

INTRADEPARTMENTAL CORRESPONDENCE

July 1, 2015
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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 11 (RFP # 14-980-015)

Recommended Actions

1. That the Board of Police Commissioners REVIEW and APPROVE the selection of ATS Northeast Tow, Inc. to serve as the Official Police Garage for Service Area 11.
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 11 with ATS Northeast 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 11 of the Los Angeles Police Department (see attached map). This service area corresponds to LAPD's Northeast 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 418. 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 August 1, 2014. A mandatory pre-proposal conference was held August 7, 2014. Proposals were due September 11, 2014. It is anticipated that the term of the contract is for five years and is renewable for a five-year period.

ATS Northeast Tow, Inc. has provided towing and storage services in Service Area 11 for twenty-six years it is also the OPG for the Central Bureau Heavy Duty Service Area. ATS also provides tow services to the California Highway Patrol, the City of Santa Monica, and the Los Angeles Unified School District. ATS submitted the only proposal for Service Area 1.

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 ATS in 2009 revealed one sustained complaint of misconduct for using incorrect procedures handling evidence and the incorrect use of the evidence hold area. During the current contract cycle, CID conducted nine inspections. A May 2011 financial inspection found that ATS’s computer program was not calculating Franchise Tax on the heavy duty portion of gross receipts resulting in an underpayment of \$44,257. This amount was subsequently remitted by ATS. Other 2011 inspections issues noted deficiencies in record keeping.

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The Review Committee found that ATS provided a detailed Formal Business Plan and had extensive experience. The Review Committee awarded the ATS Northeast Tow proposal an average score of 77.7 based on a 100 point scale.

Recommendation

Based on the Review Committee's analysis of the proposal submitted by ATS Northeast Tow, Inc., it is my recommendation to the Board of Police Commissioners that ATS Northeast Tow, Inc. be awarded the contract to provide towing and storage services for Service Area 11.

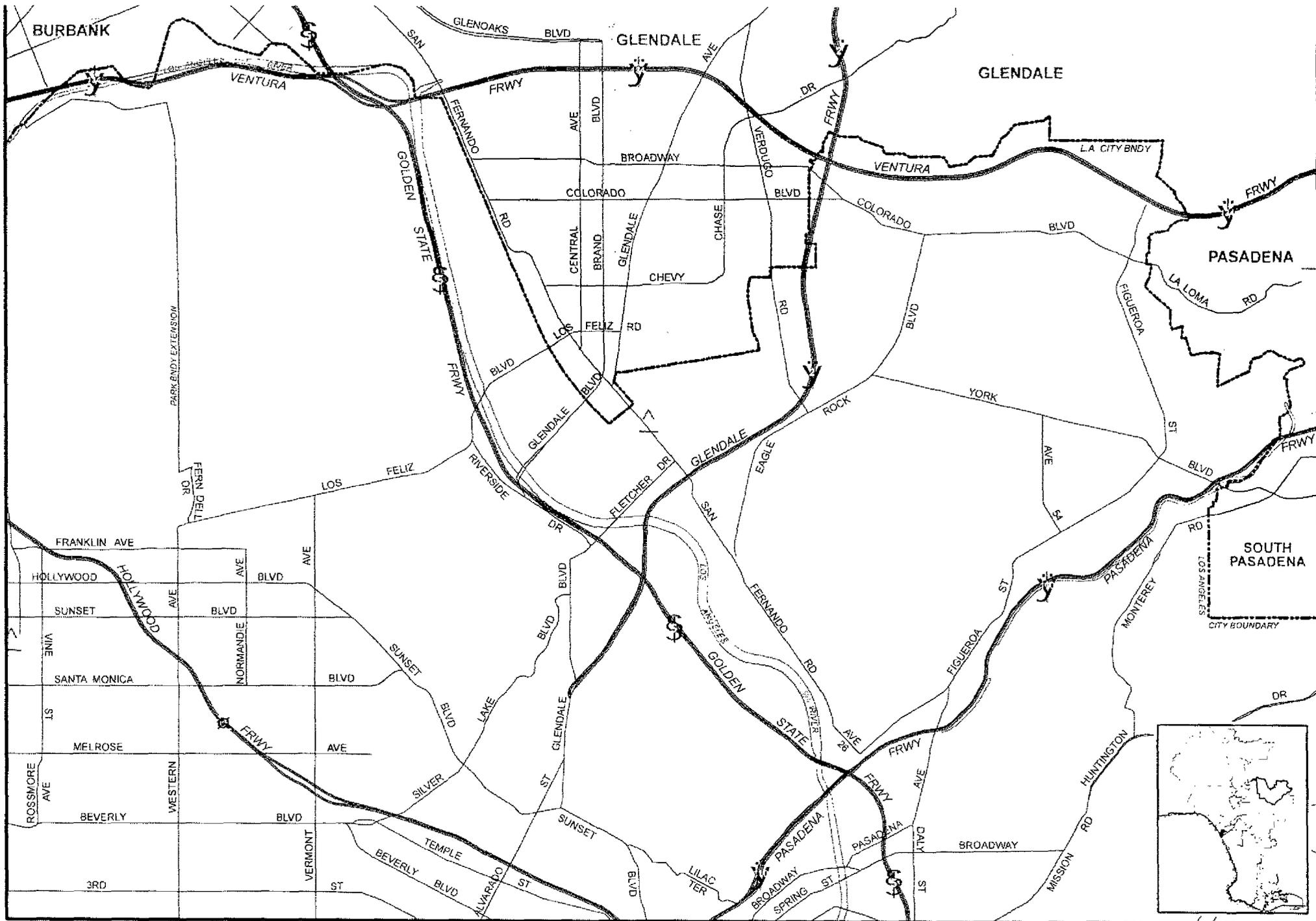
Questions regarding this recommendation may be directed to Senior Management Analyst Rene Gomez, who served as the RFP Program Manager. He can be reached at (213) 236-1438.



RICHARD M. TEFANK, Executive Director
Board of Police Commissioners

**BOARD OF
POLICE COMMISSIONERS**

Approved *July 21, 2005*
Secretary *Manu Velaz*



LOS ANGELES POLICE DEPARTMENT
**OFFICIAL POLICE GARAGE
 SERVICE AREA 11**

Police Station

