional Transit District on this date:

August 23, 2021

**RATIFYING THE GENERAL MANAGER/CEO'S EXECUTION OF THE FIRST AMENDMENT TO THE CONTRACT FOR ON-CALL TOWING AND ROADSIDE ASSISTANCE BUS MAINTENANCE WITH GEORGE LITTLE INVESTMENTS, INC. DBA COLLEGE OAK TOWING AND APPROVING THE SECOND AMENDMENT**

WHEREAS, Section 1.105 of the Procurement Ordinance (18-08-01) permits ratification of an unauthorized procurement under specified circumstances; and

WHEREAS, due to an 88% increase in SacRT's vehicle fleet since July 1, 2019, SacRT's needs for vehicle towing have increased significantly; and

WHEREAS, in order to ensure continuity of needed services, the General Manager/CEO executed a First Amendment to the Contract for On-Call Towing and Roadside Assistance (Bus Maintenance) ("Contract"); and

WHEREAS, pursuant to 1.505 of the Procurement Ordinance, an amendment to a Contract that raises the total consideration above the threshold for a formal solicitation is permitted only under specified circumstances.

NOW, THEREFORE, BE IT HEREBY RESOLVED BY THE BOARD OF DIRECTORS OF THE SACRAMENTO REGIONAL TRANSIT DISTRICT AS FOLLOWS:

THAT, in accordance with Section 1.505 of the Procurement Ordinance, the Board hereby finds that (1) there was not improper procurement splitting; and (2) an amendment to the Contract is required solely to increase the total consideration due to an unforeseeable change in the estimated quantities, without a change in the scope of work, and the unit price remains fair and reasonable even for the increased quantity; and

THAT, the action of the General Manager/CEO in approving the First Amendment to the Contract for On-Call Towing and Roadside Assistance (Bus Maintenance) by and between the Sacramento Regional Transit District ("SacRT") and George Little Investments, Inc. dba College Oak Towing ("Contractor"), whereby the total consideration was increased by \$15,000, from \$145,000 to \$160,000, is hereby ratified.

THAT, the Second Amendment to the Contract for On-Call Towing and Roadside Assistance (Bus Maintenance) by and between the Sacramento Regional Transit District ("SacRT") and George Little Investments, Inc. dba College Oak Towing ("Contractor"), whereby the total consideration is increased by \$60,000, from \$160,000 to \$220,000 is hereby approved.

THAT, the General Manager/CEO is hereby authorized and directed to execute the Second Amendment.

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STEVE MILLER , Chair

A T T E S T:

HENRY LI, Secretary

By: \_\_\_\_\_  
Tabetha Smith, Assistant Secretary