

INTRADEPARTMENTAL CORRESPONDENCE

January 8, 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 6 (RFP # 14-980-007)

Recommended Actions

1. That the Board of Police Commissioners REVIEW and APPROVE the selection of Hollywood Tow Service, Inc. to serve as the Official Police Garage for Service Area 6.
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 6 with Hollywood Tow 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 6 of the Los Angeles Police Department (see attached map). This service area is mainly comprised of LAPD's Hollywood 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 1,454. The recommended storage area is five (5) acres. The recommended equipment is four (4) standard duty flat-bed carriers, and ten (10) 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.

Hollywood Tow Service, Inc. currently provides towing and storage services in Service Area 6 and it submitted the only proposal for Service Area 6. Hollywood Tow has provided tow services to this area since 1961 it also provides tow services to the Los Angeles County Sheriff’s Department and the City of West Hollywood.

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

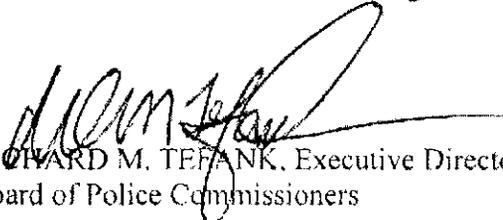
An Official Police Garage Review Committee comprised of one staff member from the Office of the City Administrative Officer, the City’s Department of Transportation, and the Los Angeles Police Commission, rated the proposals. As prescribed in the RFP, the proposals were rated on Formal Business Plan, Experience, History of Contract Compliance, Customer Service, and Honesty and Integrity.

The Review Committee awarded Hollywood Tow’s proposal an average score of 94.7 based on a 100 point scale. CID’s background investigation of Hollywood Tow revealed no sustained complaints or patterns of misconduct their proposal included many citizen commendations. Hollywood Tow has successfully passed all Police Commission audits and inspections.

Recommendation

Based on the Review Committee's analysis of the proposal submitted by Hollywood Tow Service, Inc., it is my recommendation to the Board of Police Commissioners that Hollywood Tow Service, Inc. be awarded the contract to provide towing and storage services for Service Area 6.

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 *January 13, 2015*
Secretary *Maria Lili*