



CITY COUNCIL AGENDA REPORT

MEETING DATE: MARCH 3, 2009

ITEM NUMBER:

SUBJECT: RFP 1118 – AWARD POLICE TOWING SERVICES CONTRACTS

DATE: FEBRUARY 10, 2009

FROM: FINANCE DEPARTMENT – FINANCIAL PLANNING DIVISION

PRESENTATION BY: MARC R. PUCKETT, DIRECTOR OF FINANCE

**FOR FURTHER INFORMATION CONTACT: DEBBIE CASPER, PURCHASING SUPERVISOR
714/754-5212**

RECOMMENDATION:

1. Award contracts per Request for Proposal (RFP) 1118 for Police Towing Services to:
 - a. Metro Pro Towing, 957 W. 17th Street, Costa Mesa, California 92627; and
 - b. G & W Towing, 965 West 18th Street, Costa Mesa, California 92627.

The term of both contracts is five years commencing on the date the agreement is approved by City Council. The contracts allow the option of renewing for three additional one-year terms.

2. Authorize the Mayor and the City Clerk to execute the Professional Services Agreements for the contract.
3. Authorize the City Manager to authorize the extension of the contracts for three additional one-year terms upon recommendation from the Police Department.

BACKGROUND:

The prior bid for police towing services was issued in 1992. Language in the prior tow contracts has allowed the City to renew the contracts with the same terms and conditions for two additional five-year periods. Police staff determined that it was in the best interest of the City to send out a new solicitation for police towing services. Additional time was needed to perform a comprehensive RFP process and to make the needed updates to the Municipal Code, so the towing contracts were extended on a month to month basis.

City staff from several departments reviewed towing documents from other agencies, developed tow policy guidelines and requirements, and worked with the City Attorney to make amendments to the Costa Mesa Municipal Code relating to tow services. On August 19, 2008, Council had the second reading to Ordinance 08-7, and adopted the new ordinance and Costa Mesa Tow Policy Guidelines and Procedures. On September 2, 2008, the resolutions for the Tow Operator Permit Application and Towing Rate Schedule were adopted.

As required by the Costa Mesa Municipal Code, the "Request for Proposals" (RFP) was solicited from qualified providers located within the five mile radius from the Police Department. To ensure adequate notice and competition, the RFP was posted on the public bulletin board in

City Hall and published in the Daily Pilot. A downloadable version of the RFP was also made available on the City's website.

On November 5, 2008, a non-mandatory pre-proposal conference was held in Conference Room 1-A. The purpose of the pre-proposal meeting was to provide a forum for towing companies to request clarification and explanation of RFP requirements. Seven prospective proposers were in attendance at the meeting conducted by the Purchasing Supervisor. An addendum was issued on November 5, 2008, to address the clarifications discussed in the pre-proposal meeting. On November 18, 2008, the City received six proposals.

ANALYSIS:

The three criteria used in evaluating the towing proposals received were: method of approach, qualifications and experience, and the proposed equipment and facilities. Price was not a factor since the towing rate was established by Council Resolution on September 2, 2008.

In order to ensure a fair and objective RFP process, the evaluation process was conducted by the Purchasing Supervisor with oversight from both the City Attorney's office and the City Manager's office. A five-person evaluation team was assembled and all members were instructed to conduct their evaluations independently of each other. The evaluation team included representation from the City Manager's office, the Telecommunications Department, Public Services Department and the Police Department.

The evaluation phase began on November 19, 2008, with an initial meeting to distribute the proposals and evaluation forms and to provide an explanation of the evaluation rules and expectations. On December 8, 2008, the evaluation team conducted site visits, as a group, at each of the tow company locations. As part of the final stage of the evaluation process, each company was requested to sign a waiver and consent to investigation of criminal and civil history per recommendation from the City Attorney's office. The City Attorney's offices performed the investigations and the findings of the two companies selected were acceptable.

The intent of the solicitation was to award multiple contracts to the highest scoring qualified tow service companies participating in the solicitation. There were a total of 500 points possible in the evaluation process. After each team member ranked the towing companies, their raw score was converted to a ranking from 1 to 6. The sum of the results for each company was totaled and the results are shown below. This method of evaluation is known as the Heisman Method and it is used to prevent one committee member from skewing the scores in favor or not in favor of a particular company. There was a natural break between the first two tow companies and the remaining four providers.

	Member 1	Member 2	Member 3	Member 4	Member 5	Total
G & W Towing	1	1	1	2	2	7
Metro Pro Road Svs	2	2	1	1	1	7
Jim's Towing	3	*4	6	3	3	19
A & B Towing	*5	*3	5	4	4	21
Southside Towing	*4	5	3	5	5	22
Top Towing	6	6	4	6	6	28

*Please note minor change from original scoring

The Notice of Intent to Award was sent to all companies that submitted a proposal on February 5, 2009. Based on the results of the evaluations, staff has determined that it is in the best interest of the City to award two contracts to the highest scoring tow service providers. As part of the towing permit process, the Police Department will be inspecting the vehicles and processing background checks on all employees. The award of the contracts will be contingent upon each of the tow companies meeting all the requirements set forth in the Tow Policy & Guidelines and the municipal code.

ALTERNATIVES CONSIDERED:

Qualified staff members from multiple departments have invested numerous hours independently evaluating and determining the best solution for police towing services for the City. The process was fair and thorough, reviewing the submittals and the abilities of each tow company to meet the requirements of tow policies and procedures. Due to the time and effort put into the selection process and the clear consistency in the evaluation results, no other alternatives were considered.

FISCAL REVIEW:

No fiscal review is necessary for this item. There is no direct cost to the City for towing services. The costs for towing services are incurred by the owner of the towed vehicle and the costs are established by Council resolution.

LEGAL REVIEW:

The City Attorney’s Office has provided oversight during the entire RFP process and has prepared the attached Professional Services agreements.

CONCLUSION:

After thorough review and comparison of the six towing proposals received, it is the recommended that the City Council award five-year contracts per RFP 1118 for police towing services to Metro Pro Towing and G & W Towing. In addition, it is recommended that City Council authorize the Mayor and the City Clerk to execute the Professional Services Agreement and to authorize the City Manager to extend the contract for three an additional one-year terms if the Police Department recommends doing so.

MARC R. PUCKETT
Director of Finance

DEBBIE CASPER, C.P.M., CPPB
Purchasing Supervisor

- ATTACHMENTS: 1. Professional Service Agreements
[Metro Pro](#)
[G&W](#)
2. [Towing Fees](#)

- DISTRIBUTION: Police Chief
Finance Director
Administrative Services Director
Telecommunications Manager
Traffic Sergeant