

Applicant name _____

**CITY OF SACRAMENTO Community
Development Department**

**REQUEST FOR QUALIFICATIONS (RFQ)
Q24211313001
CODE TOW ROTATION PROGRAM**

Applications must be received electronically by email at:

codetowcontracts@cityofsacramento.org

Information related to the Request for Qualifications will also be available on Planet Bids at: <http://www.planetbids.com/portal/portal.cfm?CompanyID=15300>

Please note that electronic applications will only be accepted by email, not Planet Bids.

Application Deadlines:

Applications received no later than **November 9, 2023**, will be considered for a contract award date of **January 1, 2024**.

Qualified applications received **after** November 9, 2023, will be considered, and awarded a contract at the discretion of the CITY.

Applicant name _____

APPLICANT CONTACT INFORMATION:

Name: _____

Address of
Primary Location: _____

Address of
Secondary Location: _____

Point of Contact: _____

Telephone: _____

Email: _____

Applicant name _____

Request for Qualifications (RFQ)
Code Tow Rotation Program, City of Sacramento

**CITY OF SACRAMENTO
SACRAMENTO COMMUNITY DEVELOPMENT DEPARTMENT
REQUEST FOR QUALIFICATIONS (RFQ)
ON-CALL TOW ROTATION SERVICES**

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1. ADMINISTRATIVE INFORMATION

- A. On-Call Request for Qualifications (RFQ) - The City of Sacramento (“CITY”) invites applications from experienced, qualified tow companies to participate in the Tow Services Contract for the Sacramento Community Development Department as described in this On-Call Request for Qualifications (RFQ). **Please note that this solicitation shall only be used for Community Development (CDD) Neighborhood Code Compliance On-Call Tow Rotation Services. Sacramento Police Department is hosting a separate solicitation.**
- B. Contract Award Date - The anticipated award/start date is January 1, 2024
- C. Using Agencies - City of Sacramento Community Development Department
- D. Key Action Events and Projected Dates

The dates listed below only apply to first round applications received by initial deadline.

| <u>Event</u> | <u>Date</u> |
|--|------------------|
| Release of RFQ | October 11, 2023 |
| Questions & Answers Submissions | October 25, 2023 |
| Mandatory Pre-Bid Meeting | October 25, 2023 |
| Deadline for Submission of Applications to CITY for January 1, 2024, Contract Award Date | November 9, 2023 |

NOTE: The City of Sacramento reserves the right to modify the above dates. Any changes will be forwarded to prospective applicants in writing.

- E. Period of Performance - This contract will begin on January 1, 2024, and run through December 31, 2028. It is the CITY’S sole discretion as to whether or not the option period(s) will be exercised. The option period(s) will be exercised when it is deemed most advantageous to the CITY and when the Contractor has performed successfully in accordance with the Scope of Work and all terms and conditions of the Non-Professional Services Agreement.
- F. Local Business Enterprise (LBE) Participation Program-
 The Local Business Enterprise Program Participation Requirements (“LBE Participation Requirements”) are not applicable to this Contract.
- G. Applications - Responses are to be typed on this form, rather than on applicant prepared forms. If the space is inadequate, attach additional pages as necessary to provide complete responses. If additional pages are needed and attached, clearly indicate the item to which the response

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applies. **The applicant is required to provide a response to each item in this On-Call Request for Qualifications. The responses will be considered in evaluating the applications.** Provide the name of the applicant firm at the top of each page in the space indicated for "Applicant Name: _____". Completed applications shall be delivered electronically via email at: codetowcontracts@cityofsacramento.org

RFQ Information is also available on Planet Bids at:

<http://www.planetbids.com/portal/portal.cfm?CompanyID=15300>

Please note that electronic applications will only be accepted via email, not Planet Bids.

- H. **Date of Submission** - An original application with all required documents and attachments must be received by the City of Sacramento as listed above not later than 1700 hours (5:00 p.m.) on November 9, 2023, to be considered for the contract award date of January 1, 2024. Qualified applications received after January 1, 2024, will be considered, and awarded a contract at the discretion of the CITY. If the tow rotation is full, the approved tow company will be placed on a waiting list and notified once a spot becomes available. The contract expiration date will remain the same regardless of when the tow company joins the contract.
- I. **Interpretation of Documents and Questions** - If any applicant contemplating submission of an application is in doubt as to the meaning of any part of the RFQ or other proposed contract documents, the applicant may submit to the CITY a written request for interpretation thereof. Replies to such inquiries will be published in the form of an Addendum. The CITY will not be responsible for oral or other explanations or interpretations of the documents. Errors or omissions in the RFQ, if the work is reasonably implied, shall be construed as being inconsequential and the work reasonably implied shall be deemed to be required as a part of the general contract without addition by the CITY.
Inquiries concerning any aspect of this RFQ, and contract award should be submitted in writing to:
codetowcontracts@cityofsacramento.org
- J. **Withdrawal of Applications** - Unauthorized conditions, limitations, or provisions attached to an application may be cause for its rejection. No oral, facsimile, or telephonic applications or modifications will be considered. The application may be withdrawn upon request by the applicant without prejudice to the application prior to, but not after the time fixed for opening of applications, provided that the request for withdrawal is in writing, has been executed by the applicant or the applicants duly authorized representative, and has been filed with the CITY.
- K. **Late Applications** – Applications received after January 1, 2024, will be considered at the discretion of the CITY for a later contract award date.
- L. **Rejection of Applications** - The CITY reserves the right to reject all applications received in response to this request, or to negotiate separately with any source whatsoever in any manner necessary to serve the best interests of the CITY. THE CITY OF SACRAMENTO MAY IN ITS

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DISCRETION DETERMINE NOT TO AWARD A CONTRACT SOLELY ON THE BASIS OF THIS ON-CALL REQUEST FOR QUALIFICATIONS AND WILL NOT PAY FOR THE INFORMATION

SOLICITED OR OBTAINED. The information obtained will be used to determine the application(s) that best meets the CITY's needs.

All material submitted that has not been clearly designated in the application itself as proprietary information becomes the property of the CITY and may be returned at the CITY's option.

Applications submitted become the property of the CITY and may be reviewed and evaluated by anyone at the discretion of the CITY.

- M. Applicant's Cost - Costs of developing applications are entirely the responsibility of the applicant and shall not be chargeable in any manner to the CITY.
- N. Acceptance of Application - Any applicant applying shall there by automatically agree to each and all the terms, conditions, provisions, and requirements set forth and contemplated in this On-Call Request for Qualifications.
- O. Acceptance of Application Content - The contents of the application of the successful applicant will become contractual obligations to be contained in a formal written contract. Failure of the successful applicant to accept these obligations in a formal contract may result in cancellation of the award.
- P. Tow Services Contract - This RFQ, including all attachments, will become part of the Tow Services Contract executed between the CITY and the Contractor.
- Q. General Conditions - The general conditions and technical requirements outlined in this document shall be applicable to all work.
- R. RFQ Errors - Should an applicant feel that an error appears in the RFQ documents, the applicant shall notify the City of Sacramento Community Development Department as soon as possible. See Administrative Information, Section 1(I), for contact information.
- S. Changes -The CITY shall always have the right to require changes in, additions to, or omissions from the work contemplated by the contract documents, and the same shall not void the contract. Any changes made to the Scope of Work, price, or schedule (i.e., third-party billing, third party dispatching, etc.) shall be documented by a written modification to the contract. This written modification will be received by the Contractor and signed by both parties prior to initiation of any work. Failure of the Contractor to accept notification and sign and agree to any changes shall result in suspension or termination of the contract and removal from the tow rotation list.
- T. Open Enrollment – Tow companies will have the ability to apply to the tow rotation program until December 31, 2027.
- U. Compensation- All compensation is listed in the Scope of Work Item 2 Rates, Charges and Fees. Please note, the City of Sacramento will no longer pay the \$50.00 reimbursement for junk vehicles starting January 1, 2024.

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Request for Qualifications (RFQ)
Code Tow Rotation Program, City of Sacramento

2. EVALUATION CRITERIA

- A. General - An evaluation team will validate and evaluate all applications received. **All requirements identified in this RFQ must be satisfied to ensure that an application will qualify for consideration.** Failure to satisfy all requirements identified in this RFQ may be cause for rejection of the application.
- B. Evaluation Process - A pass/fail system will be used to evaluate the applications. Evaluation of the applications is expected to be completed within thirty (30) calendar days after the RFQ submission deadline. After an initial application evaluation is complete, site inspections of qualified companies' business offices and storage yards will be conducted.
- C. Evaluation Criteria
- (1) Tow Company - The CITY is looking for company/companies that have a minimum of three (3) years of verifiable experience in the field. As drivers will interact with the public daily, it is important that all drivers are able to read, write, speak, and understand the English language. It is also essential that the company keep detailed, accurate, and easily retrievable records. See Scope of Work, Section 7(A), Contractors' Records.
 - (2) Adequacy and Completeness of Application Package - The evaluation panel will review all the applications to ensure completeness. The criteria shall specifically include verification that the Applicant filled out all information in accordance with the directions. Additionally, verification of copies of all the **requested information such as insurance certificates, lease contract, property tax certificate, applicable permits, and rotational tow listing application, will also be evaluated for completeness.** Incomplete RFQ's will be cause for rejection of the RFQ.
 - (3) Prior Contract Compliance - It is important to the CITY that the Applicant be highly qualified with no history of adverse actions. The evaluation team will check records for a history of complaints from the public as well as the Sacramento Police Department and Sacramento City Code Enforcement. The evaluation team will contact submitted references and seek responses that reveal both positive and/or negative performance. The team will also check for disciplinary actions. Past performance history will be evaluated for customer service, timely responsiveness to requests for service, alternately, passing on or refusing a request for service.
 - (4) Tow Vehicles - It is imperative to the CITY that all tow vehicles are equipped in accordance with California Highway Patrol (CHP) guidelines and have passed an annual CHP approved Driver and Truck inspection. See Attachments D and E.

Additionally, Contractor shall maintain a current and valid City of Sacramento Tow Vehicle Permit on every vehicle used on the rotation tow anytime it is operated within the CITY limits.

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- (5) Tow Operator Facilities - It is important that the tow operator facilities have adequate signage and lighting. The Contractor shall maintain its primary storage yard within the Sacramento CITY limits. Nothing in this section will prohibit a Contractor from operating a secondary storage facility approved by the Sacramento Community Development Department in Sacramento County, providing the Contractor provides transportation, at no cost, to any secondary facilities for vehicle releases. Vehicles are to be towed to a primary location. Only overflow vehicles which are unlikely to be claimed by their owners are to be towed to a secondary location. As space opens at the primary yard, all vehicles that are likely to be released will be moved to that location from any secondary storage yards, priority will be given to all theft recovery vehicles. The Contractor may not impose any additional fees or charges for storage at a secondary location. For more information, please refer to the Scope of Work, Facility Requirements on page 16.

Signage must be clearly displayed and visible from the street. It must meet the minimum provisions of Section 3070 of the Civil Code Towing, labor rates, as well as the lien processing fee must be plainly displayed. Company shall have a public restroom and waiting area for its customers. The company shall have adequate fencing in compliance with Sacramento City Code. All tow operators shall comply with all Federal laws, California State laws and local Sacramento City ordinances. See Scope of Work, Section 4(A).

NOTE: Written documentation from Sacramento City Code Enforcement verifying the facility is in compliance with all applicable City Codes must be received prior to initiation of a contract and the tow company is responsible for any inspection fee.

- (6) Drivers - Drivers shall be adequately trained, with a valid California driver's license for the class of vehicle they will be using. All drivers must be enrolled in the Department of Motor Vehicles (DMV) Employer Pull Notice Program. All drivers shall maintain a current and valid Sacramento City Tow Driver Permit. All drivers shall comply with all subsections of Scope of Work, Section 9.
- (7) Class A, B, C, & D Vehicle(s) Tows and Storage – Class A and B tow and storage rates are set by the City of Sacramento. Class C and D tow and storage rates are set by a separate agreement. Nothing shall prohibit a Class C, or D operator from maintaining a place on a lighter rotation tow list, provided the tow truck meets the equipment specifications for that class of operation. See Scope of Work, Section 2, for Class A and B tow and storage rates.
- (8) Experience and References - Contractor shall submit for review a complete list of all tow experience and references as outlined in Proposal Instructions, Section 3 (A,13), for review and evaluation.

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- D. Discussions - The CITY may have discussions with the most highly rated Applicant(s) and an award(s) may be made because of this solicitation. Based on the initial applications, the CITY of Sacramento may request Best and Final offers based upon improved understanding of the offers or changed Scope of Work. Nothing shall prohibit the City of Sacramento from entering contracts with multiple Contractors for service under the conditions of this contract. Nothing shall preclude the Applicant from submitting multiple companies for acceptance. The proposer may only have one (1) company accepted for contract service under the terms of this contract at any given time. Upon acceptance, no substitutions for services between companies are allowed.

3. APPLICATION INSTRUCTIONS

- A. General - The following documents are required to be completed and submitted by the successful applicant along with their application. Those applications received by the CITY without the following will be rejected. The documents shall be submitted in the order listed below.
1. Application Signature Page - See Attachment A.
 2. Rotation Tow Listing Application - Each applicant must complete and sign a Sacramento Community Development Department Rotation Tow Listing Application. Incomplete applications will not be accepted. Any misrepresentation on the application may be grounds for criminal and/or disciplinary action. See Attachment B.
 3. Disclosure of Financial Interest - See Attachment B, Rotation Tow Listing Application.
 4. Tow Operator/Driver Information Form – A listing of each proposed Tow Operator/Driver with name, Driver’s License number, and City of Sacramento Tow Permit number shall be submitted as a cover page. Each applicant must complete, sign, and have ALL his/her tow truck drivers sign a Sacramento Community Development Department “Tow Operator/Driver Information” form. Incomplete applications will not be accepted. Any misrepresentation on the application may be grounds for criminal and/or disciplinary action. See Attachment C. In addition, a copy of the proposed Tow/Operator/Driver current California Driver’s License and current City of Sacramento Tow Vehicle Driver Permit (if under current contract with the CITY) or proof of payment of the application fee to obtain a City of Sacramento Tow Vehicle Driver Permit shall be submitted. Tow Driver’s must have a Permit prior to award of contract.
 5. Proof of Payment of DMV Motor Carrier of Property Permit Fee - Each Applicant **must** attach a copy of the DMV permit or registration issued pursuant to Section 7232 of the Revenue and Taxation Code for each vehicle on the rotation.
 6. Tow Vehicle Information - A listing of each proposed Tow Vehicle with truck number, vehicle license plate number, vehicle registration expiration date (month/year) and current CITY of Sacramento Tow Truck Permit number shall be submitted as a cover page. A copy of a current completed Tow Truck Inspection Guide, CHP form 234B and a copy of a current completed SafetyNet Driver/Inspection Report, CHP form 407F must be provided for each vehicle intended for use on the rotation. See Attachment D and E. In addition, a copy of the current California vehicle registration certificate and City of Sacramento Tow Vehicle Permit (if under current contract with the CITY) or proof of payment of application fee to obtain a CITY

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of Sacramento Tow Vehicle Permit for each proposed Tow Vehicle shall be submitted. Tow Vehicle must have a Permit prior to award of contract.

7. Drug-Free Compliance - See Attachment F.
8. Certificates of Insurance - Successful applicants are REQUIRED to submit the necessary Certificate(s) of Insurance as called for in the General Conditions prior to award of the contract. See Scope of Work, Section 12.
9. Business Operations Tax Certificate - Chapter 3.08 of the Sacramento City Code requires that anyone conducting business in the City of Sacramento obtain a valid Business Operations Tax Certificate and pay the applicable tax if necessary, during time of the application and throughout the term of the contract. Successful applicants will be REQUIRED to show compliance with this requirement prior to awarding the contract.

To obtain information about the Business Operations Tax Certificate, contact the City of Sacramento, Revenue Division, 915 I Street, Room 1214, Sacramento, CA 95814, or telephone (916) 808-8500. If currently doing business in the City of Sacramento, include a copy of your current Business Operations Tax Certificate.

10. Proof of Occupancy – Provide a copy of the current lease or copy of the most recent Sacramento Property Tax document for Primary and Secondary locations(s).
11. City of Sacramento Alarm Permit – Chapter 8.36.060 of the Sacramento City Code requires possession of an Alarm Permit if site is in the CITY and actively alarmed. A copy of the permit shall be submitted.
12. Certificate of Secretary – Provide a Certificate of Secretary document listing approved signatures for the Corporation, Partnership or Firm.
13. Information about Applicant's Business - Provide general information about the Applicant's firm, including a short history of the firm, incorporation information, services provided, and prior experience/references. **Information must be typed on a 8 ½ x 11 sheet of paper.**

The Applicant should detail previous experience on other or similar contracts with other governmental agencies. A list of clients (**including names, addresses, and telephone numbers**) for which the applicant has provided services or is currently providing services is to be included in the application. The actual dates for these service contracts must be listed. The CITY may contact any or all the references at its discretion. This experience shall be used toward the evaluation scoring process within the Evaluation Criteria, Sections 2(C) and 2(D).

14. Addenda and Supplements to RFQ - If it becomes necessary to revise any part of this RFQ, an addendum to the RFQ will be provided to all known prospective Applicants. Applicant must acknowledge receipt of any and all addendum(s) and provide signed copies of any addendum(s) with their application. Failure of Contractor to accept notification and sign and agree to any addendums, revisions, or attachments or attachment revisions shall result in the suspension of this contract and removal from the tow rotation list.

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15. Exceptions - At the Applicant's discretion an attached listing of exceptions or "deal breakers" to this contract or the Non-Professional Services Agreement may be submitted with the original application. Exceptions will be used in the review process of each application and taken into consideration when determining acceptance.

B. Should the applicant be awarded a contract, a Non-Professional Services Agreement will be executed between the CITY and the Contractor.

SCOPE OF WORK

1. DESCRIPTION OF TERMS

- A. Abandoned Vehicle – Vehicle left upon a highway or upon public or private property per CVC 22523 and towed under authority CVC 22669.
- B. Base Services – Any service or tow which is performed when the vehicle operator or agent is present, and the vehicle is not stored at the direction of an officer.
- C. Chief of Code and Housing – For the purpose of this contract, the Chief of Code and Housing of the City of Sacramento Community Development Department shall refer to him/her or a designee.
- D. Certificate of Secretary – A document that authorizes someone to sign legal contracts on behalf of a corporation. This Certificate is normally signed by the corporate secretary.
- E. City – City of Sacramento
- F. Contractor – The company with which a contract is established to provide the services described in the RFQ.
- G. Load Salvage Operations – Any operation involving the recovery of a load which has been spilled, or the off-loading and reloading of a load from an overturned vehicle performed in order to upright the vehicle. This will usually be limited to operations involving Class B, C, and D tow trucks.
- H. Portal to Portal – Service shall start at the time of departure from the place of business or point of dispatch, whichever is closer to the location of the call, and shall end at the estimated time of return to the place of business or the completion of the call, if another call is pending, whichever is shorter. Return to place of business includes a reasonable and verifiable amount of time required to place the tow truck back into service when unusual circumstances require additional time that are not part of normal operating procedures.

Examples:

- 4X4 recovery in the mud: reasonable to charge for cleaning mud from truck and equipment;

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- Reasonable to charge for cleaning burn debris from carrier bed;
- Car towed leaves mud track on bed of carrier: not reasonable to charge for cleaning of carrier bed.

For this Contract, "Portal to Portal" shall also mean "Portal to End of Service."

- I. Possession – Possession is deemed to arise when the vehicle is removed and is in transit, or when vehicle recovery operations or load salvage operations have begun.
- J. Applicant – A firm which proposes to provide towing services as described in the RFQ.
- K. Public Safety Response – A response which results in storage of a vehicle at the direction of an officer. This does not include storage at the request of the vehicle operator, registered owner, or agent.
- L. Response Time – The period of time from a Contractor's notification by the City of Sacramento's designated employee to the arrival of the tow truck at the location requested.
- M. Retail Rate – The customary rate charged by an operator to individual retail customers. This is the competitive rate a company has posted in the office and quotes over the phone.
- N. Operations – Those towing/recovery procedures which require Class C or D tow trucks and/or unique equipment. Examples of unique equipment include, but are not limited to forklifts, low beds, air bags, special dollies and trailers, fuel pump off systems, helicopters, etc.
- O. Suspension – The temporary removal of a Contractor from the rotation list for a specific period during the term of the Tow Services Contract. See Non-Professional Services Agreement.
- P. Termination – The permanent removal of a Contractor from the rotation list for the remainder of the term of the Tow Services Contract. See Non-Professional Services Agreement.
- Q. Tow Review Committee – A committee of three (3) persons to be appointed by the Chief of Code and Housing to hear appeals of discipline imposed pursuant to this contract. The committee shall consist of one member of the Sacramento Community Development Department, one member of the public who is not affiliated with any tow company, and one Contractor from the Tow Services Contract who is not in the same tow district as the subject of discipline.
- R. Tow Sweeps – The marking for tow and/or abatement of vehicles previously marked for tow from city streets and/or private property in a specific geographical location. Tow Sweeps may be conducted during both regular business hours and/or weekends.
- S. Tow Truck – As defined in Section 615 of the California Vehicle Code, a vehicle which includes slide back carriers and wheel lift vehicles. A "trailer for hire" shall not be approved for listing as a Class A tow truck.
- T. Vehicle Recovery Operation – An operation involving the process of up-righting an overturned vehicle or returning a vehicle to a normal position on the roadway which requires the use of

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auxiliary equipment due to the size or location of the vehicle. This will usually be limited to operations requiring a Class C, or D tow truck(s).

2. RATES, CHARGES AND FEES

A. Towing and Storage Rates - Effective January 1, 2024, the maximum rates charged, and the fee paid to the CITY in connection with any event pursuant to this Agreement, are as follows:

1. For class A and B tows, the Contractor will charge the vehicle owners no more than the rate of \$235.00 per tow, on Community Development Department response calls with a one hour minimum. Charges of more than one hour will be charged in no more than one (1) minute increments.
2. The total fees charged for after-hours release shall be no more than one-half (1/2) the current hourly rate of \$235.00 per hour and shall only be allowed if there is no person on duty at the storage facility for release and a call back is required outside normal business hours.

Charges shall be based on a daily rate, notwithstanding State law requirements which indicate that no charge exceeding that for one day of storage will be made if, within 24 hours after the vehicle is placed in storage, a request is made for the release of the vehicle. If the request is made more than 24 hours after the vehicle is placed in storage, charges may be imposed on a full calendar basis for each day, or part thereof. The daily rate extends from midnight to midnight.

3. Storage fees for passenger vehicles, vans, and light trucks shall be no more than \$60.00 per day. Operators will store vehicles inside if specifically requested to do so by the Police Department or the owner of the vehicle.
4. Fees listed above, plus lien processing fees described in the California Vehicle Code, proposed/actual non-skilled contract labor, special equipment (For class C and D tows only) and rental/skilled labor markup are the only fees allowed. Additive fees for postage, cleanup, lockout, use of dolly, etc. are not authorized.

B. Storage – Storage shall commence at the time the vehicle arrives at the storage facility. Charges shall be based on a daily rate, notwithstanding State law requirements which indicate that no charge exceeding that for one day of storage will be made if, within 24 hours after the vehicle is placed in storage, a request is made for the release of the vehicle. If the request is made more than 24 hours after the vehicle is placed in storage, charges may be imposed on a full calendar basis for each day, or part thereof. The daily rate extends from midnight to midnight.

C. Contractor Billing and Rates – The Contractor shall bill the registered owner of the vehicle towed by the Contractor in accordance with the Tow Services Contract. No vehicle towing or storage charges shall be charged until the vehicle is hooked up to the tow truck AND in transit.

D. How Tow Rates are Charged – The Contractor shall base towing charges upon the class of vehicle being towed regardless of the class of truck used, except when vehicle recovery operations require a larger class truck.

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- E. Services Performed – The Contractor shall charge for services pursuant to the agreed-upon rate schedule. Whenever services are requested, which are not covered by the Tow Services Contract, the Contractor shall advise the CITY or the requesting party of the estimated cost of the service before it is performed.
- F. Overcharging – Overcharging for any tow services shall be cause for suspension. The suspension will remain in effect until the Contractor has presented proof to the Chief of Police that reimbursement(s) have been made to the aggrieved customer(s). In addition, the Contractor shall be assessed a penalty of \$100 for each instance of an overcharge. Three (3) violations of this section within any twelve (12) continuous months shall result in up to a thirty (30) day suspension from the tow list.
- G. Invalid Tow - In the case of an invalid tow or similar instance where the Sacramento Community Development Department elects to pay for the towing and storage of a vehicle, the Contractor will bill the Department and not require pre-payment by the vehicle owner before releasing the vehicle. The maximum chargeable fee will be the current contracted tow fee, 5 days of storage, and Lien Processing fee.
- H. Required Vehicle Hold: In case of a required litigation hold or similar instance where the Sacramento Community Development Department is required to hold the vehicle, pending litigation or court order, If Community Development elects to pay for the towing and storage of a vehicle, the Contractor will bill the Department and not require pre-payment by the vehicle owner before releasing the vehicle if needed. The maximum chargeable fee will be the current contracted tow fee, 5 days of storage, and Lien Processing fee. If the City releases the vehicle to the tow company to follow their normal lien or destruction process the maximum chargeable fee no matter how long the vehicle was stored will be the normal tow fee and five days of storage. Invoices for payment must be received and submitted to the City of Sacramento within 30 days of service to receive payment from the Community Development Department. The City shall be notified and approve any delays in invoicing. The CITY may refuse payment of invoices submitted past the allowable time period.

3. SPECIAL OPERATIONS

- A. Class C or D Operations – Class C or D Operations (heavy duty tow operations) shall be contracted under a separate agreement.
- B. Evidence Impound Tow - The CITY has only one (1) Contractor for evidence-impound tows and no other rotation tow Contractor should maintain custody over vehicles that constitute evidence, at any time. If an officer impounds a vehicle for evidence and a rotational tow is dispatched. If this happens, it is the responsibility of the Contractor to ensure compliance with section 22655.5 of the California Vehicle code.

If it is determined that a vehicle is to be retrieved for any evidence purpose, the evidence impound tow company will respond immediately to pick up the vehicle, 24 hours a day / 7 days a week, from any rotation tow company covered by this contract.

Nothing shall prohibit the original tow company from allowing the immediate pick-up of any vehicle that has been changed to evidence impound. All associated tow fees incurred at the

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original tow company will remain with that company. The evidence impound tow company shall not be responsible for advance payment of any fees to the original rotation tow company.

Once the evidence impound is concluded, the vehicle shall be released to the original tow company and their fees resume from that date forward. It is the originating tow companies' discretion to accept delivery of the vehicle after the evidence impound is concluded. If delivery is declined, all tow fees associated with the original tow are forfeited and the vehicle remains with the evidence impound tow company.

- C. Tow Sweeps– The Sacramento Community Development Department will notify the contractor of the date the Tow Sweep will be held in their tow district. The contractor will be notified with the date and time frame of such activity via email or by telephone.

4. FACILITY REQUIREMENTS

- A. Primary Business Office and Storage Yard Locations – The Contractor shall maintain its primary storage yard within the Sacramento City Limits. Nothing in this section will prohibit a Contractor from operating a secondary storage facility approved by the Sacramento Community Development Department within two (2) air miles of the closest Sacramento City boundary, providing the Contractor provides transportation, at no cost, to any secondary facilities for vehicle releases. Vehicles are to be towed to a primary location. Only overflow vehicles which are unlikely to be claimed by their owners are to be towed to a secondary location. As space opens up at the primary yard, all vehicles that are likely to be released will be moved to that location from any secondary storage yards, priority will be given to all theft recovery vehicles. The Contractor may not impose any additional fees or charges for storage at a secondary location.

- (1) Code Compliance - In addition to the provisions herein, the primary location shall comply with all Sacramento City Codes - Title 17.228.107 Towing Service/Vehicle Storage Yard and Title 17.612.020 Paving requirements.

Compliance must be shown through completion and passing of an onsite inspection arranged through Sacramento City Code Enforcement. Secondary storage facilities located outside of CITY limits shall meet the same standards as those subject to the City of Sacramento Code and possess' permits, licenses and certificates as required by the municipality where the facility is located. Any secondary storage yards must be inspected and on file with the Tow Administrator.

- (2) Address Change Notification - The Contractor must notify the CITY of any change in his/her primary or secondary storage location or business office at least thirty (30) days in advance of the actual change in location. If the Contractor fails to provide proper written notice, he or she will be suspended from the Tow Services Contract until the new location is approved by the Sacramento Community Development Department. All new locations are subject to all facility requirements contained in this contract. Facility inspections may be conducted at any time for contract compliance.
- (3) Proof of Occupancy - The Contractor shall provide the CITY with a copy of any lease, including any modifications or extensions, for Contractor's primary and secondary storage

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locations(s) or business office(s), if applicable. In the event the property is owned outright, provide a copy of the most recent property tax bill. If the Contractor fails to provide a copy of any lease, modification, or extension, then he/she will be suspended from the tow services rotation until a copy is received by the CITY.

- B. Physical Characteristics – The primary office shall be large enough to accommodate necessary personnel and administrative records. Contractor shall provide a public, permanent restroom facility, either unisex or separate, and a public indoor or covered outdoor waiting area to seat at least four (4) people. Restroom facilities shall be maintained in a functional, clean, and orderly fashion.
- C. Public Safety – All adequate measures shall be taken to protect the safety of the public.
- D. Access – The public shall have direct, unabated access to the inside of the office waiting area.
- E. Capacity – The capacity of the primary location storage must total not less than twenty-five (25) accessible parking spaces for use in connection with this contract, measuring a minimum of eighteen (18) feet by ten (10) feet for each space, as described in City Code 18.08.050 (4,500 total square feet of storage).
- F. Business Hours - Normal business hours shall not be less than 8:00 a.m. to 5:00 p.m., Monday through Friday, except for the following CITY recognized holidays: New Year's Day, Martin Luther King, Jr. Day, President's Day, Cesar Chavez's Birthday, Memorial Day, Independence Day, Labor Day, Veterans' Day, Thanksgiving Day, day after Thanksgiving, and Christmas Day.
- G. Signage – Contractor must meet the following signage requirements at all times.
- (1) The Contractor shall display in plain view at all cashier stations, a sign as described in Section 3070 of the Civil Code:
 - a. Disclosing all towing and storage fees and other charges in force.
 - b. Disclosing the following information: "Any person being charged for a Lien Processing Fee is entitled to copies of the supporting documentation showing the lien processing completed as of that date."
 - (2) An operator's place of business shall have a sign that clearly identifies it to the public as a towing service. The sign shall have letters that are clearly visible to the public from the street. The size of the lettering shall be comparable to the sign and lettering of neighboring businesses. The sign shall be visible at night.
 - (3) The Contractor shall display in plain view and have available for handout upon request to any owner or operator of a towed or stored vehicle the Vehicle Owner Rights under VC Section 22651.07 Towing Fees and Access Notice.
- H. Signage Handouts – Contractor shall have an adequate supply at all times of all required postings in English on 8.5" x 11" sheets of paper that is readily available to the public. These handouts will contain:

Applicant name _____

- (1) The Contractor's name, address, and contact phone number on the top or a listing of all tow rotation companies on the backside with full contact information, and;
- (2) All required postings of rates, fees, business hours and lien processes as stated in Scope of Work, Sections 4(F) and 4(G). This supply of handouts shall be placed out and available for the public to take with them at any time.
- (3) Inadequate office or storage areas, employees, or equipment not meeting the requirements set forth in this Tow Services Contract shall result in up to a thirty (30) day suspension from the tow rotation on first and second offense and termination of this contract on third offense within any twelve (12) continuous months.

5. CONTRACTOR'S PERFORMANCE

- A. The Contractor shall comply with all Federal, State, and local laws applicable to towing, storage and disposition of vehicles.
- B. Assignment to a Tow District - Upon acceptance into the Tow Rotation Program, the CITY will assign a Contractor to one (1) of the two (2) following operational districts. During the term of the Tow Services Contract, the CITY shall continually evaluate the number of Contractors assigned to and the number of calls emanating from each district. The CITY may reassign any Contractor(s) to another district if the CITY determines that the reassignment is in the best interest of the CITY.
 - North – District #1: Area north of US-50, west of Capital City Fwy/I-80 Bus E and north of the north bank of the American River.
 - South – District #2: Area south of US-50, east of Capital City Fwy/I-80 Bus E and south of the south bank of the American River.
 - (1) The Contractor will be assigned, by the Code and Housing Enforcement Chief, to one (1) tow district only, depending on the number of qualified applicants received, and shall provide tow service within that district on a 24-hour, 7-days-per-week basis.
 - (2) One tow rotation list will be maintained by the Code Enforcement Department. Inclusion in the tow rotation list mandates that the Contractor shall meet all requirements set forth in the Scope of Work, Section 5. Contractors are prohibited from maintaining multiple 'spots or turns' on the same tow rotation list.
- C. Response Time - The Contractor shall respond to all Class A & B requests for service from the Sacramento Community Development Department within thirty (30) minutes from the time it receives the call from the CITY Dispatcher. During peak hours between 0630-0930 hrs and 1530-1830 hrs, the Contractor shall respond to all Class A & B requests for service from City of Sacramento within 45 minutes.

Applicant name _____

In the event the Contractor fails to furnish a tow unit within the specified time period, the City of Sacramento may cancel the tow request and request a tow unit from another Contractor. When the tow is canceled, the Contractor shall forfeit his/her turn in that rotation. If the Contractor does not answer a call from the City of Sacramento for dispatch to a tow, the Contractor shall forfeit his/her turn in that rotation.

- D. Inability to Dispatch Tow - If the Contractor is unable to dispatch a tow unit immediately upon receiving a call for service, the Contractor shall immediately inform the City of Sacramento, and the Contractor shall forfeit that turn of the rotation.
- E. Passing on Vehicles - The Contractor shall tow and store all vehicles which the City of Sacramento requests that the Contractor remove from any location, private or public, provided the Contractor has the necessary equipment and the vehicle can be safely transported.
- F. Safekeeping of Vehicles and Personal Property - The Contractor shall be responsible for the security of vehicles and property at the place of storage. As a minimum, a fenced or enclosed area shall be provided. The Contractor is responsible for the reasonable care, custody, and control of any property contained in towed or stored vehicles and shall take any and all precautions necessary with the safekeeping of all items associated with each tow.

Personal effects in the vehicle at the time of the tow shall be immediately released to the registered owner or authorized agent during normal business hours when he/she presents proper identification.

Contractor shall take any and all precautions necessary to maintain all towed vehicles in 'like' condition as they were received.

- G. Subcontracting -The Contractor shall **not** authorize another Contractor or other person or company to tow a vehicle which has been assigned by the CITY to the original Contractor. Exceptions must be approved by the Tow Administrator with the Sacramento Community Development Department.
- H. Towing of Assigned Vehicle - The Contractor shall not tow a vehicle which has been assigned to another Contractor by the City of Sacramento, except as expressly requested by an Officer, a CITY Dispatcher, or the Tow Hearing Officer. Responding to a call and towing or attempting to tow a vehicle to which the Contractor was not assigned shall result in up to a 30-day suspension from the tow rotation list on first offense and termination on second offense within any 12 continuous months.
- I. Accident Assistance - The Contractor shall tow any vehicle or vehicles which have been assigned to another Contractor to the closest safe distance from the accident as directed by a Sacramento Community Development Department officer and shall not charge either the owner of the vehicle(s) or CITY for this service. The originally assigned Contractor will then assume the responsibility of towing the vehicle upon arrival at the scene.
- J. Vehicle Inspection Assistance - The Contractor shall provide assistance, including, but not limited to, moving, or lifting towed vehicles, without additional charges. Theft recovery vehicles are to be stored in a secure facility and be easily accessible until cleared by the Auto Theft detail.

Applicant name _____

K. Inspection of Towed Vehicle VIN and License Plates - Contractor shall inspect every tow on-scene prior to hooking up or within twenty-four (24) hours of each tow dispatch call to verify that the license plates and VIN (Vehicle Identification Number) on every vehicle or trailer matches the information documented by the Officer on the SPD-188 form. If any variation or discrepancy exists, the Contractor will immediately notify the Officer on-scene or Code Enforcement dispatch, or the Community Development Department.

L. Holds Placed on Towed Vehicles - Contractor shall release any vehicle where a proper Sacramento Police Department release has been obtained or where directed by the California Vehicle Code.

If a 'verbal' advisement from the towing Officer is given to 'hold' the car and no valid tow authority authorizes this 'verbal hold', the Contractor shall immediately release such vehicle once a proper release is obtained from the Sacramento Community Development Department or as directed by the California Vehicle Code. Failure to meet the above requirements shall result in up to a thirty (30) day suspension from the tow rotation list and full financial responsibility for the tow and all storage fees for each violation.

M. Vehicle Release - Prior to releasing a vehicle to the registered owner or his/her agent, a release must be obtained from the Sacramento Police Department. for vehicles towed and/or stored pursuant to the following California Vehicle Code Sections:

- 22661 k Parked in excess of 72 hours
- 22669 a Parked-abandoned on street, highway or public right of way
- 22669 d Parked, major components missing
- 22661 o Registration expired more than 6 months and 1 day
- 22660 Removal from private property

Failure to meet the above requirements shall result in up to a thirty (30) day suspension from the tow rotation and full financial responsibility for the tow and all storage fees for each violation.

N. Lien Sales - Shall be the sole responsibility of the Contractor, and all such sales shall be conducted in accordance with applicable state law.

6. ABANDONDED VEHICLES

A. Abandoned Vehicles - Vehicles towed under California Vehicle Code 22669 shall occur during regular business hours (Monday-Friday 0700-1700 hours), unless the vehicle in question poses a hazard.

7. CONTRACTOR'S RECORDS

A. Contractor's Records - The Contractor shall maintain records of tow services furnished for all public agencies as well as all private persons or entities while participating in the Tow Services Contract, including those described below, at a minimum. Such records shall be retained for a

Applicant name _____

period of three (3) years and shall be open to inspection during business hours immediately upon request by representatives of the CITY. Failure to make records, including insurance policies and complete financial and payroll data, available immediately upon request shall be grounds for immediate suspension or termination of the Tow Services Contract. At a minimum, records shall contain:

(1) Tow Services - The Contractor shall record the following information for every tow:

- Original or copy of the SPD-188 tow form.
- Name, address, and phone number of person, if available, whose vehicle was towed.
- VIN and license number, make, year, and model of each vehicle towed.
- Location from which the vehicle was towed.
- Name or employee number of driver assigned to said tow.
- Location to which vehicle was towed (if different from Contractor's primary storage facility.) and any and all subsequent location transfers or moves including dates and time of those moves.
- Reason for tow, whether impound, accident, stolen recovery, abandoned, etc., if available.
- Name of party to whom the vehicle was released.
- Method and date of payment.
- All fees and charges for said tow, showing specifically towing, storage, lien fees, etc.
- Any items of personal property released from any vehicle, including the date, time, and name of person receiving the items.
- Disposition of towed vehicles that are unclaimed.
- All proceeds from the sale of towed vehicles that are unclaimed.
- All documentation of purported claims relating to damage, theft, vandalism, other acts of negligence or damage from natural disasters as they relate to each involved vehicle, trailer or conveyance.
- Date and Time (by means of a computer or time stamp)
 - Date and time the request for tow is received.
 - Date and time a tow unit departs the tow facility (or residence of driver if after business hours).
 - Date and time the tow unit arrives at the Contractor's storage facility.
 - Date and time any contents are released.
 - Date and time of release of the vehicle.

(2) Lien Sale Data - The Contractor shall record the following information for every tow:

- Date the lien processing begins.

Applicant name _____

- Date the notice of lien sale is mailed.
- Date and time of lien sale.
- Location of lien sale.
- Identification of purchaser.
- Monies received as a result of the lien sale.
- Amount of excess monies forwarded to the state.

(3) Personnel Records - All employees, drivers, both current and former shall have a secured personnel file at the primary business office that shall contain at a minimum, records related to their employment, training, benefits status, discipline, FMLA and leave requests, vacation requests and sick time records. Any additional personnel documentation needed to comply with this contract shall also be contained within these records.

- A. DOJ Report Request - The Contractor shall comply with the California Vehicle Code in the immediate reporting of the removal and storage of any vehicles towed at the request of the CITY. Upon request, the Contractor shall immediately furnish the Sacramento Community Development Department with a copy of all reports which the Contractor is required to furnish the Department of Justice pursuant to the Vehicle Code.
- B. Vehicle Status Report - Upon request, the Contractor shall immediately furnish the Sacramento Community Development Department with all reports showing the status of all vehicles towed by the Code Enforcement Division. The report shall provide descriptions and identification of the vehicles, location of the vehicles, date of impounds, accrued charges, and date of release from impound.
- C. Property Receipts - The Contractor shall furnish a receipt to the vehicle owner for any property removed from any vehicle towed or stored. A copy of the receipt shall be placed in the vehicle involved, and the original receipt maintained with the Contractor's records.

8. TRUCK DRIVERS AND EQUIPMENT SPECIFICATIONS

- A. Truck/Driver Availability - The Contractor must have in operation at all times a sufficient number of qualified drivers and at least two (2) Class A tow vehicles with a minimum of 10,000 GVWR meeting the tow truck specifications and having the equipment specified for a Class A tow truck, as set forth in Attachment E. This requirement can be met with either two (2) recovery/wheel lift trucks, or one (1) each recovery/wheel lift truck and one (1) flatbed carrier truck. The Contractor shall maintain and provide a current list of all Sacramento City qualified tow vehicles.
- B. Tow Vehicle Permit - The Contractor shall use only tow vehicles that have been inspected by the City of Sacramento and have received a valid and current Tow Vehicle Permit. Additionally, each tow vehicle shall be certified by a state-licensed inspection facility or have received a certificate issued by the California Highway Patrol when responding to tow requests pursuant to this Tow Services Contract.

Applicant name _____

- C. CHP Requirements - Each tow vehicle used for services under the Tow Services Contract shall comply with the provisions of the California Vehicle Code. Each tow truck will be equipped as provided in Attachment E, CHP Tow Truck inspection Guide – CHP 234B, at all times and must have the Contractor's company name clearly painted or in decal form on both sides of the tow truck. Each tow vehicle must pass an annual CHP vehicle Inspection. See Attachment D, CHP Safety Net Driver/Vehicle Inspection Report – CHP 407F.
- D. Tow Truck Driver - The Contractor shall ensure that tow truck drivers responding to calls initiated by the SPD are qualified and competent employees of his/her company.

The Contractor shall ensure that the tow truck drivers are trained and proficient in the use of the tow truck and related equipment, including, but not limited to, the procedures necessary for the safe towing and recovery of the various types of vehicles serviced through the tow rotation. Tow truck drivers shall be at least 18 years of age, hold a current and valid Sacramento City Tow Driver Permit and possess the following minimum class driver's license. CHP Certification is required.

- Class A Tow Truck – A valid Class C license, or a valid Class A license with valid medical certificate on file.
 - Class B Tow Truck – A valid Class C license for non-regulated vehicles, or a valid Class A license with valid medical certificate, on file, for regulated vehicles pursuant to Section 34500 CVC.
 - Class C Tow Truck – A valid Class A license with valid medical certificate.
 - Class D Tow Truck – A valid Class A license with valid medical certificate.
 - The Class A (1) license must be endorsed to allow operation of special vehicle configurations and/or special cargos.
- E. Current List of Drivers - The Contractor shall maintain and provide a current list of his/her drivers to the Sacramento Community Development Department upon implementation of this contract. The Contractor shall notify the Community Development Department upon any change in driver status, including the addition of any new driver(s), or the deletion of any driver(s). An updated list shall be provided to the Community Development Department within (7) seven calendar days of any change in driver status. Contractors, shall at a minimum, maintain the following information for each driver:
- Full Name
 - Date of Birth
 - California driver's license number with expiration date
 - Copy of valid medical certificate
 - Tow drivers permit number with expiration date
 - Job title/description
 - Current home address

Applicant name _____

- Current home phone number
- Type(s) of truck(s) driver has been trained and instructed to operate.

F. Equipment Changes - The Contractor shall in writing or through electronic mail, immediately notify the Sacramento Community Development Department Tow Administration Office of any changes in or additions to tow trucks and other equipment, including deletions of trucks and equipment.

G. Employer Pull Notice Program – Pursuant to California Vehicle Code Section 1808.1 All tow truck driver and contractors shall be enrolled in the Department of Motor Vehicles (DMV) Employer Pull Notice

Program. Upon the addition of new drivers, the Contractor will be granted a maximum of 30 days to enroll drivers in the Pull Notice Program. Pull Notices shall be kept on file, signed, and dated by the

Contractor. The CITY may require the Contractor to provide copies of Pull Notice Reports. All drivers will maintain a valid City of Sacramento Tow Vehicle Driver Permit.

The Department of Motor Vehicles Employer Pull Notice Program can be viewed at:

<https://www.dmv.ca.gov/portal/vehicle-industry-services/motor-carrier-services-mcs/employer-pull-notice-eqn-program/>

9. PROFESSIONAL DEMEANOR AND CONDUCT

A. Professional Demeanor and Conduct - At all times while participating in the Tow Services Contract, Contractor and Contractor's tow truck drivers and all other employees and any sub-Contractors shall conduct themselves in a courteous, honest and professional manner in all their dealings with the public and the CITY, its employees, and agents. The CITY may at any time conduct random customer service inquiries with citizens whose vehicles have been towed by any CITY Contractor. Negative responses shall result in further follow-up by the Tow Hearing Officer and possible administrative action against the offending Contractor.

As a tow operator for the City of Sacramento you will abide by the *California Tow Truck Association Code of Ethics*.

- To show my faith in the worthiness of my profession by upholding high standards, honor, and a high degree of integrity.
- To provide the general public with the best possible service and to promote a sense of personal obligation to each individual.
- To comply with all federal, state, county, CITY laws and regulations.
- To aid my fellow industry man in time of need and not to do anything which might conceivably injure the reputation of my competitors.
- To seek success and to demand fair remuneration that is justly due but accept no profit at the price of my own self-respect lost because of unfair advantage taken or questionable acts on my part.
- To provide the public with adequate equipment, which is kept as clean and neat as possible, and to train my drivers to be polite and courteous during public contact.

Applicant name _____

- To employ truth and accuracy in advertising and soliciting and to honor any commitments made in the course of business.

B. Misconduct - The Contractor and its employees shall refrain from any acts of misconduct, including but not limited to any of the following:

- (1) Rude or discourteous behavior directed towards City of Sacramento personnel or citizens for whom service is provided. "Rude or discourteous behavior" shall mean any act that would insult, aggravate, disturb or frustrate a person of reasonable sensibilities, which act(s) shall

include, but is not limited to, using profanity or inappropriate language, manifesting an uncooperative and/or angry demeanor, performing acts of vandalism, failing to respond to questions in a courteous and professional manner, intentionally misrepresenting rates or tow procedures or attempting to manipulate rates or tow procedures to the detriment of citizens or the City of Sacramento. A violation of this subsection shall result in up to a thirty (30) day suspension from the tow list on the first and second offense and termination of this contract on the third offense within a continuous twelve (12) month period. For the purpose of this Tow Contract a member of the public shall include any private or business party outside of the City of Sacramento, whether individual or as part of a group. See Scope of Work, Section 9.

- (2) Any act of sexual harassment or sexual impropriety.
- (3) Unsafe driving practices.
- (4) Any objective symptoms of alcohol and/or drug use/abuse while performing any related tow service for the City of Sacramento. See Attachment F – Drug Free Workplace.
- (5) Sub-standard service, customer service, selective service, or refusal to provide service which the tow company is capable of performing.

10. ADMINISTRATIVE MATTERS

- A. Transfer of Business - The Contractor will notify the Chief of Code and Housing immediately upon transfer of ownership of all or part of the company in writing. The Tow Services Contract is not transferable to the new owner. The new owner must apply to and be approved by the Sacramento Community Development Department for participation in the Tow Services Contract.
- B. Optional Semi-Annual Contract Review - The purpose of this section is to provide a process for an optional semi-annual review of the terms and conditions of the Contract by the Chief of Police and an organization representing a majority of the Contractors in the City of Sacramento in the event that legitimate and substantial changes occur in conditions or law affecting the majority of the Contractors in the City of Sacramento. Examples of such conditions may include, but are not limited to, substantial increases/decreases in business expenses, changes in the law affecting the Department or the operators, or recommended changes in the terms and conditions of the rotational Tow Contract as a result of service delivery experience in the City of Sacramento.

Applicant name _____

A request for a semi-annual review of the terms and conditions of the Contract shall be communicated to the Tow Program Administration Office of the Sacramento Community Development Department in writing by a majority of the Contractors under this Contract, and not merely at the request of a single Contractor. The Chief of Police may also request a semi-annual review if he/she feels it is in the best interests of the citizens of the motoring public, the Sacramento tow industry, and/or the Department.

- C. Period of Performance - The period of performance associated with the contract shall be: The date of award through December 31, 2028.
- C. Option Period - It is the City of Sacramento's sole discretion to exercise an option period. Option periods will be exercised upon successful completion of the contract in accordance with its Non-Professional Services Agreement, Scope of Work, and its contract clauses and provisions.
- D. Termination - This Tow Services Contract may be terminated at any time by either party with or without cause. Although the CITY may elect to impose discipline for violations of the Contract which are less severe than termination or may grant an appeal to discipline imposed, the Contract may be terminated without cause. The Contractor agrees that the disciplinary procedures and options contained herein do not affect the CITY's ability to terminate the Contract at the discretion of the Community Development Department without cause. Nothing in the Contract shall be construed to create any property rights, interests or licenses held by the Contractor.

11. CONTRACT VIOLATIONS AND/OR COMPLAINTS

When the Contractor or his or her employees have violated any of the terms of the Contract or any law upon completion of any investigation pursuant to this section, the Community Development Department shall inform the Contractor, in writing, of any disciplinary action to be taken.

Unless otherwise noted herein, violations may result in any of the following actions:

- First violation – Written warning notice
- Second Violation – fifteen (15) day suspension
- Third Violation – termination of contract

- A. In addition to the violations/disciplinary actions detailed above, following are further violations:
- (1) Within any calendar month, failure to respond to a minimum of 95% of requests for tow service within the time set forth in Section 5(C), Contractor's Performance, refusing/failing to tow any qualifying vehicle assigned, or passing on/unavailability to respond will constitute a violation. Tow request completions will be reviewed quarterly.
 - (2) Inadequate office or storage areas, employees, or equipment not meeting the requirements set forth in this Tow Services Contract shall result in up to a thirty (30) day suspension from the tow rotation list on first and second offense and termination of this contract on third offense within any twelve (12) continuous months.

Applicant name _____

- (3) Subcontracting for any tow service or violating the financial interest section of the RFQ, shall result in immediate termination of this Tow Services Contract.
- (4) Contractor's failure to satisfy a court order/judgment mandating reimbursement to a vehicle or property owner for the damage or loss which occurred while the vehicle was in the Contractor's custody will result in a suspension from tow rotation list. The suspension will remain in effect until the Contractor has presented proof of the reimbursement to the Police Department.

B. If it is determined that a Contractor is to be served with a notice of termination from the Tow Services Contract, the Tow Administrator will provide written notification detailing the offense(s).

The Contractor may request an appeal hearing within seven (7) calendar days by submitting a request in writing to the Community Development Department. Nothing set forth in this paragraph shall permit the Contractor to appeal any termination of the Tow Services Contract effected by the Community Development Department. Failure of the Contractor to request an appeal of the decision of the Community Development Department within the seven (7) days required pursuant to this section shall constitute a waiver of the Contractor's right to an administrative appeal of the decision. If a hearing is requested, it shall be held as soon as practicable while still allowing the Contractor a meaningful time period to prepare a defense. The hearing shall be conducted by the Tow Review Committee. The hearing shall be informal, and the rules of evidence shall not apply. The Contractor shall be entitled to present all relevant facts to the Tow Review Committee in support of his/her position. The Contractor shall be notified in writing of the decision by the Tow Review Committee within ten (10) calendar days of the date of the hearing. The decision of the Tow Review Committee is final and binding and shall be subject to no further administrative appeal.

In the event the CITY serves a Contractor with Notice of Termination from the Tow Services Contract, and the Contractor seeks an appeal hearing, the disciplinary action will be delayed pending the administrative appeal process. In the event CDD elects to modify the discipline imposed on the Contractor, the Contractor agrees he or she shall not be entitled to recover any costs, compensation, damages, losses, and/or expenses of any type or description from or file a claim against the CITY, its officers, employees, and appointees, including but not limited to members of the Tow Review Committee, arising out of or related to, in any manner, a complaint filed against, or discipline imposed upon the Contractor.

12. INSURANCE REQUIREMENTS

The failure to maintain adequate insurance coverage for any reason at any time shall result in immediate suspension from the Tow Services Contract and the tow rotation list until proof of insurance is received by the CITY.

Insurance Requirements - During the entire term of this Agreement, Contractor shall maintain the insurance coverage described in Section 12. Full compensation for all premiums that Contractor is required to pay for the insurance coverage described herein shall be included in the compensation specified for the Services provided by Contractor under this Agreement. No additional compensation will be provided for Contractor's insurance premiums.

Applicant name _____

It is understood and agreed by the Contractor that its liability to the CITY shall not in any way be limited to or affected by the amount of insurance coverage required or carried by the Contractor in connection with this Agreement.

A. Minimum Scope & Limits of Insurance Coverage

- (1) Commercial General Liability Insurance, providing coverage at least as broad as ISO CGL Form 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than one million dollars (\$1,000,000) per occurrence. The policy shall provide contractual liability and products and completed operations coverage for the term of the policy. A Garage Liability policy with limits of \$1,000,000 may be substituted for the commercial general liability policy.
- (2) Automobile Liability Insurance providing coverage at least as broad as ISO Form CA 00 01 on an occurrence basis for bodily injury, including death, of one or more persons, property damage and personal injury, with limits of not less than one million dollars (\$1,000,000) per occurrence. The policy shall provide coverage for owned, non-owned and/or hired autos as appropriate to the operations of the Contractor.
- (3) Garage Keepers Liability- Policy in the amount of at least \$250,000.
- (4) Workers' Compensation Insurance with statutory limits, and Employers' Liability Insurance with limits of not less than one million dollars (\$1,000,000). The Worker's Compensation policy shall include a waiver of subrogation for contracts involving construction or maintenance, or if required by the CITY by selecting the option below:

_____ Workers' Compensation waiver of subrogation in favor of the CITY is not required for all work performed by the Contractor.

B. Additional Insured Coverage

- (1) Commercial General Liability Insurance: The CITY, its officials, employees, and volunteers shall be covered by policy terms or endorsement as additional insureds as respects general liability arising out of activities performed by or on behalf of Contractor, products and completed operations of Contractor, and premises owned, leased or used by Contractor. The general liability additional insured endorsement must be signed by an authorized representative of the insurance carrier for contracts involving construction or maintenance, or if required by the CITY by selecting the option below:

_____ Additional insured endorsement must be signed by an authorized representative of the insurance carrier.

If the policy includes a blanket additional insured endorsement or contractual additional insured coverage, the above signature requirement may be fulfilled by

Applicant name _____

submitting that document with a signed declaration page referencing the blanket endorsement or policy form.

- (2) Automobile Liability Insurance: The CITY, its officials, employees, and volunteers shall be covered by policy terms or endorsement as additional insureds as respects auto liability.

C. Other Insurance Provisions

The policies are to contain, or be endorsed to contain, the following provisions:

- (1) Contractor's insurance coverage shall be primary insurance as respects CITY, its officials, employees, and volunteers. Any insurance or self-insurance maintained by CITY, its officials, employees, or volunteers shall be in excess of Contractor's insurance and shall not contribute with it.
- (2) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to CITY, its officials, employees, or volunteers.
- (3) Coverage shall state that Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.
- (4) CITY will be provided with thirty (30) days written notice of cancellation or material change in the policy language or terms.

D. Acceptability of Insurance

Insurance shall be placed with insurers with a Bests' rating of not less than A:V. Self-insured retentions, policy terms or other variations that do not comply with the requirements of this Section 12 must be declared to and approved by the CITY Risk Management Division in writing prior to execution of this Agreement.

E. Verification of Coverage

- (1) Contractor shall furnish CITY with certificates and required endorsements evidencing the insurance required. The certificates and endorsements shall be forwarded to the CITY representative named in the Administrative Information Section,1(G). Copies of policies shall be delivered to the CITY on demand. Certificates of insurance shall be signed by an authorized representative of the insurance carrier.

The CITY may withdraw its offer of contract or cancel this Agreement if the certificates of insurance and endorsements required have not been provided prior to execution of this Agreement. The CITY may withhold payments to Contractor and/or cancel the Agreement if the insurance is canceled or Contractor otherwise ceases to be insured as required herein.

Applicant name _____

F. Subcontractors

The Contractor shall **not** authorize another Contractor or other person or company to tow a vehicle which has been assigned by the CITY to the original Contractor. Exceptions must be approved by the Tow Administrator with the Sacramento Community Development Department.

In the case of an exception, Contractor shall require and verify that all subcontractors maintain insurance coverage that meets the minimum scope and limits of insurance coverage specified in subsection A, above.

Applicant name _____

APPLICATION SIGNATURE PAGE

All Applicants must complete and sign this section. Failure to complete and sign this section will result in rejection of the application.

Name of Applicant: _____

Business Address: _____
(Street) (City) (State) (Zip Code)

Telephone: _____

Type of Business: [] Corporation; [] Partnership; [] Individual doing business under own name; [] Individual doing business using a firm name; [] Joint Venture (Attach Joint Venture Agreement)

Federal Tax I.D. Number: _____

City of Sacramento Business Operations Tax Number: _____

NAME AND ADDRESS OF APPLICANT SUBMITTING THIS PROPOSAL:

If Individual Applicant:

Name _____

Address _____

If firm or partnership, list the names and addresses of each firm principal or partner:

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

Applicant name _____

If corporation, list the names, title and addresses of each officer of the corporation:

Name _____

Address _____

Name _____

Address _____

Name _____

Address _____

To the City of Sacramento:

The undersigned, as applicant, certifies that the only persons or parties interested in this application as principals are those named herein as applicant; that this application is made without collusion with any other person, firm, or corporation; that in submitting this application the applicant has examined all terms, conditions, and requirements set forth in the On-Call Request for Qualifications; that the applicant proposes and agrees that if this application is accepted, the applicant will execute and fully perform the contract for which applications are called; that the applicant will perform all the work and/or furnish all the materials specified in the contract, in the manner and time therein prescribed, and according to the requirements as therein set forth; and that the applicant will take in full payment therefore, the prices set forth in the attached schedule.

(Typed or Printed Name and Title)

(Signature)

Address (if different than business address above)

Applicant name _____

ROTATION TOW LISTING APPLICATION

TYPE OR PRINT CLEARLY

BUSINESS

| | | |
|--|--|-----------------------|
| BUSINESS NAME | | PHONE NUMBER () |
| BUSINESS MAILING ADDRESS | | |
| BUSINESS ADDRESS IF DIFFERENT THAN ABOVE | | EMAIL ADDRESS |

VEHICLE STORAGE

| | |
|--------------------------------|--|
| PRIMARY STORAGE YARD ADDRESS | <input type="checkbox"/> OWNED <input type="checkbox"/> LEASED <input type="checkbox"/> RENTED |
| SECONDARY STORAGE YARD ADDRESS | <input type="checkbox"/> OWNED <input type="checkbox"/> LEASED <input type="checkbox"/> RENTED |

TOW TRUCKS

CHECK CLASS(ES) APPLYING FOR AND INDICATE TOTAL NUMBER OF TRUCKS IN EACH CLASS.

| | |
|--|---------------------------|
| <input type="checkbox"/> CLASS A (MINIMUM 10,000 GVWR) | NUMBER OF CLASS A TRUCKS: |
| <input type="checkbox"/> CLASS B (MINIMUM 19,501 GVWR) | NUMBER OF CLASS B TRUCKS: |
| <input type="checkbox"/> CLASS C (MINIMUM 33,000 GVWR) | NUMBER OF CLASS C TRUCKS: |
| <input type="checkbox"/> CLASS D (MINIMUM 50,000 GVWR) | NUMBER OF CLASS D TRUCKS: |

RATES

| | CLASS A | CLASS B | CLASS C | CLASS D |
|---------------------------------|---------|---------|---------|---------|
| HOURLY RATE | N/A | N/A | | |
| INSIDE STORAGE | N/A | N/A | | |
| OUTSIDE STORAGE | N/A | N/A | | |
| CONTRACT LABOR (NONSKILLED) | | | | |
| SPECIAL EQUIPMENT (LIST) | | | | |
| | N/A | N/A | | |
| | N/A | N/A | | |
| RENTAL/SKILLED LABOR MARKUP (5) | N/A | N/A | | |

Applicant name _____

APPLICANT'S CERTIFICATION

LEGAL OWNER (IF FIRM, COMPANY, ASSOCIATION, OR CORPORATION, LIST ALL PERSONS HAVING FINANCIAL INTEREST).

DO YOU HAVE ANY FINANCIAL INTEREST IN ANY OTHER TOW COMPANY WITHIN THE CITY OF SACRAMENTO?

YES NO NAME OF TOW COMPANY:

DOES ANY MEMBER OF YOUR FAMILY (RELATED BY BLOOD OR MARRIAGE) OPERATE ANOTHER TOW SERVICE IN THE CITY OF SACRAMENTO?

YES NO NAME OF TOW COMPANY:

DO YOU SHARE ANY FACILITIES WITH ANY OTHER TOW COMPANY?

YES NO NAME OF TOW COMPANY:

HAVE YOU OR ANYONE FINANCIALLY INVOLVED WITH YOUR COMPANY EVER BEEN CONVICTED OF ANY CRIME INVOLVING STOLEN OR EMBEZZLED VEHICLES, FRAUD RELATED TO THE TOWING BUSINESS, STOLEN OR EMBEZZLED PROPERTY, CRIMES OF VIOLENCE, DRUG RELATED OFFENSES, FELONY DRIVING WHILE UNDER THE INFLUENCE OF ALCOHOL AND/OR DRUGS, MISDEMEANOR DRIVING WHILE UNDER THE INFLUENCE OF ALCOHOL AND/OR DRUGS WHILE INVOLVED IN A ROTATION TOW CALL, OR MORAL TURPITUDE?

YES NO

I CERTIFY UNDER PENALTY OF PERJURY THAT THE INFORMATION PROVIDED ON THIS APPLICATION IS TRUE AND CORRECT.

| | | |
|-----------|----------------------|------|
| SIGNATURE | PRINT NAME AND TITLE | DATE |
|-----------|----------------------|------|

Applicant name _____

**SACRAMENTO COMMUNITY DEVELOPMENT DEPARTMENT
TOW OPERATOR/DRIVER INFORMATION**

Please Print or type clearly. Form must be filled out completely- One form per driver

Operator/Driver Full Name _____
(First, Middle, Last)

Date of Birth _____ List all AKA' s _____ (Use additional pages if necessary)

Company Name _____

Driver's License Number _____ State _____ Exp. Date _____

License Class _____ Endorsements _____ Medical Certificate? Yes _____ No _____

Medical Certificate Expiration Date _____ Job Title/Classification _____

City of Sacramento Tow Car Driver Permit Number _____ Expiration Date _____

Number of years experience as a tow truck operator/driver in the following classes:

Class A _____ Class B _____ Class C _____ Class D _____

Operator/Driver presently enrolled in the DMV Pull Notice Program? Yes _____ No _____

Operator/Driver ever been convicted of a crime? Yes _____ No _____. If yes, explain the circumstances. Include the crimes committed, sections violated, date of convictions, country, state, and county where crimes were committed.

(Use additional pages if necessary)

Applicant name _____

I certify that the above information is true and correct, and that no omissions have been made.

- The operator and driver are advised that giving false information to a peace officer, either orally or in writing, is a misdemeanor pursuant to Vehicle Code Section 31.


Operator's/Owner's signature

Date _____

Tow driver's signature

Date _____

Applicant name _____

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
SAFETYNET DRIVER / VEHICLE INSPECTION REPORT  SPEC. PROJ. CODE
CHP 407F (Rev. 5-13) OPI 082

| | | | | | | | |
|------|------------|-------|----------|------|--------------|-----------|----------|
| DATE | TIME START | LEVEL | LOC CODE | BEAT | INSPECTED BY | ID NUMBER | TIME END |
|------|------------|-------|----------|------|--------------|-----------|----------|

DRIVER INFORMATION

| | | | | | |
|------------|----|-----------|--------|------------|-------|
| FIRST NAME | MI | LAST NAME | DL NO. | BIRTH DATE | STATE |
|------------|----|-----------|--------|------------|-------|

CARRIER INFORMATION

| | | | |
|----------------|----------|-------|----------|
| CA - | PUC - | MC - | |
| CARRIER NAME | US DOT - | | |
| STREET ADDRESS | CITY | STATE | ZIP CODE |

VEHICLE INFORMATION

| VEH | YEAR | MAKE | TYPE | AXLES | LICENSE NUMBER | STATE | EQUIPMENT NO. | GVWR | VEHICLE IDENTIFICATION NO. |
|-----|------|------|------|-------|----------------|-------|---------------|------|----------------------------|
| 1 | | | | | | | | | |
| 2 | | | | | | | | | |
| 3 | | | | | | | | | |
| 4 | | | | | | | | | |

| CARGO INFORMATION | | CODES | RQ? | HW? |
|-------------------|-------------|---|--|--|
| ORIGINATION | DESTINATION | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| BILL OF LADING | CARGO | | <input type="checkbox"/> Yes <input type="checkbox"/> No | <input type="checkbox"/> Yes <input type="checkbox"/> No |
| SHIPPER | | Placards Required? <input type="checkbox"/> Yes <input type="checkbox"/> No | | |

HAZARDOUS MATERIALS CODES

| | | |
|------------------------|--------------------------|--------------------------|
| A - 1.1 (Explosives) | I - 2.3 (Poison Gas) | Q - 6.1 (Pol. PG III) |
| B - 1.2 (Explosives) | J - 3 (Flam. Liquid) | R - 6.2 (Infec. Sub.) |
| C - 1.3 (Explosives) | K - 4.1 (Flam. Solid) | S - 7 (Radioactive) |
| D - 1.4 (Explosives) | L - 4.2 (Spon. Comb.) | T - 8 (Corrosive) |
| E - 1.5 (Explosives) | M - 4.3 (Dang. w / Wet) | U - 9 (Misc.) |
| F - 1.6 (Explosives) | N - 5.1 (Oxidizer) | V - (Combustible Liquid) |
| G - 2.1 (Flam. Gas) | O - 5.2 (Org. Perox.) | W - (ORM - D) |
| H - 2.2 (Nonflam. Gas) | P - 6.1 (Pol. PG I & II) | X - (Other) |

BULK NON-BULK BOTH

CARGO TANK TYPE

V-1 _____ V-2 _____

BRAKE ADJUST AND TYPE

| LEFT BRAKE TYPE | MEASURE | X | MEASURE | RIGHT BRAKE TYPE |
|-----------------|---------|---|---------|------------------|
| | | 1 | | |
| | | 2 | | |
| | | 3 | | |
| | | 4 | | |
| | | 5 | | |
| | | 6 | | |
| | | 7 | | |

REGULATED FLV TOW TRUCK

| | | | | |
|-------------------|-------------|--|--------------------|--------|
| NO. DECALS ISSUED | V-1 | V-2 | V-3 | V-4 |
| NO. 215s ISSUED | CHP 215 NO. | OFFICER ID NO. | REVIEWED BY | ID NO. |
| NO. 281s ISSUED | CHP 281 NO. | OWNER'S RESPONSIBILITY <input type="checkbox"/> Yes <input type="checkbox"/> No | RESPONSIBLE PERSON | |

PLEASE READ THE INSTRUCTIONS ON THE REVERSE SIDE OF THE FORM *I have acknowledged that I have reviewed and received a copy of this report* DRIVER'S SIGNATURE _____

Applicant name _____

STATE OF CALIFORNIA
DEPARTMENT OF CALIFORNIA HIGHWAY PATROL
TOW TRUCK INSPECTION GUIDE
CHP 234B (Rev. 2-13) OPI 061

| AREA NUMBER | COMPANY | | | CA NUMBER | DOT NUMBER | LEGEND P = Pass F = Fail | |
|-------------|--|-------|------------------------------------|-----------|--------------------------------------|--------------------------------|--|
| YEAR | MAKE | MODEL | LICENSE NUMBER | VIN | | | |
| G/VWR | EQUIPMENT TYPE (CHECK APPROPRIATE BOX) | | | | | | |
| | <input type="checkbox"/> CONVENTIONAL | | <input type="checkbox"/> UNDERLIFT | | <input type="checkbox"/> TRUCK HITCH | | <input type="checkbox"/> WHEEL LIFT <input type="checkbox"/> CAR CARRIER |

REQUIREMENTS FOR ALL CLASSES

CALIFORNIA VEHICLE CODE REQUIREMENTS

| P | F | | CVC | P | F | | CVC |
|---|---|------------------------------------|-----------|---|---|--------------------------------|-----------|
| | | Current Registration | 4000 CVC | | | Parking Brake | 26451 CVC |
| | | Headlights | 24400 CVC | | | Windshield | 26700 CVC |
| | | Beam Indicator | 24408 CVC | | | Windshield Wipers | 26706 CVC |
| | | Tail Lamps | 24600 CVC | | | Mirrors | 26709 CVC |
| | | License Plate Lamp | 24601 CVC | | | Horn | 27000 CVC |
| | | Stop Lamps | 24603 CVC | | | Exhaust System | 27150 CVC |
| | | Extension Lights | 24605 CVC | | | Fuel Cap | 27155 CVC |
| | | Backup Lamps (1969+) | 24606 CVC | | | Tire Tread | 27465 CVC |
| | | Reflectors, Rear | 24607 CVC | | | Fenders/Mud Guards | 27600 CVC |
| | | Reflectors, Front and Side (1968+) | 24608 CVC | | | Broom | 27700 CVC |
| | | Turn Signals | 24951 CVC | | | Shovel | 27700 CVC |
| | | Clearance Lamps (>80" Wide) | 25100 CVC | | | Fire Extinguisher 4B, C Rating | 27700 CVC |
| | | Amber Warning Lights | 25253 CVC | | | Safety Chains | 29004 CVC |
| | | Warning Devices (Reflectors) | 25300 CVC | | | Signs | 27907 CVC |
| | | Service Brakes | 26311 CVC | | | | |

SERVICE AND OTHER EQUIPMENT

| | | | | | | | |
|--|--|---|--|--|--|--|--|
| | | Flashlight | | | | Hydraulic Jack | |
| | | Wrecking Bar (Large Pry Bar) | | | | Tire Changing Equipment | |
| | | Six (6) 30-Minute Flares or 6 Reflectorized Cones, Min. 12" Ht. | | | | Rubber Mallet / Hub Cap Tool (Classes A and B) | |
| | | Trash Cans & Absorbent | | | | Lockout Tools (Classes A and B) | |
| | | Shop Rags or Paper Towels | | | | Motorcycle Straps (Class A) | |
| | | Shop to Truck Communications (Cell phones / 2-way radio) | | | | Sledge Hammer | |
| | | Fuel in Approved Containers (Classes A and B) | | | | Tool Kit | |
| | | Booster Battery or Hot Box | | | | Reflective Safety Attire | |

TOWING EQUIPMENT

| | | | | | | | |
|--|--|---|--|--|--|-------------------------------|--|
| | | Manufacturer Rating Plates | | | | Wrecker Controls | |
| | | Controls Labeled | | | | Throttle Control | |
| | | Wrecker Boom Assembly | | | | Hydraulic Rams, Hoses, Valves | |
| | | Wheel Lift Assembly | | | | Cable Sheaves | |
| | | Body and Towing Equipment Mounting Bolts | | | | Recovery Chain | |
| | | Winch Rating: Boom Capacity: | | | | | |

WHEEL LIFT

| | | | | | | | |
|--|--|---|--|--|--|----------|--|
| | | Pivot Pin | | | | "L" Arms | |
| | | Wheel Lift Tie Down Safety Straps or Chains | | | | Claw | |

CONVENTIONAL

| | | | | | | | |
|--|--|---|--|--|--|------------|--|
| | | Tow Sling Assembly (Check for bent inner tubes) | | | | Sling Pads | |
|--|--|---|--|--|--|------------|--|

CAR CARRIER

| | | | | | | | |
|--|--|-------------------|--|--|--|-----------------|--|
| | | Carrier Bed Frame | | | | Bed Safety Lock | |
| | | Bed Hinges | | | | Slide Pads | |
| | | Loading Bridle | | | | | |

COMMENTS

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|-----------------------------------|------|--------------------------|
| INSPECTED BY (NAME & I.D. NUMBER) | DATE | TOW OPERATOR'S SIGNATURE |
| | | |

Applicant name _____

CHP 234B (Rev. 0312) OPI 001 (Page 2)

| TOW TRUCK EQUIPMENT SPECIFICATIONS (By Class) | | | |
|--|---|---|---|
| CLASS A | | | |
| P | F | P | F |
| | | | Minimum 14,000 Pound GVWR Chassis |
| | | | 4-Ton Boom Rating |
| | | | One 4-Ton Snatch Block |
| | | | Tow Dolly (with wheel tie down straps) |
| | | | Steering Wheel Securement Device |
| | | | 100' 3/8" 6 x 19 Wire Rope or OEM Specifications |
| | | | Tow Sling "Minimum" 3,000 Pounds (if equipped) |
| | | | Tow Chains "Minimum" 5/16" Grade 70 with J/T Hooks |
| | | | Two (2) Safety Chains 5/16" Alloy or OEM Specifications |
| | | | Wheel Lift Rating - Extended 3,000 Pounds |
| | | | Two (2) Crossbeams, (1) 4"x4"x80" and (1) 4"x4"x48"(Minimum) |
| CLASS A CAR CARRIER | | | |
| | | | Minimum 14,000 Pound GVWR Chassis |
| | | | 50' 3/8" 6 x 19 Wire Rope or OEM Specifications |
| | | | Loading Bridle with J/T Hooks |
| | | | 4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets |
| | | | Adequate Crossbeams or Ramping Material |
| CLASS A CAR CARRIER TWO VEHICLE | | | |
| | | | Minimum 19,501 Pound GVWR Chassis |
| | | | Loading Bridle with J/T Hooks |
| | | | 50' 3/8" 6 x 19 Wire Rope or OEM Specifications |
| | | | Alloy/OEM Spec & Wheel Straps - Towed Vehicle |
| | | | 4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets |
| | | | 2 Safety Chains 5/16" Alloy/OEM Spec & Wheel Straps - Towed Veh |
| | | | Adequate Crossbeams or Ramping Material |
| CLASS B | | | |
| | | | Minimum 33,000 Pound GVWR Chassis |
| | | | 16-Ton Boom Rating |
| | | | 150' 7/16" 6 x 19 Wire Rope or OEM Specifications |
| | | | Safety Chains 1/2" Alloy or OEM Specifications |
| | | | Two 8-Ton Snatch Blocks |
| | | | Air Brakes or Hydraulic W/Air Hookup Package |
| | | | Air Hoses and Fittings |
| | | | Steering Wheel Securement Device |
| | | | Axle Covers/Caps |
| | | | Truck Hitch/Tow Bar with 7,000 Pound Rating (if equipped) |
| | | | Two (2) - 4"x6"x48" Crossbeams (minimum) |
| | | | Tow Chains "Minimum" 1/2" Grade 70 with JT Hooks |
| | | | Wheel Lift Rating - 10,000 Pounds Retracted / 8,000 Pounds Extended |
| | | | Under Lift/Fork Adapters w/Tie-Down Straps or Chains |
| | | | Safety Tie-Down Chains and Binders |
| | | | Aluminum Tow Angles (Minimum 2) |
| CLASS B CAR CARRIER | | | |
| | | | Minimum 33,000 Pound GVWR Chassis |
| | | | 50' 3/8" 6 x 19 Wire Rope or OEM Specifications |
| | | | Loading Bridle with J/T Hooks |
| | | | Steering Wheel Securement Device |
| | | | 4 Safety Chains 5/16" Grade 70 or OEM Specifications |
| | | | 2 Safety Chains = 5/16" Alloy/OEM Spec & Wheel Straps for Towed Vehicle |
| | | | Adequate Cross Beams or Ramping Material |
| CLASS C | | | |
| | | | Minimum 48,000 Pound GVWR Chassis |
| | | | 25-Ton Boom Rating |
| | | | 200' 5/8" 6x19 Wire Rope or OEM Specifications |
| | | | Two (2) Safety Chains 5/8" Alloy or OEM Specifications |
| | | | Two 12-Ton Snatch Blocks |
| | | | Air Brakes W/Air Hookup Package |
| | | | Air Hoses and Fittings |
| | | | Steering Wheel Securement Device |
| | | | Axle Covers/Caps |
| | | | Tow Chains 5/8" Grade 70 or OEM Specifications |
| | | | Two (2) 4"x6"x48" Crossbeams (Minimum) |
| | | | Pintle Hook |
| | | | Under Lift Rating - 25,000 Pounds / 12,000 Pounds Extended |
| | | | Under Lift/Fork Adapters w/Tie-Down Straps or Chains |
| | | | Aluminum Tow Angles (Minimum 2) |
| | | | Safety Tie-Down Chains and Binders |
| | | | Truck Hitch/Tow Bar 12,000 Pound Rating (if equipped) |
| | | | Tow Sling 12,000 Pound Rating (if equipped) |
| CLASS D | | | |
| | | | Minimum 52,000 Pound GVWR Chassis |
| | | | 35-Ton Boom Rating |
| | | | 250' 3/4" 6x19 Wire Rope or OEM Specifications |
| | | | Two (2) Safety Chains 5/8" Alloy or OEM Specifications |
| | | | Two 12-Ton Snatch Blocks |
| | | | Air Brakes W/Air Hookup Package |
| | | | Air Hoses and Fittings |
| | | | Steering Wheel Securement Device |
| | | | Axle Cover/Caps |
| | | | Tow Chains 5/8" Grade 70 or OEM Specifications |
| | | | Two (2) 4"x6"x48" Crossbeams (Minimum) |
| | | | Pintle Hook |
| | | | Under Lift Rating - 32,000 Pounds / 16,000 Pounds Extended |
| | | | Truck Hitch/Tow Bar 20,000 Pound Rating (if equipped) |
| | | | Aluminum Tow Angles (Minimum 2) |
| | | | Safety Tie-Down Chains and Binders |
| | | | Tow Sling with 20,000 Pound Rating (if equipped) |
| | | | Under Lift / Fork Adapters w/Tie-Down Straps or Chains |

MAXIMUM LIFTING CAPACITY (MLC) CALCULATIONS (Refer to HPM 81.2 Annex EE)

| | | |
|----------------------------------|----------------------------|---------------------------|
| FRONT AXLE WEIGHT (FAW), UNLADEN | WHEEL BASE (WB), IN INCHES | OVER HANG (OH), IN INCHES |
|----------------------------------|----------------------------|---------------------------|

FORMULA

1/2 FAW: x WB: ÷ BY OH: = MLC:

CLASS OF VEHICLE BASED ON THE MLC

Applicant name _____

| TOW TRUCK EQUIPMENT SPECIFICATIONS (By Class) | | | | | |
|---|---|--|---|---|---|
| CLASS A | | | | | |
| P | F | | P | F | |
| | | Minimum 14,000 Pound GVWR Chassis | | | Tow Sling "Minimum" 3,000 Pounds (if equipped) |
| | | 4-Ton Boom Rating | | | Tow Chains "Minimum" 5/16" Grade 70 with J/T Hooks |
| | | One 4-Ton Snatch Block | | | Two (2) Safety Chains 5/16" Alloy or OEM Specifications |
| | | Tow Dolly (with wheel tie down straps) | | | Wheel Lift Rating - Extended 3,000 Pounds |
| | | Steering Wheel Securement Device | | | Two (2) Crossbeams, (1) 4"x4"x60" and (1) 4"x4"x48"(Minimum) |
| | | 100' 3/8" 6 x 19 Wire Rope or OEM Specifications | | | |
| CLASS A CAR CARRIER | | | | | |
| | | Minimum 14,000 Pound GVWR Chassis | | | 4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets |
| | | 50' 3/8" 6 x 19 Wire Rope or OEM Specifications | | | Adequate Crossbeams or Ramping Material |
| | | Loading Bridle with J/T Hooks | | | |
| CLASS A CAR CARRIER TWO VEHICLE | | | | | |
| | | Minimum 19,501 Pound GVWR Chassis | | | 4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets |
| | | Loading Bridle with J/T Hooks | | | 2 Safety Chains 5/16" Alloy/OEM Spec & Wheel Straps - Towed Veh |
| | | 50' 3/8" 6 x 19 Wire Rope or OEM Specifications | | | Adequate Crossbeams or Ramping Material |
| | | Alloy/OEM Spec & Wheel Straps - Towed Vehicle | | | |
| CLASS B | | | | | |
| | | Minimum 33,000 Pound GVWR Chassis | | | Axle Covers/Caps |
| | | 16-Ton Boom Rating | | | Truck Hitch/Tow Bar with 7,000 Pound Rating (if equipped) |
| | | 150' 7/16" 6 x 19 Wire Rope or OEM Specifications | | | Two (2) - 4"x6"x48" Crossbeams (minimum) |
| | | Safety Chains 1/2" Alloy or OEM Specifications | | | Tow Chains "Minimum" 1/2" Grade 70 with JT Hooks |
| | | Two 8-Ton Snatch Blocks | | | Wheel Lift Rating - 10,000 Pounds Retracted / 8,000 Pounds Extended |
| | | Air Brakes or Hydraulic W/Air Hookup Package | | | Under Lift/Fork Adapters w/Tie-Down Straps or Chains |
| | | Air Hoses and Fittings | | | Safety Tie-Down Chains and Binders |
| | | Steering Wheel Securement Device | | | Aluminum Tow Angles (Minimum 2) |
| CLASS B CAR CARRIER | | | | | |
| | | Minimum 33,000 Pound GVWR Chassis | | | 4 Safety Chains 5/16" Grade 70 or OEM Specifications |
| | | 50' 3/8" 6 x 19 Wire Rope or OEM Specifications | | | 2 Safety Chains = 5/16" Alloy/OEM Spec & Wheel Straps for Towed Vehicle |
| | | Loading Bridle with J/T Hooks | | | Adequate Cross Beams or Ramping Material |
| | | Steering Wheel Securement Device | | | |
| CLASS C | | | | | |
| | | Minimum 48,000 Pound GVWR Chassis | | | Tow Chains 5/8" Grade 70 or OEM Specifications |
| | | 25-Ton Boom Rating | | | Two (2) 4"x6"x48" Crossbeams (Minimum) |
| | | 200' 5/8" 6x19 Wire Rope or OEM Specifications | | | Pintle Hook |
| | | Two (2) Safety Chains 5/8" Alloy or OEM Specifications | | | Under Lift Rating - 25,000 Pounds / 12,000 Pounds Extended |
| | | Two 12-Ton Snatch Blocks | | | Under Lift/Fork Adapters w/Tie-Down Straps or Chains |
| | | Air Brakes W/Air Hookup Package | | | Aluminum Tow Angles (Minimum 2) |
| | | Air Hoses and Fittings | | | Safety Tie-Down Chains and Binders |
| | | Steering Wheel Securement Device | | | Truck Hitch/Tow Bar 12,000 Pound Rating (if equipped) |
| | | Axle Covers/Caps | | | Tow Sling 12,000 Pound Rating (if equipped) |
| CLASS D | | | | | |
| | | Minimum 52,000 Pound GVWR Chassis | | | Tow Chains 5/8" Grade 70 or OEM Specifications |
| | | 35-Ton Boom Rating | | | Two (2) 4"x6"x48" Crossbeams (Minimum) |
| | | 250' 3/4" 6x19 Wire Rope or OEM Specifications | | | Pintle Hook |
| | | Two (2) Safety Chains 5/8" Alloy or OEM Specifications | | | Under Lift Rating - 32,000 Pounds / 16,000 Pounds Extended |
| | | Two 12-Ton Snatch Blocks | | | Truck Hitch/Tow Bar 20,000 Pound Rating (if equipped) |
| | | Air Brakes W/Air Hookup Package | | | Aluminum Tow Angles (Minimum 2) |
| | | Air Hoses and Fittings | | | Safety Tie-Down Chains and Binders |
| | | Steering Wheel Securement Device | | | Tow Sling with 20,000 Pound Rating (if equipped) |
| | | Axle Cover/Caps | | | Under Lift / Fork Adapters w/Tie-Down Straps or Chains |

MAXIMUM LIFTING CAPACITY (MLC) CALCULATIONS (Refer to HPM 81.2 Annex EE)

| | | |
|----------------------------------|----------------------------|---------------------------|
| FRONT AXLE WEIGHT (FAW), UNLADEN | WHEEL BASE (WB), IN INCHES | OVER HANG (OH), IN INCHES |
| | | |

FORMULA

$$1/2 \text{ FAW: } \quad \times \text{ WB: } \quad \div \text{ BY OH: } \quad = \text{ MLC: }$$

CLASS OF VEHICLE BASED ON THE MLC

| |
|--|
| |
|--|

Applicant name _____

| TOW TRUCK EQUIPMENT SPECIFICATIONS <i>(By Class)</i> | | | | | |
|---|-------|--|--------|---------------------------|---|
| CLASS A | | | | | |
| P | F | | P | F | |
| | | Minimum 14,000 Pound GVWR Chassis | | | Tow Sling "Minimum" 3,000 Pounds (if equipped) |
| | | 4-Ton Boom Rating | | | Tow Chains "Minimum" 5/16" Grade 70 with J/T Hooks |
| | | One 4-Ton Snatch Block | | | Two (2) Safety Chains 5/16" Alloy or OEM Specifications |
| | | Tow Dolly (with wheel tie down straps) | | | Wheel Lift Rating - Extended 3,000 Pounds |
| | | Steering Wheel Securement Device | | | Two (2) Crossbeams, (1) 4"x4"x80" and (1) 4"x4"x48"(Minimum) |
| | | 100' 3/8" 6 x 19 Wire Rope or OEM Specifications | | | |
| CLASS A CAR CARRIER | | | | | |
| | | Minimum 14,000 Pound GVWR Chassis | | | 4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets |
| | | 50' 3/8" 6 x 19 Wire Rope or OEM Specifications | | | Adequate Crossbeams or Ramping Material |
| | | Loading Bridle with J/T Hooks | | | |
| CLASS A CAR CARRIER TWO VEHICLE | | | | | |
| | | Minimum 19,501 Pound GVWR Chassis | | | 4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets |
| | | Loading Bridle with J/T Hooks | | | 2 Safety Chains 5/16" Alloy/OEM Spec & Wheel Straps - Towed Veh |
| | | 50' 3/8" 6 x 19 Wire Rope or OEM Specifications | | | Adequate Crossbeams or Ramping Material |
| | | Alloy/OEM Spec & Wheel Straps - Towed Vehicle | | | |
| CLASS B | | | | | |
| | | Minimum 33,000 Pound GVWR Chassis | | | Axle Covers/Caps |
| | | 16-Ton Boom Rating | | | Truck Hitch/Tow Bar with 7,000 Pound Rating (if equipped) |
| | | 150' 7/16" 6 x 19 Wire Rope or OEM Specifications | | | Two (2) - 4"x6"x48" Crossbeams (minimum) |
| | | Safety Chains 1/2" Alloy or OEM Specifications | | | Tow Chains "Minimum" 1/2" Grade 70 with JT Hooks |
| | | Two 8-Ton Snatch Blocks | | | Wheel Lift Rating - 10,000 Pounds Retracted / 8,000 Pounds Extended |
| | | Air Brakes or Hydraulic W/Air Hookup Package | | | Under Lift/Fork Adapters w/Tie-Down Straps or Chains |
| | | Air Hoses and Fittings | | | Safety Tie-Down Chains and Binders |
| | | Steering Wheel Securement Device | | | Aluminum Tow Angles (Minimum 2) |
| CLASS B CAR CARRIER | | | | | |
| | | Minimum 33,000 Pound GVWR Chassis | | | 4 Safety Chains 5/16" Grade 70 or OEM Specifications |
| | | 50' 3/8" 6 x 19 Wire Rope or OEM Specifications | | | 2 Safety Chains = 5/16" Alloy/OEM Spec & Wheel Straps for Towed Vehicle |
| | | Loading Bridle with J/T Hooks | | | Adequate Cross Beams or Ramping Material |
| | | Steering Wheel Securement Device | | | |
| CLASS C | | | | | |
| | | Minimum 48,000 Pound GVWR Chassis | | | Tow Chains 5/8" Grade 70 or OEM Specifications |
| | | 25-Ton Boom Rating | | | Two (2) 4"x6"x48" Crossbeams (Minimum) |
| | | 200' 5/8" 6x19 Wire Rope or OEM Specifications | | | Pintle Hook |
| | | Two (2) Safety Chains 5/8" Alloy or OEM Specifications | | | Under Lift Rating - 25,000 Pounds / 12,000 Pounds Extended |
| | | Two 12-Ton Snatch Blocks | | | Under Lift/Fork Adapters w/Tie-Down Straps or Chains |
| | | Air Brakes W/Air Hookup Package | | | Aluminum Tow Angles (Minimum 2) |
| | | Air Hoses and Fittings | | | Safety Tie-Down Chains and Binders |
| | | Steering Wheel Securement Device | | | Truck Hitch/Tow Bar 12,000 Pound Rating (if equipped) |
| | | Axle Covers/Caps | | | Tow Sling 12,000 Pound Rating (if equipped) |
| CLASS D | | | | | |
| | | Minimum 52,000 Pound GVWR Chassis | | | Tow Chains 5/8" Grade 70 or OEM Specifications |
| | | 35-Ton Boom Rating | | | Two (2) 4"x6"x48" Crossbeams (Minimum) |
| | | 250' 3/4" 6x19 Wire Rope or OEM Specifications | | | Pintle Hook |
| | | Two (2) Safety Chains 5/8" Alloy or OEM Specifications | | | Under Lift Rating - 32,000 Pounds / 16,000 Pounds Extended |
| | | Two 12-Ton Snatch Blocks | | | Truck Hitch/Tow Bar 20,000 Pound Rating (if equipped) |
| | | Air Brakes W/Air Hookup Package | | | Aluminum Tow Angles (Minimum 2) |
| | | Air Hoses and Fittings | | | Safety Tie-Down Chains and Binders |
| | | Steering Wheel Securement Device | | | Tow Sling with 20,000 Pound Rating (if equipped) |
| | | Axle Cover/Caps | | | Under Lift / Fork Adapters w/Tie-Down Straps or Chains |
| MAXIMUM LIFTING CAPACITY (MLC) CALCULATIONS <i>(Refer to HPM 81.2 Annex EE)</i> | | | | | |
| FRONT AXLE WEIGHT (FAW), UNLADEN | | WHEEL BASE (WB), IN INCHES | | OVER HANG (OH), IN INCHES | |
| FORMULA | | | | | |
| 1/2 FAW: | x WB: | ÷ BY OH: | = MLC: | | |
| CLASS OF VEHICLE BASED ON THE MLC | | | | | |

Applicant name _____

| TOW TRUCK EQUIPMENT SPECIFICATIONS (By Class) | | | | | |
|---|---|--|---|---|---|
| CLASS A | | | | | |
| P | F | | P | F | |
| | | Minimum 14,000 Pound GVWR Chassis | | | Tow Sling "Minimum" 3,000 Pounds (if equipped) |
| | | 4-Ton Boom Rating | | | Tow Chains "Minimum" 5/16" Grade 70 with J/T Hooks |
| | | One 4-Ton Snatch Block | | | Two (2) Safety Chains 5/16" Alloy or OEM Specifications |
| | | Tow Dolly (with wheel tie down straps) | | | Wheel Lift Rating - Extended 3,000 Pounds |
| | | Steering Wheel Securement Device | | | Two (2) Crossbeams, (1) 4"x4"x80" and (1) 4"x4"x48"(Minimum) |
| | | 100' 3/8" 6 x 19 Wire Rope or OEM Specifications | | | |
| CLASS A CAR CARRIER | | | | | |
| | | Minimum 14,000 Pound GVWR Chassis | | | 4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets |
| | | 50' 3/8" 6 x 19 Wire Rope or OEM Specifications | | | Adequate Crossbeams or Ramping Material |
| | | Loading Bridle with J/T Hooks | | | |
| CLASS A CAR CARRIER TWO VEHICLE | | | | | |
| | | Minimum 19,501 Pound GVWR Chassis | | | 4 Safety Chains 5/16" Grade 70 or Rated Nylon Straps w/Ratchets |
| | | Loading Bridle with J/T Hooks | | | 2 Safety Chains 5/16" Alloy/OEM Spec & Wheel Straps - Towed Veh |
| | | 50' 3/8" 6 x 19 Wire Rope or OEM Specifications | | | Adequate Crossbeams or Ramping Material |
| | | Alloy/OEM Spec & Wheel Straps - Towed Vehicle | | | |
| CLASS B | | | | | |
| | | Minimum 33,000 Pound GVWR Chassis | | | Axle Covers/Caps |
| | | 16-Ton Boom Rating | | | Truck Hitch/Tow Bar with 7,000 Pound Rating (if equipped) |
| | | 150' 7/16" 6 x 19 Wire Rope or OEM Specifications | | | Two (2) - 4"x6"x48" Crossbeams (minimum) |
| | | Safety Chains 1/2" Alloy or OEM Specifications | | | Tow Chains "Minimum" 1/2" Grade 70 with JT Hooks |
| | | Two 8-Ton Snatch Blocks | | | Wheel Lift Rating - 10,000 Pounds Retracted / 8,000 Pounds Extended |
| | | Air Brakes or Hydraulic W/Air Hookup Package | | | Under Lift/Fork Adapters w/Tie-Down Straps or Chains |
| | | Air Hoses and Fittings | | | Safety Tie-Down Chains and Binders |
| | | Steering Wheel Securement Device | | | Aluminum Tow Angles (Minimum 2) |
| CLASS B CAR CARRIER | | | | | |
| | | Minimum 33,000 Pound GVWR Chassis | | | 4 Safety Chains 5/16" Grade 70 or OEM Specifications |
| | | 50' 3/8" 6 x 19 Wire Rope or OEM Specifications | | | 2 Safety Chains = 5/16" Alloy/OEM Spec & Wheel Straps for Towed Vehicle |
| | | Loading Bridle with J/T Hooks | | | Adequate Cross Beams or Ramping Material |
| | | Steering Wheel Securement Device | | | |
| CLASS C | | | | | |
| | | Minimum 48,000 Pound GVWR Chassis | | | Tow Chains 5/8" Grade 70 or OEM Specifications |
| | | 25-Ton Boom Rating | | | Two (2) 4"x6"x48" Crossbeams (Minimum) |
| | | 200' 5/8" 6x19 Wire Rope or OEM Specifications | | | Pintle Hook |
| | | Two (2) Safety Chains 5/8" Alloy or OEM Specifications | | | Under Lift Rating - 25,000 Pounds / 12,000 Pounds Extended |
| | | Two 12-Ton Snatch Blocks | | | Under Lift/Fork Adapters w/Tie-Down Straps or Chains |
| | | Air Brakes W/Air Hookup Package | | | Aluminum Tow Angles (Minimum 2) |
| | | Air Hoses and Fittings | | | Safety Tie-Down Chains and Binders |
| | | Steering Wheel Securement Device | | | Truck Hitch/Tow Bar 12,000 Pound Rating (if equipped) |
| | | Axle Covers/Caps | | | Tow Sling 12,000 Pound Rating (if equipped) |
| CLASS D | | | | | |
| | | Minimum 52,000 Pound GVWR Chassis | | | Tow Chains 5/8" Grade 70 or OEM Specifications |
| | | 35-Ton Boom Rating | | | Two (2) 4"x6"x48" Crossbeams (Minimum) |
| | | 250' 3/4" 6x19 Wire Rope or OEM Specifications | | | Pintle Hook |
| | | Two (2) Safety Chains 5/8" Alloy or OEM Specifications | | | Under Lift Rating - 32,000 Pounds / 16,000 Pounds Extended |
| | | Two 12-Ton Snatch Blocks | | | Truck Hitch/Tow Bar 20,000 Pound Rating (if equipped) |
| | | Air Brakes W/Air Hookup Package | | | Aluminum Tow Angles (Minimum 2) |
| | | Air Hoses and Fittings | | | Safety Tie-Down Chains and Binders |
| | | Steering Wheel Securement Device | | | Tow Sling with 20,000 Pound Rating (if equipped) |
| | | Axle Cover/Caps | | | Under Lift / Fork Adapters w/Tie-Down Straps or Chains |

MAXIMUM LIFTING CAPACITY (MLC) CALCULATIONS (Refer to HPM 81.2 Annex EE)

| | | |
|----------------------------------|----------------------------|---------------------------|
| FRONT AXLE WEIGHT (FAW), UNLADEN | WHEEL BASE (WB), IN INCHES | OVER HANG (OH), IN INCHES |
|----------------------------------|----------------------------|---------------------------|

FORMULA

$$\frac{1}{2} \text{ FAW:} \quad \times \text{ WB:} \quad \div \text{ BY OH:} \quad = \text{ MLC:}$$

CLASS OF VEHICLE BASED ON THE MLC

| |
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| |
|--|

Applicant name _____

DRUG-FREE WORKPLACE POLICY AND AFFIDAVIT

***APPLICATION MAY BE DECLARED NONRESPONSIVE,
IF THIS FORM (COMPLETED) IS NOT ATTACHED.***

Pursuant to City Council Resolution CC90-498 dated 6/26/90 the following is required.

The undersigned Contractor certifies that it and all subcontractors performing under this Agreement will provide a drug-free workplace by:

1. Publishing a "Drug-Free Workplace" statement notifying employees that the unlawful manufacture, distribution, dispensing, possession or use of a controlled substance is prohibited in the Contractor's workplace and specifying the actions that will be taken against employees for violations of such prohibition.
2. Establishing a Drug-Free Awareness Program to inform employees about:
 - a. The dangers of drug abuse in the workplace.
 - b. The Contractor's policy of maintaining a drug-free workplace.
 - c. Any available drug counseling, rehabilitation, and employee assistance program.
 - d. The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace.
3. Notify employees that as a condition of employment under this Agreement, employees will be expected to:
 - a. Abide by the terms of the statement.
 - b. Notify the employer of any criminal drug statute conviction for a violation occurring in the workplace.
4. Making it a requirement that each employee to be engaged in the performance of the Agreement be given a copy on the "Drug-Free Workplace" statement.
5. Taking one of the following appropriate actions, within thirty (30) days of receiving notice from an employee or otherwise receiving such notice, that said employee has received a drug conviction for a violation occurring in the workplace:
 - a. Taking appropriate disciplinary action against such an employee, up to and including termination; or
 - b. Requiring such employee to participate satisfactorily in drug abuse assistance or rehabilitation program approved for such purposes by a federal, state, or local health, law enforcement or other appropriate agency.

* I certify that no person employed by this company, corporation, or business has been convicted of any criminal drug statute violation on any job site or project where this company, corporation or business was performing, within three years of the date of my signature below.

Applicant name _____

EXCEPTION: _____
Date **Violation Type** **Place of Occurrence**

If additional space is required use back of this form.

*** The above statement will also be incorporated as a part of each subcontract agreement for any and all subcontractors selected for performance on this project.**

IN THE EVENT THIS COMPANY, CORPORATION, OR BUSINESS IS AWARDED THIS TOW AGREEMENT, AS A RESULT OF THIS APPLICATION; THE CONTRACTOR WITH HIS/HER SIGNATURE REPRESENTS TO THE CITY THAT THE INFORMATION DISCLOSED IN THIS DOCUMENT IS COMPLETE AND ACCURATE. IT IS UNDERSTOOD AND AGREED THAT FALSE CERTIFICATION IS SUBJECT TO IMMEDIATE TERMINATION BY THE CITY.

The Representations Made Herein On This Document Are Made Under Penalty Of Perjury.

CONTRACTOR'S NAME: _____

BY: _____ **Date:** _____
Signature Title

Effects of violations:

- a. Suspension of payments under the Agreement.
- b. Suspension or termination of the Agreement.
- c. Suspension or debarment of the Contractor from receiving any Agreement from the City of Sacramento for a period not to exceed five years.