

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:	Matthew Fertal	From:	Kevin Raney
Dept:	City Manager	Dept:	Police
Subject:	EXTENSION OF ROTATIONAL TOWING AND STORAGE CONTRACTS	Date:	January 22, 2013

OBJECTIVE:

To seek City Council approval to extend the four rotational towing contracts with Country City Towing, Inc. (Country City), MNP Automotive, Inc. dba Caldwell's Auto Body and Towing (Caldwell's), B&D Towing, Inc., dba Balcaceres and Davalos Towing (B&D) and Action Southland Enterprises through July 31, 2013, with the option to extend the contract month to month if needed to complete the request for proposals process.

BACKGROUND:

Effective December 11, 2007 the City awarded the rotational towing and storage contracts to Country City, Caldwell's, B&D and Action/Southland Towing. It is necessary to extend these agreements pending completion of a new request for a proposals process for towing and storage services.

DISCUSSION:

Staff is currently developing a request for proposal for rotational towing and storage services. This has not been done since 2007. At that time, this process was quite lengthy, involving the evaluation of dozens of businesses that applied for consideration. Once the businesses apply, there are a number of inspections and investigations that must be done on each business and their employees.

Initially, staff determines if the tow companies meet the basic requirements of the Request For Proposals on paper. These conditions have in the past included and will again include but not be limited to the following:

- **Timely delivery of services** – the tow company must be able to have a tow truck on scene within 25 minutes of Police Department request. This clause requires the companies to commit to providing a timely response within the City. It further allows the PD to call another company if the first company called advises they cannot respond or, in fact, does not arrive within 25 minutes of the request.

EXTENSION OF ROTATIONAL TOWING AND STORAGE CONTRACTS

January 22, 2013

Page 2

- **Tow yard located within a two-mile radius of the City** – the tow company must maintain a City approved storage yard within a two-mile radius of the City limits. This requirement is based upon our responsibility to not unduly burden citizens who have their vehicles towed by the Police Department in our City. Without this limitation, their vehicle could be taken a great distance from where it was towed, thus requiring the citizen to travel an inordinate distance to retrieve their vehicle at a time when they are already without one of the vehicles in their household.
- **Tow yard security/facility** – the tow company's yard must have a secure perimeter with sufficient inside and outside storage to accommodate 75 vehicles. In addition, they must have the ability to store at least four vehicles in inside storage to protect it from the elements and limit even employee access when a vehicle is held for evidence examination.
- **Driver permits/background checks** – the tow companies' drivers must comply with all permitting and background checks. This is required to ensure drivers are properly permitted, licensed and sufficiently investigated to ensure it would not be improper to entrust them with valuables within vehicles or vehicles that are held for fingerprint and other evidentiary needs in major crime cases.
- **State and local equipment requirements** – this requirement allows staff to inspect all tow company vehicles to ensure they comply with all State and local laws to safely operate as a tow truck.
- **Maintaining at least four operationally approved tow trucks** – this is a requirement to ensure each company contracted can readily handle large scale incidents or multiple incidents within a short time period without delaying service beyond the 25-minute time limit.

All of the business sites must be visited and inspected for state and locally required conditions of a City contract tow yard. At times, re-inspections of tow yards may be performed. This inspection of the actual physical premises of the tow yards can take several months as a result.

Our employees must also inspect each tow vehicle in use and conduct background investigations on all tow drivers working for each company in consideration. One company's truck inspections may take up to half a day. Similarly, the background investigations on the companies' employees take a significant amount of time to conduct.

This extension is necessary in order to allow sufficient time to review and update the towing needs of the City and to ensure a smooth transition from our current contractors to new contractors, if necessary. Staff is recommending an extension

EXTENSION OF ROTATIONAL TOWING AND STORAGE CONTRACTS

January 22, 2013

Page 3

of towing and storage services through July 31, 2013, with the option to extend month to month as needed with Country City, Caldwell's, B&D and Action/Southland Towing. The contractors have agreed to the extension if approved by City Council.

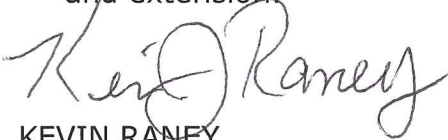
FINANCIAL IMPACT:

No additional financial impact is anticipated beyond the annual current cost of towing and storage services.

RECOMMENDATION:

It is recommended that the City Council approve the following:

- Approve the amendments to extend the towing and storage services agreements with Country City Towing, Inc., MNP Automotive, Inc. dba Caldwell's Auto Body and Towing, B&D Towing, Inc., dba Balcaceres and Davalos Towing and Action Southland Enterprises through July 31, 2013, with the option to extend month to month if needed to complete the request for proposals process.
- Authorize the City Manager or his designee, to execute the amendments and any other necessary documents in furtherance of the contract assignment and extension.



KEVIN RANEY
Chief of Police

By: ~~Todd Elgin, Captain~~



Recommended for Approval



Matthew Fertal
City Manager