

**INTRADEPARTMENTAL CORRESPONDENCE**

April 27, 2015  
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 SERVICE AREA 16 (RFP # 14-980-10)**

**Recommended Actions**

1. That the Board of Police Commissioners REVIEW and APPROVE the selection of Black and White Garage, Inc. to serve as the Official Police Garage for Service Area 16.
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 Service Area 16 with Black and White Garage, 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).

This proposal is for Standard Duty Towing and Storage Services in Service Area 16 of the Los Angeles Police Department (see attached map). This service area is comprised of LAPD's Foothill Area, Mission Area, an eastern portion of Devonshire Area, and a northeastern portion of Van Nuys Area. The previous contract for this service area has expired.

**Duties**

The general duties of a standard duty towing OPG include responding on a first-priority basis to requests for regular 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 standard-duty vehicles and vehicles that are disabled as a result of traffic accidents and may be severely damaged.

“Standard-duty” service is defined as relating to the towing and storage of vehicles weighing 10,000 lbs. or less. The anticipated number of vehicle impounds per month is 312. The recommended storage area is three (3) acres. The recommended equipment is two (2) standard duty flat-bed carriers and three (3) standard duty trucks.

### **RFP Release**

The RFP was released through a posting on the City’s Los Angeles Business Assistance Virtual Network on June 2, 2014. A mandatory pre-proposal conference was held June 11, 2014. Proposals were due July 15, 2014. It is anticipated that the term of the contract is for five years and is renewable for a five-year period.

Three proposals were submitted for Service Area 16, Black and White Garage, Inc. (DBA Black and White Tow), Chris, Deena, Lisa, Inc. (DBA International Tow), and Navarro’s Towing LLC. Black and White Garage is the current provider of towing and storage services in Service Area 16. Neither Chris, Deena, Lisa nor Navarro’s Towing provide towing services to the City. Navarro’s provides towing services to the California Highway Patrol (CHP) and the Metropolitan Transit Authority. Chris, Deena, Lisa provides towing services for the Los Angeles County Sheriff’s Department.

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.

Navarro's Towing's proposal was deemed non-responsive to the requirements of the RFP because it did not include a financial statement verified by a CPA attesting to Navarro's financial condition as required in Section 17.2 c. of the RFP and, it did not meet the requirements for Live Scan Requests specified in Section 17.3 d. of the RFP. As a result, Navarro's proposal was disqualified.

Based on a 100 point scale, the Review Committee awarded Black and White Garage a score of 90.3 Chris, Deena, Lisa was awarded a score of 64.7 (see table below). CID's background investigation noted that Chris, Deena, Lisa did not have a computerized dispatch system. It also noted that if awarded the contract, Chris, Deena, Lisa intended to acquire a property that was forty miles outside of Service Area 16 for use as the OPG vehicle storage area.

Black and White Garage has served as an OPG for sixty-nine years they did not have any sustained complaints.

**OPG Review Committee Ranking of Proposals for Service Area 16**

<b>Proposer Name</b>	<b>Rank Order</b>	<b>Average Rating</b>
Black and White Garage, Inc.	1	90.3
Chris, Deena, Lisa, Inc.	2	64.7
Navarro's Towing LLC	Disqualified	

The three bidders were notified of the results by mail. As allowed in Section 41.0 of the RFP, the proposers were provided until April 23, 2015 to appeal but they failed to contact our office.

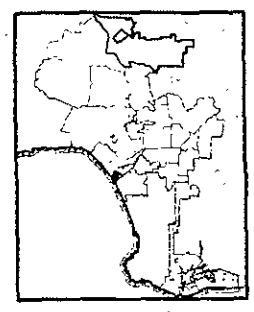
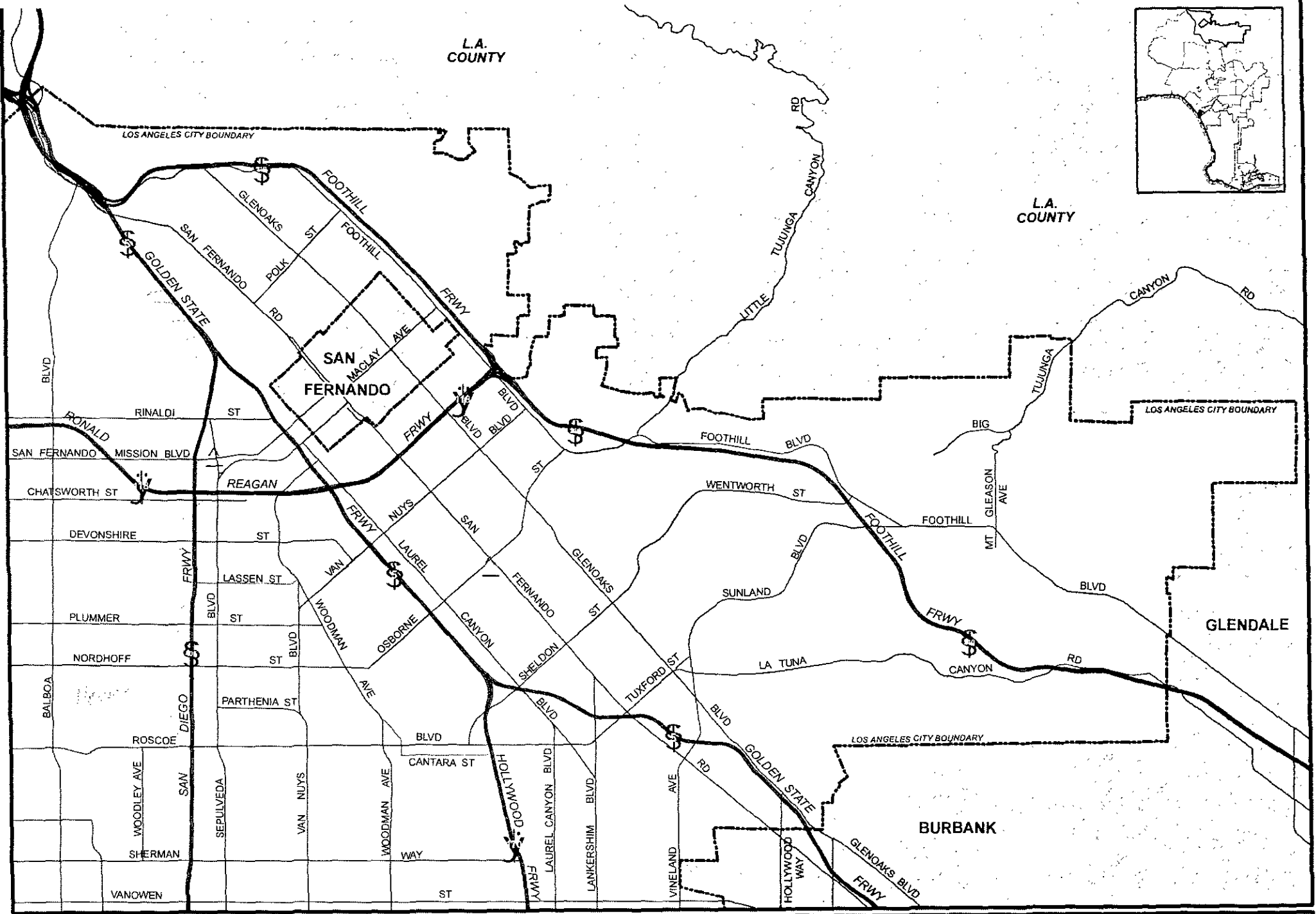
**Recommendation**

Based on the Review Committee's analysis of the proposals submitted by Black and White Garage, Inc., Chris, Deena, Lisa, Inc., and Navarro's Towing, Inc. it is my recommendation to the Board of Police Commissioners that Black and White Garage, Inc. be awarded the contract to provide towing for Service Area 16.

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 *May 5, 2015*  
Secretary *Maria Silva*



LOS ANGELES POLICE DEPARTMENT  
**OFFICIAL POLICE GARAGE  
 SERVICE AREA 16**

▲ Police Station

