

CITY OF EL PASO, TEXAS
AGENDA ITEM DEPARTMENT HEAD'S SUMMARY FORM

DEPARTMENT: FINANCIAL SERVICES AND POLICE DEPARTMENT

AGENDA DATE: NOVEMBER 29, 2011

CONTACT PERSON/PHONE: CARMEN ARRIETA-CANDELARIA, CHIEF FINANCIAL OFFICER, (915) 541-4011
GREGORY ALLEN, POLICE CHIEF, (915) 564-7302
BRUCE D. COLLINS, PURCHASING MANAGER, 541-4313

DISTRICT (S) AFFECTED: ALL

SUBJECT:

Discussion and action to award Solicitation of Award 2011-310R Operation and Maintenance of City of El Paso Police Department Municipal Vehicle Storage Facility to Rod Robertson Enterprises, Inc., the highest ranked proposer based on evaluation factors established for this procurement. The recommended award is for an initial three-year term with two 2-year options at the same rates.

This is a revenue generating contract wherein the Projected Gross Revenue is estimated to be \$5,430,785.00 for 3 years. The contractor will be paid out of revenues generated from the operation of the facility in the estimated amount of \$2,363,007.00 for 3 years. The revenues generated from the operation of the facility will be through towing fees (at cost of the awarded Private Towing Company), impoundment fees, notification fees, storage fees, law enforcement fees and credit card fees.

BACKGROUND / DISCUSSION:

The City of El Paso Municipal Vehicle Storage Facility ("Facility") is located at 11615 Railroad Drive. This Facility will be overseen by the City of El Paso Police Department ("Police Department") and will have a presence by sharing space at the Facility. Other functions, such as Abandoned Auto Unit currently at 9600 Dyer and the evidence processing bays at 4501 Hondo Pass, will move to the Facility during December 2011. This will allow the City to create a "One-Stop" location to claim vehicles. The City will own the facility and the contractor will operate the storage/claiming/auctioning process on behalf of the City.

Rod Robertson's duties are to accept vehicles from the Police Department and the awarded towing company in connection with police investigations, vehicles involved in accidents and /or abandoned, and vehicles being held as evidence or as seized assets. The contractor will review, compare and verify invoices against the computer system to ensure proper payments are made. The contractor will pay the towing services based on the awarded contract.

A proposal from the contractor with regard to the auction process is also being recommended for award. The contractor will auction surplus and abandoned vehicles through their auctioning process for a rate of 12% of gross auction revenues.

It is the intent that the contractor be able to begin operating the Facility on or about December 1 so that the Facility will be ready to open by December 27th to the public for the claiming of vehicles. Since the operation of the Facility will be on a 24/7 basis, the public will be allowed to receive and claim vehicles at all times.

SELECTION SUMMARY:

Solicitation was advertised on 7/19/2011 and 7/26/2011. The postcards were mailed out on 7/20/2011. The solicitation was posted on City website on 7/19/2011. The email (Purmail) notification was sent out on 7/19/2011. Total of sixty-five bidders with fifty-six local vendors were solicited and four proposals were received with 2 local vendors.

City staff prepared a solicitation to outsource the operation and maintenance of the Facility and a separate solicitation for towing services which will be awarded separately. The solicitation outlined the services that the contractor was required to perform at the Facility. The contractor was required to submit its proposal for a net management fee. This net management fee was based on the estimated revenues to be derived from the storage and auctioning processes to be handled at the site. Based on the solicitation process, the firm with the highest score based on various weighted criteria as follows was to be awarded the contract:

40 Points	Fee Proposal
10 Points	Demonstration of Knowledge
5 Points	Response of References
15 Points	Software/Hardware Solution
10 Points	Quality and presentation of response
20 Points	O&M Approach
100 Points	Total points awarded

There were four companies that submitted offers to become the City's contractor for the operation and maintenance of the Facility but only two were responsive. These companies were evaluated by an evaluation committee comprised of members from Financial Services, Police Department and IT. A member of the Purchasing Division oversaw the solicitation process. In order to clarify the responses submitted, two Best and Final Offers were solicited from the two companies. In addition, site visits of the contractors' locations in El Paso were conducted by members of the evaluation team.

Two of the vendors were deemed non-responsive. Sameis Holdings, LLC dba Dispatch & Tracking Solutions was deemed non-responsive because their proposal did not address what the City is seeking (Operation and Management). Dominguez Towing was deemed non-responsive because they failed to submit the required information requested on Amendment No. 2 regarding the Fee Proposal. Also, they did not submit the City's Request for Proposal as instructed in Part 4 Proposal Format and Structure and Part 5 Evaluation Factors.

PRIOR COUNCIL ACTION:

Yes, Council has taken action on related items on February 9, 2010 and April 19, 2011.

Background information:

On February 9, 2010, City Council approved a proposal to develop, construct and operate a Municipal Vehicle Storage Facility (MVSF) to streamline the vehicle recovery process and provide a "One-Stop" Shop for the public. The City Manager was authorized to execute any and all documents to effectuate the proposal with certain conditions. These conditions were as follows:

- 1) Modify the specifications of the current bid proposal to explore revenue sharing and stricter guidelines for towing and storage proposals
- 2) Develop the Valley Crest and Castner site for a City-owned MSVF
- 3) Develop and issue proposals for a joint venture to include this site as well as other sites throughout the City

In addition, City was to work with adjacent neighborhoods to build a design that is appropriate to traffic issues.

On April 19, 2011, the City Council approved action to effectuate the City of El Paso Municipal Vehicle Storage Facility proposal as recommended by City staff to streamline the vehicle recovery process and provide a "One-Stop Shop" for the public. Additionally, the City Manager is authorized to execute any and all documents related to this transaction to include budget transfers and a repayment provision in the City's General Fund to reflect the financial aspect of this proposal.

AMOUNT AND SOURCE OF FUNDING:

Department: Police Department
Funding Source: Storage and Auction Revenues
Districts: All

BOARD / COMMISSION ACTION:

N/A

*****REQUIRED AUTHORIZATION*****

DEPARTMENT HEAD: _____
Name Signature Date

**COUNCIL PROJECT FORM
(RFP OR RFQ)**

*******POSTING LANGUAGE BELOW*******

Please place the following item on the **REGULAR** agenda for the Council Meeting of **NOVEMBER 29, 2011**.

Discussion and action on the award of Solicitation No. 2011-310R (Operation and Maintenance of City of El Paso Police Department Municipal Vehicle Storage Facility) to Rod Robertson Enterprise, Inc to operate and manage the vehicle storage facility. This is a revenue generating contract.

Department:	Financial Services and Police Department
Award to:	Rod Robertson Enterprises, Inc. San Antonio, TX
Item(s):	All
Initial Term:	3 Years
Options:	Option 1: 2 Years Option 2: 2 Years
Annual Projected Gross Revenues:	\$1,810,262.00
Total Projected Gross Revenues:	\$5,430,785.00 (3 years)
Account No.:	Storage and Auction Revenues
Funding Source:	Storage and Auction Revenues
District(s):	All

This is a revenue generating contract.

Additionally, it is requested that the City Attorney's Office review and that the City Manager be authorized to execute any related contract documents and agreements necessary to effectuate this award.

The Financial Services - Purchasing Division and Police Departments recommend award as indicated to Rod Robertson Enterprises, Inc., the highest ranked proposer based on evaluation factors established for this procurement.

*******ADDITIONAL INFO BELOW*******

It is recommended that Sameis Holdings, LLC dba Dispatch & Tracking and Dominguez towing be disqualified as non-responsive for the following reasons:

- Sameis Holdings, LLC dba Dispatch & Tracking Solutions was deemed non-responsive because their proposal did not address what the City is seeking (Operation and Management).
- Dominguez Towing was deemed non-responsive because they failed to submit the required information requested on Amendment No. 2 regarding the Fee Proposal. Also, they did not submit the City's Request for Proposal as instructed in Part 4 Proposal Format and Structure and Part 5 Evaluation Factors.



COMMITTEE SCORE SHEET

Request for Proposals

SOLICITATION TITLE: OPERATION AND MAINTENANCE
CITY OF EL PASO POLICE DEPARTMENT MUNICIPAL VEHICLE STORAGE FACILITY
SOLICITATION NO: 2011-310R



EVALUATION FACTORS A-F	MAX POINTS	ROD ROBERTSON ENTERPRISES, INC.	SUN CITY TOWING & RECOVERY
		SAN ANTONIO, TX	EL PASO, TX
A: FEE PROPOSAL - Management Fee equals % of Net Revenues Collected			
Year 1		37%	60%
		40.00	24.67
Year 2		37%	60%
		40.00	24.67
Year 3		37%	60%
		40.00	24.67
SUBTOTAL EVALUATION FACTOR A:	40	40.00	24.67
B: DEMONSTRATION OF KNOWLEDGE			
A. Demonstration of knowledge of the operation and management of vehicle storage operations and how best to manage the impounding, release and sale/auction of vehicles	5	3.60	4.40
B. Industry specific knowledge in the area of local government, or other similar organizations similar in size and scope to City of El Paso (Population 665,055/ 6,202.88 Budget FTE)	5	3.80	4.80
SUBTOTAL EVALUATION FACTOR B:	10	7.40	9.20
C: RESPONSE OF REFERENCES - Response and quality of references to selected vendor's ability to:			
A. Handle vehicles of various size within a storage area	3	2.00	3.00
B. Communicate and interact with all staff levels of user organization	1	0.67	1.00
C. Produce high-quality results	1	0.67	1.00
SUBTOTAL EVALUATION FACTOR C:	5	3.34	5.00
D: SOFTWARE/HARDWARE SOLUTION			
Software or System approved by Information Technology Department	15	7.20	10.00
SUBTOTAL EVALUATION FACTOR D:	15	7.20	10.00
E: QUALITY AND PRESENTATION OF RESPONSE			
A. Readability, completeness, understanding of project requirements	5	4.20	5.00
B. Adherence to response format requirements	5	5.00	5.00
SUBTOTAL EVALUATION FACTOR E:	10	9.20	10.00
F: OPERATION AND MANAGEMENT (O&M) APPROACH			
A. O&M approach and methodology	10	6.80	7.60
B. O&M staff and depth and breath of staffing	10	4.80	8.00
SUBTOTAL EVALUATION FACTOR F:	20	11.60	15.60
GRAND TOTAL (100 POINTS MAX)	100	78.74	74.47

24-7 TOWING & RECOVERY
HECTOR MARTINEZ
5824 WESTSIDE DRIVE
EL PASO, TX 79932

AARON'S TOWING
601 MAGNOLIA STREET
EL PASO, TX 79903

APE TOWING & RECOVERY LLC
9313 BILLY THE KID STREET
EL PASO, TX 79907

ALLIED TOWING
601 MAGNOLIA STREET
EL PASO, TX 79903

A-1 AUTO TOWING
1140 DIESEL DRIVE
EL PASO, TX 79907

ALLSTAR TOWING
7555 ACAPULCO AVENUE
EL PASO, TX 79915

A TOW 4 LESS
2922 GATEWAY BLVD E 1301
EL PASO, TX 79905

ALBA SOUTHWEST WRECKER SERVICE
1401 S. DARRINGTON ROAD
EL PASO, TX 79928

APEX TOWING & REPAIR
201 BROOKS ROAD
CANUTILLO, TX 79835

AMERICAN & EUROPEAN TOWING
4220 DYER STREET
EL PASO, TX 79930

AARDVARK WRECKER SERVICE
13250 AYLA ROAD
EL PASO, TX 79938

A.S.A.P. TOWING
5751 ETHEL STREET
EL PASO, TX 79932

ARROW TOWING
132 BAUXITE AVENUE
EL PASO, TX 79932

ASSET TOWING & RECOVERY
4941 ROYAL
EL PASO, TX 79924

A FAST TOWING
1609 COACH ROAD
CANUTILLO, TX 79835

ADVANCED TOWING & LOCK OUT SERVICE
11501 JERRY LEWIS WAY
EL PASO, TX 79936

ADVANCED TOWING SERVICE
3640 PABLO SANCHEZ PLACE
EL PASO, TX 79938

AD TOWING & RECOVERY
3565 LEE BOULEVARD
EL PASO, TX 79936 *No Bid*

AD WRECKER SERVICE
8368 ALAMEDA AVENUE
EL PASO, TX 79907

AB WRECKER SERVICE
7500 DONIPHAN DRIVE
CANUTILLO, TX 79835

ALAMEDA TOWING
601 MAGNOLIA STREET
EL PASO, TX 79903

~~A D TOWING & RECOVERY
3565 LEE BLVD
EL PASO, TX 79936~~ *duplicate*

AAA
1214 MONTANA AVENUE # A
EL PASO, TX 79902

A C WRECKING
14460 MONTANA AVENUE
EL PASO, TX 79938

A DAMAGE FREE TOWING
P. O. BOX 972121
EL PASO, TX 79997

A FAST & WILD TOWING
950 SUNLAND PARK DRIVE
EL PASO, TX 79922

ACE PLACEUS WRECKING
13200 MONTANA AVENUE
EL PASO, TX 79938

ACE TOWING SERVICE
256 S. MARYLAND
EL PASO, TX 79905

ABACK TOWING
340 RANCHO ESPENCIA STREET
EL PASO, TX 79907

WESTSIDE TOWING
269 CUPRICE DRIVE
EL PASO, TX 79932

*BN
MS
UTFF*

SOCORRO TOWING
565 BUFORD ROAD
SOCORRO, TX 79927

VIP TOWING
9509 MONTANA AVENUE
EL PASO, TX 79925

BEST WRECKER SERVICE
5843 WAYCROSS AVENUE
EL PASO, TX 79924

BUSY BEE TOWING
4712 TUMBLEWEED AVENUE
EL PASO, TX 79924

BUDGET TOWING
8300 DONIPHAN
VINTON, TX 79821

CUSTOM TOWING
9846 LILLY DRIVE
EL PASO, TX 79938

DEPENDABLE TOWING
5847 WAYCROSS
EL PASO, TX 79924

CENTURY TOWING
5847 WAYCROSS AVENUE
EL PASO, TX 79924

DIAMOND TOWING
11985 PELLICANO DRIVE
EL PASO, TX 79936

DNM TOWING
373 RIO DULCE
EL PASO, TX 79932

CAMPOS TOWING & AUTO SERVICE
4501 MONTANA AVENUE
EL PASO, TX 79903

EL CANDADO LOCKSMITH & TOW
7580 ALAMEDA AVENUE
EL PASO, TX 79915

EXTREME TOWING SERVICE
4852 SUN VALLEY DRIVE
EL PASO, TX 79924

DISCOUNT TOWING
4019 MONTANA AVENUE
EL PASO, TX 79903

EXPRESS TOWING
P.O. BOX 26426
10400 DYER STREET STE-D
EL PASO, TX 79926-6426

AN-A-MK
UTP

EL PASO PIK A LOCK TOWING &
RECOVERY
11109 SHINER AVENUE
EL PASO, TX 79936

DOMINGUEZ TOWING
11512 CLEAR LAKE WAY
EL PASO, TX 79936

FERZA TOWING
12801 HARNOSE DRIVE
EL PASO, TX 79928

FERRISS BROS TOWING
9720 DYER STREET
EL PASO, TX 79924

EL PASO TOWING
428 FREDERICK ROAD
EL PASO, TX 79905

KAMEL TOWING
601 MAGNOLIA STREET
EL PASO, TX 79903

HECTOR-7 TOWING
1634 DICK MAYERS DRIVE
EL PASO, TX 79915

EL PASO RECOVERY GROUP LLC
9821 MONTANA AVENUE
EL PASO, TX 79925

JAG TOWING SERVICE
1615 ST JOHN DRIVE
EL PASO, TX 79903

LONE STAR TOWING
261 VINTON ROAD
ANTHONY, TX 79821

FAST LANE TOWING
8505 BASIL CT.
EL PASO, TX 79925

PERFORMANCE TOWING
3329 JEFFERSON AVENUE
EL PASO, TX 79930

MESA TOWING
1536 BILL OGDEN DRIVE
EL PASO, TX 79936

LUCKY TOWING SERVICE
141 MCARTHUR DRIVE
CANUTILLO, TX 79835

SOUTHWEST WRECKER SERVICE
1401 DARRINGTON ROAD
EL PASO, TX 79928

PARRA'S WRECKER SERVICE
10733 HORN CIR.
EL PASO, TX 79927

MONTANA TOWING
6232 MONTANA AVENUE., SPC A-1
EL PASO, TX 79925

SUN CITY TOWING & RECOVERY
P. O. BOX 71022
EL PASO, TX 79917-1022

SOHLE EXPRESS TOWING
1109 MOHEGAN LN.
EL PASO, TX 79912

ROD ROBERTSON ENTERPRISES, INC.
1802 NW MILITARY HWY SUITE 100
SAN ANTONIO, TX 78213

DISPATCH & TRACKING SOLUTIONS
ATTN: MORGAN A. HILL
2121 SAGE ROAD, SUITE 270
HOUSTON, TX. 77056