

# Mayor and Council Communication

**DATE:** 09/12/23

**M&C FILE NUMBER:** M&C 23-0754

**LOG NAME:** 13PRFP 23-0073 POLICE INITIATED TOWING SERVICES PD AR

**SUBJECT**

(ALL) Authorize Execution of Agreement with AutoReturn US, LLC for Dispatch, Communications, and Records Software and Management Services for Law Enforcement Purpose Tows in an Annual Amount Up to \$1,000,000.00 for the Initial Two-Year Term and Authorize a Two-Year Renewal Option in an Annual Amount Up to \$1,050,000.00 and a One-Year Renewal Option in an Annual Amount Up to \$1,102,500.00

**RECOMMENDATION:**

It is recommended that the City Council authorize the execution of an agreement with AutoReturn US, LLC. for dispatch, communications, and records software and management services for Law Enforcement Purpose Tows in an annual amount up to \$1,000,000.00 for the initial two-year term and authorize a two-year renewal option in an annual amount up to \$1,050,000.00 and a one-year renewal option in an annual amount up to \$1,102,500.00.

**DISCUSSION:**

The purpose of this Mayor and Council Communication (M&C) is to approve a contract for dispatch, communications, and records software for all nonconsent tows within the City and management services for Law Enforcement Purpose Tows. For the purpose of this M&C, Law Enforcement Purpose Tows are made up of two categories of tows, tows that are dispatched at the request of a police officer and are paid for by the citizen ("Police-Initiated Tows") and tows that are dispatched at the request of a police officer and are paid for by the City ("Police-Purpose Tows").

The Police Department approached the Purchasing Division to procure an agreement for towing services. The City will utilize this agreement to contract directly with a company to perform all towing dispatch, impound management, and technology solutions to ensure the provision of towing services. The company will subcontract with the tow companies currently on the City's approved tow provider lists and will manage and administer towing contracts on a day-to-day basis.

In order to procure these services, Purchasing staff issued Request for Proposal (RFP) No. 23-0073. The RFP consisted of detailed specifications describing turnkey towing services, towing dispatch, and impound management requirements. The RFP was advertised in the *Fort Worth Star-Telegram* on May 18, 2023, May 24, 2023, May 31, 2023, and June 7, 2023. A sole response was received.

An evaluation panel consisting of representatives from the Police and Transportation and Public Works Departments evaluated and scored the response using Best Value criteria. The individual scores were averaged for each of the criteria and the final scores are listed in the table below.

Bidders	Evaluation Criteria				
	a	b	c	d	Total Score
AutoReturn US, LLC	16.25	16.25	16.25	25.00	73.75

Best Value criteria:

- A) Towing service capability, qualifications and service standards
- B) Technology for complete and accurate data reporting and collection
- C) Technology for efficient communication and response
- D) Financial Elements

After evaluation, the panel concluded that AutoReturn US, LLC. presents both the best value and the necessary coverage for the City. Therefore, the panel recommends that Council authorize an agreement with AutoReturn US, LLC. Staff certifies that the recommended vendor's bid met specifications.

**FUNDING:** Funding will be budgeted in the Police Department's Other Contractual Services account within the General Fund for Fiscal Years 2024 and 2025.

**BUSINESS EQUITY:** A waiver of the goal for Business Equity subcontracting requirement is approved by the DVIN-BE, in accordance with the Business Equity Ordinance, because the purchase of goods or services is from sources where subcontracting or supplier opportunities are negligible.

**AGREEMENT TERMS:** Upon City Council approval, the agreement will begin on October 1, 2023, and expire on September 30, 2025 (initial term), with two options to renew at the City's discretion.

RENEWAL OPTIONS: This agreement may be renewed for up to one (1) two-year term and one (1) one-year term at the City's option. This action does not require specific City Council approval provided that the City Council has appropriated sufficient funds to satisfy the City's obligations during the renewal term.

ADMINISTRATIVE CHANGE ORDER: An administrative change order or increase may be made by the City Manager up to the amount allowed by relevant law and the Fort Worth City Code and does not require specific City Council approval as long as sufficient funds have been appropriated.

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**FISCAL INFORMATION / CERTIFICATION:**

The Director of Finance certifies that upon approval of the above recommendation and adoption of the Fiscal Year 2024 and Fiscal Year 2025 Budgets by the City Council, funds will be available in the Fiscal Year 2024 and Fiscal Year 2025 operating budget, as appropriated, in the General Fund. Prior to an expenditure being incurred, the Police Department has the responsibility to validate the availability of funds.

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