



City of Hallandale Beach City Commission Agenda Cover Memo

Meeting Date:	Item Type:		1 st Reading	2 nd Reading
5/17/2023	<input type="checkbox"/> Resolution <input checked="" type="checkbox"/> Ordinance <input type="checkbox"/> Other	Ordinance Reading	5/3/2023	5/17/2023
File No.:		Public Hearing	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
23-104		Advertising Required	<input type="checkbox"/>	<input checked="" type="checkbox"/>
		Quasi-Judicial:	<input type="checkbox"/>	<input type="checkbox"/>
Fiscal Impact (\$):	Account Balance (\$):	Funding Source:	Project Number:	
TBD	\$47,406	001-323901	N/A	
Contract/P.O. Required	RFP/RFQ/Bid Number:	Sponsor Name:	Department:	
<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No	RFP # FY 2022-2023-001 TOWING SERVICES	Police Chief Michel Michel	Police	
Strategic Plan Focus Areas:				
<input type="checkbox"/> Finance & Budget		<input checked="" type="checkbox"/> Organizational Capacity	<input type="checkbox"/> Infrastructure/Projects	
Implementation Timeline:				
Estimated Start Date: 5/18/2023 Estimated End Date: 5/18/2028				

SHORT TITLE:

AN ORDINANCE OF THE CITY OF HALLANDALE BEACH, FLORIDA, AWARDED RFP FY#2022-2023-001, FRANCHISE TOWING SERVICES, TO WESTWAY TOWING, INC. TO PROVIDE CITYWIDE TOWING SERVICES; AUTHORIZING THE CITY MANAGER TO NEGOTIATE AND EXECUTE A FRANCHISE AGREEMENT WITH WESTWAY TOWING, INC.; PROVIDING FOR CONFLICT; PROVIDING FOR SEVERABILITY; AND PROVIDING AN EFFECTIVE DATE.

STAFF SUMMARY:

Summary:

Staff seeks approval to award the Citywide Towing Services RFP # FY 2022-2023-001, to the highest ranked firm Westway Towing, Inc. Pursuant to Chapter 28, Article V, Section 28-172,

Towing Franchise, of the City of Hallandale Beach Code of Ordinances, the City Commission will allow a private towing agency to provide towing services for all damaged, disabled, and abandoned motor vehicles. Towing services agreement is an agreement between the City and a towing business that authorizes the towing business to provide services for private vehicles or vessels ordered towed by the City, within the limits of the City, and during designated periods of time. Should negotiations with the highest ranked firm be unsuccessful, authorize the City Manager and City Attorney to negotiate with the second highest ranked firm, A Superior Towing Company. There is no cost to the City as this is a revenue generating contract.

Background:

The City currently utilizes Mac's Towing Service for Citywide Towing Services. Mac's Towing Service replaced AAAA Crosstown Towing, Inc. whose contract was terminated in November 2022. The termination of AAAA Crosstown Towing, Inc.'s contract was after multiple attempts were made to collect past due payments to the City. In the interim, a contract was completed with Mac's Towing Service until the completion of the RFP for City Wide Towing Services.

During the RFP, via Ordinance 2023-001, the City Commission approved the amendment of Article 1 Section 28-7, towing by private companies, to increase the distance tow companies can store vehicles from 5 miles to 10. This increased the number of viable vendors for the RFP.

Current Situation:

Release Date of RFP – October 6, 2022:

The release notice for the RFP was sent via email to over four hundred (400) vendors including vendors from the City's Vendor list and pertinent vendors that have a City Business Tax License to operate in the City.

The RFP was also advertised on:

- Hallandale Beach Chamber of Commerce website,
- City's website,
- DEMANDSTAR.com,
- City Social Media pages,
- Miami Minority Business Development Agency Business Center,
- U.S. Small Business Administration,
- Broward County Community Relations and Outreach Section Office of Economic and Small Business Development.

In Person Non-Mandatory Pre-Proposal Conference – October 20, 2022:

Three (3) firms attended the Pre-proposal Conference in person.

Last Day for Questions for this project – October 27, 2022

Responses Due – December 5, 2022 by 11:00 AM

Site Visit to Responding Firms Facilities – February 23, 2023

Evaluation Committee – February 28, 2023:

The Evaluation Committee, appointed by the City Manager, was composed of the following individuals:

- Terrance Thouez, Deputy Chief
- Sharon Ragoonan, Assistant City Manager
- Mitch Posner, Code Compliance Official

Responsive Firms (in order first highest ranked to lowest ranked)

Westway Towing, Inc.	Rank	Evaluation Points	Variances	Legal Proceedings	References
	1	270.0	None	Included	Included
	MQR 1	MQR 2	MQR 3	MQR 4	MQR 5
	Met	Met	Met	Met	Met

A Superior Towing Company	Rank	Evaluation Points	Variances	Legal Proceedings	References
	2	254.4	Included	Included	Included
	MQR 1	MQR 2	MQR 3	MQR 4	MQR 5
	Met	Met	Met	Met	Met

Macs Towing Service	Rank	Evaluation Points	Variances	Legal Proceedings	References
	3	225.3	None	None	Included
	MQR 1	MQR 2	MQR 3	MQR 4	MQR 5
	Met	Met	Met	Met	Met

Alpine Towing	Rank	Evaluation Points	Variances	Legal Proceedings	References
	4	219.9	None	Included	Included
	MQR 1	MQR 2	MQR 3	MQR 4	MQR 5

	Met	Met	Met	Met	Met
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Staff evaluated the responses and determined that Westway Towing, Inc. is the highest ranked firm. Staff concurs with the Evaluation Committee's recommendation to award the Franchise Towing Services to Westway Towing, Inc.

Why Action is Necessary:

Pursuant to Chapter 23, Section 23-4, Competitive Bidding Required, all purchases of and contracts for equipment, supplies and contractual services, when the estimated cost shall exceed \$50,000.00 shall be based on competitive bids. Furthermore, pursuant to Chapter 23, Section 23-6, Award of Contract, the City Manager shall have the authority to recommend to the City Commission award of contracts. Additionally, Section 5.01(4)(d) of the City Charter requires a franchise be granted by ordinance.

Cost Benefit:

Based on state regulated tow charges the annual revenue expected from towing services is \$24,000, or \$120,000 over the life of the five (5) year contract.

PROPOSED ACTION:

Staff recommends the approval on first reading of the attached Ordinance.

ATTACHMENT(S):

- Exhibit 1 – Ordinance
- Exhibit 2 – RFP FY# 2022-2023-001 Franchise Towing Services – Scope of Work
- Exhibit 3 – RFP FY# 2022-2023-001 Franchise Towing Services - Addendum 1
- Exhibit 4 – RFP FY# 2022-2023-001 Franchise Towing Services - Addendum 2
- Exhibit 5 – RFP FY# 2022-2023-001 Franchise Towing Services - Addendum 3
- Exhibit 6 – Award Information Memorandum
- Exhibit 7 – Summary Rating Sheet
- Exhibit 8 – RFP Response - Westway Towing Inc.

Prepared By: Aaron Smith
Aaron Smith
Captain

Reviewed By: Terence Thouez
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Deputy Chief

Reviewed By: Michel Michel
Michel Michel
Chief of Police

Reviewed By: Noemy Sandoval
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Assistant City Manager