

OXFORD TOWING DEPARTMENT

TOWING COMPANY REQUIREMENTS

1) Legal Compliance:

- a) The Company must comply with all applicable laws, regulations, policies and procedures of the United States, the State of Mississippi, and the City of Oxford, MS, which may affect the performance of service under this agreement.
- b) The Company shall produce any and all permits as required by the Mississippi Public Service Commission and the Mississippi Department of Transportation (D.O.T.). The permit numbers must be displayed on the tow vehicle per D.O.T. regulations.
- c) The Company shall procure and maintain a privilege license and adhere to all other applicable requirements in the City of Oxford MS Code of Ordinances and any amendments to said ordinances.
- d) The Company must provide services to the entire City of Oxford, MS.

2) Facility:

- a) The Company must have an administrative office and storage facility at the same location and located within the city limits of the City of Oxford, MS. The Company shall not share administrative offices or storage facilities with another towing company.
- b) The office must be available for business seven (7) days per week and staffed by a company employee during normal business hours (8:00 a.m. to 5:00 p.m.) Monday through Friday. The office must be available so towed vehicles can be released and picked up, for at least three (3) hours on Saturday, Sunday, and all holidays.
- c) The office and storage facility must have proper sign identification in compliance with the Sign Ordinance for the City of Oxford. The signage shall include the company's name, phone number and hours of operation posted in a manner visible to the general public.
- d) The storage facility must be capable of storing a minimum of fifty (50) vehicles at any one time. At a minimum, the storage facility shall be surrounded by a six (6) foot chain link fence and capable of being secured by a locked gate or a building capable of being locked to prevent casual access.
- e) The Company shall post a current City of Oxford rotation price list in a manner clearly visible to all customers.

Owner / Operator: No owner or operator shall be on the wrecker rotation list who has been convicted of a felony involving grand larceny, theft of property, or other similar theft offense, a sex offense, a drug offense, or convicted of a misdemeanor or felony involving either the use of force or violence, or criminal convictions of similar nature and seriousness which relates to the responsibilities of a towing service.

- f) **Driver's License:** All drivers must have a valid and appropriate commercial driver's license and Department of Transportation card.
- 3) **Insurance:** The Company agrees to maintain insurance coverage during the term of this agreement with companies licensed to do business in the State of Mississippi. Such policies shall name the City as an additional insured and shall not be subject to material change or cancellations except after a thirty (30) day written notice from the insurer to the City is provided advising of any change. At all times during the term of this agreement, the Company shall cause certified copies of the policies to be deposited with the City.
- g) The required coverage is as follows:
 - i. Comprehensive Auto Liability Insurance with limits of not less than \$750,000;
 - ii. \$25,000 on-hook coverage per vehicle;
 - iii. Garage Keepers liability insurance of \$25,000 per location.
- 4) **Dispatch Calls - Nontransferable:** Nontransferable dispatch shall be available twenty-four (24) hours per day, seven (7) days per week. Calls shall not be transferred to another towing service or answering service. A towing service on rotation shall not substitute or take calls for another towing service on rotation.
- 5) **Response Time:** Response time shall be twenty-five (25) minutes after the towing service receives the call from dispatch. The wrecker service will be given the necessary information needed to make a timely response; to include names of streets, the nature of the call and directions if requested. The towing service shall determine the equipment that will be necessary to complete the tow.
- 6) **Inspections:** Each Company on the City Towing Services Rotation List shall be inspected by the City at least once a year. However, if complaints are received, the City may inspect more frequently to ensure compliance with the stated requirements.
- h) Each Company (office, storage lot and equipment) must be inspected prior to being placed on the towing rotation list. After the execution of this agreement, each Company shall have sixty (60) days to meet all requirements. A Company shall not be placed on the active towing rotation list until it has met all of the requirements mentioned herein.

- i) Any Company failing an inspection shall be suspended from the towing rotation list until it has met all of the requirements mentioned herein and shall further be subject to any other applicable penalty or remedy set forth herein.
- 7) **Temporary Removal:** A Company shall not request temporary removal from the rotation list except under extenuating circumstances and it shall be solely within the discretion of the Oxford Police Department to grant or deny such temporary removal.

APPLICATION AND SELECTION REQUIREMENTS

- 1) **Applications:** Each Company shall complete an application in order to be considered for a position on the Towing Service Rotation List. The application shall designate the following:
- a) Name, home address, and business address of applicant;
 - b) Company's legal name;
 - c) City of Oxford MS Privilege License Number;
 - d) A description of the company's office and the outside dimensions of the space that the applicant has available for storage.
 - e) The number and types of wreckers, including a description of each vehicle to be operated by the applicant. The City must be notified in writing of any changes in equipment.
 - f) Any additional information as the City shall find reasonably necessary.
- 2) **Selection:**
- a) The Chief of Police shall designate a selection committee to review all applications for a position on the Towing Service Rotation List.
 - i. The committee shall interview all eligible applications and review all requirements.
 - ii. The committee shall make a recommendation to the Chief of Police and the Board of Alderman of two (2) companies to be selected to be on the Towing Service Rotation List.
 - iii. The committee shall make a recommendation of one (1) company to serve as an alternate, if needed during the period of the contract.

EQUIPMENT REQUIREMENTS

- 1) **Equipment:** All vehicles on rotation for towing service must be primarily domiciled at the address listed on the Rotation List Application. Towing Service companies must have adequate and functional equipment to haul all makes and models of cars, vans, light trucks, mopeds, motorcycles, and medium duty trucks up to fifteen thousand (15,000) pounds.
- 2) The vehicles, buildings, equipment, clothing or correspondence of the Company shall in no manner indicate or imply any official relationship between the tow company and any law enforcement agency.
- 3) **Towing Requirements:** Each company shall have a minimum of four (4) tow vehicles; with at least one (1) flatbed and one (1) conventional (recovery) type tow vehicle. They shall be at least one (1), one-ton truck with a minimum of a sixteen (16) foot bed, with specifications and equipment as follows:
 - a) Factory recommended one-ton capacity dual wheels. Dummy dual wheels are prohibited.
 - b) A single line capacity power winch, winch line and boom with a minimum of one hundred (100) feet of three-eight (3/8) inch cable. The Company shall provide documentation of a factory rated or tested lifting capacity of not less than eight thousand (8,000) pounds from the factory or a qualified testing facility.
 - c) A rubber cradle and/or wheel lift attached to the tow vehicle is required in order to prevent any vehicle being hauled or towed from being further damaged by coasting, rocking, swinging, or slanting into the tow vehicle or any part thereof. A minimum of two (2) ten (10) foot safety tie down chains.
 - d) The Company shall adhere to all Mississippi Department of Transportation requirements for required equipment on the tow vehicle, including a fire extinguisher and oil dry.
 - e) A flashing yellow or amber light shall be affixed above the top of the cabin of the tow vehicle; however, sirens are prohibited. Clearance and marker lights and all other equipment as required by law are required.
 - f) The name and telephone number of the tow service is to be permanently affixed and displayed in letters clearly visible from both sides of the vehicle. The letters for the name shall be at least four (4) inches in height and letters and numbers for the telephone shall be at least two (2) inches in height.