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June 29, 2023

BPC #23-123

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 QUALIFIED VENDOR TO PROVIDE OFFICIAL POLICE
GARAGE TOWING AND STORAGE SERVICES.

At the regular meeting of the Board of Police Commissioners held Tuesday, June 27 2023 the Board
APPROVED the Department's report relative to the above matter.

This matter is being forwarded to you for approval.

Respectfully,

BOARD OF POLICE COMMISSIONERS

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

REBECCA MUNOZ
Commission Executive Assistant

Attachment

c: Chief of Police

INTRADEPARTMENTAL CORRESPONDENCE

June 27, 2023

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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 STANDARD- AND MEDIUM-DUTY TOWING AND STORAGE SERVICES CITYWIDE

Recommended Actions

1. That the Board of Police Commissioners REVIEW and APPROVE the selection of Absolute Towing-Hollenbeck Division Inc. 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 Standard- and Medium-Duty Towing and Storage agreement for Citywide Service with Absolute Towing- Hollenbeck Division Inc.

Background

On January 31, 2023, the RFP for Standard- and Medium-Duty Towing and Storage Services for Citywide Service was released (RFP# 23-980-002). One proposal was submitted by Absolute Towing-Hollenbeck Division Inc.

Duties

The general duties of a Standard- and Medium-Duty Towing and Storage Services OPG include responding on a first-priority basis to requests for Standard- and Medium -Duty Towing and Storage Services initiated by the Los Angeles Police Department or the City's Department of Transportation. 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 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 pounds 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.

RFP Release

The RFP was released through a posting on the City’s Los Angeles Procurement Opportunity Portal on January 31, 2023, with the Business Inclusion Program Outreach due March 14, 2023. A mandatory pre-proposal conference was held on February 22, 2023. Proposals were due March 28, 2023.

One proposal was submitted for Citywide Service namely, Absolute Towing-Hollenbeck Division Inc, who currently provides the City of Los Angeles Standard- and Medium -Duty Towing and Storage Services on an interim basis.

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 Absolute Towing-Hollenbeck Division Inc.

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 proposal as shown in the table below. Based on a 100-point scale, Absolute Towing-Hollenbeck Division Inc. received an average score of 94.0%.

OPG Review Committee Ranking of Proposals for Citywide Service

| Proposer Name | Rank Order | Average Rating |
|----------------------|-------------------|-----------------------|
| Absolute Towing | 1 | 94.0 |

There was only one bidder in the selection process and consequently there were no appeals.

Recommendation

Based on the OPG Review Committee’s analysis of the proposal submitted, it is recommended to the Board of Police Commissioners that Absolute Towing-Hollenbeck Division Inc. be awarded the contract to provide Standard- and Medium -Duty Towing and Storage Services for Citywide Service.

The Honorable Board of Police Commissioners

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Questions regarding this recommendation may be directed to Senior Management Analyst Elizabeth Chow, 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 *June 27, 2023*
Secretary *Rebecca Muro*