



COUNTY OF SONOMA

575 ADMINISTRATION
DRIVE, ROOM 102A
SANTA ROSA, CA 95403

SUMMARY REPORT

Agenda Date: 6/3/2025

To: Board of Supervisors

Department or Agency Name(s): Sonoma County Public Infrastructure

Staff Name and Phone Number: Johannes J. Hoevertsz, 707-565-2550

Vote Requirement: Majority

Supervisory District(s): Countywide

Title:

Blanket Purchase Order Agreements for As Needed Towing Services

Recommended Action:

Award the two agreements and authorize the Purchasing Agent to execute the proposed Blanket Purchase Order Agreements with Creams Towing, Inc. for:

- A) County-wide as-needed towing services
- B) County-wide as-needed towing services during emergencies and declared disasters.

Executive Summary:

The Department of Public Infrastructure (SPI) requests that the Board authorize the proposed Blanket Purchase Order Agreements with Cream's Towing, Inc. The contract terms are July 8, 2025, through July 7, 2026, with four (4) one-year options for renewal. The agreements will be for use by all County departments and affiliated public entities, such as Sonoma County Water Agency, Sonoma County Community Development Commission, and special districts. The scope of services for both Agreements are the same, however one agreement is for use during normal operations while the second agreement complies with federal reimbursement requirements for use during emergencies and declared disasters.

Discussion:

The Sonoma Public Infrastructure Purchasing Division maintains Blanket Purchase Order agreements for as-needed towing services for use by all County departments. County best practice is to establish two, separate BPOs: one BPO for as-needed, non-emergency basis, and the other with federally required contract provisions for use during emergency and disaster events that may qualify for federal reimbursement. During disasters, use of the one blanket purchase order may be coordinated through the County's Emergency Operations Center or Department Operations Centers. The other Blanket Purchase Order is established for use on an as needed non-emergency basis by all County departments and affiliated public entities, including Sonoma County Water Agency, Sonoma County Community Development Commission, and special districts. Tow services are needed to provide various towing services such as Transit division for bus towing, the Fleet division, and Permit Sonoma for the Abandoned Vehicle Abatement and Dismantling Program. These services will allow Permit Sonoma to continue working in collaboration with California Highway Patrol to remove abandoned and hazardous vehicles from roadsides and freeways.

A competitive solicitation for As Needed Towing Services was issued March 27, 2025, on the County's Supplier Portal. Notifications were sent to Minority Business Enterprises (MBE) and Women's Business Enterprises as well as local towing service providers. The County received one (1) submission to the solicitation from Cream's Towing, Inc., who meets the minimum qualifications of the solicitation.

Tow Services will include general vehicle tow service upon request for disabled vehicles or transport from one location to another. Services will also include support of the Abandoned Vehicle Abatement program, to remove, store and dispose of abandoned, wrecked, dismantled or inoperative vehicles and vehicle parts which have been declared a public nuisance or hazard under applicable laws and programs.

Expenditures for towing services over the past three (3) years have averaged \$223,187 annually. County departments will utilize funding from their approved budgets to pay for services they may require on an as-needed basis.

Strategic Plan:

N/A

Racial Equity:

Was this item identified as an opportunity to apply the Racial Equity Toolkit?

No

Prior Board Actions:

N/A

FISCAL SUMMARY

Expenditures	FY24-25 Adopted	FY25-26 Projected	FY26-27 Projected
Budgeted Expenses			
Additional Appropriation Requested			
Total Expenditures			
Funding Sources			
General Fund/WA GF			
State/Federal			
Fees/Other			
Use of Fund Balance			
General Fund Contingencies			

Total Sources			
----------------------	--	--	--

Narrative Explanation of Fiscal Impacts:

Appropriations for costs to be incurred under this blanket purchase order will be funded through various departments’ adopted budgets only as required and when the services are deemed necessary.

Staffing Impacts:			
Position Title (Payroll Classification)	Monthly Salary Range (A-I Step)	Additions (Number)	Deletions (Number)

Narrative Explanation of Staffing Impacts (If Required):

None

Attachments:

- 1 - Proposer List
- 2 - Disaster Blanket Purchase Order Professional Service Agreement
- 3 - Non-Disaster Blanket Purchase Order Professional Service Agreement

Related Items “On File” with the Clerk of the Board:

None