



City of Albuquerque

Martin Chávez, Mayor

INTER-OFFICE MEMORANDUM

Date: January 30, 2007

To: Bruce J. Perlman, Ph.D, Chief Administrative Officer
From: Tanda L. Meadors, Director, Department of Finance and Administration *Tanda L. Meadors*
Subject: Recommendation of Award: RFP2007-007-KD, "Towing of City Owned or Leased Vehicles"

The City of Albuquerque Department of Finance and Administrative Services, Purchasing Division, issued the subject Request for Proposals (RFP) for various Departments to solicit proposals from qualified vendors to provide the service of towing City owned or leased vehicles.

The RFP was posted on the Purchasing Web Site and advertised in the local newspapers. Seven vendors were notified of this RFP. Four responses were submitted for evaluation.

The ad hoc evaluation committee reviewed, evaluated and scored the responses, in accordance with the evaluation criteria published in the RFP.

The committee unanimously recommended award of contract to Knittles Towing Services, Inc.

Listed in ranking order are the respondent's composite score and average score:

<u>OFFEROR</u>	<u>TOTAL COMPOSITE</u> <u>SCORE</u>	<u>TOTAL AVERAGE</u> <u>SCORE</u>
Knittles Towing Services, Inc.	4,965	828
Federated Towing & Recovery, LLC.	2,890	482
Acme Towing & Recovery, LLC., JV	2,471	412
Danlar Towing, LLC.	1,885	314

Fund Source: Contract will be used by various departments

EVALUATORS	EVALUATION CRITERIA	EVALUATION FACTORS	OFFERORS			
			Acme Towing	Danlar Towing	Federated Towing	Knittles Towing
JB	Offeror's general approach & plans to meet the requirements of the RFP	Up to 100	30	50	30	90
GG			75	50	75	100
JS			20	10	10	100
RC			90	25	85	90
CB			40	75	100	100
FL			10	70	45	98
SUB TOTAL			265	280	345	578
JB	Experience & qualifications to perform tasks described in Part 3 Scope of Services, including past performance.	Up to 200	60	70	50	200
GG			150	150	100	200
JS			75	75	10	200
RC			100	175	175	175
CB			40	150	100	200
FL			50	100	40	200
SUB TOTAL			475	720	475	1175
JB	Offeror's fleet, site, and ancillary equipment to be used in providing Services stated in Part 3.	Up to 300	0	0	100	200
GG			200	150	200	300
JS			75	10	10	250
RC			100	100	200	180
CB			100	100	150	200
FL			100	100	150	300
SUB TOTAL			575	460	810	1430
JB	Offeror's ability to provide the Services stated in Part 3.	Up to 300	0	0	100	200
GG			200	150	250	275
JS			75	75	10	250
RC			300	50	0	250
CB			100	50	150	200
FL			85	100	150	295
SUB TOTAL			760	425	660	1470
JB	Cost Proposal - Detailed price list as per PRC Regulations	Up to 100	66	0	100	52
GG			66	0	100	52
JS			66	0	100	52
RC			66	0	100	52
CB			66	0	100	52
FL			66	0	100	52
			396	0	600	312
TOTAL			2,471	1,885	2,890	4,965

The Cost Proposal was scored using the Ratio Method. Danlar Towing did not provide a complete Cost Proposal, therefore, enough information was not provided in order to evaluate their cost.