

INTRADEPARTMENTAL CORRESPONDENCE

December 30, 2016

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 13 (RFP # 14-980-018)**

Recommended Actions

1. That the Board of Police Commissioners REVIEW and APPROVE the selection of US Tow, Inc. to serve as the Official Police Garage for Service Area 13.
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 13 with US 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).

This proposal is for Standard Duty Towing and Storage Services in Service Area 13 of the Los Angeles Police Department (see attached map). Service Area 13 is comprised of LAPD's Newton 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 411. The recommended storage area is three and-a-half (3.5) 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 October 1, 2014. A mandatory pre-proposal conference was held October 9, 2014. Proposals were due November 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 Service Area 13, US Tow, Inc. and Hadley Tow. US Tow, Inc. is the current provider of towing and storage services in Service Area 13. Hadley Tow does not provide towing services to the City; however, it provides towing services to the California Highway Patrol (CHP) and the Los Angeles County Sherriff’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.

The Review Committee awarded US Tow an average score of 88.3 out of 100 total points. It noted the company’s comprehensive Formal Business Plan and a positive History of Contract Compliance. CID’s inspection of US Tow’s vehicles did not find any violations. US Tow has served as an OPG for twelve years it has operated as a tow company for twenty-five years.

The Hadley Tow proposal was deemed non-responsive to the requirements of the RFP because it failed to meet the prerequisites outlined in Section 2.0 of the RFP which states:

In order to be eligible for the award of a contract under this RFP, a Proposer must meet the following criteria:

- No owner of an OPG shall have controlling ownership interest in any automobile dismantling or wrecking yard, automobile body or repair shop, used car business or any other automobile related business other than an automobile towing and related garage business. *[Los Angeles Municipal Code Section 80.77.4 (E) (5)]*

CID's background investigation of Hadley Tow revealed that in addition to their towing business, they own a used car dealership in Montclair, an auto body shop and an auto salvage business in Whittier and an auto body shop in Costa Mesa. As a result, Hadley's proposal was disqualified.

As allowed in Section 41.0 of the RFP Hadley Tow requested and was granted an appeal hearing. An Appeal Committee comprised of a member of the Los Angeles Fire Department's Contracts and Grants Section and LAPD's Contract Section conducted an appeal hearing on July 21, 2016. In their appeal, Hadley Tow stated that they did not own the auto-related businesses cited by CID. The Committee requested additional information from CID. On December 2, 2016, CID staff presented its finding to the Committee. After careful consideration, the Appeal Committee determined that Hadley Tow was not eligible to be considered for a contract for OPG Service Area 13 and the disqualification was sustained.

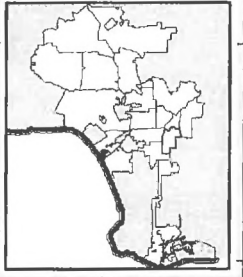
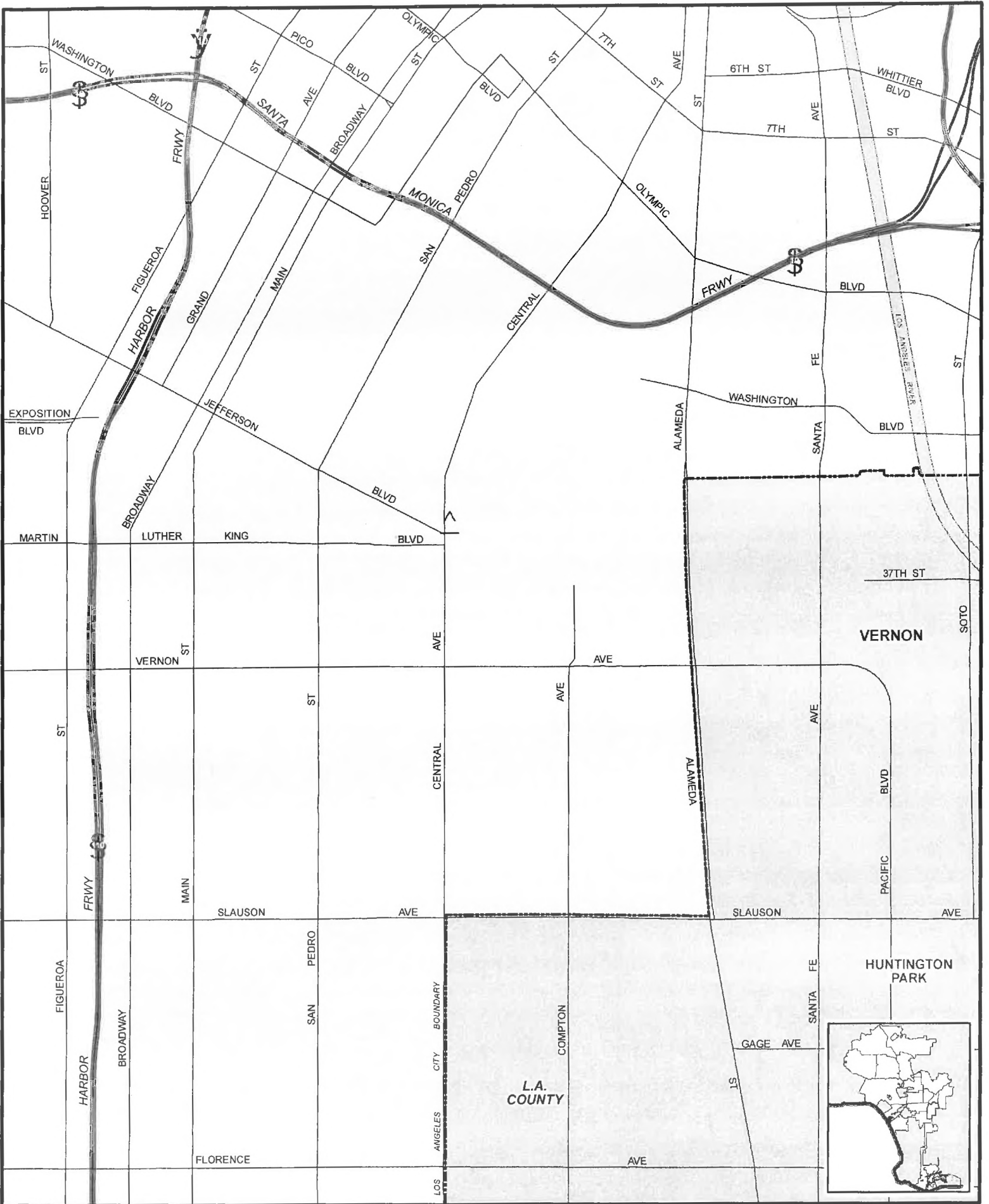
Recommendation

Based on the Review Committee's analysis of the proposals submitted by US Tow, Inc., and Hadley Tow, it is my recommendation to the Board of Police Commissioners that US Tow, Inc. be awarded the contract to provide towing for Service Area 13.

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. STEFANK, Executive Director
Board of Police Commissioners

BOARD OF
POLICE COMMISSIONERS
Approved 11/10/17
Secretary *Maria Silva*



LOS ANGELES POLICE DEPARTMENT
OFFICIAL POLICE GARAGE
SERVICE AREA 13



Police Station