



# CITY OF COSTA MESA

## Agenda Report

77 Fair Drive  
Costa Mesa, CA 92626

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**File #:** 25-292

**Meeting Date:** 6/17/2025

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**TITLE:**

**TOWING SERVICES CONTRACT**

**DEPARTMENT:** POLICE DEPARTMENT

**PRESENTED BY:** STEPHANIE A. SELINSKE, LIEUTENANT

**CONTACT INFORMATION:** STEPHANIE A. SELINSKE, 714-754- 5293

**RECOMMENDATION:**

Staff recommends the City Council:

1. Approve and authorize the City Manager and City Clerk to execute five-year Professional Services Agreement (PSA), to provide towing services of private vehicles, effective July 1, 2025 - June 30, 2030, in a form as approved by the City Attorney for towing services to:
  - G& W Towing
  - MetroPro Road Services, Inc.
  - Southside Towing
2. Approve and authorize the City Manager and City Clerk to execute five-year Professional Services Agreement (PSA), to provide towing services of City owned vehicles and equipment, in an annual amount not-to-exceed \$5,000, effective July 1, 2025 - June 30, 2030, in a form as approved by the City Attorney for towing services to:
  - G& W Towing
  - MetroPro Road Services, Inc.
  - Southside Towing
3. Authorize the City Manager and City Clerk to execute the agreements and future amendments to the agreements.

**BACKGROUND:**

The City's Professional Services Agreement (PSA) for towing-related services includes responding quickly to traffic collisions to remove disabled vehicles and clear debris, as well as impounding, towing, and storing vehicles for the Costa Mesa Police Department (CMPD), whether due to an arrest or as evidence. These services are necessary 24/7, and timely responses are crucial for reopening roadways and ensuring safe traffic flow.

In 2020, the City conducted a formal solicitation for towing services. Prior to the 2020 contract, services were limited to two towing companies. After the process in 2020, the City Council awarded contracts to the following three companies: G&W Towing, Inc., MetroPro Road Services, and Southside Towing. The three current tow companies use a weekly rotation for services with the city. If, during a request for service, the current tow company is unable to clear a roadway timely due to unforeseen issues, the next tow company in rotation is requested to assist.

The City's PSA outlines tow yard requirements for each towing company. The tow yard shall be located within five (5) miles from CMPD Headquarters. Towing service storage lots shall have adequate open storage space to accommodate up to 100 vehicles, be gated, and be well-lighted to maintain maximum security for stored and impounded vehicles. The tow service provider shall be able to provide an enclosed evidence hold area. The hold area must provide protection from the elements of weather and other forms of contamination. This area should have the capability to be locked and sealed by police personnel, if necessary. Additionally, the tow yard must be accessible 24-hours, 7-days per week by members of the CMPD. The current PSA is set to end on June 30, 2025.

In addition to response for towing vehicles owned by the public, the Professional Services Agreement includes provisions for the towing of medium and heavy duty CMPD and/or City owned or leased vehicles and equipment, when requested by the City, in a specified amount not to exceed \$5,000 annually.

### **ANALYSIS:**

On February 13, 2025, the City issued a Request for Proposals (RFP) for towing services. Four proposals were received to provide towing services and were reviewed for compliance with the City's RFP. Each proposal was evaluated based on project approach and methodology, qualifications and experience, equipment and facilities, and staffing. The evaluation committee included staff from Newport Beach Police Department and Costa Mesa Police Department. After a thorough evaluation of the proposals, the evaluation committee finds G&W Towing, MetroPro Road Services, Inc. and Southside Towing to be well qualified to provide towing services, vendor scoring below.

PROPOSERS	SCORES	RANKING
G&W Towing	1,385	1
MetroPro	1,340	2
Southside	1,320	3
Hadley Tow	785	4

The proposed towing companies meet the City's requirements to efficiently manage and provide police-initiated towing services that will be of mutual benefit to the public and the CMPD. There is no direct cost to the City for towing services requested by CMPD for non-City vehicles. Each towing company will charge the responsible party for towing and storage fees, in the amounts established by the City's current tow rates. In addition to providing towing services for non-City vehicles, the agreements stipulates that each towing company will provide towing services for City-owned vehicles and equipment. The maximum annual compensation for towing services for City-owned vehicles and equipment is \$5,000.

Therefore, staff recommend award of Professional Services Agreements to each towing company. An example Professional Services Agreement has been attached for reference. Individual agreements will be executed with each awarded tow company.

### **ALTERNATIVES:**

The City Council could choose an alternative vendor; however, this is not recommended based on the RFP process and evaluation results. It could result in problematic time delays to police towing services.

### **FISCAL REVIEW:**

There is no direct cost to the City for towing services for non-City vehicles. The costs for towing services are incurred by the owner of the towed vehicle and the costs are established by Council resolution. The City receives revenue from the towing of non-City vehicles in the amount of \$207 per vehicle, effective July 1, 2025 per the Master Fee schedule. The City estimates revenue in the amount of \$350,000 which is included in the FY2025-26 Adopted Operating Budget in the General Fund (Fund 101).

The agreement provides for up to \$5,000 annually for towing services for medium and heavy duty CMPD and/or City vehicles and equipment. There is funding in the Equipment Replacement Fund (601) that is being proposed in the FY2025-26 Proposed Operating Budget.

### **LEGAL REVIEW:**

The City Attorney's Office has reviewed this staff report and prepared the Professional Services Agreement and approved them as to form.

### **CITY COUNCIL GOALS AND PRIORITIES:**

This item supports the following City Council Goal:

- Strengthen public safety and improve the quality of life

### **CONCLUSION:**

Staff recommends the City Council:

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