

**INTRADEPARTMENTAL CORRESPONDENCE**

November 29, 2016

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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 5 (RFP # 14-980-020)**

**Recommended Actions**

1. That the Board of Police Commissioners REVIEW and APPROVE the selection of, Seventh Street Garage, Inc. to serve as the Official Police Garage for Service Area 5.
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 5 with Seventh Street 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 5 of the Los Angeles Police Department (see attached map). This service area corresponds to LAPD's Harbor 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

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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 257. The recommended storage area is three (3) acres. The recommended equipment is one (1) 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 December 3, 2014. A mandatory pre-proposal conference was held December 11, 2014. Proposals were due January 20, 2015. It is anticipated that the term of the contract is for five years and is renewable for a five-year period.

Seventh Street Garage, Inc. has provided towing and storage services in Service Area 5 since 1953. They do not provide tow services to any other government agencies. Seventh Street Garage, Inc. submitted the only proposal for Service Area 5.

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.

A CID background investigation of Seventh Street Garage, Inc. revealed one complaint which was unfounded. An inspection of equipment and facilities found no discrepancies. The Review Committee found that Seventh Street Garage had a history of contract compliance but their proposal lacked details in the business plan and, and customer service and employee honesty and integrity sections. The Committee awarded the Seventh Street Garage, Inc. proposal an average score of 73.0 based on a 100-point scale.

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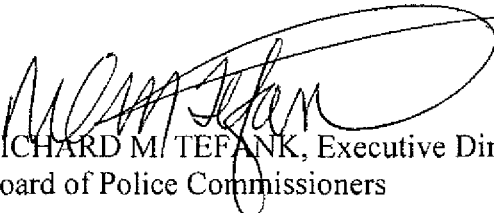
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**Recommendation**

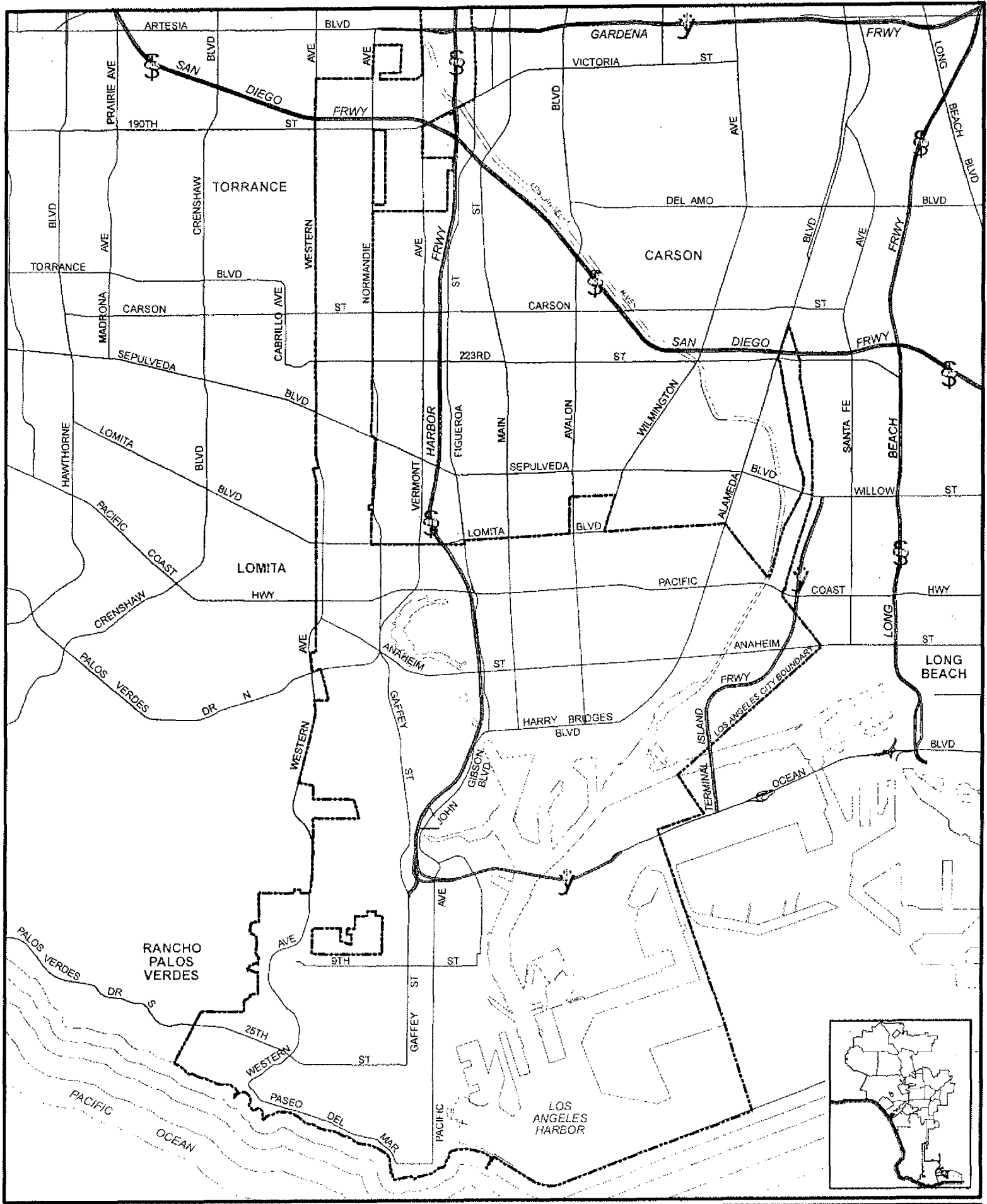
Based on the Review Committee's analysis of the proposal submitted by Seventh Street Garage, Inc., their proposal being the only one submitted, and their sixty-three years of satisfactory and quality service to the City, it is my recommendation to the Board of Police Commissioners that Seventh Street Garage, Inc. be awarded the contract to provide towing and storage services for Service Area 5.

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 *December 6, 2016*  
Secretary *Maria Silva*



LOS ANGELES POLICE DEPARTMENT  
**OFFICIAL POLICE GARAGE**  
**SERVICE AREA 5**

▲ Police Station

