

# LOS ANGELES POLICE COMMISSION

BOARD OF  
POLICE COMMISSIONERS

STEVE SOBOROFF  
PRESIDENT

MATTHEW M. JOHNSON  
VICE PRESIDENT

SANDRA FIGUEROA-VILLA  
SHANE MURPHY GOLDSMITH  
CYNTHIA McCLAIN-HILL

MARIA SILVA  
COMMISSION EXECUTIVE ASSISTANT II



**ERIC GARCETTI**  
Mayor

RICHARD M. TEFANK  
EXECUTIVE DIRECTOR

DJANGO SIBLEY  
ACTING INSPECTOR GENERAL

EXECUTIVE OFFICE  
POLICE ADMINISTRATION BUILDING  
100 WEST FIRST STREET, SUITE 134  
LOS ANGELES, CA 90012-4112

(213) 236-1400 PHONE  
(213) 236-1410 FAX  
(213) 236-1440 TDD

December 5, 2017

BPC #17-0476

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: RECOMMENDATION OF QUALIFIED VENDOR TO PROVIDE OFFICIAL POLICE  
GARAGE TOWING AND STORAGE SERVICES FOR SERVICE AREA 9  
(RFP # 17-980-005)

At the regular meeting of the Board of Police Commissioners held Tuesday, December 5, 2017, the Board APPROVED the Executive Director'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 "Maria Silva".

MARIA SILVA  
Commission Executive Assistant

Attachment

c: Chief of Police

## INTRADEPARTMENTAL CORRESPONDENCE

November 29, 2017

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 TOWING AND STORAGE SERVICES  
FOR SERVICE AREA 9 (RFP # 17-980-005)**

### **Recommended Actions**

1. That the Board of Police Commissioners REVIEW and APPROVE the selection of URT Keystone Towing, Inc. to serve as the Official Police Garage for Service Area 9.
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 9 with URT Keystone Towing, 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 #13-04184). On May 18, 2017, a Request for Proposals (RFP No. 17-980-005) for OPG Towing and Storage services for Service Area 9 was released. This service area is comprised of the LAPD's Van Nuys Area. The previous contract for this service area had expired (C-109461 and C-109461-1). The proposals to the RFP were due for submission on June 29, 2017.

Two proposals were submitted, namely from URT Keystone Towing Inc., the incumbent, and Jon's Towing Inc. Both proposals were found to be responsive and met the requirements of the RFP.

### **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, the Los Angeles World Airport police, or any City governmental agency representatives 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 250. This is an estimate only and not a guarantee of volume for the current fiscal year. The recommended storage area is three and one half (3.5) acres. The recommended equipment is three (3) standard-duty flat-bed carriers and three (3) standard-duty trucks.

### **RFP Release**

The RFP (RFP No. 17-980-005) was issued through a posting on the City’s Los Angeles Business Assistance Virtual Network on May 18, 2017. A mandatory pre-proposal conference was held on June 1, 2017. Proposals were due June 29, 2017. It is anticipated that the term of the contract is for five years and is renewable for a five-year period.

Two proposals were submitted for Service Area 9 namely, URT Keystone Towing, Inc., the current provider of towing and storage services in Service Area 9 and Jon’s Towing Services, Inc. Jon’s Towing Service does not provide towing services to the City but provides such services to other government or law enforcement agencies.

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 City’s Department of Transportation and one other from the Los Angeles Police Commission rated the proposals. As prescribed in the RFP, the proposals were rated based on several criteria namely Formal Business Plan, Experience, History of Contract Compliance, Customer Service, and Honesty and Integrity.

The Review Committee scored and ranked the two proposals as shown in the table below. Based on a 100-point scale, URT Keystone Towing, Inc. received an average score of 82.5% and Jon’s Towing received an average score of 75.0%.

**OPG Review Committee Ranking of Proposals for Service Area 9**

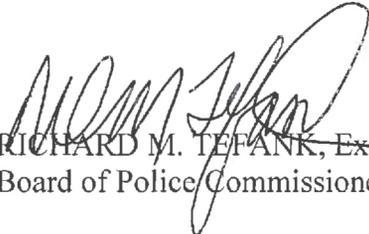
| <b>Proposer Name</b>     | <b>Rank Order</b> | <b>Average Rating</b> |
|--------------------------|-------------------|-----------------------|
| URT Keystone Towing Inc. | 1                 | 82.5%                 |
| Jon's Towing             | 2                 | 75.0%                 |

In a letter dated November 17, 2017, the two bidders were notified of the results by mail. As allowed in Section 41.0 of the RFP, the proposers were offered an appeal. There were no appeals received as of the appeals deadline of November 27, 2017.

**Recommendation**

Based on the Review Committee's analysis of the two proposals submitted it is recommended to the Board of Police Commissioners that URT, Keystone Towing, Inc. be awarded the contract to provide towing and storage services for Service Area 9.

Questions regarding this recommendation may be directed to Senior Management Analyst Amelia Sayo, the Police Commission's RFP Program Manager. She can be reached at (213) 236-1442.

  
RICHARD M. TEFANK, Executive Director  
Board of Police Commissioners

**BOARD OF  
POLICE COMMISSIONERS**  
Approved *December 5, 2017*  
Secretary *Maria Silva*