

**INTRADEPARTMENTAL CORRESPONDENCE**

April 10, 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 15 (RFP # 14-980-008)**

**Recommended Actions**

1. That the Board of Police Commissioners REVIEW and APPROVE the selection of Archer’s Vineland Service, Inc. to serve as the Official Police Garage for Service Area 15.
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 15 with Archer’s Vineland Service, 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). 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 Heavy Duty Service Area, (C.F. 13-1672).

This proposal is for Standard Duty Towing and Storage Services in Service Area 15 of the Los Angeles Police Department (see attached map). This service area is comprised of LAPD’s North Hollywood Area and a southwest portion of the Foothill 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 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 May 2, 2014. A mandatory pre-proposal conference was held May 15, 2014. Proposals were due June 12, 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 15, Archer’s Vineland Service, Inc., Jon’s Towing Service, and Mid Valley Towing, Inc. Archer’s Vineland Service is the current provider of towing and storage services in Service Area 15. Neither Jon’s Towing Service nor Mid Valley Towing provides towing services to the City. However, both companies provide towing services to the California Highway Patrol (CHP) and the Metropolitan Transit Authority. Mid Valley Towing also 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.

The Review Committee scored and ranked the three proposals as shown in the table below. Based on a 100 point scale, Archer’s Vineland Service, Inc. received an average score of 82.7,

Mid Valley Towing received an average score of 71.3, and Jon's Towing Service received an average score of 69.

CID's background investigation of Jon's Towing Service and of Mid Valley Towing's history of contract compliance found deficiencies in both of their past contract performance. Deficiencies were also found in the current Service Area 15 contractor, Archer's Vineland Service. A CID investigation in 2010 led to the arrest and prosecution of individuals engaged in theft. The investigation was conducted with the cooperation of Archer's management and revealed no knowledge of theft by Archer's management. Archer's received a suspension of 15 days for failure to have adequate property safeguards in effect which may have prevented the theft. Archer's subsequently instituted management safeguards. This is the only compliance issue in the ten-years that Archer's has served as an OPG under its current contract.

**OPG Review Committee Ranking of Proposals for Service Area 15**

<b>Proposer Name</b>	<b>Rank Order</b>	<b>Average Rating</b>
Archer's Vineland Service, Inc.	1	82.7
Mid Valley Towing	2	71.3
Jon's Towing Service	3	69.0

In a letter dated, December 23, 2014, the three bidders were notified of the results by mail. As allowed in Section 41.0 of the RFP, the proposers were offered an appeal. A legal representative for Jon's Towing Service filed an appeal and requested additional information regarding the evaluation of the proposals. In a letter dated March 17, 2015, the representative informed our office that Jon's Towing withdrew its appeal.

Mid Valley Towing 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 March 18, 2015. In their appeal, Mid Valley stated that their proposal should have been awarded points because they are a Woman-Owned Business Enterprise (WBE) and that there were various irregularities in the evaluation of the RFPs.

The appeal committee found that there was no provision in the RFP that awarded additional points to a WBE, there was no evidence to support the claim that Commission staff acted improperly, Mid Valley Towing failed to list a discipline incident that occurred within the past five years, training conducted by Commission staff for existing OPGs did not place current applicants at a disadvantage, and a Los Angeles Sheriff's Department's decision not to renew a contract with Archer's Towing occurred outside the RFPs five-year reporting requirement. The appeal committee retained the Review Committee's original recommendation which ranked

The Honorable Board of Police Commissioners

Page 4

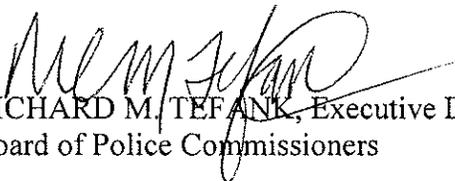
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Archer's Vineland Service, Inc. with a score of 82.7, Mid Valley Towing with a score of 71.3, and Jon's Towing Service with a score of 69.

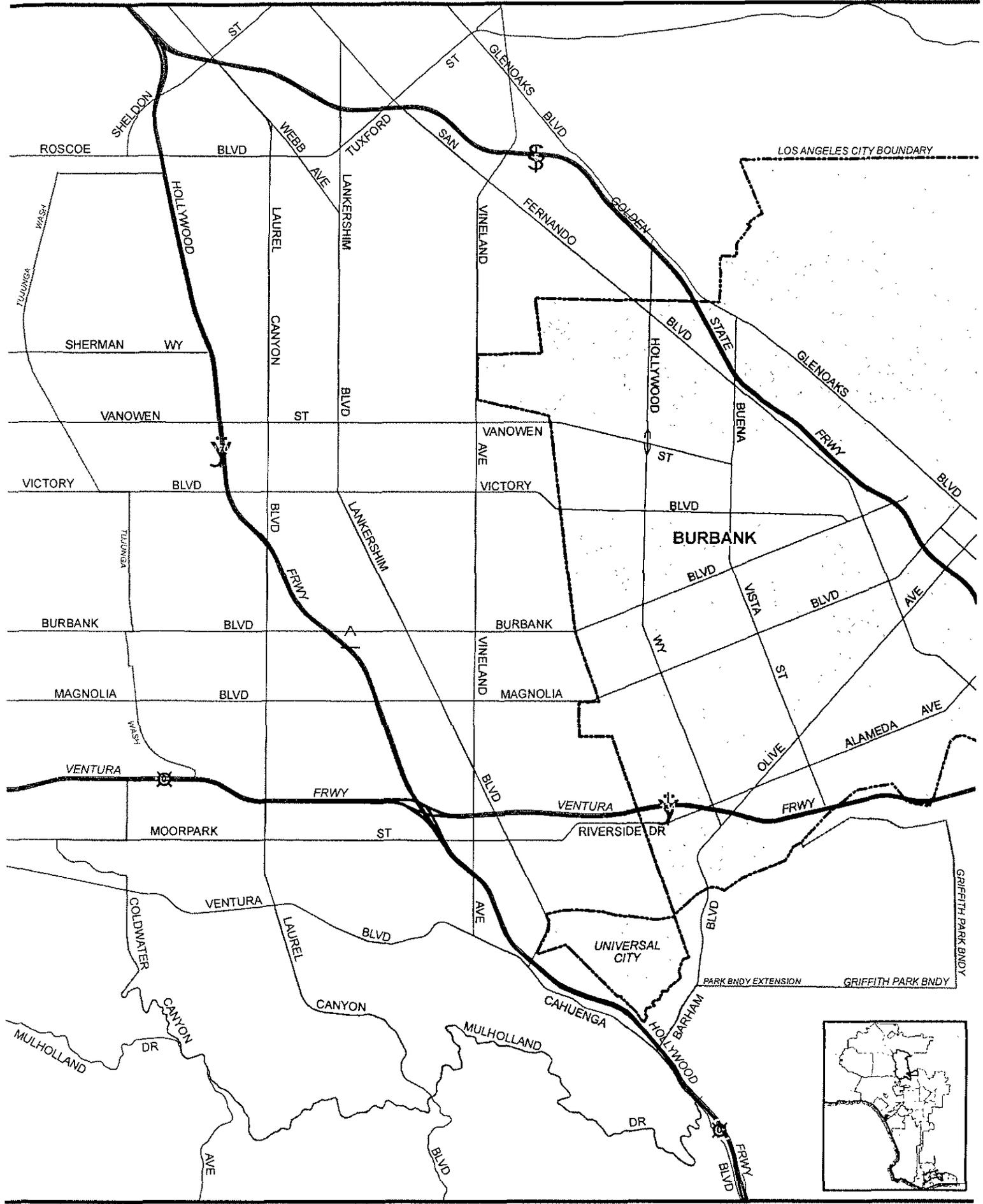
**Recommendation**

Based on the Review Committee's analysis of the proposals submitted by Archer's Vineland Service, Inc., Mid Valley Towing, Inc., and Jon's Towing Service, it is my recommendation to the Board of Police Commissioners that Archer's Vineland Service, Inc. be awarded the contract to provide towing for Service Area 15.

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 *April 21, 2015*  
Secretary *Maria Delwa*



LOS ANGELES POLICE DEPARTMENT  
**OFFICIAL POLICE GARAGE  
 SERVICE AREA 15**

^ Police Station

