City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:

Matthew J. Fertal

From:

Kevin J. Raney

Dept:

City Manager

Dept:

Police

Subject: APPROVAL OF THE ROTATIONAL POLICE

Date.

January 28, 2014

TOW AGREEMENTS - RFP NO. S-1116 WITH B & D TOWING, COUNTRY CITY TOWING AND GREATER SOUTHERN

CALIFORNIA TOWING, INC.

OBJECTIVE

To seek City Council approval to enter into agreements with the following local tow companies: B & D Towing, Country City Towing and Greater Southern California Towing, Inc., to provide on-call towing services for the City.

BACKGROUND

The Police Department responds to a variety of calls for service. Officers enforce Vehicle Code statutes that require the service of tow companies. Currently, tow services are provided by four (4) private tow operators: Action Towing, B & D Towing, Caldwell's Towing, and Country City Towing. These tow companies have been responsible for towing abandoned vehicles, and to recover stolen vehicles, arrestees' vehicles and vehicles involved in traffic accidents. The last rotational tow contract Request for Proposals (RFP was conducted in 2007).

ANALYSIS

The RFP process started in June of 2013 and was completed in September of 2013. The selection process was comprehensive, with a total of eight (8) tow companies responding. Four tow companies successfully completed the RFP process, and are listed below in rank order:

- B & D Towing
- Country City Towing
- Greater Southern California Towing, Inc.
- Action Southland Towing

An analysis of the evaluation process and the evaluation results are outlined in Attachment 1.

CONTRACT FOR ON-CALL TOWING SERVICES January 28, 2014 Page 2

Due to experience having a four company rotation list, and the downward trend in the number of vehicles towed each year due to legislative limitations, staff recommends the City's rotational tow list be limited to three companies.

After a six month review to evaluate response times and the number of tows performed by these three companies, should the number of tows or delays in response times dictate a need to add a fourth service provider, staff recommends that the City Council authorize the City Manager to execute a contract with Action Southland Towing, the fourth company having successfully completed the RFP process.

FINANCIAL IMPACT

None.

RECOMMENDATION

It is recommended that the City Council:

- Authorize the City Manager to enter into agreements for Rotational Tow Services with B & D Towing, Country City Towing, and Greater Southern California Towing, Inc.; and
- Authorize the City Manager to enter into an agreement with Action Southland Towing following the completion by staff of a six month review, provided that staff's evaluation of the number of tows and response times by the current companies dictate a need for an additional service provider.

Chief of Police

By: Ben Stauffer, Lieutenant

Attachment: Managers Memo - Analysis

Recommended for Approval

Matthew Fertal City Manager

City of Garden Grove

INTER-DEPARTMENT MEMORANDUM

To:

Matthew J. Fertal

From: Kevin J. Raney

Dept:

City Manager

Dept:

Police

Subject:

POLICE TOW SELECTION PROCESS

Date:

January 28, 2014

OBJECTIVE

To provide information regarding the renewal of the Police Rotational Tow Contract Request for Proposal (RFP) scoring process and results.

BACKGROUND

The Rotational Tow Contract RFP selection process is complete. The RFP was posted on the City's web site on June 19, 2013, and published in the Orange County News on June 19, and again on June 26, 2013. The pre-proposal meeting was held on July 3, 2013, with fourteen (14) tow companies in attendance. The due date for the completed proposals was July 22, 2013. Staff received eight (8) completed proposals. A Tow Services Contract RFP has not been conducted since 2007.

DISCUSSION

During the pre-proposal meeting a number of questions were raised with regard to the actual process and the equipment requirements. These questions were answered immediately.

Submissions were reviewed for basic compliance with the terms required in the RFP on a pass/fail basis. Based upon the packages reviewed, all eight companies passed initial screening process.

In August 2013, members of the committee conducted inspections of all of the vendors' tow yards. At that time, each company was rated based upon a tow yard inspection form that had been disclosed in the RFP. Each tow company was rated, given a corresponding numerical score and then ranked according to the totals of those scores from all raters on the committee.

The tow companies finished in the following rank order:

	B & D Towing	3,900 Points
6	Country City Towing	3,660 Points
•	Greater Southern CA Towing	2,880 Points
	Action Southland Towing	2,760 Points

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•	Caldwell's Towing	2,580 Points
•	Russell's Towing	2,300 Points
•	Southside Towing	2,240 Points
•	C & B Towing	2,120 Points

During the yard inspections, information was discovered concerning the fourth through eighth place rating companies that would have disqualified them from this process during the initial review had the companies disclosed this information in their application originally; and the raters would have failed these companies in the initial pass/fail evaluation of their submission, had the raters had this information.

The fourth place company, Action Southland Towing, would have failed the initial review due to the lack of a required security camera system. However, the business was in the process of installing the required security camera system at the time of the committee's inspection. That system was completed shortly thereafter, which brought them into compliance with this first stage of the review process.

For this reason, only the top four companies listed are considered to have passed the RFP scoring process.

SUMMARY

This memorandum is provided for your information.

KEVIN'J. RANE

Chief of Police

By: Ben-Stauffer, Lieutenant

Special Services Division