



City of San Antonio

Agenda Memorandum

File Number: 17-2590

Agenda Item Number: 9.

Agenda Date: 4/25/2017

In Control: Audit Committee

**CITY OF SAN ANTONIO
OFFICE OF THE POLICE CHIEF
INTERDEPARTMENTAL CORRESPONDENCE**

TO: Sheryl Sculley, City Manager

FROM: William P. McManus, Chief of Police

COPY: High Profile Contract Council Committee; Erik Walsh, Deputy City Manager, Ben Gorzell Jr., Chief Financial Officer; Kevin Barthold, City Auditor

SUBJECT: Pre-Solicitation Briefing for the Total Management of the Growdon Vehicle Storage Facility

DATE: April 25, 2017

The Police Department will present a pre-solicitation briefing on the Total Management of the Growdon Vehicle Storage Facility (VSF), which was identified in the Annual High Profile Report. This briefing will allow an opportunity for input and direction from Committee members.

This pre-solicitation briefing will cover estimated contract value, projected timeline, high profile designation, scope of the project, terms of the contract, audited financial statements, proposed scoring criteria, evaluation committee members, project considerations, local preference program applicability, veteran owned small business preference program applicability and SBEDA Program requirements.

The Total Management of the Growdon VSF for the operation, maintenance, improvement of the VSF and providing auction services for abandoned vehicles. In these services, the City requires a total management system capable of performing oversight for the impounding and releasing of all wrecked, abandoned, recovered stolen, and prisoners' vehicles, coming into custody of the Police Department. This activity includes the receipt of the towed vehicle, inspection of the vehicle upon impounding, storage of the vehicle, notification to the owner and/or lienholder and release. In addition, auction services will be provided for those vehicles that have not been released. The selected contractor shall fully manage the assignment of Police and City impounds, release and auction of vehicles and oversee the performance of the services provided.

