

INTRADEPARTMENTAL CORRESPONDENCE

April 27, 2015

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 14 (RFP # 14-980-011)**

Recommended Actions

1. That the Board of Police Commissioners REVIEW and APPROVE the selection of Bruffy's, Inc. to serve as the Official Police Garage for Service Area 14.
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 14 with Bruffy's, 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 #13-041841]. On February 25, 2014, the City Council authorized the release of the RFPs (C.F. 13-1672).

This proposal is for Standard Duty Towing and Storage Services in Service Area 14 of the Los Angeles Police Department (see attached map). Service Area 14 is comprised of LAPD's Pacific Area. The previous contract for this service area has expired.

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, 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-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 638. The recommended storage area is three (3) acres. The recommended equipment is three (3) standard duty flat-bed carriers, and four (4) standard duty trucks.

RFP Release

The RFP was released through a posting on the City’s Los Angeles Business Assistance Virtual Network on June 2, 2014. A mandatory pre-proposal conference was held June 11, 2014. Proposals were due July 15, 2014. 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 14, Bruffy’s, Inc. (DBA Bruffy’s Tow) and Navarro’s Towing LLC. Bruffy’s is the current provider of towing and storage services in Service Area 14. Navarro’s Towing does not provide towing services to the City, however, it provides towing services to the California Highway Patrol (CHP) and the Metropolitan Transit Authority.

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 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, and Honesty and Integrity.

The Review Committee awarded Bruffy’s, Inc. an average score of 82.3. Navarro’s Towing’s proposal was deemed non-responsive to the requirements of the RFP because it did not include a financial statement verified by a Certified Public Accountant attesting to Navarro’s financial condition as required in Section 17.2 c. of the RFP and, it did not meet the requirements for Live Scan Requests specified in Section 17.3 d. of the RFP. As a result, Navarro’s proposal was disqualified.

CID's background investigation of Bruffy's history of contract compliance found that Bruffy's failed to notify CID of the results of Bruffy's investigation of a customer complaint. The majority of Bruffy's tow equipment was in good working order. Bruffy's has served as an OPG for thirty-one years it also provides towing services to the Los Angeles Unified School District and the Los Angeles County Sheriff's Department.

In a letter dated, April 14, 2015, both bidders were notified of the results by mail. As allowed in Section 41.0 of the RFP, Navarro's was provided until April 23, 2015 to appeal but they failed to contact our office.

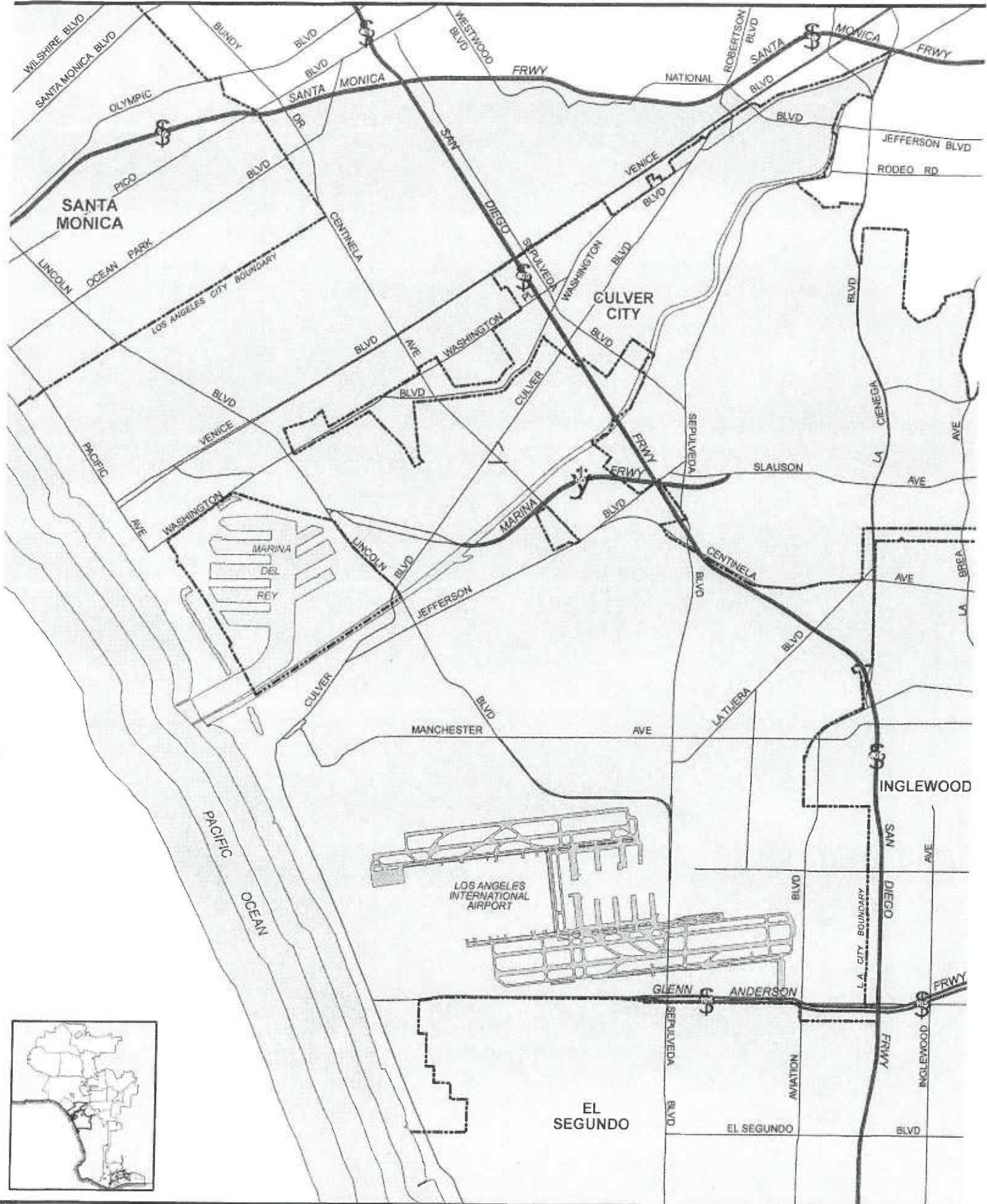
Recommendation

Based on the Review Committee's analysis of the proposals submitted by Bruffy's, Inc., and Navarro's Towing, it is my recommendation to the Board of Police Commissioners that Bruffy's, Inc. be awarded the contract to provide towing for Service Area 14.

Questions regarding this recommendation may be directed to Senior Management Analyst Rene Gomez, who served as the RFP Program Manager. He can be reached at (213) 236-1438.



RICHARD M. TEFANK, Executive Director
Board of Police Commissioners



LOS ANGELES POLICE DEPARTMENT
OFFICIAL POLICE GARAGE
SERVICE AREA 14

△ Police Station

