

# Towing and Impound Services

Crystal Caldera, PhD  
City Manager  
City Council Meeting  
May 2 2023

# Background

- Leon Valley renewed its Municipal Wrecker Services Agreement with Banis Towing on May 16, 2017
- The Agreement expired on April 30, 2023
- A Request for Proposals for Towing and Impound Services was announced on February 24, 2023
- The deadline for RFPs was March 20, 2023
- A five-member committee selected for RFP review

# Background

- Committee members:
  1. Mike Tacquard, LVPD Assistant Chief
  2. Kasey Burleson, LVPD Patrol Lieutenant
  3. Eric Burnside, LVFD Assistant Chief
  4. Justin Garcia, LVFD Deputy Fire Marshall
  5. Sandra Passailaigue, City Secretary
- The committee reviewed the RFPs and ranked the proposals on March 23, 2023

# Background

- The Committee members reviewed **Towing Service** – 25%:
  - Priority of the City of Leon Valley calls and the minimum response time to arrive on scene after notification
  - Size and type of total fleet
  - The minimum number of trucks available at all times, including heavy-duty tow trucks and equipment on each truck
  - Their plan for accident prevention and protection of employees and public
  - Their statement on adherence to all applicable laws and ordinances
  - Their complete legal and technical description of each truck in Recipient's fleet that will service the City of Leon Valley
  - How accident debris will be removed from an accident location or on any occasion where the Recipient is called out and debris removal is necessitated due to the event
  - Drug testing policy for towing operators

# Background

- The Committee members reviewed **Vehicle Storage Facility/ Services**— 25%:
  - Physical description of the storage facility and location,
    - how the facility is secured,
    - maintenance of the facility,
    - and a schematic drawing of the storage lot indicating the number of slots and the location of those slots for parking of vehicles towed for City of Leon Valley;
  - The accessibility to the storage facility by the public and City of Leon Valley personnel
  - Hours an attendant will be on-site at the storage lot and the hours administrative personnel will be on-site
  - Method for resolving disputes with vehicle owners

# Background

- The Committee members reviewed **Reporting Service** – 10%:
  - Their inventory
  - record-keeping process
  - when a report will be submitted to the city
  - The availability for Police or City Personnel to inspect and audit books, accounts, and records.

# Background

- The Committee members reviewed **Fee Collection**— 5%:
  - Any alternative means for citizens to pay
  - procedures for collecting impound fees, notification fees, and storage fees plus taxes in appropriate amounts
  - adherence to remitting all taxes collected in a timely manner to the State, County and City as required
  - Remitting collected administrative fees to the City of Leon Valley for each vehicle impounded

# Background

- The Committee members reviewed **Security Services** – 10%:
  - Security measures to protect stored vehicles and property
  - Security measures to ensure the safety of all persons visiting the VSF
  - Procedures of performing complete background checks prior to hiring individuals to be employed by Recipient
- The Committee members reviewed **Work History**– 15%:
  - How long has the company been in service and work experience of the drivers
- The Committee members reviewed **Fee Schedule**– 10%:



# Administrative Assessment

- According to the proposals here is an evaluation

Items	Banis	Ridgeway
Availability	24/7/365	24/7/365
Work History	41 years	11 years
Response Time Guarantee	30 Minutes	30 Minutes
Equipment	Same but heavy duty truck is newer 2022	Same heavy duty truck 2017
Storage Facility	No inside storage	Some inside storage
Storage	24/7	6am – 6 pm
City Vehicle Tows	No Charge	No Charge

# Typical Towing Cost

Towing Location	Banis	Ridgeway
Towing to the COLV	\$95	\$145
Towing to their location	\$285-no other city fees \$3 – per mile \$20-storage fee \$20-impound fee \$0 -Other fees	\$145-No other city fees \$4-\$7-per mile \$21.03-storage fee \$21.03-impound fee \$55 – other fees (per service call)
LV vehicles on hold	\$0	\$21.03 per day

\* Banis also pays \$15 for every tow to the city. The city averages about \$3500 a year - Texas Occupations Code § 2308.201. Tow Truck Regulation by Political Subdivisions. This is a regulation for towing companies within your subdivision.

# Towing Stats

[illegible][illegible]

**BID TABULATION FORM**

Fees to Tow to their site

RFP 23-02

TOWING AND IMPOUND SERVICES

3/20/2023 at 2:00 PM  
City of Leon Valley Council  
Chambers

Bidder's Name	Bidder's Tax ID Number	Bid Price
Banis Towing	74-2315272	\$285.00

Criteria for Evaluation and Selection
Towing Services
Vehicle Storage Facility Services
Work History
Reporting Services
Security Services
Fee Schedule
Fee Collection Services

Possible Max Score
25%
25%
15%
10%
10%
10%
5%

Score Given
24%
25%
15%
10%
10%
9%
5%
<b>Total Score: 98%</b>

Bidder's Name	Bidder's Tax ID Number	Bid Price
TxTow Corp. DBA Texas Towing	04-3648509	\$260.00

Criteria for Evaluation and Selection
Towing Services
Vehicle Storage Facility Services
Work History
Reporting Services
Security Services
Fee Schedule
Fee Collection Services

Possible Max Score
25%
25%
15%
10%
10%
10%
5%

Score Given
18%
16%
7%
10%
6%
9%
4%
<b>Total Score: 70%</b>

Bidder's Name	Bidder's Tax ID Number	Bid Price
Ridgeway Towing	45-5298645	\$145.00

Criteria for Evaluation and Selection
Towing Services
Vehicle Storage Facility Services
Work History
Reporting Services
Security Services
Fee Schedule
Fee Collection Services

Possible Max Score
25%
25%
15%
10%
10%
10%
5%

Score Given
25%
25%
10%
10%
10%
9%
5%
<b>Total Score: 94%</b>



# Recommendation

- City Council's Discretion

# S.E.E. Statement

Social Equity – Having a contractor for Towing and Impound Services ensures that residents, visitors, and staff in Leon Valley enjoy on-time, professional and responsive services provided by the selected contractor

Economic Development- Having a contractor provide services ensures the best service and value for Leon Valley residents, visitors, and staff

Environmental Stewardship –N/A