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May 29, 2026

BPC #26-130

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 OF A QUALIFIED VENDOR TO PROVIDE OFFICIAL POLICE
GARAGE STANDARD AND MEDIUM-DUTY TOWING AND STORAGE SERVICES
FOR SERVICE AREA 18

At the regular meeting of the Board of Police Commissioners held on Tuesday, May 12, 2026, the Board APPROVED the Department's report regarding the above-referenced matter.

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

Respectfully,

BOARD OF POLICE COMMISSIONERS


REBECCA MUNOZ

Commission Executive Assistant

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

May 12, 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 18 (RFP No. 25-980-003)

Recommended Actions

1. That the Board of Police Commissioners REVIEW and APPROVE the selection of Kelmark Tow, LLC. to serve as the Official Police Garage for Service Area 18.
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 18 with Kelmark Tow, LLC.

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 October 9, 2025, the RFP for Standard- and Medium-Duty Towing and Storage Services in Service Area 18 was released (RFP No. 25-980-003). The previous contract for this service area had expired. The proposals were due December 4, 2025.

A single proposal was received from Kelmark Tow, LLC., the incumbent contractor. 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 vehicles, vehicles that are disabled because of traffic accidents, and may be severely damaged and police-directed impounds.

“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).

RFP Release

The RFP was released through a posting on the City’s Los Angeles Regional Alliance Marketplace for Procurement (RAMP) on October 9, 2025. A mandatory pre-proposal conference was held on November 12, 2025. Proposals were due December 4, 2025. It is anticipated that the term of the contract will be for five years and is renewable for a five-year period.

Kelmark Tow, LLC., the incumbent contractor, submitted the only proposal for Service Area 18. Kelmark Tow, LLC. previously provided towing services to the Los Angeles Sheriff’s Department. The received proposal is considered responsive to the requirements of the RFP.

Staff from the Commission Investigation Division’s (CID’s) 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. The locations were inspected during this RFP cycle. CID’s investigation determined that Kelmark maintains sufficient staffing, equipment, and operational space to fully and properly perform all towing services required within the designated service area.

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 Kelmark Towing, LLC. 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 Kelmark Tow, LLC., it is recommended to the Board of Police Commissioners that Kelmark Tow, LLC. be awarded the contract to provide towing for Service Area 18.

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

Attachment

BOARD OF
POLICE COMMISSIONERS
Approved *May 12, 2020* -
Secretary *Rebecca Nunes*