



## Board Summary Report

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**File #:** 25-084

**Agenda Date:** 1/28/2025

**Agenda #:** 6.w.

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**To:** Board of County Commissioners

**Through:** Tyler S. Brown, Sheriff

**Prepared By:**

Lieutenant Tammy Townsell-Twombly, Patrol

**Subject:**

Vehicle Towing and Storage Services

**Purpose and Request:**

Request the Board of County Commissioners to sign the third 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, 2025, to February 28, 2026.

**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 third 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 annual Sheriff's Office budget.

**Alignment with Strategic Plan:**

- Be fiscally sustainable
- Provide essential and mandated service
- Be community focused

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

**Resolution:** Attached is a copy of the draft resolution.