



VENDOR APPLICATION FORM
RFP TOWING SERVICES 2023-2026

TYPE OF APPLICANT: NEW CURRENT SERVICE PROVIDER

Legal Contractual Name of Corporation:

Contact Person for Agreement:

Corporate Mailing Address:

City, State and Zip Code:

E-Mail Address:

Phone:

Fax:

Contact Person for Proposals: .

Title:

E-Mail Address:

Business Telephone:

Fax:

Is your business: (check one)

NONPROFIT CORPORATION

FOR PROFIT

CORPORATION Is your business: (check one)

CORPORATION

LIMITED LIABILITY PARTNERSHIP

INDIVIDUAL

SOLE PROPRIETORSHIP

PARTNERSHIP

UNINCORPORATED ASSOCIATION

Names & Titles of Corporate Board Members

(Also list Names & Titles of persons with written authorization/resolution to sign contracts)

Names	Title	Phone
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Federal Tax Identification Number:

City of Rancho Cucamonga Business License Number:

City of Rancho Cucamonga Business License Expiration Date:

COMPANY PROFILE & REFERENCES

Company Legal Name:

Company Legal Status (corporation, partnership, sole proprietor etc.):

Active licenses issued by the California State Contractor's License Board:

Business Address:

Website Address:

Telephone Number:

Fax Number:

Email Address:

Length of time the firm has been in business:

Length of time at current location:

Is your firm a sole proprietorship doing business under a different name: Yes No

If yes, please indicate sole proprietor's name and the name you are doing business under:

Regular business hours:

Regular holidays and hours when business is closed:

STAFFING PLAN

Primary Staff to perform work under this Agreement

Name	Classification/Title	Years of Experience
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The Proposer may reserve the right to involve other personnel, as their services are required. The specific individuals will be assigned based on the need and timing of the service required. Assignment of additional key personnel shall be subject to approval. RCPD reserves the right to have any Contractor personnel removed from providing services to RCPD under this Agreement. RCPD is not required to provide any reason for the request for removal of any Contractor personnel.

Please give detailed and specific answers for questions that require an explanation. Use additional sheets of paper if additional space is needed and include the corresponding question number next to your answer.

Yes No Tow Service Requirements

1. Towing Services are available on a 24 hour/7 days a week basis?
2. Do you have a valid and current DMV Certified California Motor Carrier Permit? If yes, give ID #
3. Is office and storage facility located within a five (5) mile radius from the nearest City boundary?
- List all offices and storage facilities that will be utilized in the agreement.
- NOTE: To be considered for the TSA you must utilize a storage facility and office with five (5) miles from the nearest City boundary.
4. Towing company is able to respond to normal towing requests within 20 minutes and within 45 minutes when a heavy duty (Class C) or super heavy duty (Class D) tow is required. **If not, please explain.
5. Do you participate in the DMV Employer Pull Notice (EPN) Program?

Yes **No**

Tow Yard Requirements

1. Does your storage area meet the requirements in the TSA? **If no, please explain.

2. Is storage facility accessible twenty-four (24) hours a day, seven (7) days a week? **If not, explain.

3. Do you have a secondary storage facility? **If yes, give facility address(es).

4. Does your evidence hold area meet the requirements in the TSA? **If no, please explain.

5. Do you own or have access to an agreement with another company for one (1) Class C and one (1) Class D tow truck? ** If yes, please provide specific information.

Yes No

Business Office

- 1. Do you have a full-time manager?
- 2. Are signs that identify business to the public as a tow service visible and legible from the street during daylight and evening hours?
- 3. Are business hours and fees pertaining to tow service, storage charges and miscellaneous related charges posted for public view in an unobstructed area inside the office?
- 4. Does business provide a number to call for service when the office is closed? If yes, please provide an explanation of procedure.
- 5. Does your business have a reliable communication system in place that enables requests for service 24 hours a day / 7 days a week? ** If yes, please explain what this system is.
- 6. Is the telephone number answered by a live voice that can respond to customers and attend to their requests after normal business hours, including weekends and holidays? Provide details.
- 7. Does business have a procedure to train its employees on company policy, customer service, handling transactions related to towing, storage and release of property, and/or vehicles, customer service? ** If yes, please provide an explanation of procedure.

Yes No

Tow Truck Drivers

1. If you are the owner, do you have a minimum of three (3) years verifiable for-hire towing experience in Rancho Cucamonga? ** Provide additional information for consideration.

2. Do you have a full-time driver that has a minimum of three (3) years verifiable for hire towing experience in the Rancho Cucamonga? ** If yes, how many drivers do you have that have the minimum of three (3) years verifiable for-hire towing experience in Rancho Cucamonga?

3. Do you have at least one (1) driver who has five (5) verifiable years for hire salvage and recovery experience? ** If yes, how many drivers with five (5) verifiable years for hire salvage and recovery experience do you have?

4. Are tow truck drivers at least eighteen (18) years of age with the proper licenses and medical certificates?

Yes No

Tow Truck Drivers Training

1. Does business have a procedure to train its truck drivers in the proficient use of the tow truck and related equipment, and in the performing towing and recovery operations in a safe and expedient manner? ** If yes, please explain procedure.

Yes No Tow Truck Classifications and Equipment

- 1. Class A: Light Duty – Does business have a minimum of one (1) operational tow truck with a manufacturer’s gross vehicle weight rating (GVWR) of 10,000 to 19,500 with wheel lift capability or car carrier? ** If yes, how many? Provide specific details.

- 2. Class B: Medium Duty – Does business have a minimum of one (1) operational tow truck with a manufacturer’s gross vehicle weight rating (GVWR) of at least 26,001 pounds? Provide information on truck (e.g. is it equipped with air brakes, a tractor protection valve or device, and capable of providing and maintaining continuous air to the towed vehicle)?

- 3. Does business have any Class B tow trucks not equipped with portable tow dollies? If yes, how many? (Trucks not equipped with portable tow dollies are allowed to operate on a Class A rotation tow list if available 24 hours a day / 7 days a week).

- 4. Class C: Heavy Duty – Does business have access to a minimum of one (1) operational tow truck with a manufacturer’s gross vehicle weight rating (GVWR) of at least 48,000 pounds. Provide information on truck (e.g. is it equipped with air brakes, a tractor protection valve or device, and capable of providing and maintaining continuous air to the towed vehicle)?

- 5. Class D: Super Heavy Duty – Does business have access to a minimum of one (1) operational tow truck with a gross vehicle weight rating (GVWR) of at least 52,000 pounds. Provide information on truck (e.g. is it equipped with air brakes, a tractor protection valve or device, and capable of providing and maintaining continuous air to the towed vehicle)?

- 6. Does business maintain and equip tow trucks with auxiliary equipment to be used when appropriate, in order to properly and safely tow vehicles?

- 7. Is a comprehensive and current pricing sheet for services maintained in all tow trucks?

Yes	No	Financial Interest
<input type="checkbox"/>	<input type="checkbox"/>	1. Do you own more than 50% of another tow business or are you the parent or subsidiary of another towing company? ** If yes, list other business(es), include city, state and ownership capacity (e.g. owner, subsidiary, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	2. Are you directly involved with any other towing business? ** If yes, list other business(es) and your involvement (e.g. owner, subsidiary, etc.)
<input type="checkbox"/>	<input type="checkbox"/>	3. Are you directly or indirectly associated with a company providing private security services? **If yes, please identify and provide details.
<input type="checkbox"/>	<input type="checkbox"/>	4. Are you associated with any other towing service company that may participate in this RFP? **If yes, please provide details.

Yes No

Records

1. Are all original records of business transactions retained on-site? **If no, explain where records are kept and give location, name and address.

2. At a minimum, do business invoices include vehicle description, service begin and end time, type of service, location of service, itemized cost breakdown of service, driver's name, and type of tow truck used? ** Please attach a blank original invoice.