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May 23, 2017

BPC #17-0178

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, Room 395
c/o City Clerk's Office

Dear Honorable Members:

RE: RECOMMENDATION OF QUALIFIED VENDOR TO PROVIDE OFFICIAL POLICE
GARAGE TOWING AND STORAGE SERVICES FOR SERVICE AREA 7
(RFP # 15-980-003)

At the regular meeting of the Board of Police Commissioners held Tuesday, May 23, 2017, 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, appearing to read "Maria Silva".

MARIA SILVA
Commission Executive Assistant

Attachment

c: Chief of Police

17-078 20

INTRADEPARTMENTAL CORRESPONDENCE

May 6, 2017
1.0

RECEIVED

MAY 03 2017

POLICE COMMISSIONERS

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 7 (RFP No. 15-980-003)**

Recommended Actions

1. That the Board of Police Commissioners REVIEW and APPROVE the selection of Hank's Wilshire Tow to serve as the Official Police Garage for Service Area 7.
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 7 with Hank's Wilshire Tow.

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). In October 2014, the Mayor and Council authorized the President of the Board of Police Commissioners to negotiate and execute a contract for the first of these proposals, the Central Bureau Heavy Duty Service Area (C.F. 13-1672).

On June 2, 2014, the RFP for Standard Duty Towing and Storage Services in Service Area 7 was released (RFP No. 14-980-009). This service area is comprised of the LAPD's Wilshire Area and the western half of the LAPD's Olympic Area. The previous contract for this service area had expired. The proposals were due July 15, 2014.

Two proposals were submitted, namely, Hank's Wilshire Tow (dba, S&J's Wilshire Tow), the incumbent contractor, and Navarro's Towing LLC, which provides towing services to the California Highway Patrol and various local government agencies. Both proposals were considered non-responsive to the requirements of the RFP.

Pursuant to Section 38.0 of the RFP, 'City's Right to Withdraw the RFP, Reject Proposals, and Waive Informalities,' both proposals were rejected and both proposers were notified by mail of their failure to meet the requirements. Further, it was recommended that the RFP for Service Area 7 be re-issued and that Hank's Wilshire Tow and Navarro's Towing submit a revised proposal (re-bid) as with any company that may desire to submit a proposal.

On April 9, 2015, the RFP for Service Area 7 was re-issued (RFP No. 15-980-003). The proposals were due on May 28, 2015.

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 424. The recommended storage area is four (4) acres. The recommended equipment is three (3) standard duty flat-bed carriers, and two (2) standard duty trucks.

RFP Release

The RFP was released through a posting on the City's Los Angeles Business Assistance Virtual Network on April 9, 2015. A mandatory pre-proposal conference was held on April 29, 2015. Proposals were due May 28, 2015. It is anticipated that the term of the contract will be for five years and is renewable for a five-year period.

Four proposals were submitted for Service Area 7, namely, Hank's Wilshire Tow Inc., the current provider of towing and storage services in Service Area 7, Jon's Towing Services, Hadley Tow's and Navarro's Towing. One proposer, Hadley Tow's was disqualified for failure to meet an eligibility criteria. Among the three remaining proposers, only Hank's Wilshire Tow Inc. provides towing services to the City. However, Jon's Towing Service and Navarro's Towing provides towing services to other government or law enforcement 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. Locations were previously inspected during the initial RFP cycle.

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 three proposals as shown in the table below. Based on a 100-point scale, Hank's Wilshire Tow Inc. received an average score of 76.0%, Jon's towing received an average score of 75.0%, and Navarro's Towing Service received an average score of 71%.

OPG Review Committee Ranking of Proposals for Service Area 7

Proposer Name	Rank Order	Average Rating
Hank's Wilshire Tow, Inc.	1	76.0
Jon's Towing Service	2	75.0
Navarro's Towing Service	3	71.0

In a letter dated April 25, 2017, the four bidders were notified of the results by mail. As allowed in Section 41.0 of the RFP, the proposers were offered an opportunity to appeal the decision. There were no appeals received as of the appeals deadline of May 4, 2017.

Recommendation

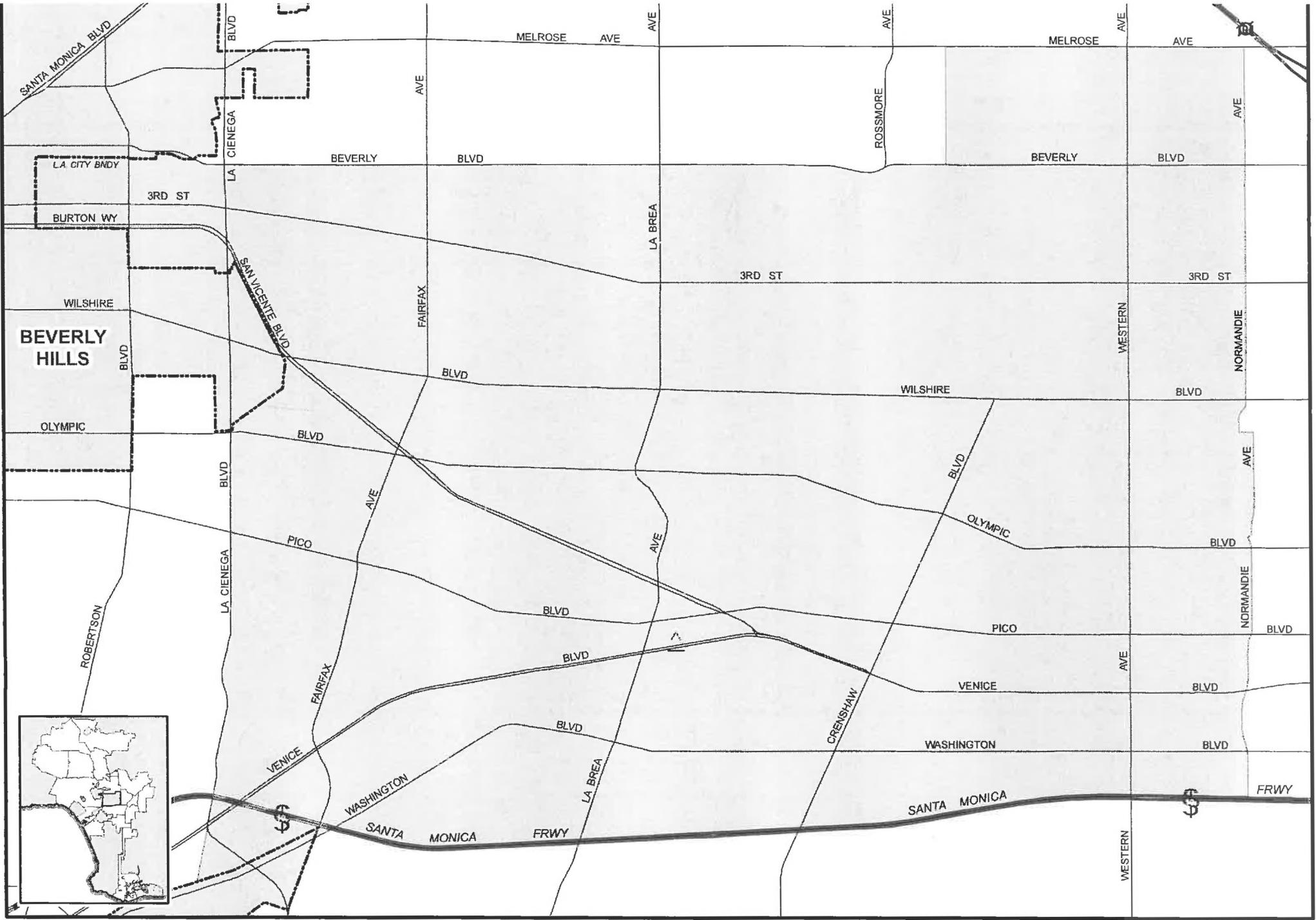
Based on the Review Committee's analysis of the three proposals submitted, it is recommended to the Board of Police Commissioners that Hank's Wilshire Tow, Inc. be awarded the contract to provide towing for Service Area 7.

Questions regarding this recommendation may be directed to Senior Management Analyst Amelia Sayo, the Police Commission's RFP Program Manager. She can be reached at (213) 236-1442.


RICHARD M. TEFANK, Executive Director
Board of Police Commissioners

**BOARD OF
POLICE COMMISSIONERS**
Approved  May 23 2017
Secretary 

Attachment



LOS ANGELES POLICE DEPARTMENT
**OFFICIAL POLICE GARAGE
 SERVICE AREA 7**

▲ Police Station

