



**Department of Public Works**  
*"Providing a clean, safe, and healthy environment"*



**Richmond, Virginia**  
**Honorable Mayor Levar M. Stoney**

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## **2021 Annual Report**

### **Advisory Board for the Assessment of Towing Fees and the Storage of Vehicles**

The Officers of the Advisory Board for the Assessment of Towing Fees and the Storage of Vehicles are as follows:

**Chairman** – Lt. Harold Giles, RPD

**Board Members:**

Megan Simms- Operator

Ronda Lawson- Operator

Charles Woodson, Jr- Operator

Captain Christopher Gleason – RPD

Darrell Goins- RPD

Mathew Appelget- Citizen

Due to the retirement of Lt. John Beazley, Lt. Harold Giles was appointed the new chairperson. The Board met twice in 2021, the minutes and agendas are attached. The Board approved Contract Modification #4 for Manchester Marketing (Seibert's Towing) and an increase towing fees. Ordinance 2021-082 was adopted by City Council on April 12, 2021 is attached.

Respectfully submitted by:

Lynne Lancaster, DPW

## **2021 Tow Board Report**

Va. Code § 46.2-1217 authorizes local governing bodies to enter into contractual agreements with “one or more businesses engages in towing.”

The contractor provides towing services for vehicles located within the City limits, for City-owned vehicles and “officially held vehicles” located outside the City limits, and at all City-owned property located outside the City limits. The contract will provide towing services and tow lot operations for city vehicles as requested by the Department of Public Works Fleet Management Division and under the direction of the City’s Department of Police.

In 2015, The Advisory Board for the Assessment of Towing Fees and the Storage of Vehicles (The Towing Advisory Board) issued a Request for Proposals (RFP) in accordance with Va. Code § 46.2-1217. A RFP was advertised and a selection committee was formed which included representatives from DPW and RPD.

The city received one (1) bid proposal which was from Manchester Marketing dba Seibert’s Towing. The RFP selection committee reviewed the proposal and unanimously agreed on Seibert’s Towing for the following reasons:

1. Seibert’s Towing has over 40 years of experience and has been one of the City’s towing contractors for approximately 31 years. Seibert’s Towing owns a 19 acre secured tow lot, located on a bus line within the city limits which has been used as the City’s tow lot since 1992.
2. Seibert’s Towing is familiar with the City of Richmond and State of Virginia codes.
3. Seibert’s Towing will increase city citation remittance fee by \$3.
4. Average response time is under 20 minutes.
5. Seibert’s Towing hours of operation are sufficient to meet the City’s requirements with a large fleet of 105 pieces of equipment and access to numerous subcontractors.
6. Seibert’s Towing response to the RFP demonstrated a strong commitment to the city and willingness to comply with the terms and conditions of the RFP.
7. Seibert’s Towing is sensitive to the City’s desire to increase MBE participation, to work with the underserved and help other small business build capacity. Seibert’s towing contracts with several subcontractors, many are MBE. Seibert’s Towing has been successful in mentoring and helping our subcontractors maintain a high level of professionalism and service, while providing them with a source of consistent, dependable income, ensuring their continued success.

Va. Code § 46.2-1217 requires that The Towing Advisory Board review and the City Council approve any contract resulting from the Request for Proposals prior to the award of the contract. City Council approved the award of the towing contract to Seibert’s by Ordinance No. 2016-176, adopted June 13, 2016.

Under the towing contract, the City enjoys a significant number of free services including towing of disabled city vehicles, tire changes, jump starts and lock-outs. Since the start of this contract in June 2016, the City has received 8,784 free service calls from Seibert's.

The city is also provided at no charge, a dedicated Hold for Investigation storage area for 325 vehicles. This also includes office space for an RPD officer assigned to this area.

Seibert's Towing utilizes a number of smaller towing companies in the execution of their contract with the City. This enables participation by other companies who could not have access to the City contract on their own. A high percentage of these subcontractors are minority-owned enterprises.

According to the MBE Monthly Compliance Report submitted by Seibert's Towing for December 2020, Seibert's Towing has paid subcontractors over \$2.9 million dollars since the contract began in June 2016. Of that amount, 71% or over \$2.1 million dollars has been given to minority owned subcontractors.

The Seibert's provides towing services for vehicles located within the City limits, for City-owned vehicles and "officially held vehicles" located outside the City limits, and at all City-owned property located outside the City limits. The towing services generally include, but are not necessarily limited to, the towing or storage, or both, of the following types of vehicles:

- A. City-owned vehicles (no storage required for these vehicles).
- B. Vehicles parked in any designated tow away zones, to include handicap parking and fire zones.
- C. Parking violations ("Peak Towing": 7:00 a.m. to 9:00 a.m. and 4:00 p.m. to 6:00 p.m.).
- D. Abandoned vehicles.
- E. Vehicle accidents.
- F. Vehicles impounded for three or more parking tickets.
- G. Vehicles reported stolen.
- H. Vehicle disposal.
- I. Officially held vehicles (HFI), within the City limits and outside of the City limits.
- J. Vehicles impounded for 30 days for DUIs or specific equipment violations or both.

The majority of tow are due to street cleaning and special events. Due to limited parking spaces, towing activity tends to be heavier in the Fan due to illegally parked cars than other areas of the city.

Frequently, citizens think the tow truck drivers are out patrolling for vehicles to tow. Seibert's can't tow vehicles without being directed to do so by RPD, SP+ or Code Enforcement.

The Tow Advisory Board has not received any complaints alleging improper towing charges in the last several years.