

 <p style="text-align: center;">Council Communication Office of the City Manager</p>	Date:	April 20, 2015
	Agenda Item No.	48
	Roll Call No.	<u>15-0704</u>
	Communication No.	<u>15-191</u>
	Submitted by:	Phillip Delafield, Community Development Director

AGENDA HEADING:

Approving Bid for Junk Vehicle Towing Contract with G & S Service, Inc. (4100 E. 16th Street, Des Moines, IA, Glen Mikel, President).

SYNOPSIS:

Recommend approval of bid from G & S Service, Inc. for a contract to furnish junk vehicle towing services to be used by the Neighborhood Inspection Zoning Division of the Community Development Department and authorizing the Procurement Administrator to enter into a contract for a period of one (1) year with four (4) one (1) year options for renewal. The four (4) one (1) year renewal options shall be executed upon mutual consent of the City and vendor.

FISCAL IMPACT:

Amount: \$14,926 estimated revenue to City

Funding Source: Cleanup efforts are funded by Community Development Block Grant funds. Revenue income generated will be shown as program income in Operating Budget, SP020, CDD049900, CDBG2008005, page 106.

ADDITIONAL INFORMATION:

The contract is bid to assist the Neighborhood Inspection Division in cleanup of the City's neighborhoods. The vehicles that are towed are illegally stored on private property in the City. They are in a condition of disrepair or lack current plates and tags making them illegal to operate on streets and highways.

Property owners are given two (2) notices of violation and opportunities to take care of the violation before staff orders the removal of the vehicle. The process includes a notice sent regular mail to all who have an interest in the real property, including tenants. This first notice gives the owner 14 days to remove the vehicle. If the violation remains, a second notice is issued by certified mail and regular mail giving notice that if the vehicle is not moved in seven (7) days the City will remove the vehicle and assess the real property for the costs of the abatement. After the vehicle is towed the owner of the vehicles is given an opportunity to pay costs of the removal including the tow charges and recover the vehicle.

On February 11, 2013, City Council approved a contract with G & S Service, Inc. for junk vehicle towing services to support the Neighborhood Inspections Division neighborhood cleanup and beautification effort. The contract was not renewed at the end of March, 2015.

On March 12, 2015, the City Procurement Division solicited bids from three (3) potential bidders and advertised the invitation in the Des Moines Register. The City received one (1) bids. A cost evaluation summary is attached. The specifications stated that the award will determined by the maximum amount of revenue generated to the City and the ability of the vendor to deliver services in a timely fashion. While the City reserved the right to reject proposals that fail to address each criteria, no rejection is deemed necessary as the G & S is fully compliant to each criteria.

PREVIOUS COUNCIL ACTION(S):

Date: February 11, 2013

Roll Call Number: [13-0263](#)

Action: [Bid](#) from G & S Service Inc. for an annual contract with four additional one-year renewal options to furnish towing, storage and disposition services of junk vehicles for use by the Neighborhood Inspection Division, annual estimated revenue \$85,760.45. (Four bids mailed, Three received). Continued from January 28, 2013 Council meeting. ([Council Communication No. 13-059](#)) Moved by Griess to adopt. Motion Carried 6-1. Nays: Mahaffey.

ANTICIPATED ACTIONS AND FUTURE COMMITMENTS: NONE

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