



Date: May 11, 2021
Current Meeting: May 20, 2021
Board Meeting: May 27, 2021

BOARD MEMORANDUM

TO: Indianapolis Public Transportation Corporation Board of Directors
THROUGH: President/CEO Inez P. Evans
FROM: Senior Director of Facilities and Preventative Maintenance Paul Williams
SUBJECT: Consideration and Approval of EQ 21-02-389 Towing Service

ACTION ITEM A – 5

RECOMMENDATION:

In a manner consistent with IPTC contract award standards, we ask the Board to authorize the President/CEO to enter a contract with Hix Wrecker Service Inc, for three (3) years with two (2) option years for vehicle towing services for an amount not to exceed \$ 304,290 for the life of the contract including the options.

BACKGROUND:

IPTC currently has over 220 vehicles. The majority of these vehicles comprise our fixed-route fleet of buses in sizes from 40 to 60 feet in length. Towing large vehicles over 40 feet in length is a specialized service that requires specialized equipment to tow. Therefore, IPTC requires towing from a qualified and experienced firm that can provide towing for 40’ and 60’ transit buses and other support vehicles from streets or other areas as directed within the City of Indianapolis. The towing services contractors are required to be on call 24 hours, seven days a week.

DISCUSSION:

IPTC followed the FTA and the IPTC standard procurement procedure for a fair and competitive electronic quote process. As a result, on April 1, 2021, The Procurement department released the electronic quote and required quotes to be received back on April 23, 2021, with closure at 10:00 am.

IPTC procurement department received quotes back from Zores Towing and Hix Wrecker service Inc. The Procurement and Maintenance department reviewed the quotes, and Hix Wrecker Service Inc. was determined to be the lowest quote and met all requirements. IPTC Maintenance department has been contracting this service out since 2016. With the current new contract and better preventative maintenance program, we have reduced the cost over the term of the contract by \$ 140,000.

ALTERNATIVES:

Towing services are required for the recovery of vehicle accidents and mechanical breakdowns. Unfortunately, IPTC can not provide these services due to the specialized equipment needed.

FISCAL IMPACT:

The funding source for this service is from the local operations budget with an 80-20 Federal grant reimbursement drawdown.

DBE/XBE DECLARATION:

There are currently no certified DBEs in the State of Indiana that offering towing services to buses. Therefore, it would not be realistic to set a DBE goal on this opportunity. However, should the prime vendor decide to utilize a DBE firm, we will ensure proper procedures are followed and documented.

STANDING COMMITTEE DISCUSSION/RECOMMENDATION:

This action will be reviewed by the Finance Committee and Service Committee on May 20, 2021.