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August 17, 2022

BPC #22-172

The Honorable Eric Garcetti
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: REQUEST FOR PROPOSAL FOR MEDIUM AND HEAVY-DUTY TOWING &
STORAGE SERVICES.

At the regular meeting of the Board of Police Commissioners held Tuesday, August 16, 2022 the Board APPROVED the Department's report relative to the above matter.

Respectfully,

BOARD OF POLICE COMMISSIONERS

A handwritten signature in blue ink that reads "Rebecca Muñoz".

REBECCA MUÑOZ
Commission Executive Assistant

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

August 12, 2022

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 MEDIUM- AND HEAVY-DUTY TOWING AND STORAGE SERVICES CITYWIDE

Recommended Actions

1. That the Board of Police Commissioners REVIEW and APPROVE the selection of Pepe's Towing Service to serve as the Official Police Garage for Citywide Service.
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 Medium- and Heavy-Duty Towing and Storage agreement for Citywide Service with Pepe's Towing Service.

Background

On December 14, 2021, the Board approved a master Request for Proposals (RFP) for Official Police Garage (OPG) Medium- and Heavy-Duty Towing and Storage Services for Citywide Service (BPC #21-238). On February 2, 2022, the City Council authorized the release of the RFP (C.F. 21-1498).

On February 15, 2022, the RFP for Medium- and Heavy-Duty Towing and Storage Services for Citywide Service was released (RFP# 22-980-002). The previous contract for this service area was unawarded and available for bid. Two proposals were submitted namely, Pepe's Towing Service and Hadley Tow.

Duties

The general duties of a Medium- and Heavy-Duty Towing and Storage Services OPG include responding on a first-priority basis to requests for Medium- and Heavy-Duty Towing and Storage Services initiated by the Los Angeles Police Department or the City's Department of Transportation. Existing OPGs with Medium- and Heavy-Duty Towing and Storage Services shall be the primary providers for their Service Area. If an OPG is unable to provide Medium- and Heavy-Duty Towing and Storage Services for their Service Area, the Citywide contractor shall be the secondary provider. Additional requests for towing may be initiated by officers of the Port, Airport, 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 Medium- and Heavy-Duty vehicles and vehicles that are disabled as a result of traffic accidents and may be severely damaged.

“Medium-Duty” service is defined as relating to the towing and storage of vehicles weighing between 10,001 pounds and 26,000 pounds. “Heavy-Duty” service is defined as relating to the towing and storage of vehicles weighing more than 26,000 pounds. The anticipated volume of vehicle impounds per year for Heavy-Duty Citywide Service is 563. The approximate total storage recommendation for Citywide Service Area is five (5) acres. The recommended equipment is three (3) tow trucks - one (1) Class B tow truck, one (1) Class C tow truck, and one (1) Class D tow truck.

RFP Release

The RFP was released through a posting on the City’s Los Angeles Business Assistance Virtual Network on February 15, 2022, with the Business Inclusion Program Outreach due March 29, 2022. A mandatory pre-proposal conference was held on March 10, 2022. Proposals were due April 12, 2022.

Two proposals were submitted for Citywide Service namely, Pepe’s Towing Service and Hadley Tow. Pepe’s Towing Service currently provides the City of Los Angeles Medium- and Heavy-Duty Towing and Storage Services on an interim basis. Hadley Tow has storage and towing agreements with Whittier, Fontana, Orange and Fullerton Police Departments, Los Angeles County Sheriff/Norwalk and Rancho Cucamonga Sheriff’s Departments, and the California Highway Patrol.

Staff from the Commission Investigation Division (CID), Enforcement Section inspected the type and 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 at Pepe’s Towing Service.

Staff from CID was not able to perform the mandatory site inspection and interviews with Hadley Tow. Several attempts were made to contact Hadley Tow to request missing documents and schedule the inspection and interview. To date, we have not received a response which resulted in a final report with insufficient information.

Evaluation

An OPG 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, Honesty and Integrity.

The OPG Review Committee scored and ranked the two proposals as shown in the table below. Based on a 100-point scale, Pepe's Towing Service received an average score of 91.0% and Hadley Tow received an average score of 87.0%.

OPG Review Committee Ranking of Proposals for Citywide Service

Proposer Name	Rank Order	Average Rating
Pepe's Towing Service	1	91.0
Hadley Tow	2	87.0

In a letter dated July 25, 2022, the two bidders were notified of the results by mail. As allowed in Section 50.0 of the RFP, the proposers were offered an appeal. There were no appeals received as of the appeals deadline of August 5, 2022.

Recommendation

Based on the OPG Review Committee's analysis of the two proposals submitted, it is recommended to the Board of Police Commissioners that Pepe's Towing Service be awarded the contract to provide Medium- and Heavy-Duty Towing and Storage Services for Citywide Service.

Questions regarding this recommendation may be directed to Senior Management Analyst Reena del Rosario, the Police Commission's RFP Program Manager. She can be reached at (213) 236-1400.


RICHARD M. TEFANK, Executive Director
Board of Police Commissioners

BOARD OF
POLICE COMMISSIONERS
Approved *August 16, 2022*
Secretary *Rebecca Mand*