

CITY COUNCIL COMMUNICATION 97-113  
MARCH 3, 1997 AGENDA

SUBJECT:	TYPE:	SUBMITTED BY:
TOWING CONTRACT REQUEST FOR PROPOSALS	◆ RESOLUTION ORDINANCE RECEIVE/FILE	WILLIAM H. MOULDER POLICE CHIEF

**SYNOPSIS —**

On February 17, 1997, by Roll Call No. 97-514, Council deferred action on the Towing Contract Request for Proposals (RFP) so that information provided about other jurisdictions could be reviewed. On February 24, 1997, by Roll Call No. 97-635, Council considered the Towing Contract RFP and made suggestions about the proposal review scoring system. Staff has reviewed the document and incorporated the necessary changes.

The current City towing and storage contract expires on May 9, 1997. In order to enter into a new contract, proposals need to be obtained from vendors. An RFP has been developed outlining the requirements and conditions for such service.

**FISCAL IMPACT —**

To be determined upon receipt of proposals.

**RECOMMENDATION —**

**Approval of the RFP and solicitation of proposals for a recommendation to the City Council.**

**BACKGROUND —**

An RFP for City towing and storage services has been developed. It divides the City into two districts. Vendors can bid on either or both districts.

Outdoor storage requirements have been modified based on our experience. The west side requirement has been changed from 280 spaces to 285. The east side requirement has been changed from 140 spaces to 215.

Inside storage requirements have also been modified. The RFP identifies heated indoor storage for police investigative purposes only, requesting ten spaces in each district. The vendor would be responsible for deciding if other vehicles should be stored inside or outside for the protection of the vehicle.

Hours for redemption of vehicles by owners have been changed from 24 hours a day, seven days a week, to 6 AM to 10 PM, Monday through Friday, and 8 AM to 4 PM, weekends and holidays.

Section 2.7, City of Des Moines Zoning Requirements, has been amended to allow statements of options, rather than only Certificates of Occupancy, as proof that the adequate facilities may be obtained at the award of contract.

To aid in the selection of the most appropriate service provider, a point system has been derived for scoring facilities, experience, and cost. Cost is determined on a percentage scale: the low proposal received is divided by the evaluated proposal and multiplied by 350 points. The facilities available are broken down into four categories: common location of lot, security measures, office facilities, and access to sales and impound lots. Each category is worth 25 points for a possible total of 100 points. Fifty points may be earned for experience, if the owner has three or more years of experience; 25 points for two years of experience; and 10 points for one year (the bidder must have at least one year of experience to be eligible for contract consideration). The highest possible points to be awarded is 500.

Minimums have been established regarding the number of vehicles and drivers. Section 3.4 explains that if the minimums are not met, the bid cannot be considered.