



Arapahoe County

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Board Summary Report

File #: 26-034

Agenda Date: 1/27/2026

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To: Board of County Commissioners

Through: Tyler S. Brown, Sheriff

Prepared By:

Kevin Heaton, Captain, Patrol Services

Subject:

Vehicle Towing and Storage Services

Purpose and Request:

Request the Board of County Commissioners to sign the fourth extension Agreement for Services between Arapahoe County and Link-Letters, Ltd., DBA 1st Class Towing, to provide vehicle towing and storage services for the ACSO for the period of March 1, 2026, to February 28, 2027.

Alignment with Strategic Plan: Good Governance - Deliver mandated and essential services with excellence.

Background and Discussion: Link-Letters, Ltd., DBA 1st Class Towing, was identified as the qualified vendor by Arapahoe County Purchasing in 2022 with solicitation number RFP-21-51. Link-Letters, Ltd. was awarded the contract for Vehicle Towing and Storage Services with the option to extend the contract for up to four subsequent one-year periods. Prior to signatures, each extension will go through the Contract Insight System, including approvals from the Budget Division reviewing for available dollars in the department budget, the Purchasing Manager reviewing to make sure the purchasing process was followed, Risk Management reviewing for insurance requirements, and the County Attorney reviewing for any legal issues. This extension would be for the fourth extension of this contract.

Alternatives: The only alternative is to go for bid to find a new vendor.

Fiscal Impact: Funds for these services are included in the Sheriff's Office annual budget.

Alignment with Strategic Implementation Strategies: The attached framework helps Arapahoe County institutionalize values-based, transparent decision-making, documenting how we make decisions and carry out actions to achieve the county's strategic plan.

Concurrence: The Sheriff's Office Administration and Public Safety Bureau are in concurrence with this decision.