

## PROCUREMENT SUMMARY

**FSP LIGHT DUTY TOWING SERVICE 2024/FS118013-C0003000-13A THROUGH  
FS118013-C0003005-13F**

1.	<b>Contract Numbers:</b> FS118013-C0003000-13A, FS118013-C0003001-13B, FS118013-C0003002-13C, FS118013-C0003003-13D, FS118013-C0003004-13E, and FS118013-C0003005-13F	
2.	<b>Recommended Vendors:</b> (1) Neighborhood Towing 4U, Inc. (2) Reliable Delivery Service, Inc. (dba R.D.S. Towing) (3) Hovanwil, Inc., (dba Jon's Towing) (4) Disco Auto Sales (dba Hollywood Car Carrier Service) (5) Sonic Towing, Inc., and; (6) Safeway Towing Services, Inc. (dba Bob's Towing)	
3.	<b>Type of Procurement (check one):</b> <input type="checkbox"/> IFB <input checked="" type="checkbox"/> RFP <input type="checkbox"/> RFP-A&E <input type="checkbox"/> Non-Competitive <input type="checkbox"/> Modification <input type="checkbox"/> Task Order	
4.	<b>Procurement Dates:</b>	
	<b>A. Issued:</b> November 29, 2023	
	<b>B. Advertised/Publicized:</b> November 28-30, 2023	
	<b>C. Pre-Proposal Conference:</b> December 13, 2023	
	<b>D. Proposals Due:</b> January 31, 2024	
	<b>E. Pre-Qualification Completed:</b> April 3, 2024	
	<b>F. Ethics Declaration Forms submitted to Ethics:</b> February 2, 2024	
	<b>G. Protest Period End Date:</b> June 25, 2024	
5.	<b>Solicitations Picked up/Downloaded:</b> 32	<b>Bids/Proposals Received:</b> 12
6.	<b>Contract Administrator:</b> Lily Lopez	<b>Telephone Number:</b> 213-922-4639
7.	<b>Project Manager:</b> John Takahashi	<b>Telephone Number:</b> 213-418-3271

**A. Procurement Background**

This Board Action is to approve Contract Nos. FS118013-C0003000-13A (Neighborhood Towing 4U, Inc.), FS118013-C0003001-13B (Reliable Delivery Service, Inc., dba R.D.S. Towing), FS118013-C0003002-13C (Hovanwil, Inc., dba Jon's Towing), FS118013-C0003003-13D (Disco Auto Sales, dba Hollywood Car Carrier Service), FS118013-C0003004-13E (Sonic Towing, Inc.) and FS118013-C0003005-13F (Safeway Towing Services, Inc., dba Bob's Towing) issued in support of the Freeway Services Patrol program light duty tow services for eleven beats for a 54-month contract term. These services will be performed on beats covering designated areas within Los Angeles County. Board approval of contract awards is subject to resolution of any properly submitted protest(s), if any.

The Lowest Price-Technically Acceptable Request for Proposals (RFP) was issued in accordance with Metro's Acquisition Policy and the contract type is firm fixed unit rate. Proposers were required to commit to utilizing Small Business Enterprise (SBE) firms and Disabled Veteran Business Enterprise (DVBE) firms, in any combination, totaling at least 6% of the total contract price. It was

also subject to the Local Small Business Enterprise Preference (LSBE) program, which gives eligible LSBE proposers a 5% preference as a price reduction.

Two amendments were issued during the solicitation phase of this RFP:

- Amendment No. 1, issued on December 12, 2023, updated the SBE/DVBE Program goal and updated the DEOD Forms revised.
- Amendment No. 2, issued on December 22, 2023, revised certain sections of the RFP documents, including; updating the Contract Administrator information to reflect reassignment of project, clarification to Submittal Requirements, revision to Proposal Letter, updating Evaluation Criteria, extended the deadline to submit questions, and extended the proposal due date from January 18, 2024, to January 31, 2024.

A total of 32 firms downloaded the RFP and were included in the planholders list. A virtual pre-proposal conference was held on December 13, 2023, attended by 169 participants from various firms. A total of 19 questions were asked and responses were released prior to the proposal due date.

A total of 12 proposals were received on January 31, 2024, from the following firms listed below in alphabetical order to cover the 11 towing beats:

1. Classic Tow, Inc. (dba Tip Top Tow Service)
2. Disco Auto Sales (dba Hollywood Car Carrier Service)
3. Freeway Towing, Inc.
4. Hovanwil, Inc. (dba Jon's Towing)
5. Metro Towing, Inc.
6. Mid Valley Towing, Inc.
7. Navarro's Towing
8. Neighborhood Towing 4U, Inc.
9. Reliable Delivery Service, Inc. (dba R.D.S. Towing)
10. Safeway Towing Services, Inc. (dba Bob's Towing)
11. Sonic Towing, Inc.
12. SouthCoast Towing

## **B. Evaluation of Proposals**

A Proposal Evaluation Team (PET) consisting of staff from Metro's Operations Department and the California Highway Patrol, was convened to conduct a comprehensive evaluation of the proposals received.

The proposals were evaluated based on the following Lowest Price-Technically Acceptable (Pass/Fail) evaluation criteria:

### **Pass/Fail Criteria**

1. **Motor Carrier of Property Permit (MCP)** - Proposer shall submit with their proposal, clear and legible copies of California Department of Motor Vehicles (DMV) MCPs documenting continuous, uninterrupted permitting, from December 1, 2020 to November 30, 2023.

2. **Business Permits/Licenses** - Proposer shall submit with their proposal, clear and legible copies of business permits/licenses documenting continuous uninterrupted permits/licenses, from December 1, 2020 to November 30, 2023.
3. **Tow Experience – Minimum Three (3) Light or Medium Duty Tow/Flatbed Vehicles** - Proposer shall submit with their proposal, clear and legible copies of California DMV registration documenting continuous uninterrupted ownership/lease of three light/medium duty tow/flatbed trucks, from December 1, 2020 to November 30, 2023. AVRS and/or other third-party documents are not acceptable. Vehicles that are inoperable will not be considered as one of the three vehicles.
4. **Insurance Requirements** - Proposer shall submit with their proposal, clear and legible copies of insurance carrier generated policy documents for General/Garage Liability, On-Hook Tow, and Workers' Compensation Coverage policies documenting continuous uninterrupted coverage, from December 1, 2020 to November 30, 2023.
5. **Vehicle Inspection** - An unscheduled Vehicle Inspection will be conducted at the proposers operating facility in Los Angeles County (or within 15 miles of the county line) in accordance with the Vehicle Inspection Criteria.

Each proposer shall complete and submit with their proposal a complete fleet inventory list of light/medium duty tow and flatbed vehicles owned/leased and operated by the proposer. Vehicles included in this list shall be verified at the time of inspection. Vehicles with non-operations documentation from the California DMV may be considered exempt from inspection.

Only proposers who passed all evaluation criteria items were deemed technically acceptable and eligible for further consideration based on lowest price (subject to the LSBE Program) and meeting or exceeding the DEOD SBE/DVBE goal.

During the period of February 13, through March 14, 2024, the PET independently evaluated the technical proposals. Ten of the twelve proposals were deemed technically acceptable. Classic Tow was excluded due to failing to meet the DVBE goal requirement. Metro Towing, Inc. was excluded due to failing to meet the DVBE goal requirement and not meeting the Evaluation Criteria Pass/Fail requirements.

Neighborhood Towing 4U, Inc., Reliable Delivery Service, Inc. (dba R.D.S. Towing), Hovanwil, Inc. (dba Jon's Towing), Disco Auto Sales (dba Hollywood Car Carrier Service), Sonic Towing, Inc., and Safeway Towing Services, Inc. (dba Bob's Towing) are recommended for awards under the specified beats.

## **C. Price Analysis**

### **13-A (Beats 7 and 29)**

The recommended price has been determined to be fair and reasonable based on adequate price competition.

	<b>Proposer Name</b>	<b>Proposal Amount</b>	<b>Metro ICE</b>	<b>LSBE Evaluation Amount</b>	<b>Recommended Amount</b>
1	Neighborhood Towing 4U, Inc.	\$9,432,184.00	\$8,367,260.00	\$8,960,574.80	\$9,432,184.00
2	Sonic Towing, Inc.	\$9,528,027.16		\$9,051,625.80	
3	SouthCoast Towing	\$9,970,731.28		\$9,472,194.72	
4	Hovanwil, Inc. (dba Jon's Towing)	\$10,479,612.82		\$9,955,632.18	
5	Safeway Towing Services, Inc. (dba Bob's Towing)	\$10,509,278.56		\$9,983,814.63	
6	Mid Valley Towing, Inc	\$10,951,982.68		\$10,404,383.55	

The variance between Metro's Independent Cost Estimate (ICE) and the recommended price is attributable to the projected fluctuation in fuel prices, cost of insurance premiums, contractor's distance from the respective beat and availability of FSP operators.

**13-B (Beats 11 and 28)**

The recommended price has been determined to be fair and reasonable based on adequate price competition.

	<b>Proposer Name</b>	<b>Proposal Amount</b>	<b>Metro ICE</b>	<b>LSBE Evaluation Amount</b>	<b>Recommended Amount</b>
1	Reliable Delivery Service, Inc. (dba R.D.S. Towing)	\$8,596,062.16	\$8,430,950.00	\$8,166,259.05	\$8,596,062.16
2	Safeway Towing Services, Inc. (dba Bob's Towing)	\$8,658,585.65		\$8,225,656.37	
3	Neighborhood Towing 4U, Inc.	\$9,580,625.00		\$9,101,593.75	
4	Sonic Towing, Inc.	\$9,600,552.70		\$9,120,525.07	
5	SouthCoast Towing	\$10,196,850.80		\$9,687,008.26	
6	Hovanwil, Inc. (dba Jon's Towing)	\$10,559,381.65		\$10,031,412.57	
7	Navarro's Towing	\$11,841,652.50		\$11,249,569.88	
8	Mid Valley Towing, Inc.	\$12,348,275.95		\$11,730,862.15	

**13-C (Beats 24 and 41)**

The recommended price has been determined to be fair and reasonable based on adequate price competition.

	<b>Proposer Name</b>	<b>Proposal Amount</b>	<b>Metro ICE</b>	<b>LSBE Evaluation Amount</b>	<b>Recommended Amount</b>
1	Hovanwil, Inc. (dba Jon's Towing)	\$10,212,384.70	\$7,602,100.00	\$9,701,765.47	\$10,212,384.70
2	Neighborhood Towing 4U, Inc.	\$10,366,500.00		\$9,848,175.00	
3	Safeway Towing Services, Inc. (dba Bob's Towing)	\$10,546,877.10		\$10,019,533.25	
4	Sonic Towing, Inc.	\$10,591,798.60		\$10,062,208.67	
5	Mid Valley Towing, Inc.	\$12,658,187.60		\$12,025,278.22	

The variance between the Metro ICE and the recommended price is attributable to the projected fluctuation in fuel prices, cost of insurance premiums, contractor's distance from the respective beat and availability of FSP operators.

**13-D (Beats 27 and 33)**

The recommended price has been determined to be fair and reasonable based on adequate price competition.

	<b>Proposer Name</b>	<b>Proposal Amount</b>	<b>Metro ICE</b>	<b>LSBE Evaluation Amount</b>	<b>Recommended Amount</b>
1	Disco Auto Sales (dba Hollywood Car Carrier Service)	\$8,623,240.45	\$7,347,120.00	\$8,192,078.43	\$8,623,240.45
2	Neighborhood Towing 4U, Inc.	\$8,682,960.00		\$8,248,812.00	
3	Sonic Towing, Inc.	\$8,900,701.92		\$8,455,666.82	
4	SouthCoast Towing	\$8,950,128.00		\$8,502,621.60	
5	Hovanwil, Inc. (dba Jon's Towing)	\$9,201,933.84		\$8,741,837.15	
6	Safeway Towing Services, Inc. (dba Bob's Towing)	\$9,432,366.24		\$8,960,747.93	
7	Mid Valley Towing, Inc.	\$9,612,036.72		\$9,131,434.88	

The variance between the Metro ICE and the recommended price is attributable to the projected fluctuation in fuel prices, cost insurance premiums, contractor's distance from the respective beat and availability of FSP operators.

### 13-E (Beats 36 and 42)

The recommended price has been determined to be fair and reasonable based on adequate price competition.

	<b>Proposer Name</b>	<b>Proposal Amount</b>	<b>Metro ICE</b>	<b>LSBE Evaluation Amount</b>	<b>Recommended Amount</b>
1	Neighborhood Towing 4U, Inc.*	\$7,764,930.00	\$6,326,980.00	\$7,376,683.50	
2	Sonic Towing, Inc	\$7,837,402.68		\$7,445,532.55	\$7,837,402.68
3	Hovanwil, Inc. (dba Jon's Towing)	\$8,499,434.86		\$8,074,463.12	
4	Safeway Towing Services, Inc. (dba Bob's Towing)	\$8,799,103.64		\$8,359,148.46	
5	Mid Valley Towing, Inc.	\$9,265,574.62		\$8,802,295.89	
6	Freeway Towing Inc.**	\$9,030,326.00		\$9,030,326.00	

\* Neighborhood Towing 4U, Inc. is not eligible for the award as it exceeds the two-beat contract limit.

\*\* Per DEOD, Freeway Towing Inc. does not qualify for LSBE Preference.

The variance between the Metro ICE and the recommended price is attributable to the projected fluctuation in fuel prices, cost of insurance premiums, contractor's distance from the respective beat and availability of FSP operators.

### 13-F (Beat 50)

The recommended price has been determined to be fair and reasonable based on adequate price competition.

	<b>Proposer Name</b>	<b>Proposal Amount</b>	<b>Metro ICE</b>	<b>LSBE Evaluation Amount</b>	<b>Recommended Amount</b>
1	Safeway Towing Services, Inc. (dba Bob's Towing)	\$4,449,861.00	\$4,183,630.00	\$4,227,367.95	\$4,449,861.00
2	Neighborhood Towing 4U, Inc.	\$4,944,290.00		\$4,697,075.50	
3	Sonic Towing, Inc.	\$5,334,508.58		\$5,067,783.15	

4	Mid Valley Towing, Inc.	\$5,437,958.34		\$5,166,060.42	
5	SouthCoast Towing	\$5,657,028.42		\$5,374,177.00	
6	Disco Auto Sales (dba Hollywood Car Carrier Service)	\$5,665,822.77		\$5,382,531.63	
7	Navarro's Towing	\$5,876,098.50		\$5,582,293.58	
8	Hovanwil, Inc. (dba Jon's Towing)	\$6,000,466.41		\$5,700,443.09	

The variance between the Metro ICE and the recommended price is attributable to the projected fluctuation in fuel prices, cost of insurance premiums, contractor's distance from the respective beat and availability of FSP operators.

**D. Background on Recommended Contractors**

**13A (Beats 7 and 29) - Neighborhood Towing 4U, Inc.**

Neighborhood Towing 4 U, Inc. has been conducting business in Los Angeles since 2000. Neighborhood Towing 4U has certified Freeway Service Patrol (FSP) operators and has been a Metro contractor since 2008 and has performed satisfactorily.

**13B (Beats 11 and 28) - Reliable Delivery Service, Inc. (dba R.D.S. Towing)**

Reliable Delivery Service, Inc. (dba R.D.S. Towing) has been conducting business in Los Angeles since 1982. Reliable Delivery Service, Inc. has certified FSP operators and has been a Metro contractor since 2008 and has performed satisfactorily.

**13C (Beats 24 and 41) - Hovanwil, Inc. (dba Jon's Towing)**

Hovanwil, Inc. (dba Jon's Towing), located in Sun Valley, CA has been in business since 2000. Hovanwil, Inc. is a certified FSP operator and has been a Metro contractor since 2004, and has performed satisfactorily.

**13D (Beats 27 and 33) - Disco Auto Sales (dba Hollywood Car Carrier Service)**

Disco Auto Sales (dba Hollywood Car Carrier Services) located in Los Angeles has been in business for 44 years. The firm has been a Metro contractor since 2004, is a certified FSP operator and has performed satisfactorily.

**13E (Beats 36 and 42) - Sonic Towing, Inc.**

Sonic Towing, located in Los Angeles has been in business for 21 years. Sonic Towing has been a Metro contractor since 2004, is a certified FSP operator and has performed satisfactorily.

**13F (Beat 50) - Safeway Towing Services, Inc. (dba Bob's Towing)**

Safeway Towing, Inc., (dba Bob's Towing) is located in Rowland Heights, CA and has been in business since 2001. Safeway Towing has certified FSP operators, has been a Metro contractor since 2004 and has performed satisfactorily.