



# **AUDIT COMMITTEE**

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## **INDIVIDUAL PRE-SOLICITATION BRIEFING FOR MANAGEMENT OF GROWDON VEHICLE STORAGE FACILITY**

**April 25, 2017**

**Steve Baum  
Assistant Police Director  
Police**

# Solicitation Overview



**Originating Department: Police**



**Solicitation Type: Request for Proposal**



**High Profile Designation: Value over \$1 Million**



**Estimated Value: \$5.9M annually / \$47.8M total  
(value includes \$3.3 million annual revenue to City)**



**Current Contract Status: Expires September 30, 2017**



**Proposed Term: 6 years with 2, 1 year renewals**

# Project Overview

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## Project

- Total Management of Growdon Vehicle Storage Facility (VSF)

## Scope

- Secure services for the operation, maintenance, improvement of the VSF and
- Auction services for abandoned vehicles.

## Service

- Impound vehicles involved in accidents and
- Vehicles in connection with police investigations;
- Auction Services for those impounded vehicles which are abandoned.

# Solicitation Requirements

## Evaluation Criteria

- Experience, Background, Qualifications: 20 Points
- Proposed Plan: 25 Points
- Pricing: 20 Points
- SBEDA Program: 20 Points (SBE Prime Program – 10 points; MWBE Prime Program -10 points)
- Local Preference: 10 Points
- Veteran Owned Small Business Preference: 5 Points

## Additional Requirements

- SBEDA Subcontracting Requirements: None Applicable
- Audited Financial Statements: Not Required

## Goal Setting Committee Members

- Kathy Donellan, Assistant Director, Library
- Melanie Seale, Assistant Director, Finance
- Steve Baum, Assistant Police Director, Police
- Shuchi Nagpal, Economic Development Manager, EDD
- Lester Bryant, Citizen Member
- Chris Scott, Citizen Member

# Outreach Efforts

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## NIGP Codes Identified

- 96890 - Vehicle Towing and Storage (60%)
- 96209 - Auctioneering Services (40%)

## Number of Vendors to be notified

- Central Vendor Registry: 32
- Veteran Owned Small Business (SBA): 2
- Targeted Vendor Outreach: 24

## Advertising

- TVSA channel 21
- COSA Bidding Opportunities website
- Hart Beat
- Express News

# Project Evaluation Committee

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Voting Members	Advisory Members
Erik Walsh, Deputy City Manager	Leslie Hickey, Administrative Services Officer, Police
William McManus, Chief of Police	Laura Cedillo, Assistant City Attorney, CAO
Anthony Trevino, Assistant Chief of Police	James Bourland, Business Relationship Manager , ITSD
James Flavin, Assistant Chief of Police	Janette Torres-Gloria, Contract Manager, Police
Steve Baum, Assistant Police Director	Danielle Mason, Contract Coordinator, Police
Kevin Holmes, Assistant Director, ITSD	
Melanie Seale, Assistant Director, Finance	
Arthur Reinhart, Assistant Director, TCI	
Outside Agency TBA	

# Project Timeline

## Pre-Solicitation

Goal Setting Committee:

- April 17, 2017

Audit Committee Pre Solicitation Briefing:

- April 25, 2017

Release RFP:

- May 1, 2017

## Solicitation

Pre-Submittal Conference:

- May 18, 2017

Deadline for Questions:

- May 23, 2017

RFP Due:

- June 1, 2017

## Post – Solicitation

Evaluation Complete:

- Week of July 13

Contract Negotiated:

- Week of July 17

**Audit Committee Post Solicitation Briefing:**

- August 2017

## Finalization

**City Council Consideration:**

- **September 14, 2017**

Contract Start Date:

- October 1, 2017



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