

LAKE COUNTY COMMISSIONERS SEEK APPLICATIONS FROM COMPANIES TO TOW VEHICLES

The Board of Commissioners of Lake County is seeking companies who are interested in towing vehicles at the request of the Lake County 911 Department or the Lake County Sheriff's Department. Any company interested can obtain a copy of the towing company guidelines and towing service survey which must be submitted by contacting Ms. Marian Ivey, Lake County Auditor's Office, Lake County Government Center, 2293 N. Main St., 2nd Floor Crown Point, IN.

The completed towing service survey of an interested company must be submitted to the Lake County Auditor, Lake County Government Center, 2293 N. Main St., 2nd Floor Crown Point, IN, 46307 not later than March 14, 2017 at 9:30 A.M. Four copies of the completed survey must be submitted accompanied by a transmittal letter identifying the company as an interested party. Sealed submissions are to be opened at a public meeting on Wednesday, March 15, 2017 at 10:00 A.M.

Any request for clarifying information must be submitted in writing to Commissioner Michael Repay, President, Board of Commissioners, 2293 N. Main St., Crown Point, IN 46307

BOARD OF COMMISSIONERS OF THE COUNTY OF LAKE

Michael Repay

Kyle Allen, Sr.

Jerry Tippy

TOWING COMPANY GUIDELINES

1. The Board of Commissioners shall establish districts in which one or more towing companies shall be designated to tow a vehicle when directed to do so by the Lake County Sheriff or any department of Lake County Government that has authority to authorize tows.
2. The district shall be established so as to optimize the ability of the Lake County 911 Department to facilitate the towing of vehicles when requested to do so.
3. To be eligible to be considered as a selected towing company the following criteria shall apply:
 - a. The Company shall be reputable and in good standing with any and all regulatory agencies.
 - b. The Company must be opened 24 hours per day and 7 days per week.
 - c. The Company must have been in business for at least 5 years.
 - d. The Company must have an operating site within Lake County.
 - e. The Company understands that there may be basic onsite cleanup required from the tow pickup location.
 - f. The Company must have at least \$1 million liability insurance policy and list the County of Lake, its elected officials, its appointed officials, its employees and departments and offices as another insured party.
 - g. There must be a direct phone contact to the Company and no answering services will be allowed.
 - h. The County shall take into account the type of equipment owned and utilized by the towing company in making its selection.
 - i. The response times from the Company's operational site to major arterial highways, roads and streets shall be considered with a goal of thirty (30) minutes response time.
 - j. The Company must have the equipment to address three (3) towing locations simultaneously with a flatbed truck with reflective gear, cabling ability and heavy duty capacity.
 - k. The Company must have OSHA training certification.
 - l. Company personnel must wear proper attire while performing the towing services.
 - m. The Company must release towed/stored vehicles seven (7) days a week.
 - n. Recovery vehicles must be marked on both sides with the Company's name.
 - o. The Company cannot employ anyone convicted of misdemeanor theft or a felony that has not been expunged.
 - p. The Company must be in business for a minimum of one (1) year and currently active in towing/storing vehicles.
 - q. The Company's storage lot must have adequate space and be secured.

- r. The Company must have a direct communications network between the towing company representative, the Lake County 911 Dispatch Center, and the Company tow truck operator.
 - s. The business facility must be staffed and open during normal business hours of 8:00 AM to 5:00 PM Monday through Friday except holidays.
 - t. The Company must have a sign posted at its site indicating that a representative is available on call for emergencies and for the release of towed/stored vehicles.
 - u. No removable personal items shall be held in lieu of payment for services rendered and will be released to the vehicle owner upon request.
 - v. Interested Companies shall submit to Lake County the application attached hereto as which answers all of the criteria in 3 above.
 - w. A Company must agree to the following:
 - i. No agency relationship is created between Lake County, Indiana, its elected officials, its appointed officials, its employees and/or other agents by virtue of being selected.
 - ii. No privileges or immunities are conferred to the Company or its employees under Indiana law.
4. Towing districts shall be established after the Board of Commissioners reviews the list of applicants and their potential coverage areas.
 5. The Companies initially selected shall be chosen for a period of one (1) year and if performance is up to the standards and criteria established by the Board of Commissioners shall be notified annually of renewal by the Board of Commissioners.
 6. Any person, member of the Lake County Sheriff's Department, or any county employee having knowledge as to why a towing service should not be used is to report this information to the Lake County Commissioners. Any such information concerning towing service quality and customer complaints shall be submitted to the Lake County Commissioners and then investigated by the Lake County Sheriff's Department with a summary report prepared upon completion of the complaint investigation.
 7. The following are the rules and regulations concerning the towing of vehicles:
 - a. A vehicle located on public property illegally;
 - b. A vehicle located on public property which constitutes the right-of-way of an interstate, state or US Highway without being moved for twenty-four (24) hours;
 - c. A vehicle located on public property which does not constitute the right-of-way of an interstate, state or US Highway without being moved for seventy-two (72) hours;
 - d. A vehicle located on public property in such a manner as to constitute a hazard or obstruction to the movement of pedestrian or vehicle traffic on a public right-of-way;

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- e. A vehicle located on a public property and the engine, transmission or differential has been removed or the vehicle is otherwise partially dismantled or inoperable;
 - f. A vehicle located on private property without the consent of the owner, a person in control of that property, for more than forty-eight (48) hours;
 - g. A vehicle located on private property continuously, in a location visible from public property for more than twenty (20) days and the vehicle is three (3) or more model years old and mechanically inoperable. (Note: for the purposes of this subsection, a vehicle covered by a tarpaulin or other plastic, vinyl, rubber, cloth or textile covering is considered visible. Removal of a vehicle after 20 days will require a court order to enter private property;
 - h. A vehicle not claimed by its owner within twenty (2) days after its removal by an officer enforcing an ordinance or a statute;
 - i. A vehicle repaired or stored at the request of the owner that had not been claimed by the owner; and the reasonable value of the charges associated with the repair or storage remain unpaid more than thirty (30) days after the date on which the repair work is completed or the vehicle is first stored.
8. A vehicle owner is liable for all costs of removal, storage, and disposal.
9. An interested Company must complete the attached Towing Service Survey. In addition, when answering Question 8, Part I, the towing company must supply copies of its business license, federal taxpayer ID, Department of Transportation number and Registered Retail Merchant Certificate as well as all of the documents required by the specific thirteen questions in Part III.

Lake County -- State of Indiana
Towing Service Survey

Part I (To be completed by all applicants)

- 1). Business Name: _____
- 2). Owner's Name: _____
- 3). Name of Manager: _____
- 4). Business Mailing Address: _____
City State Zip
a). Township: _____
- 5). Street Address: _____
(If different from mailing address) City State Zip
- 6). Storage Lot(s): _____
(If different from street address) City State Zip
City State Zip
- 7). Do you own or rent facility and or storage lot? _____ or _____
Own Rent
a) If own, list name of owner(s): _____
b) If rent, list name of owner(s): _____
(Use attachment if necessary to provide owner/lease holder of facility and or storage lot.
Provide copy of lease if applicable).
c) Provide attachment with photos of facility, storefront, signage, and all
storage lots.
- 8). Number of year(s) in business under current ownership: _____
a) Business License # _____
b) Federal Taxpayer ID # _____
c) DOT # _____
d) Registered Retail Merchant Certificate # _____
- 9). Telephone number -- primary/24 hour # _____

Lake County -- State of Indiana

Towing Service Survey

Part II (To be completed by all applicants)

1). List company equipment/vehicles domiciled at the location listed in #5 of part (1) of this survey. All tow trucks/flatbed carriers must be marked (both sides) with company name, phone number, city -- state, and dot number. Attach pictures of all company vehicles with unit number, license plate number and vin number.

Number of Units

Small Wreckers _____

Flatbed/Rollbacks _____

Medium Duty _____

Heavy Duty _____

*List & Identify all specialized equipment _____

2). Does your company have secured storage _____ Yes _____ or _____ No _____

3). Does your company have secured inside storage _____ Yes _____ or _____ No _____

4). Does your storage facility have
Secured Fencing _____ Yes _____ or _____ No _____

Lighting _____ Yes _____ or _____ No _____

Security Cameras _____ Yes _____ or _____ No _____

5). Does your company have Semi-Truck towing _____ Yes _____ or _____ No _____

6). Does your company require driver DOT physicals _____ Yes _____ or _____ No _____

Lake County – State of Indiana

Towing Service Survey

Part II (Continued)

- 7). Does your company require driver drug testing _____ or _____
Yes No
- 8). Provide driver list with driver license and medical card
- 9). Tow rate for standard impound _____
- 10). Daily storage fees _____ & _____
Auto & Light Truck outside inside
- 11). Provide attachment for additional service(s)
(i.e. winch, rollover, clean up, etc.)

Part III (To be completed by all applicants)

*Review your application/check list
*You must provide all attachments with application

- 1). Equipment list with pictures of unit number, license plate and vehicle identification number.
- 2). Insurance certificate
Copy of auto/truck liability, workman's comp. and all properties
- 3). Facility and storage lot pictures (must include all facility signage with office hours and phone number on door).
- 4). Facility and storage lot tax records (if owned)
- 5). Lease agreement if rental property
- 6). Surety Bond (recorded copy)

Lake County – State of Indiana

Towing Service Survey

Part III (Continued)

- 7). Driver list with copies of driver license and medical card
- 8). Tow service price list for additional services
- 9). DOT number certificate
- 10). Business license (current copy), federal ID number, retail merchant certificate
- 11). List any tow operator training programs and copy of certification or completion
- 12). List company membership in any/all trade or towing association
- 13). Cover letter with company history and any details that make your company stand out (i.e. community service awards, newspaper articles, or testimonies)