

# **COUNTY OF LEXINGTON WRECKER REGULATIONS**

## **For County Owned Vehicles**

The following regulations shall be followed by all wrecker services utilized by the  
**COUNTY OF LEXINGTON.**

### **A. QUALIFICATION CRITERIA**

1. All wreckers shall have appropriate safety equipment, fire extinguishers, warning devices, flash lights and all other equipment necessary to protect the motoring public and be equipped with amber flashing lights visible in all directions for a distance of 500 feet in normal sunlight. Such equipment shall be maintained in good working order. All authorized amber flashing lights shall be activated and wrecker operators shall wear reflective traffic safety vests while performing recovery operations or when circumstances are such that the vehicle(s) being transported creates a potentially hazardous condition for other motorists.
2. Each wrecker service on the rotation list must place a sign on the driver and front passenger door of each of its wreckers indicating the company name, address, and telephone number of the zone to which it is assigned. This sign shall be painted on the doors of the wrecker or otherwise permanently affixed to the doors. The letters of the sign must be no less than two inches high. If the wrecker is registered in a name other than that of the wrecker service, the owner's name must also appear on the doors in letters no less than one inch high. All lettering on wreckers shall be plainly visible and shall be in a color that contrasts to that of the wrecker.
3. Each wrecker service on the rotation list must place a sign on the exterior of its business location clearly visible indicating the company name, telephone number, and business hours.
4. Each wrecker owned by any wrecker service on a rotation list shall be equipped at all times with a towing log. The towing log shall be continuously maintained by the wrecker service and shall accurately reflect all towing done by the wrecker service at the request of the County of Lexington. The design of the wrecker log will be dictated by the County of Lexington and shall not be altered. Upon request by the County of Lexington, the owner of the wrecker service shall promptly produce this towing log.
  - (a) Records. Each wrecker or towing service shall keep a record of the vehicle and license number, date and time it was towed and zone from which it was towed, itemized cost of tow and storage fees, name of the county officer ordering the towing, name of driver of tow truck, and whether the vehicle was impounded or towed at the owner request. An inventory of personal effects shall be provided to the county officer who orders the towing and a copy shall be maintained with such records. Designated county staff has the right to attend the premises and inspect the operation and records of towed vehicles, equipment and storage facilities, at any time at a reasonable hour during the duration of the contract.
5. Wrecker operators must display professional behavior when conducting any business at the request of the County of Lexington. Operator's staff shall at all times behave in a manner that will maintain the best possible public relations. The County has the right to require any driver or helper considered to be incompetent, not of good character, maintaining poor relations, or otherwise

unsuitable, to be replaced forthwith with a person who can conduct themselves in a suitable manner.

6. Wrecker services and operators shall be familiar with and shall comply with the laws regarding solicitation from the highway. (Section 56-5-3180 of the South Carolina Code of Laws)

7. A new rotation list will be created each fiscal year (July 1 through June 30). A wrecker service desiring to be on the rotation list in the next year must apply in writing by May 1<sup>st</sup> and be inspected and qualified prior to June 30<sup>th</sup>. On June 30<sup>th</sup> of each year the County of Lexington will publish the wrecker rotation list to be effective July 1st.

8. A wrecker service not currently on the County of Lexington wrecker rotation list and desiring to be added may apply in writing at any time but must first be inspected and qualified.

9. A wrecker service that fails to pass inspection and qualification as prescribed by regulation will be notified of the deficiencies. When the wrecker service corrects the deficiencies, they must submit to a new inspection of the previous deficiencies during a time period that is to be specified by the County of Lexington.

If not in compliance with Lexington County Ordinances, privileges for towing for the County of Lexington will be immediately suspended. Privileges will remain suspended until brought back into compliance. If the non-compliance is not a Lexington County Ordinance issue, the operator will have ten (10) days to become compliant. At the end of the said ten (10) days of noncompliance, the County will petition the Wrecker Rotation Disciplinary Board for permanent suspension of towing privileges for all zones.

## **B. WRECKER SERVICE ROTATION LIST/RESPONSIBILITIES**

1. The County of Lexington will establish zones for towing for Class A vehicles, and a wrecker rotation list will be prepared for each zone. The zones will correspond with the nine (9) county council districts and each district will become a wrecker zone. Class B and C Vehicles will not be assigned zones. A wrecker service requesting to be on the rotation list for a particular council district will be selected in the following priority order: 1) Wrecker Services with a business physically located within Lexington County, 2) Wrecker Services with a business physically located within that council district, 3) Wrecker Services that currently participate in the rotation list in that council district, 4) Wrecker Services with a business closest in driving time to the center of the council district, and 5) if necessary, by lottery. The wrecker to be used for that zone must be housed at that location during normal business hours ("Normal business hours" or "business hours") as used in this regulation means from 8:00 a.m. to 5:00 p.m., Monday through Friday and additional hours designated and posted by the company. The vehicle towed must be towed to the same business location where the wrecker is housed during normal business hours, unless the vehicle owner or operator requests that the vehicle be towed to another location. Normal business hours must be clearly posted. Storage lots are not considered as a separate business. **A wrecker service or owner can only be on the list one time in any zone.** There will only be one telephone number for one wrecker service at any one address on rotation. **Pagers and cellular phones are not acceptable.** A wrecker service must immediately notify the County of Lexington upon change of address or telephone number.

2. Separate rotation lists will be maintained for each category of wreckers. When the services of a categorized wrecker are needed and when the owner or driver of the vehicle to be towed has no

preference as to which wrecker service he/she desires, a wrecker will be called from the appropriate wrecker rotation list. The investigating officer will use his/her discretionary authority to deny request for specific wrecker service whenever the request will delay the timely restoration of safe traffic movement.

3. The wrecker service must have a wrecker of sufficient size and strength to handle the job. The County of Lexington will have the right not to call a wrecker service that, in its opinion, fails to meet this qualification for a specific job. Under these conditions, the wrecker service not called will remain on the top of the rotation list.

4. Wreckers shall respond only upon the request of Lexington County Dispatch.

5. Wrecker services will be called from the rotation lists in the order in which they appear on the lists. If a particular wrecker service is unavailable when called, it will be passed over and the next wrecker service on the list will be called to the scene. The order of the rotation list will not change.

6. Wrecker services shall be available to the County of Lexington on a twenty-four hour, seven day a week basis. The wrecker service location shall have an agent present during business hours and upon request, the wrecker service must immediately release personal items such as medicines, medical equipment, keys, clothing, and tools of the trade, child restraint systems and perishable items. The wrecker service shall also be available for the release of the towed vehicle to the County on a reasonable after-hours basis, including weekends. Should there be a dispute between the County and the wrecker service regarding any storage fees or charges, the County must provide the wrecker service written notification of the dispute. If the dispute is settled in favor of the wrecker service then the County is liable for all charges, which accrued pending the resolution. The wrecker service must cease any storage charges that would otherwise accrue from the time the wrecker service receives written notification of the dispute until the dispute is settled. Upon release of the vehicle, the wrecker service shall provide an itemized statement of all charges.

7. A wrecker service shall respond, under normal conditions, in a timely manner not to exceed 45 minutes for Class A and/or B vehicles. Class C wreckers will have up to one (1) hour to respond. Failure to respond in a timely manner may result in a second rotation wrecker being requested. If the second wrecker is requested before the arrival of the first rotation wrecker, the initially requested wrecker will forfeit the call and will immediately leave the collision/incident scene.

8. A wrecker service may respond with a wrecker of a higher class than requested. However, wrecker service is limited to the rates of the requested classification.

9. It shall be the responsibility of the wrecker service to perform a general clean up of the accident area before leaving the scene of any accident. This responsibility requires the wrecker service to remove all debris such as broken glass, liquids, and materials from an accident area by sweeping up such debris and removing this material from the scene. Wreckers shall be equipped with a suitable type container to transport the debris. Wreckers shall also be equipped with brooms, shovels, commercial absorbent and all other equipment necessary to fulfill this responsibility.

10. Each wrecker service shall be responsible for securing personal property in a vehicle at an accident scene. The wrecker service shall be responsible for preserving personal property in a vehicle towed from an accident scene.

11. The wrecker service shall maintain the towed vehicle in a safe storage area in a manner that would prohibit further damage and ensure protection of personal property. Each applicant is to have a storage lot in close proximity to the place of business with adequate storage, securely enclosed (building or fence) to provide reasonable protection for the towed vehicles. Lot must be in compliance with all local jurisdiction regulations and/or ordinance. This may be a locked building or a secured fenced-in area where the stored vehicles and other property will not be accessible to the public. Wrecker services may charge the County mandated storage fee, commencing 12 hours after the vehicle is towed to the storage area and terminating when the vehicle owner or vehicle owner's designee offers or attempts to pick up the vehicle and offers to pay the wrecker service's legitimate accrued charges.

- a. Outside storage facilities must be sufficiently lighted, fenced, and locked for protection of vehicles and property.
- b. Fencing around storage facilities must be of adequate size to discourage theft of vehicles and property stored within, and may not be less than six feet in height.
- c. Inside storage, covers, tarpaulins, or other devices must be available for protection of vehicles or personal property.

12. A wrecker service may secure assistance from another wrecker service when necessary to complete the recovery; however, this does not supersede paragraph 3 of this section nor does it permit wrecker services to accept a rotation call and dispatch the call to secondary wrecker services. Only one bill is to be submitted to the owner or operator for the work performed.

13. Motorists utilizing the County of Lexington Wrecker Rotation List will have the option of paying by major credit card. All wrecker services must accept major credit cards.

14. At all times, every attendant must be wearing reflective safety clothing and/or vest at the scene.

15. Upon being dispatched for a call for service, each wrecker company is responsible for providing the name of the responsive driver. The responsive driver's information must correspond with the eligibility list that is maintained by county dispatch. If the company sends an alternate driver, the sheriff's department will verify with dispatch that the alternate corresponds with the eligibility list.

16. All wrecker or towing service contractors shall comply with the U.S. Department of Transportation and all applicable OSHA regulations, as well as any other additional requirements as may become necessary as determined by the contract administrator.

### **C. INSPECTIONS**

1. All wrecker service contractors will be required to bring their trucks to the county Fleet Services facility on Ball Park Road for an annual inspection. Vendors will be notified in writing from the County at least 30 days in advance of the inspection date(s). During that time, all wrecker services will be required to submit current South Carolina driver's license reports and a current certificate of insurance. Failure to comply with this requirement will result in suspension of the contract until their company is in compliance and passes inspection.

2. All wrecker services may also be subjected to at least one (1) on site inspection per year. Vendors will be notified at least twenty-four (24) hours prior to the inspection. During the

assessment, representatives from the County of Lexington's Procurement Office, Zoning Office, and/or Fleet Services will be onsite to inspect the location to ensure its compliance with the wrecker rotation contract. Any violations will result in the suspension of the contract until they are in compliance.

#### **D. DISCIPLINARY**

**Possible disciplinary infractions that would allow the suspension of any wrecker and towing service include but are not limited to the following:**

1. Anyone who receives a conviction and/or violation of any County and/or State Laws. A wrecker service that is charged with violating county, state, or federal law may also be temporarily suspended for a service.
2. Vendor who is unavailable and/or turns down wrecker service calls from the Communications Center at a rate exceeding 25% over a quarterly evaluation period.
3. Vendor who fails to meet the contract response time.
4. Vendor who fails to maintain an updated driver eligibility list with the County of Lexington.
5. Sending an ineligible driver to the tow scene.
6. Failure to maintain equipment in good condition and in accordance with S.C. Code 1976, title 56 (Motor Vehicle Code).
7. Lack of proper insurance.
8. Failure to respond to a dispatched call for service in accordance with the conditions and provisions of the contract, or refusing to tow upon arrival at scene.
9. Arriving at a scene of an accident outside of their zone without being requested by the county or vehicle owner.
10. Evidence of excessive or unnecessary fees for towing or storage charges to customers.
11. Storing a vehicle at a location other than an approved storage facility.
12. Any action or activity by the towing service, its owners or employees, which, in the determination of the county, is not in the best interest of the county or the citizens of the county. This includes, but is not limited to, theft, human relations and the appearance or demeanor of company employees.
13. Any wrecker service or driver who is unable to answer a call and fails to notify contract administrator of the reason for the unavailability.
14. Failure of any wrecker service to comply with this regulation will result in disciplinary action in accordance with the County of Lexington Wrecker Rotation Disciplinary Policy.
15. If the County has reason to believe that a wrecker service has failed to remain in compliance with qualification criteria set out in all sections of this contract, and/or that the

non-compliance continues or repeats, and/or that the non-compliance could be detrimental to the public, the County may initiate immediate suspension procedures or termination in accordance with the Wrecker Rotation Disciplinary Policy.

16. Failure to comply with all zoning ordinances.

17. Failure to pay property taxes

18. If the county has any other reason to believe that it feels would be in the best interest of the county to suspend the agreement with the wrecker or towing service.;

## **E. CONTACTS FOR STOLEN VEHICLES**

Questions about stolen vehicles, vehicles with obscured or tampered VIN numbers, call:

Lt. Brian Currence – (803) 785-2421

Lt. Bill Wright – (803) 785-2554

Questions or problems in Northern Part of the County (i.e. West Columbia, St. Andrews, Irmo or Chapin) call:

Captain David Arnold – (803) 407-8437 or Voice Mail (803) 785-0825

Lieutenant Billy Aiken – (803) 781-4904 or Voice Mail (803) 785-0871

Questions or problems in Southern Part of the County (i.e. South Congaree, Gaston, Swansea, Pelion) call:

Captain Mark Jones – (803) 785-7888 or (803) 785-0816

Lieutenant J.J. Jones – (803) 785-7888 or (803) 785-0810

Question or problems in Western Part of the County (i.e. Gilbert, Batesburg / Leesville) call:

Captain Mark Jones – (803) 785-7888 or (803) 785-0816

Lieutenant J.J. Jones – (803) 785-7888 or (803) 785-0810

There will be only one contract issued per contractor. *A wrecker service contractor is identified by their Federal Employer Identification Number (FEIN) or Social Security number.*

## **F. WRECKER CLASSIFICATION**

***1. Class A (Call rotation will be governed by the 911 Communications Center):***

### ***A. Light Duty Wrecker***

Class A Wreckers, for towing vehicles weighing seven thousand (7,000) pounds or less, (passenger cars, pickup trucks, motorcycles, small trailers, and similar vehicles) shall meet the following minimum requirements:

#### **a. Conventional Wrecker**

- (1) Minimum gross vehicle weight rating (GVWR) of not less than ten thousand (10,000) pounds.
- (2) Individual boom capacity of not less than eight thousand (8,000) pounds as rated by the manufacturer.
- (3) Individual PTO or hydraulic power winch capacity of not less than eight thousand (8,000) pounds as rated by the manufacturer with at least one hundred (100) feet of three-eighths (3/8) inch cable drum.
- (4) A manufactured wheel-lift with a retracting lifting capacity of not less than three thousand five hundred (3,500) pounds as rated by the manufacturer, with safety chains.
- (5) Come-A-Longs, chains, or other similar devices shall not be used as substitutes for winch and cable.

- (6) Dual rear wheels.
- (7) Additional safety equipment as specified by the regulations.

***B. Rollback Wrecker (Call rotation will be governed by the 911 Communications Center):***

- (1) Minimum gross vehicle weight rating (GVWR) of not less than eleven thousand (11,000) pounds.
- (2) Must have at least an eight thousand (8,000) pound winch as rated by the manufacturer with at least fifty (50) feet of three-eighths (3/8) inch cable or larger.
- (3) Come-A-Longs, chains, or other similar devices shall not be used as substitutes for winch and cable.
- (4) Additional safety equipment as specified by the regulations.

***2. Class B:***

***A. Medium Duty Wrecker (Call rotation will be governed by the 911 Communications Center):***

Class B Wreckers, for towing vehicles weighing between seven thousand one (7,001) and seventeen thousand (17,000) pounds or multiple vehicles weighing seven (7,000) pounds respectively (medium-sized trucks, road tractors/trailers and similar vehicles), shall meet the following requirements:

- (1) The tow truck chassis shall have a minimum gross vehicle weight rating (GVWR) of not less than twenty two thousand (22,000) pounds.
- (2) Must have at least a twelve-ton boom assembly as rated by the manufacturer.
- (3) Two winches, each of ten thousand pound capacity or more as rated by the manufacturer.
- (4) A manufactured wheel-lift with a retracting lifting capacity of not less than six thousand five hundred pounds as rated by the manufacturer, with safety chains.
- (5) Come-A-Long's, chains, or other similar devices shall not be used as substitutes for winch and cable.
- (6) Additional safety equipment as specified by the regulations.

***3. Class C:***

***A. Heavy Duty Wrecker (Call rotation will be governed by the 911 Communications Center):***

Class C Wreckers, for towing vehicles in excess of seventeen thousand pounds (large trucks, road tractor/trailers and similar vehicles), shall meet the following minimum requirements:

- (1) Truck must be fully hydraulic.
- (2) Truck must be a true tandem.
- (3) Truck chassis having a minimum gross vehicle weight rating (GVWR) of not less than forty six thousand pounds.
- (4) Tandem axles or cab to axle length of not less than one hundred two inches.
- (5) A single or double boom with a capacity of not less than fifty thousand pounds as rated by the manufacturer.
- (6) A single winch with a capacity of fifty thousand pounds as rated by the manufacturer or an individual power winch capacity of not less than twenty-five thousand pounds as rated by the manufacturer and a total rating with both winches of fifty thousand pounds.
- (7) A manufactured wheel-lift with a retracting lifting capacity of not less than twelve thousand pounds as rated by the manufacturer, with safety chains.
- (8) One hundred fifty feet of five-eighths inch cable or larger, plus fifty feet of five-eighths inch drop cable.
- (9) Airbrakes constructed so as to lock wheels automatically upon failure.

- (10) Light and air brake hookups.
- (11) Come-A-Long's, chains, or other similar devices shall not be used as substitutes for winch and cable.
- (12) Additional safety equipment as specified by the regulations

**G. RATES**

1. Only wrecker services on the County of Lexington wrecker rotation list shall be subject to these regulations governing fees.

- (1) A standard tow is defined as responding to the scene, hooking up the vehicle, performing a general clean up if the call involves responding to a collision scene and providing responsible assistance to the owner to get to a safe location.
- (2) Special operations are operations involving the process of up righting an overturned vehicle or returning a vehicle to a normal position on the roadway which requires the use of auxiliary equipment due to the size or location of the vehicle and/or the recovery of a load which has spilled, or the off-loading and reloading of a load from an overturned vehicle performed to right the vehicle.

A copy of the approved fees will be kept in the wrecker at all times. It will be presented upon request to the person for whom the tow services were provided, their agent, any Lexington County officer at the scene, or any County of Lexington supervisor who is inspecting the wrecker or wrecker service.

**H. CONTRACT RATES – NOTE: Zones and fees can change without notification.  
Cost per tow for *county-owned* vehicles**

<b><u>Light Vehicles/Tow Charge</u></b>	
<b>(Class A) (Call rotation will be governed by the 911 Communications Center)</b>	
	\$65.00 Flat Charge
Dolly Wheels	\$30.00 Flat Charge
Winching	\$50.00 Flat Charge
Removal of Drive Shaft	\$15.00 Flat Charge
<b><u>Medium Duty/Tow Charge</u></b>	
<b>(Class B) (Call rotation will be governed by the 911 Communications Center)</b>	
	Up to \$100.00 Per Hour
<b><u>Heavy Duty/Tow Charge</u></b>	
<b>(Call rotation will be governed by the 911 Communications Center)</b>	
	Up to \$150.00 Per Hour
<b>Vehicle Storage Fee</b>	\$25.00 Per Day
<b>Landau/Lowboy</b>	\$150.00 Flat Charge

**At the time of the tow request, charges for Class B and Class C tows will be negotiated by Fleet Services as a fixed price.**

**\*\*Any vehicle towed beyond a 25 mile radius may charge for all miles in excess of 25 miles at the current Federal Reimbursement Mileage Rate.**

**THE COUNTY RESERVES THE RIGHT TO WAIVE ANY REGULATION NOT REQUIRED BY LAW.**

## **I. ORDINANCES**

### **LEXINGTON COUNTY ORDINANCE ARTICLE II. WRECKER AND TOWING SERVICES\***

**\*State law references:** Regulation of wreckers at scenes of accidents, S.C. Code 1976, § 4-18-10 et seq.

#### **Sec. 70-31. Enforcement; penalty for violation of article.**

Any wrecker and towing service that responds to any accident or disabled vehicle in violation of this article shall be punished in accordance with section 1-8.  
(Ord. No. 96-3, § 10-78, 12-19-96)

#### **Sec. 70-32. Wreckers to respond only when properly called.**

It shall be unlawful for the owner or agent of any wrecker or towing service to go to any place where an accident has occurred that is investigated by any county officer in any unincorporated section of the county unless called by county dispatch.  
(Ord. No. 96-3, § 10-61, 12-19-96)

#### **Sec. 70-33. Use of sheriff's department radio.**

It shall be unlawful for the owner, agent or driver of any wrecker or towing service to go to the location of a disabled or damaged vehicle by reason of information received by sheriff's department radio or county radio systems or to interfere in any manner with sheriff's department radio calls. It shall be unlawful for the owner, agent or driver of any wrecker or towing service to be at a wreck scene investigated by a county officer unless requested by county dispatch, except in cases of emergency vehicles.  
(Ord. No. 96-3, § 10-62, 12-19-96)

#### **Sec. 70-34. Solicitation by wrecker or towing service.**

It shall be unlawful for the owner or agent of any wrecker or towing service to drive along or park on any street, bridge or highway soliciting wrecker or towing service. In the event of non-accidental or mechanical breakdowns, the operator of an automobile or vehicle shall be allowed to call a wrecker or towing service of his choice.  
(Ord. No. 96-3, § 10-63, 12-19-96)

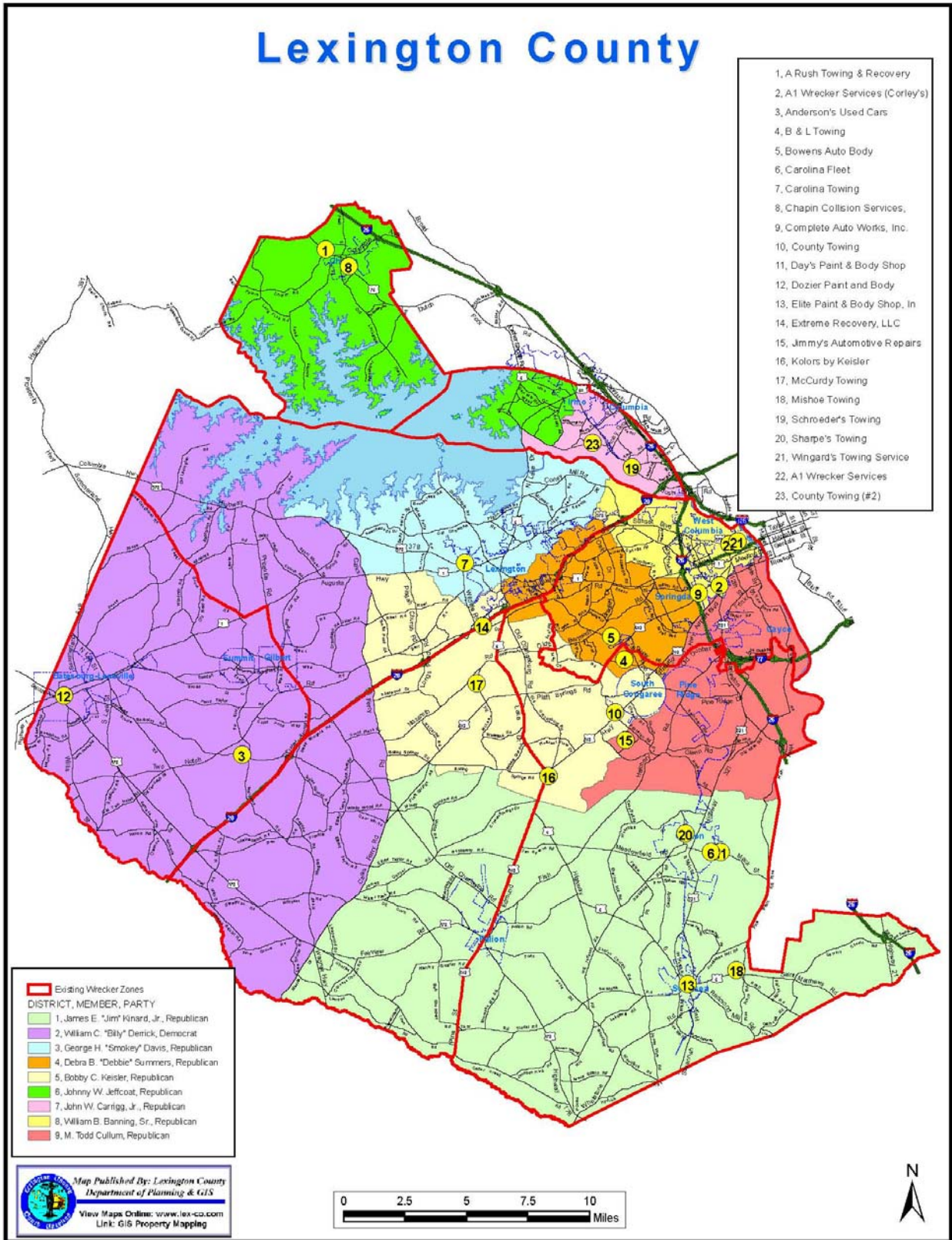
#### **Sec. 70-35. Impounding authorized.**

Whenever a county officer finds a motor vehicle or other vehicle that has been abandoned or wrecked upon any unincorporated section of the county, or that has been parked in violation of a county ordinance or state law, or the vehicle has been, or is being used, in the commission of a crime, such county officer may have the vehicle removed by a wrecker to the storage lot or garage operated by such wrecker. Vehicles removed under these conditions shall be held until claimed by the legal owner or otherwise disposed of as provided by law.  
(Ord. No. 96-3, § 10-64, 12-19-96)

#### **Sec. 70-42. Agreements.**

Approved applicants shall enter into agreements with the county executed by the procurement manager, subject to suspension or termination upon violation of any provision of this article.  
(Ord. No. 96-3, § 10-71, 12-19-96)

J.ZONES



**K. VENDOR INFORMATION**

Indicate whether a corporation or partnership; list all parties having any financial interest in the wrecker and towing service, including names and addresses, and number of years the business has been established in the county.

**1. BUSINESS OPERATION:**

NAME OF WRECKER SERVICE: \_\_\_\_\_

NAME OF OWNER(S): \_\_\_\_\_

ADDRESS: \_\_\_\_\_

TELEPHONE # \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_ FAX # \_\_\_\_\_

CORPORATION OR PARTNERSHIP: \_\_\_\_\_

OWNERS: \_\_\_\_\_

FEDERAL TAX ID # \_\_\_\_\_

SC BUSINESS LICENSE # \_\_\_\_\_

ZONING PERMIT # \_\_\_\_\_

*(Must be provided prior to award)*

BUSINESS IN LEXINGTON COUNTY? \_\_\_\_\_ HOW LONG? \_\_\_\_\_

DOES YOUR BUSINESS ACCEPT MAJOR CREDIT CARDS? YES / NO (Circle One)

**2. TYPE CONTRACT REQUESTED:**

	<b>CARS</b>	<b>HEAVY DUTY ZONES</b>
DISTRICT 1 GASTON/PELION/SWANSEA	<input type="checkbox"/>	<input type="checkbox"/>
DISTRICT 2 GILBERT/BATESBURG/LEESVILLE	<input type="checkbox"/>	<input type="checkbox"/>
DISTRICT 3 LEXINGTON NORTH OF INTERSTATE 20	<input type="checkbox"/>	<input type="checkbox"/>
DISTRICT 4 WEST COLUMBIA/SPRINGDALE	<input type="checkbox"/>	<input type="checkbox"/>
DISTRICT 5 LEXINGTON SOUTH OF INTERSTATE 20	<input type="checkbox"/>	<input type="checkbox"/>
DISTRICT 6 CHAPIN	<input type="checkbox"/>	<input type="checkbox"/>
DISTRICT 7 IRMO	<input type="checkbox"/>	<input type="checkbox"/>
DISTRICT 8 WEST COLUMBIA	<input type="checkbox"/>	<input type="checkbox"/>
DISTRICT 9 CAYCE	<input type="checkbox"/>	<input type="checkbox"/>

**3. DRIVERS AND ATTENDANTS:**

List names and addresses of all attendants and drivers who will conduct the County towing service, as well as number of years employed, training received by those attendants, and drivers and experience of the personnel in the conduct of the business. Drivers shall possess a commercial license and Medical Card. All drivers and attendants must be clean and neatly dressed whenever possible. All drivers and attendant must be wearing at all times reflective safety clothing and/or vest at the scene. **Copies of a South Carolina driver’s licenses (or CDL licenses) and ten (10) year driver’s records to be submitted with application.** (Contractor shall submit copies of driver's license and driver’s records for any new drivers added during contract period.) **A Lexington County Bidder/Vendor Application shall be submitted with application.**

NAME	ADDRESS	# OF YEARS EMPLOYED	SC DRIVERS LICENSE #	TRAINING

**4. EQUIPMENT:**

**Minimum standards for equipment.**

(a) All equipment to be used by an applicant shall be subject to inspection in a manner determined by the county procurement and fleet services Each wrecker or towing vehicle shall comply with the following minimum requirements:

- (1) Shall carry as standard equipment a tow sling, tow bar, towing dollies, independent wheel lift, winch and boom, safety chains, a ten pound ABC dry chemical fire extinguisher, wrecker bar, broom, shovel, reflective safety vest, and approved warning devices. If a wrecker does not have an independent wheel lift, a roll back must be available by a wrecker company.
- (2) Shall be in a safe and good working condition.
- (3) Shall be equipped with a two-way radio which shall be on the frequency allocated to wrecker operators, or shall be equipped with a cellular telephone.

(b) Each contractor shall maintain 24-hour wrecker or towing service and operate a two-way radio base station or direct telephone contact on a 24-hour basis. Telephone answering services, answering machines and beepers are not acceptable for this contract.

(c) Each wrecker or towing service on the rotation lists must place a sign on the door of each of its vehicles indicating the company name, address and correct telephone number. This sign shall be

painted or affixed in another permanent way on both cab doors of the vehicle. The letters of the sign must be no less than two inches high. If the wrecker or towing vehicle is registered in another name other than that of the wrecker service, the owner's name must also appear on the cab doors in letters no less than one inch high. All lettering on wreckers must be plainly visible and shall be in a color which contrasts to that of the wrecker.

Describe the available equipment to be used in county towing services, particularly in terms of comparative qualities or capacities as related to minimum eligibility requirements.

Wreckers		Wreckers w/Wheel Lift		Rollbacks	
Year	Model	Year	Model	Year	Model

**5. COMMUNICATIONS:**

Describe the method of operation of the communications system between place of business and operating tow trucks, as well as the means utilized for insuring prompt dispatch of trucks upon receipt of a call from the county dispatch. **Cell Phones, telephone answering services, answering machines or beepers are not acceptable for this contract.**

**TELEPHONE NUMBER TO BE USED ON ROTATION LIST \_\_\_\_\_**

6. **OTHER FACILITIES AND PERSONNEL AVAILABLE:** List all provisions for record keeping, backup personnel and auxiliary services which might be required to effectively carry out a high level of service to the public in the business of tow truck operations.

NAME	ADDRESS	SERVICE /TRAINING

7. **BUSINESS LOCATION AND STORAGE LOT:**

Each applicant shall have a storage lot in close proximity to the place of business with adequate storage, securely enclosed (building or fence) to provide reasonable protection for the towed vehicles. Lot must be in compliance with all local jurisdiction regulations and/or ordinance.

- 7.1. **Primary Business Location:** List address of primary business operation to be used for tows resulting from the contract with Lexington County, including dimensions and type of facilities available. **Must provide proof of a valid Zoning Compliance and Business license from local jurisdiction where primary business is located.**

ADDRESS: \_\_\_\_\_

- 7.2.1 **Storage Lot(s):** List location of storage lot(s), dimensions thereof, relationship to primary business operation, type of protection afforded and/or screening, maintenance provided at the lot(s), and theft insurance providing protection to the owners of the vehicles stored. *Must provide proof of a valid Zoning Compliance and Business License from local jurisdiction where storage lot(s) is/are located.*

ADDRESS: \_\_\_\_\_

DIMENSIONS: \_\_\_\_\_

RELATIONSHIP TO BUSINESS: \_\_\_\_\_

TYPE OF PROTECTION: \_\_\_\_\_

THEFT INSUARANCE POLICY NAME AND NUMBER: \_\_\_\_\_

**L. INSURANCE INFORMATION**

A contractor shall procure and keep in full force and effect the below outlined insurance issued by a company licensed to do business in the state. The contractor shall furnish a certificate of insurance showing garage liability coverage and covered autos (trucks/wreckers). Coverage shall also include garage keepers' direct primary coverage.

- (1) Limits of per occurrence liability on its wreckers and its premises as follows:

a. Garage operation	\$600,000.00
Other than garage operation Class A wreckers	600,000.00
Other than garage operation Class B wreckers	600,000.00
Other than garage operation Class A wreckers	750,000.00
b. Garage keepers:	
Comprehensive Class A wreckers	75,000.00
Comprehensive Class B wreckers	150,000.00
Comprehensive Class C wreckers	250,000.00
Collision Class A wreckers	75,000.00
Collision Class B wreckers	150,000.00
Collision Class C wreckers	250,000.00

- (2) Limits of per occurrence liability for vehicles for gross vehicle weight of over 20,000 pounds shall be:

a. Garage operation	\$750,000.00
Other than garage operation	750,000.00
b. Garage keepers:	
Comprehensive	\$250,000.00
Collision	250,000.00

- c. A certificate of insurance shall provide for 30 days' written notice of any material change or cancellation of the policy. Cancellation of insurance will result in immediate termination of contract with the county.
- d. A certificate of insurance shall also provide the following:
  - (1) The physical address of the insured lot;
  - (2) The county as additional insured; and
  - (3) Worker's compensation insurance with state statutory limits.
  - (4) Copies of all such certificates of insurance shall be provided to the county procurement manager within ten days after written acceptance of the contract. Approval of the insurance by the county shall not relieve or decrease the liability of the contractor.
- (e) It is specifically understood that all wrecker and towing services shall be independent contractors.

**Insurance certificate shall be provided to the County Procurement Manager within ten (10) days after acceptance of the contract.**

Insurance Company \_\_\_\_\_

Address \_\_\_\_\_

City, State, & Zip Code \_\_\_\_\_

Phone Number \_\_\_\_\_

Fax Number \_\_\_\_\_

Agent's Name \_\_\_\_\_

Policy Number \_\_\_\_\_

## **M. COUNTY WRECKER LOG**

Each wrecker owned by any wrecker service on a rotation list shall be equipped at all times with a towing log. The towing log shall be continuously maintained by the wrecker service and shall accurately reflect all towing done by the wrecker service at the request of the County of Lexington. The design of the wrecker log will be dictated by the County of Lexington and shall not be altered. Upon request by the County of Lexington, the owner of the wrecker service shall promptly produce this towing log.

All wrecker services will keep a copy of the wrecker log below for their records. The wrecker log shall be filled legibly out in its entirety and made available upon inspection.

### **HOW TO ACCURATELY FILL OUT THE WRECKER LOG:**

1. **Wrecker Service:** Vendor Name.
2. **Log Date:** Please enter in parameter dates of when the wrecker log was filled out.
3. **Date:** Date of call
4. **Time:** The time the call was received by the vendor.
5. **Location:** Location of vehicle that is to be towed.
6. **County Deputy Name/Badge:** The name and badge number of the County Deputy that was on scene with the vehicle
7. **RSN:** Reason that the vehicle needed to be towed.
8. **VMake:** Towed Vehicle Make
9. **VYear:** Towed Vehicle Year
10. **Tag:** License plate number of the towed vehicle
11. **Owner/Address:** Name and address of the vehicle owner.
12. **Disposition:** If the vehicle was towed to an alternate location, wrecker service would fill in name of the person, address, and phone number that the vehicle was released to.
13. **Towing/Storage Charges:** Itemized list of charges for towing and, if applicable, storage.



## COUNTY OF LEXINGTON WRECKER LOG

WRECKER SERVICE: \_\_\_\_\_ LOG DATE: FROM: \_\_\_\_\_ TO: \_\_\_\_\_

REASON: W – WRECKED V – VIOLATION D- DISABLED A – ABANDONED

DATE	TIME	LOCATION	COUNTY DEPUTY NAME/BADGE	RSN	VMAKE	VYEAR	TAG	OWNER ADDRESS	DISPOSITION	TOWING/ STORAGE CHARGES

## **N. CRIMINAL BACKGROUND CHECKS**

All wrecker agencies will be required to submit background checks for all of their drivers to the County of Lexington through South Carolina Law Enforcement Division. If there is a conviction, each case will be considered individually, based on a number of factors including the nature of the crime(s), how long ago the crime and/or release from incarceration occurred, and the number of convictions that have occurred. If an employee does not submit a background check, it will result in the disqualification of the wrecker agency from the County of Lexington's wrecker rotation.

SOUTH CAROLINA LAW ENFORCEMENT DIVISION



RECORDS CHECK  
(Type or Print Clearly in Ink)

NAME: \_\_\_\_\_

AKA AND/OR MAIDEN NAMES: \_\_\_\_\_

DOB: \_\_\_\_\_

SSN: \_\_\_\_\_

(Federal law permits governmental agencies to require a social security number in order to conduct official business; however, private entities may only obtain social security numbers if given voluntarily.)

A FEE OF TWENTY-FIVE DOLLARS (\$25.00) FOR EACH CRIMINAL HISTORY RECORD REQUEST IS REQUIRED BY STATE LAW. PAYMENT SHALL BE MADE TO SLED EXCLUDING CASH AND PERSONALIZED CHECKS. MONEY ORDERS OR COMPANY CHECKS ARE ACCEPTED

**\*WARNING! ALTERATION OF THIS DOCUMENT MAY BE SUBJECT TO CRIMINAL PROSECUTION. DO NOT ACCEPT THIS FORM UNLESS IT BEARS AN ORIGINAL PROCESSING STAMP BY SLED.**

(CJ-022)

\_\_\_\_\_  
SIGNATURE

