

# Issue Analysis Form

**Date:** 10/13/2020  
**Item:** Award of Contract –  
Inoperable Vehicle  
Towing  
**Lead Department(s):** Police Department, Finance  
**Contact Person(s):** Keith Early; Betsy Drewry



## Description and Current Status

The Police Department uses contracted towing services for the removal of inoperable vehicles to enforce County Ordinance, Section 78-16. The ordinance requires the removal, storage, disposition and sale of immobilized, abandoned and unattended motor vehicles. These towing services are used on an “as-needed” basis. The County attempts to recover towing charges from the vehicle owner.

The inoperable vehicle towing services contract currently in place with Campbell Towing has expired.

IFB #21-06-0601 “Towing Services Inoperable Vehicles” was issued on September 10, 2020 and closed on September 29, 2020 with two (2) responses. The invitation for bid and any addenda can be viewed on the County’s website at:

<https://m.vendor.eprocipdc.com/Vendor/public/AllOpportunities?agencyname=Prince%20George%20County>

Responses were received from two towing companies:

W. S. Campbell Towing, LLC  
Sweetie Boys Fab Works

The bid summary is provided as **Attachment A**.

Based on responses received and lower pricing from Sweetie Boys Fab Works on hypothetical quantities (basis for award IFB §4.3), the staff recommendation is to **award the contract for inoperable towing services to Sweetie Boys Fab Works** at submitted pricing per unit and hour (see following page).

<b>IFB 21-06-0601 Towing Services - Inoperable Vehicles</b>		<b>Sweetie Boys Fab Works</b>
<b>Standard Vehicles (1-ton and less)</b>	<b>Units</b>	<b>Unit Price</b>
Towing by front end	each	\$85.00
Towing by rear end	each	\$85.00
Roll back towing	each	\$85.00
Winching and unusual recoveries	hours	\$95.00
<b>Medium Vehicles (greater than 1-ton up to 15,000 lbs. GVWR)</b>		
Towing	each	\$115.00
Winching and unusual recoveries	hours	\$110.00
<b>Large Vehicles (greater than 15,000 lbs. GVWR)</b>		
Towing	each	\$150.00
Winching and unusual recoveries	hours	\$140.00
<b>Other</b>		
Vehicle Storage (not to exceed \$30/day)	days	\$25.00

**Board Action Requested:**

Authorize County Administrator to execute a contract with **Sweetie Boys Fab Works for pricing as outlined on Attachment A.** A draft board resolution for board review and approval consideration is included.

**Government Path**

- Does this require IDA action?  Yes  No
- Does this require BZA action?  Yes  No
- Does This require Planning Commission Action?  Yes  No
- Does this require Board of Supervisors action?  Yes  No
- Does this require a public hearing?  Yes  No
- If so, before what date?  Yes  No

**Fiscal Impact Statement**

There is no increased fiscal impact for this award, and award will likely result in a cost savings to vehicle owner, and County if not recoverable.

Current Pricing - \$500.00 per removal  
 Vehicle Storage - \$30.00 per day; 30 day maximum

**County Impact**

Award of contract will allow County to move forward with purchasing towing services for inoperable vehicles. This contract does allow other municipalities to use our contract (cooperative) and provides for four (4) one-year renewal periods. Annual pricing increases are permitted at Consumer Price Index levels.

**Notes**

**Evaluation Sheet**

**County of Prince George  
IFB 21-06-0601**

**Towing Services - Inoperable Vehicles**

**BIDS DUE: 2:00 PM, SEPTEMBER 29, 2020**

		Sweetie Boy Fab Works P. O. Box 73413 North Chesterfield, VA 23235		WS Campbell Towing, LLC 15521 South Crater Rd Petersburg, VA 23805	
		<b>\$3,515.00</b>		<b>\$14,250.00</b>	
	Standard Vehicles (1-ton and less)	Qty	Units	Unit Price	Ext Price
1	Towing by front end	10	each	\$85.00	\$850.00
2	Towing by rear end	5	each	\$85.00	\$425.00
3	Roll back towing	5	each	\$85.00	\$425.00
4	Winching and unusual recoveries	2	hours	\$95.00	\$190.00
<b>Medium Vehicles (greater than 1-ton up to 15,000 lbs. GVWR)</b>					
5	Towing	5	each	\$115.00	\$575.00
6	Winching and unusual recoveries	2	hours	\$110.00	\$220.00
<b>Large Vehicles (greater than 15,000 lbs. GVWR)</b>					
7	Towing	2	each	\$150.00	\$300.00
8	Winching and unusual recoveries	2	hours	\$140.00	\$280.00
<b>Other</b>					
9	Vehicle Storage (not to exceed \$30/day)	10	days	\$25.00	\$250.00
				<b>Unit Price</b>	<b>Ext Price</b>
				<b>\$14,250.00</b>	

Board of Supervisors  
County of Prince George, Virginia

Resolution

At a regular meeting of the Board of Supervisors of the County of Prince George held in the Boardroom, Third Floor, County Administration Building, 6602 Courts Drive, Prince George, Virginia this 13<sup>th</sup> day of October, 2020:

Present:

Vote:

Donald R. Hunter, Chairman  
Alan R. Carmichael, Jr., Vice-Chairman  
Floyd M. Brown, Jr.  
Marlene J. Waymack  
T. J. Webb

A-4

On motion of \_\_\_\_\_, seconded by \_\_\_\_\_, which carried unanimously, the following Resolution was adopted:

**RESOLUTION; AWARD OF CONTRACT (TOWING SERVICES INOPERABLE VEHICLES)**

WHEREAS, On September 10, 2020 an Invitation for Bids was issued by the Finance Department to obtain bids for towing services for inoperable vehicles (IFB 21-06-0601). The IFB closed on September 29, 2020 with two (2) responses. The lowest pricing was received from Sweetie Boys Fab Works; and

WHEREAS, Staff is requesting authorization for the County Administrator to enter into a contract with Sweetie Boys Fab Works to provide towing services for inoperable vehicles at submitted per unit pricing of:

**Towing Service Pricing:**

- Standard vehicles - \$85.00 per unit
- Standard vehicles – winching and unusual recoveries - \$95.00 per hour
- Medium vehicles - \$115.00 per unit
- Medium vehicles – winching and unusual recoveries - \$110.00 per hour
- Large vehicles - \$150.00 per unit
- Large vehicles – winching and unusual recoveries - \$140.00 per hour

NOW, THEREFORE, BE IT RESOLVED That the Board of the Supervisors of the County of Prince George this 13<sup>th</sup> day of October, 2020, hereby awards the contract for inoperable vehicle towing services at submitted pricing; and authorizes the County Administrator to execute a contract with Sweetie Boys Fab Works. The solicitation provides for four (4) one year renewal periods with pricing increases at Consumer Price Index (CPI) levels.

A Copy Teste:

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Percy C. Ashcraft  
County Administrator