

APPENDIX B. STEP 2: INSPECTIONS/BEAT DETERMINATION

One original and two hard copies* due no later than 2:00 p.m. on Friday, August 12, 2016 to MTC SAFE offices.

The following items are only required of those that pass Step 1: Qualifications

- Cover Letter for Step 2**
 - Completed and Signed Form O
- Vehicle Inspection**
 - Completed Form P
- Facility Inspection**
 - Refer to Form Q (does not need to be submitted with Proposal)
- Beat Determination**
 - Completed Form R

Form O COVER LETTER FOR STEP 2

TO: Stefanie Pow
MTC SAFE
375 Beale St. Suite 800 San Francisco, CA 94105

DATE: _____

FR: _____ BEAT (S): _____

In response to the Request for Qualifications Bid Invitation (RFQBI) for the Freeway Service Patrol (FSP), we the undersigned hereby declare that we have carefully read and examined the RFQBI documents and hereby propose to perform and complete the Work as required in the RFQBI and as indicated in these Proposal Documents.

The undersigned agrees to supply the proposed services at the price indicated in its price proposal if its proposal is accepted within 180 days from the date specified in the RFQBI for receipt of proposals. Further, the undersigned agrees to initiate such services within 90 days of notification of award.

By signing below, you are certifying that all information submitted to MTC SAFE in this RFQBI is accurate.

If awarded a Contract, the undersigned agrees to execute a Contract substantially similar in form to the Contract included in this RFQBI, Appendix D, and to deliver to MTC SAFE prior to execution of the Contract the necessary original Certificates of Insurance and endorsements, as required therein.

The undersigned hereby certifies that it will not unlawfully discriminate against any employee or applicant for employment or any motorist intended to be a beneficiary of the FSP service with regard to race, color, religion, sex, national origin, physical or mental disability, marital status, sexual orientation or age.

The undersigned acknowledges receipt, understanding and full consideration of all Addenda (if applicable) to the RFQBI.

Bidder represents that the following person is authorized to negotiate on its behalf with the MTC SAFE in connection with this RFQBI:

Name Title Email

Email address

Bidder Company Name

Signature of Authorizing Official

Form P VEHICLE INSPECTION

The California Highway Patrol (CHP) will conduct a vehicle inspection which will consist of a mechanical and condition inspection. The inspection sheet CHP shall use to conduct the vehicle inspection is included for reference. Bidders must identify three (3) vehicles for inspection by the CHP.

The vehicles for inspection do not need to be FSP fleet vehicles; however, they must be light duty tow trucks (not flatbed or pickup trucks). If Bidders have less than three tow trucks, then they will pick two or one vehicles accordingly. The three vehicles must be available during the site visit, at which time the California Highway Patrol (CHP) will randomly select one of the three for inspection.

Not having all three vehicles available or on time for the inspection will result in an automatic fail of Step 2.

Vehicles for Inspection

	Truck 1	Truck 2
Manufacturer		
Model		
Year		
Current Mileage		
License Plate No.		
Vehicle Identification No.		
	Truck 3	Truck 4
Manufacturer		
Model		
Year		
Current Mileage		
License Plate No.		
Vehicle Identification No.		

TABLE 1: VEHICLE INSPECTION

The Inspection will be evaluated based on categories classified as **Major** and **Minor** infractions under the CHP 234B Inspection Form, referenced below. A tow vehicle with three (3) or more “Minor Infractions” will receive a “fail”. A tow vehicle in violation of one (1) or more under the “Major Infraction” category will receive a “fail”. If the truck fails this inspection, the Bidder will not be eligible for contract award.

Major Infraction: Classified as any missing equipment or failed operations of items under the categories labeled California Vehicle Code Requirements, Towing Equipment, Wheel Lift, Conventional, Car Carrier, and Tow Truck Specifications including Class A, Class A Car Carrier, and Class A Car Carrier Two Vehicle.

Minor Infraction: Classified as any missing equipment or failed operations of items under Service and Other Equipment per CHP 234B

Items under Class B, Class B Car Carrier, Class C, and Class D are not applicable to the FSP program and will not be inspected.

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 19,000 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 23,500 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 52,000 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 54,000 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

Not Applicable

MAXIMUM LIFTING CAPACITY (MLC) CALCULATIONS (Refer to HPM 81.2, Chapter 7, Annex B)

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			

Form Q FACILITY INSPECTION

The Facility Inspection consists of a site inspection of the office location(s) listed in Form E and validation of all items defined in Table 1 for all Bidders that pass Step 1: Qualification. The Facility Inspection shall be performed by the FSP Partners. Office locations not listed in Form E will not be inspected.

Facility Items Required at Time of Inspection

The following list of items must be in place and operational at the time of Step 2: Inspections, otherwise the Bidder shall be found non-compliant and will not be eligible for contract award.

1. Communication Tools:

- Telephone - A dedicated business telephone is required. A single business telephone that is used for day-to-day business as well as any FSP activity is acceptable. During non-business hours, an answering machine provided at the Contractor's expense, shall be available to log calls, take complaints, etc.
- Fax Machine - A fax machine at the facility at which the Freeway Service Patrol vehicles are to be parked/maintained, must be operational twenty-four (24) hours per day, seven days per week.
- Document scanner or similar equipment – if applicable at the inspection, the FSP partners will confirm that the bidder has equipment to convert documents into a portable data format (PDF) which is required at the start of the contract. Not having this equipment at the time of inspection will **not** disqualify the Bidder.

2. Accounting records/bookkeeping system:

Bidders must have adequate storage and a backup system for computer files that provides assurance that they meet the MTC SAFE bookkeeping requirements. The FSP Partners may ask to visually inspect physical filing systems and hardcopy of existing business files. Sample excerpt from Contract:

CONTRACTOR shall maintain full and adequate books, records, and accounts relevant to its performance under the Agreement for a minimum of four (4) years following the fiscal year of the last expenditure under this Agreement. CONTRACTOR shall permit the authorized representatives of MTC SAFE, and any other government agency designated by MTC SAFE (including the United States Department of Transportation, the Comptroller General of the United States, and the State of California) to inspect and audit all such records of CONTRACTOR during the term of this Agreement and for the retention period specified above. CONTRACTOR shall in no event dispose of, destroy, alter, or mutilate said books, records, accounts, work products, materials and data for that period of time.

3. Safety Policies:

Bidders must have written safety policies displayed or readily accessible by employees in hardcopy format for tow/vehicle operations and work place safety.

4. Facility Security:

The Bidder shall be responsible for the security of vehicles and property at their facility. At a minimum, Bidders must have a secure area to store vehicles at facility, including contractor controlled access to facility where vehicles are stored such as a fenced or enclosed area. The

Contractor is responsible for the reasonable care, custody, and control of any property contained in its facility.

5. Professional Workplace Environment:
 Bidders must maintain a non-offensive and harassment-free workplace in accordance with federal and state regulations.
6. Computer Equipment:
 A computer, modem, and an Internet/e-mail account to receive e-mail messages from FSP Partners are required. A test email may be sent by the FSP partners during inspection to confirm the email account. All computer equipment must be operable during the duration of the FSP Contract. Computer software must be compatible for Microsoft Office and Acrobat Reader use.
7. Drug Policy:
 The Bidder shall have in place a written substance abuse policy requiring alcohol and drug testing for all drivers, consistent with Federal Highway Administration (FHA), Department of Transportation (DOT) CFR 49 part 382, Regulations on Controlled Substance and Alcohol Use and Testing. For details, refer to the SOP.

Table 1 is for reference only and does not need to be completed by Bidder.

TABLE 1: FACILITY INSPECTION

Towing Company: _____

Site Address: _____

Beats: _____

Contractor’s facility must pass inspection. The company will not be eligible for contract award if **any** items required at time of inspection fail (“No” Answers from the following inspection list).

Inspection Items Required at Time of Inspection		Yes	No
Phone Operational			
Confirm Telephone Number			
Fax Machine Operational			
Confirm Fax Number			
Accounting records/bookkeeping: Adequate storage and a backup system for computer files that provides assurance that bookkeeping requirements are met.			

Safety Policies: Written safety policies on display or readily accessible by employees in hardcopy format for tow/vehicle operations and work place safety.		
Facility Security: Secure area to store vehicles at facility, including contractor controlled access to facility where vehicles are stored such as a fenced or enclosed area.		
Professional Workplace Environment: Workplace is non-offensive and harassment-free.		
Computer Operational With E-Mail/Internet Access: Computer software must be compatible for Microsoft Office and Acrobat Reader use.		
Confirm E-Mail Address:		
Drug Policy Program in Place (see SOP for details)		
Motor Carrier Permit Current		

Observations:

Site Inspection Result (Circle)

Pass Fail

Form Q FACILITY INSPECTION (Continued)

I have today completed an evaluation of both the facility and working environment of the above listed towing company. I have attempted to remain both fair and reasonable in recording these answers.

Date: _____

Time: _____

FSP Inspector: _____

Signature: _____

The FSP representative listed above has reviewed the facility inspection with me and indicated clearly why particular items were marked “No.”

Towing Company
Representative: _____

Signature: _____

Form R BEAT DETERMINATION

Bidders shall complete Table 1 and submit Form R to facilitate the FSP Partners in determining the ability of the Bidder to operate one (1) or more beats based on the Bidder’s good standing status as detailed in Form J and on the following criteria:

- Whether the bidder is in good standing with the CHP rotational tow program and the FSP program.
- First time Bidders or those that have been away from the program for more than two (2) years, are eligible for a maximum of two (2) beats.
- Current contractors with one (1) beat may be awarded a maximum of two (2) additional beats from this procurement, for a total of three (3) beats.
- All other current contractors are eligible to be awarded one (1) additional beat than the total number of beats they currently hold (as of July 2016), up to a maximum total of five (5) beats.

These criteria were developed to ensure companies are able to keep up with the demands of the program. MTC SAFE reserves the right to alter the criteria for specific Bidders if we do not receive enough bids for specific beats or if we believe that a contractor is at its operational limit. MTC SAFE will utilize FSP statistics, letters of performance, and good standing status to determine the operational limit of existing Contractors.

Table 1

Number of Beats Awarded in FY 2014:	
Number of Beats Awarded in FY 2016:	
Number of Beats Bidding on in FY 2018:	
Number of Beats Willing to Accept in FY 2018:	
*****FSP Partner Use Only*****	
Number of Beats Bidder can be awarded in FY 2018:	