

INTRADEPARTMENTAL CORRESPONDENCE

November 22, 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 10 (RFP # 14-980-021)**

Recommended Actions

1. That the Board of Police Commissioners REVIEW and APPROVE the selection of Howard Sommers Towing, Inc., to serve as the Official Police Garage for Service Area 10.
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 10 with Howard Sommers Towing, 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 10 of the Los Angeles Police Department (see attached map). This service area corresponds to LAPD's Topanga Area and a portion of West Valley 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 397. The recommended storage area is four (4) 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 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.

Howard Sommers Towing, Inc. has provided towing and storage services in Service Area 10 since 1962. They also provide tow services to the California Highway Patrol, the Los Angeles County Sheriff’s Department, and other government agencies. Howard Sommers Towing submitted the only proposal for Service Area 10.

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 Howard Sommers Towing, Inc. revealed three complaints, two were unresolved and one was unfounded. An inspection of equipment and facilities found no discrepancies. The Review Committee found that Howard Sommers had a detailed business plan, extensive experience in the field, a history of contract compliance, and training programs and procedures to ensure customer service and employee honesty, and integrity. The Review

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Committee awarded the Howard Sommers Towing, Inc. proposal an average score of 91.7 based on a 100-point scale.

Recommendation

Based on the Review Committee's analysis of the proposal submitted by Howard Sommers Towing, Inc., it is my recommendation to the Board of Police Commissioners that Howard Sommers Towing, Inc., be awarded the contract to provide towing and storage services for Service Area 10.

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*

