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EXECUTIVE OFFICE
POLICE ADMINISTRATION BUILDING
100 WEST FIRST STREET, SUITE 134
LOS ANGELES, CA 90012-4112

(213) 236-1400 PHONE
(213) 236-1410 FAX
(213) 236-1440 TDD

September 12, 2014

BPC #14-0340

The Honorable Eric Garcetti
Mayor, City of Los Angeles
City Hall, Room 303
Los Angeles, CA 90012

The Honorable City Council
City of Los Angeles
c/o City Clerk's Office

Dear Honorable Members:

RE: RECOMMENDATION OF QUALIFIED VENDOR TO PROVIDE OFFICIAL POLICE
GARAGE TOWING AND STORAGE SERVICES FOR THE CENTRAL BUREAU
HEAVY DUTY SERVICE AREA (RFP #14-980-004)

At the regular meeting of the Board of Police Commissioners held Tuesday, September 9, 2014, the Board APPROVED the Executive Director's report relative to the above matter.

This matter is being forwarded to you for approval.

Respectfully,

BOARD OF POLICE COMMISSIONERS

A handwritten signature in blue ink that reads "Maria Silva".

MARIA SILVA
Commission Executive Assistant

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

September 2, 2014
1.0

TO: Honorable Board of Police Commissioners
FROM: Executive Director, Board of Police Commissioners
SUBJECT: RECOMMENDATION OF QUALIFIED VENDOR TO PROVIDE OFFICIAL POLICE GARAGE TOWING AND STORAGE SERVICES FOR THE CENTRAL BUREAU HEAVY DUTY SERVICE AREA (RFP # 14-980-004)

Recommended Actions

1. That the Board of Police Commissioners REVIEW and APPROVE the selection of A.T.S Northeast Tow, Inc. to serve as the Official Police Garage for the Central Bureau Heavy Duty Service Area.
2. That the Board REQUEST the Mayor and City Council to authorize the President of the Board of Police Commissioners, or his designee, to negotiate and execute an Official Police Garage Towing and Storage agreement for Central Bureau Heavy Duty Service Area with A.T.S Northeast Tow, Inc.

Background

On December 6, 2013, the Board approved a master Request for Proposals (RFP) for Official Police Garage (OPG) Towing and Storage services for seventeen service areas [BPC #13-041841]. On February 25, 2014, the City Council authorized the release of the RFPs (C.F. 13-1672). The first RFP to be released (# 14-980-004), was for Heavy Duty Towing and Storage Services in the Central Bureau Heavy Duty Service Area of the Los Angeles Police Department. This service area is comprised of the LAPD's Central, Rampart, Hollenbeck, Northeast, and Newton areas. The previous contract for this service area has expired.

Duties

The general duties of a heavy duty towing OPG include responding on a first-priority basis to requests for heavy duty towing services initiated by the LAPD or the City's Department of Transportation. Additional requests for towing may be initiated by police officers of the Port of Los Angeles, Los Angeles World Airport police, or any City governmental agency

representatives who are authorized to request the removal of vehicles for the purpose of storage and/or investigation. Typical towing situations may include, but are not limited to, the removal of illegally parked heavy duty vehicles and vehicles that are disabled as a result of traffic accidents and may be severely damaged.

“Heavy duty” service is defined as relating to vehicles possessing one or more of the following: three (3) or more axels; a gross weight (laden or unladen) rating in excess of 10,000 lbs. Gross Vehicle Weight Rating; a combination of commercial trailers; a vehicle is longer than thirty (30) feet in length (including tongue); wider than eight (8) feet in width utilizing a fifth wheel hitch or pintle; and the condition or position of the vehicle to be removed necessitates heavy-duty towing equipment. The contractor is not required to provide standard-duty towing services under this agreement.

The anticipated number of vehicle impounds per month is 18. The recommended storage area is one (1) acre. The recommended equipment is two (2) heavy duty trucks (class D), and two (2) medium duty trucks (class C). Additionally, the trucks must maintain an air bag recovery system and a low boy tractor trailer.

RFP Release

The RFP was released through a posting on the City’s Los Angeles Business Assistance Virtual Network on April 1, 2014. A mandatory pre-proposal conference was held April 14, 2014. Proposals were due May 13, 2014. It is anticipated that the term of the contract is for five years and is renewable for a five-year period.

Two proposals were submitted for the Central Bureau Heavy Duty Service Area, A.T.S. Northeast Tow, Inc. and Navarro’s Towing. A.T.S. Northeast is the current provider of heavy duty towing and storage services in the Central Bureau Service Area. Navarro’s Towing does not provide towing services to the City but provides towing services to the California Highway Patrol and various local government agencies.

Staff from the Commission Investigation Division’s (CIDs) Enforcement Section; inspected the type and the condition of towing equipment; identified electronic dispatch equipment; identified security and video surveillance measures; reviewed inventory and storage procedures; interviewed references; and, conducted recorded interviews with key personnel.

Evaluation

An Official Police Garage Review Committee, comprised of one staff member from the Office of the City Administrative Officer, the City’s Department of Transportation, and the Los Angeles Police Commission, rated the proposals. As prescribed in the RFP, the proposals were rated on Formal Business Plan, Experience, History of Contract Compliance, Customer Service, and Honesty and Integrity.

The Review Committee scored and ranked the two proposals as shown in the table below. Based on a 100 point scale, A.T.S. received an average score of 83.3 and Navarro's received an average score of 71.

<i>Proposer Name</i>	A.T.S. Northeast Tow, Inc.	Navarro's Towing
<i>Average rating</i>	83	71
<i>Rank Order</i>	1	2

CID's background investigation of Navarro's History of Contract Compliance found deficiencies in Navarro's past contract performance. These deficiencies were not found in A.T.S.'s proposal. Additionally, Navarro's business plan was not as thorough as the business plan in A.T.S.'s proposal.

In a letter dated, August 4, 2014, both bidders were notified of the results by mail. As allowed in Section 41.0 of the RFP, Navarro's was offered an appeal. Navarro's was provided until August 14, 2014 to appeal but they failed to contact our office.

Recommendation

Based on the Review Committee's analysis of the proposals submitted by A.T.S. Northeast Tow, Inc. and Navarro's Towing, it is my recommendation to the Board of Police Commissioners that A.T.S. Northeast Tow, Inc. be awarded the contract to provide towing for the Central Bureau Heavy Duty Service Area.

Questions regarding this recommendation may be directed to Senior Management Analyst Rene Gomez, who served as the RFP Program Manager. He can be reached at (213) 236-1438.


RICHARD M. TEFANK, Executive Director
Board of Police Commissioners

**BOARD OF
POLICE COMMISSIONERS**
Approved *September 9, 2014*
Secretary *Maria Silva*