



CENTRAL POINT POLICE DEPARTMENT APPLICATION FOR NON-PREFERENCE TOW ROTATION

The Central Point Police Department is accepting applications from **tow companies to be placed on the department's non-preference tow list.**

The application is available at our website, <https://www.centralpointoregon.gov/police/page/application-non-preference-tow-rotation>, or a packet can be picked up at the main office. Please contact Lieutenant Chadd Griffin to schedule a time to pick up a packet. If you have questions, call 541-664-5578 ext. 671.

To be considered, your application must be received on or before the due date listed above. You may email your application packet to chadd.griffin@centralpointoregon.gov, mail the packet, or drop it off at the department's main office:

Central Point Police Department
Attn: Lieutenant Chadd Griffin
155 S. 2nd St.
Central Point, OR 97502

ALL AREAS OF THE APPLICATION MUST BE COMPLETED IN THEIR ENTIRETY. APPLICATIONS RECEIVED WITH BLANK INFORMATION AREAS AND/OR MISSING INFORMATION WILL NOT BE ACCEPTED FOR FURTHER PROCESSING. APPLICATIONS WILL NOT BE DEEMED COMPLETE UNTIL ALL REQUIRED INFORMATION HAS BEEN RECEIVED.

Placement on the non-preference tow list will be based upon:

- * Submission of a complete application;
- * Meeting all requirements for criminal history/driving records check;
- * Meeting all requirements for costs of service;
- * Ability to meet the listed towing and storage requirements;
- * Entering into a Service Contract for Non-preference tow services with City of Central Point in the form attached to this packet; and
- * Remaining in compliance with all the listed requirements and contract terms.

If selected for a contract, tow companies must comply with requirements listed in the sample contract. *Contract exhibits may change during contract negotiations.*

Required Documentation

1. Complete Application for Towing (Form A).
2. Form B, Criminal Records/Driving History Check for each owner, driver, and anyone associated with the company
3. Provide a bid for the costs in Exhibit 1-A Rate Schedule. Use sample contract Exhibit 1-A, Class A, B, C, four-wheel drive.

Duration

Once accepted, the chosen companies will remain on the rotation unless compliance with the requirements is not maintained or the company chooses to withdraw from the contract, as long as a four month notice is provided to the department.



**FORM A
CENTRAL POINT POLICE DEPARTMENT
APPLICATION FOR TOWING**

Statement of Qualifications
For Placement on Non-Preference Tow List

** Please attach additional pages as necessary.

1. Legal name of business: _____

2. Mailing address: _____

3. Business office address (if different): _____

4. Dispatch service _____

5. Telephone numbers:

Dispatch _____

Lot _____

Fax Number _____

Emergency Number _____

Email address _____

6. Business operates as :

- Sole proprietorship
- Partnership
- Corporation
- Other (indicate)

SSN# _____

FEIN # _____

7. Facility Information

Storage facility address: _____

Additional storage facility address: _____

Attach proof from applicable city or county Planning Department that the above-mentioned facilities meet all applicable zoning requirements.

8. **Attach** a list of all equipment to be assigned to these tow areas. Please indicate tow district assigned for each piece of equipment. In your listing include:

- a. Equipment type (wheel lift, roll-bed, motorcycle trailer, etc.)
- b. Class of equipment (A, B, C, four-wheel drive)
- c. Vehicle Identification Number (VIN)
- d. License Plate and state of issue
- e. Vehicle Year
- f. Make and Model
- g. Gross Vehicle Weight Rating (GVWR)
- h. Any vehicle unit number assigned by your company

9. List applicant's contact person(s) with responsibility for handling Police Department or citizen complaints or other communications. Individual named must be available at the applicant's place of business during normal business hours and have a high degree of familiarity with the Contract.

Contact Name _____
Telephone Number _____

10. **Attach** a copy of the applicant's registration with the Oregon Corporate Division (required).

11. Is applicant currently towing under the non-preference towing program for the Oregon State Police (OSP)? Yes No

If **yes**, **attach** a copy of Letter of Appointment issued by OSP.

12. Has applicant ever had an OSP Letter of Appointment suspended or revoked by OSP? Yes No

If **yes**, **attach** a statement providing the date and basis for the suspension or revocation.

13. Has applicant previously had a towing contract cancelled and/or terminated by any other jurisdiction? Yes No

If **yes**, **attach** a statement providing the date, location, and basis for the cancellation and/or termination.

14. Has any owner, part-owner, partner, business associate, principal party, officer, director, agent, employee, or any other person associated with the applicant's performance of this Contract previously had a towing contract cancelled and/or terminated by any other jurisdiction? Yes No

If **yes**, **attach** a statement providing the date, location, and basis for the cancellation and/or termination.

15. Do you have knowledge of any arrests, citations in lieu of custody, charges or convictions during the 15 years prior to this application of any applicant, owner, part-owner, partner, business associate, principal party, officer, director, agent, employee or any other person associated with the applicant's performance of this Contract or any of the following offenses, including but not limited to: theft, robbery, burglary, assault, drugs, prostitution, sex crimes, weapons, fraud, trafficking of stolen goods or any traffic crimes including but not limited to: driving under the influence of intoxicants, reckless driving, attempt to elude a police officer, driving while suspended or hit and run (failure to perform the duties of a driver)? Yes No

If **yes**, **attach** a written description of the circumstances of the arrest, charge or conviction, including the date, location and any other pertinent information.

16. Lien filing procedures:

a. Does the applicant use a lien service? Yes No

If so, who? _____

b. How are out-of-state vehicles handled?

c. What records does the applicant maintain regarding vehicles that are liened and sold? _____

How long are these records kept? _____

d. Location of vehicle auctions, including address of auction lot. **Must comply with ORS 87.186.** _____

e. **Attach** a copy of the lien notice letter used by the applicant or the applicant's lien service of choice.

17. Provide a bid for the costs for each type of towing and storage that would be charged to the Police Department under this contract. Use the bid worksheets for Exhibit 1-A: Four Wheel Drive, Class A, B, and C.

False information submitted by an applicant shall be considered grounds for rejection or immediate termination of the Central Point Police Department's Contract. Therefore, review of this document is an important step prior to signing. Signing of this document certifies that all statements contained herein are true to the best of signer's knowledge.

I certify that I have reviewed the contents of this application, that all statements contained herein are true to the best of my knowledge, that I am an officer of the below named business, and that I am authorized to sign this document on behalf of the business.

Legal Name of Applicant

Signature of Authorized Officer

Printed name of Authorized Officer

Title of Officer

Date of Application



Form B
CRIMINAL RECORDS/DRIVING HISTORY CHECK
CONSENT FORM

I understand that the Central Point Police Department's will obtain information regarding my criminal record, if any, and my driving record.

I understand that the information contained in the criminal history records check and my driving record will be used for the purpose of making a decision on whether I will be allowed to perform work under the Central Point Police Department's Tow Contract.

I understand that if I have criminal history related to offenses as listed in Schedule A of the contract, I may not be allowed to perform work under the Central Point Police Department's Tow Contract.

I hereby consent to the criminal history records check and driving records check as described above and authorize the Central Point Police Department's to obtain reports concerning my records as stated above. I hereby release Central Point Police, its officers, agents, and employees from any and all liability related to Central Point Police using my criminal records or driving information to make a decision on whether I will be allowed to perform work under the Central Point Police Department's Tow Contract.

Signature of Applicant: _____ Date: _____

Tow Company: _____ Job Titles (Owner, Driver, etc.): _____

PLEASE PRINT LEGIBLY		
Applicant Name: _____		
(Last)	(First)	(Middle)
*Date of Birth: _____	Driver's License #/State: _____	

* Providing your date of birth is necessary to perform this investigation and is obtained for identification purposes only.

FOR OFFICIAL USE ONLY

Date Received: _____ Completed By: _____

Attached: CCH DL Wants Locals

**EXHIBIT 1-A
RATE SCHEDULE
Four-wheel Drive**

Type of Service	Disabled Motorist	Accident	Impounded	Recovered Stolen	Hazard	Abandoned	Safekeeping
Hook-up (1 hr minimum at \$260, \$65 each 15 minutes thereafter from time truck leaves tow yard until truck returns)	\$	\$	\$	\$	\$	\$	\$
Additional trucks required, from time truck leaves tow yard until truck returns (1 hr minimum at \$104, \$26 each 15 minutes thereafter)	\$	\$	\$	\$	\$	\$	\$
Mileage	included	included	included	included	included	included	included
Drive-line removal	included	included	included	included	included	included	included
Clean-up per 15 minutes (after initial 15 minutes at scene)	included	included	included	included	included	included	included
Recovery / Winching (per 15 minutes after 1st hour)	included	included	included	included	included	included	included
Stand-by time (per 15 minutes after 1st hour)	included	included	included	included	included	included	included
Incident Commander / Supervisor required on scene (1 hr minimum at \$104, \$26 each 15 minutes thereafter)	\$	\$	\$	\$	\$	\$	\$
Dispatch, applies to all calls	\$	\$	\$	\$	\$	\$	\$
Drive-line re-install (rated by class of vehicle)	\$	\$	\$	\$	\$	\$	\$
After hours gate fee	\$	\$	\$	\$	\$	\$	\$
Storage (rated by class of vehicle), per calendar day	0	0	0	0	0	0	0
Storage (rated by class of vehicle), per calendar day	0	0	0	0	0	0	0
Hazmat (fluid spill or leaking fluids: oil, antifreeze, etc.)	\$	\$	\$	\$	\$	\$	\$

**EXHIBIT 1-A
RATE SCHEDULE
Class "A"**

Type of Service	Disabled Motorist	Accident	Impounded	Recovered Stolen	Hazard	Abandoned	Safekeeping
Service call (flat tire, jump start, lockout, fuel deliver & fuel @ \$5.00 per gallon)	\$	\$	\$	\$	\$	\$	\$
Service Call Mileage: \$3.00 per mile Enroute	\$	\$	\$	\$	\$	\$	\$
Hook-up	\$	\$	\$	\$	\$	\$	\$
Mileage (actual miles towed)	\$	\$	\$	\$	\$	\$	\$
Dispatch - applies to all calls	\$	\$	\$	\$	\$	\$	\$
Additional Truck or Operator Required (1 hr minimum at \$64, \$16 each 15 minutes thereafter)	\$	\$	\$	\$	\$	\$	\$
Oversized Vehicle Fee (GVWR of 10,000 to 14,999 lbs.)	\$	\$	\$	\$	\$	\$	\$
Dolly	\$	\$	\$	\$	\$	\$	\$
Flatbed requested by officer or registered owner or required to get drive wheels off the ground, is lowered, has no wheels, etc	\$	\$	\$	\$	\$	\$	\$
Motorcycle hook-up (greater than 48" wheel base)	\$	\$	\$	\$	\$	\$	\$
Drive-line removal	\$	\$	\$	\$	\$	\$	\$
Drive-line re-install	\$	\$	\$	\$	\$	\$	\$
Recovery/Winching billed at \$26 each 15 minutes	\$	\$	\$	\$	\$	\$	\$
Stand-by time per hour, billed at \$11 each 15 minutes	\$	\$	\$	\$	\$	\$	\$
Clean-up billed at \$16 each 15 minutes (after initial 15 minutes at scene)	\$	\$	\$	\$	\$	\$	\$
After hours gate fee	\$	\$	\$	\$	\$	\$	\$
Traffic Control/Labor (only at request of Sheriff's Office or ODOT, billed at \$26 each 15 minutes)	\$	\$	\$	\$	\$	\$	\$
Storage (outside) per calendar day	\$	\$	\$	\$	\$	\$	\$
Storage (inside) at officer or registered owner request per calendar day	\$	\$	\$	\$	\$	\$	\$
Hazmat (fluid spill or leaking fluids: oil, antifreeze, etc.)	\$	\$	\$	\$	\$	\$	\$

**EXHIBIT 1-A
RATE SCHEDULE
Class "B"**

Type of Service	Disabled Motorist	Accident	Impounded	Recovered Stolen	Hazard	Abandoned	Safekeeping
Hook-up and tow, from time truck leaves tow yard until truck returns (1 hr minimum at \$208, \$52 each 15 minutes after 1st hour)	\$	\$	\$	\$	\$	\$	\$
Additional trucks required, from time truck leaves tow yard until truck returns (1 hr minimum at \$208, \$52 each 15 minutes after 1st hour)	\$	\$	\$	\$	\$	\$	\$
Mileage	included	included	included	included	included	included	included
Drive-line removal	included	included	included	included	included	included	included
Recovery / Winching (per 15-minutes after 1st hour)	included	included	included	included	included	included	included
Stand-by time (per 15 minutes after 1st hour)	included	included	included	included	included	included	included
Clean-up per 15 minutes (after initial 15 minutes at scene)	included	included	included	included	included	included	included
Incident Commander/Supervisor required on scene (1 hr minimum at \$104, \$26 each 15 minutes after 1st hour)	\$	\$	\$	\$	\$	\$	\$
Unskilled labor for clean-up, etc. (minimum 1 hr at \$42 for each laborer. \$21 each laborer for each additional 15-30 minute segment)	\$	\$	\$	\$	\$	\$	\$
Dispatch Fee, applies to all calls	\$	\$	\$	\$	\$	\$	\$
Drive-line re-install	\$	\$	\$	\$	\$	\$	\$
After hours gate fee	\$	\$	\$	\$	\$	\$	\$
Traffic Control, only at request of Sheriff's Office or ODOT (1 hr minimum at \$104, \$26 each 15 minutes thereafter)	\$	\$	\$	\$	\$	\$	\$
Flares (each)	\$	\$	\$	\$	\$	\$	\$
Sublet equipment or consumable supplies	Cost+26%	Cost+26%	Cost+26%	Cost+26%	Cost+26%	Cost+26%	Cost+26%
Outside Storage (per linear foot=8 ft wide x 1 ft long) bumper to bumper and or cargo, per calendar day	\$	\$	\$	\$	\$	\$	\$
Inside Storage at Officer or Registered Owner Request, per calendar day	\$	\$	\$	\$	\$	\$	\$
Hazmat (fluid spill or leaking fluids: oil, antifreeze, etc.)	\$	\$	\$	\$	\$	\$	\$

**EXHIBIT 1-A
RATE SCHEDULE
Class "C"**

Type of Service	Disabled Motorist	Accident	Impounded	Recovered Stolen	Hazard	Abandoned	Safekeeping
Hook-up and tow, from time truck leaves tow yard until truck returns (1 hr minimum at \$328, \$82 each 15 minutes thereafter)	\$	\$	\$	\$	\$	\$	\$
Additional trucks required, from time truck leaves tow yard until truck returns (1 hr minimum at \$328, \$82 each 15 minutes thereafter)	\$	\$	\$	\$	\$	\$	\$
Mileage	included	included	included	included	included	included	included
Drive-line removal	included	included	included	included	included	included	included
Recovery / Winching (per 15 minutes after 1st hour)	included	included	included	included	included	included	included
Stand-by time (per 15 minutes after 1st hour)	included	included	included	included	included	included	included
Clean-up per 15 minutes (after initial 15 minutes at scene)	included	included	included	included	included	included	included
Incident Commander / Supervisor required on scene (1 hr minimum at \$110, \$27.50 each 15 minutes thereafter)	\$	\$	\$	\$	\$	\$	\$
Unskilled labor for clean-up, etc. (minimum 1 hr at \$50 for each laborer. \$25 each laborer for each additional 15-30 minute segment)	\$	\$	\$	\$	\$	\$	\$
Dispatch Fee, applies to all calls	\$	\$	\$	\$	\$	\$	\$
Drive-line re-install	\$	\$	\$	\$	\$	\$	\$
After hours gate fee	\$	\$	\$	\$	\$	\$	\$
Traffic Control, only at request of Sheriff's Office or ODOT (1 hr minimum at \$110, \$27.50 each 15 minutes thereafter)	\$	\$	\$	\$	\$	\$	\$
Flares (each)	\$	\$	\$	\$	\$	\$	\$
Sublet equipment or consumable supplies	Cost+26%	Cost+26%	Cost+26%	Cost+26%	Cost+26%	Cost+26%	Cost+26%
Outside Storage (per linear foot=8 ft wide x 1 ft long) bumper to bumper and or cargo, per calendar day	\$	\$	\$	\$	\$	\$	\$
Inside Storage at Officer or Registered Owner Request, per calendar day	\$	\$	\$	\$	\$	\$	\$
Hazmat (fluid spill or leaking fluids: oil, antifreeze, etc.)	\$	\$	\$	\$	\$	\$	\$