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May 6, 2026

BPC #26-093

The Honorable Karen Bass
Mayor, City of Los Angeles
City Hall, Room 303
Los Angeles, CA 90012

The Honorable City Council
City of Los Angeles, Room 395
c/o City Clerk's Office

Dear Honorable Members:

RE: RECOMMENDATION FOR A QUALIFIED VENDOR TO PROVIDE OFFICIAL POLICE
GARAGE AND STORAGE SERVICES

At the regular meeting of the Board of Police Commissioners held on Tuesday, April 7, 2026, the Board APPROVED the Executive Director's report regarding the above-referenced matter.

Accordingly, this report is respectfully submitted for your consideration and approval.

Respectfully,

BOARD OF POLICE COMMISSIONERS

Handwritten signature of Rebecca Muñoz in blue ink.

REBECCA MUNOZ
Commission Executive Assistant

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

March 24, 2026

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 STANDARD- AND MEDIUM-DUTY TOWING AND STORAGE SERVICES FOR SERVICE AREA 6 (RFP No. 25-980-001)**

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 their designee, to negotiate and execute an Official Police Garage Towing and Storage agreement for Service Area 6 with Hollywood Tow Service, Inc.

Background

On April 22, 2025, the Board approved a master Request for Proposals (RFP) for Official Police Garage (OPG) Standard- and Medium-Duty Towing and Storage services for nine service areas [BPC #25-103]. On August 20, 2025, the City Council authorized the release of the RFPs (C.F. 25-0621).

On September 11, 2025, the RFP for Standard- and Medium-Duty Towing and Storage Services in Service Area 6 (RFP No. 25-980-001) was released. This service area is comprised of the LAPD's Hollywood Area. The previous contract for this service area had expired. The proposals to the RFP were due November 13, 2025.

One proposal was submitted, namely from Hollywood Tow Service, Inc., the incumbent contractor, which also provides towing services to the City of West Hollywood. The received proposal is considered responsive to the requirements of the RFP.

Duties

The general duties of a Standard- and Medium-Duty towing OPG include responding on a first-priority basis to requests for standard- and medium-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- and medium-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. “Medium-duty” service is defined as relating to the towing and storage of vehicles weighing between 10,001 pounds and 26,000 pounds unless qualifies for Heavy-duty as defined by 3.1 (f). The anticipated number of vehicle impounds per month is 708. This is an estimate only and not a guarantee of volume for the current fiscal year. The recommended storage area is two (2) acres. The recommended equipment is eight (8) standard- and medium-duty flat-bed carriers, and twelve (12) standard- and medium-duty trucks.

RFP Release

The RFP was released through a posting on the City’s Los Angeles Regional Alliance Marketplace for Procurement (RAMP) on September 11, 2025. A mandatory pre-proposal conference was held on October 21, 2025. Proposals were due November 13, 2025. It is anticipated that the term of the contract will be for five years and is renewable for a five-year period.

Hollywood Tow Service, Inc., the incumbent contractor, submitted the only proposal for Service Area 6. Hollywood Towing Service, Inc. provides towing services to the City of West Hollywood. The received proposal is considered responsive to the requirements of the RFP.

Staff from the Commission Investigation Division’s (CIDs) Official Police Garage 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. Locations were previously inspected during the initial RFP cycle.

Evaluation

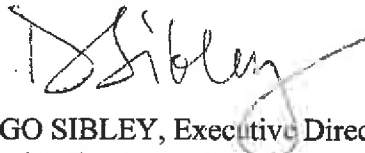
An Official Police Garage Review Committee comprised of one staff member from the Office of the City Administrative Officer, the City’s Department of Transportation, and the Los Angeles Police Commission, rated the proposal. As prescribed in the RFP, the proposal was rated on Formal Business Plan, Experience,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

The Review Committee awarded Hollywood Tow Service, Inc.’s proposal an average score of 93.7 based on a 100-point scale.

Recommendation

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

Questions regarding this recommendation may be directed to Senior Management Analyst Sonia Song, the Police Commission's RFP Program Manager. She can be reached at (213) 236-1423.



DJANGO SIBLEY, Executive Director
Board of Police Commissioners

**BOARD OF
POLICE COMMISSIONERS**
Approved *April 7, 2026*
Secretary *Rebecca Muñoz*