

Borough of Medford Lakes, NJ

**APPLICATION CHECKLIST FOR TOWING
AND STORAGE SERVICES**

- List of required equipment and proof of ownership **(form #1)**
- Experience of applicant with references **(form #2)**
- Certification of service and list of available personnel **(form #3)**
- Proper business and trade licenses **(attach copies)**
- Certification of Storage **(form #4)**
- Storage location – proof of ownership or lease **(attach proof)**
- Survey of storage location – certifying square footage **(attach survey)**
- Insurance and proof of required coverage **(attach proof)**
- Disclosure of Ownership Statement **(form #5)**
- Non-collusion, Reliance and Responsibility Affidavit **(form #6)**
- Affirmative Action Affidavit **(form #7)**
- Hold Harmless Agreement **(form #8)**
- Certification to abide by fees set forth by the borough **(form #9)**
- Certification to the Municipal Clerk **(form #10)**

Applicant

Date

List of required equipment and proof of ownership*

Heavy Duty Tow Truck (one required):

1. Make –
Model –
Year –
License plate #–
Two-way/cellular capable [] yes [] no

2. Make –
Model –
Year –
License plate #–
Two-way/cellular capable [] yes [] no

Medium Duty Tow Truck (one required):

1. Make –
Model –
Year –
License plate #–
Two-way/cellular capable [] yes [] no

2. Make –
Model –
Year –
License plate #–
Two-way/cellular capable [] yes [] no

Light Duty Tow Truck (two required – one must be flatbed):

1. Make –
Model –
Year –
License plate #–
Two-way/cellular capable [] yes [] no

2. Make –
Model –
Year –
License plate #–
Two-way/cellular capable [] yes [] no

****Attach copy of registration(s)***

STATEMENT OF EXPERIENCE AND REFERENCES

The Borough requests that applicants provide information as to locations where similar services in which the applicant has provided during the past five years.

<i>LOCATION</i>	<i>CONTACT</i>	<i>PHONE #</i>	<i>YEARS PROVIDING SERVICE</i>
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

ADDITIONAL RELEVANT INFORMATION AS TO THE BIDDER'S EXPERIENCE AND QUALIFICATIONS:

Certification of service and list of personnel to provide 24 hour per day, 7 days per week service

I, _____ hereby certify that
Applicant
_____ is able to provide
Name of Company
personnel and equipment on a twenty-four hour per day, seven
days per week basis for towing and storage services to the Borough
of Medford Lakes.

List of employees on-call and available

1. Name - _____
Address - _____
2. Name - _____
Address - _____
3. Name - _____
Address - _____
4. Name - _____
Address - _____
5. Name - _____
Address - _____
6. Name - _____
Address - _____

Certification of Storage

I, _____ hereby certify that
Applicant
_____ is able to provide
Name of Company
Storage for vehicles pursuant to Medford Lakes Borough Ordinance
Number 567.

Applicant

Date

Storage location address

1. Address Number - _____
2. Street Name - _____
3. City - _____
4. State - _____
5. Zip Code - _____

DISCLOSURE OF OWNERSHIP STATEMENT

Every corporation and/or partnership submitting an application is required by P.L. 1977, c. 33 to list the names and address of stockholders and/or partners who own ten percent (10%) or more of any class of stock in the corporation or interest in the partnership. If there are no such stockholders or partners, so state by indicating "NONE".

FULL NAME OF ENTITY: _____

LEGAL STATUS (CORPORATION, PARTNERSHIP, OTHER): _____

STATE OF CREATION OR INCORPORATION: _____

PRINCIPAL BUSINESS ADDRESS: _____

NAMES AND ADDRESS OF PERSONS HOLDING GREATER THAN 10% INTEREST:

NAME	ADDRESS
_____	_____
_____	_____
_____	_____
_____	_____

I certify that the above list is complete. If one or more of the above is itself a corporation or partnership, I have annexed hereto the names and addresses of all persons owing a 10% or greater interest therein.

I certify that the foregoing statements made by me are true and that I am aware that if any statement made herein is willfully false I am subject to punishment.

Dated:

SIGNATURE

PRINT NAME AND TITLE

NON-COLLUSION, RELIANCE, AND RESPONSIBILITY AFFIDAVIT

STATE OF NEW JERSEY

)
) SS.

COUNTY OF BURLINGTON

_____, being of full age and duly sworn upon oath, deposes and says:

1. I am the _____ of _____, the applicant named below and am authorized to make this affidavit on the applicant's behalf.

2. I have executed the Application in this matter with full authority to do so.

3. The applicant named below has not directly or indirectly entered into any agreement, participated in any collusion, or otherwise taken any action in restraint of free and competitive bidding in connection with the above-named project.

4. All statements made in this Application are true and correct and are made with the knowledge that the Borough of Medford Lakes will rely upon the truth of those statements, and upon the truth of the statements made in this Affidavit.

5. I warrant that no commitment was made in reference to any political contribution to any party or person, and that no undisclosed benefits were promised or given to anyone connected with the Borough of Medford Lakes government, or any political party or organization with reference to this application.

6. I further warrant that no person or selling agency has been employed or retained to solicit or secure the contract sought herein upon any agreement or understanding for any commission, percentage, brokerage or contingent fee, except for bona fide employees or bona fide, established commercial or selling agencies maintained by

Name of Applicant

7. I further warrant and represent that I have never been convicted of, nor have I admitted to, any payment of "kickbacks" or unlawful gifts to any public official, nor have I or any firm with whom I have been associated been debarred or disqualified on moral grounds from doing business with the United States of America, the State of New Jersey, or any of their subdivisions except as set forth in detail on the sheets I have attached, which are incorporated by reference. I understand that disqualification from application on this ground does not apply to any vendor who cooperates with the prosecution and gives supporting testimony on behalf of the prosecution in the course of a judicial inquiry.

Sworn and subscribed to before me

this ____ day of, _____ 200

SIGNATURE OF AFFIANT

NOTARY PUBLIC OF NEW JERSEY

NAME (PRINT):

AFFIRMATIVE ACTION AFFIDAVIT

(This affidavit is to be completed by firms with **less than 50** employees)

STATE OF

)

) SS.

COUNTY OF

)

_____, of full age and duly sworn, deposes and says:

1. I am the [President, Partner, Owner, _____] of the firm of _____, the applicant herein. Said applicant has less than fifty (50) employees of all types, including all officers and employees.

2. I am familiar with the Affirmative Action requirements of P.L. 1975, c. 127 and the rules and regulations issued by the Treasurer of the State of New Jersey pursuant thereto.

3. The applicant whom I represent, and on those behalf make this Affidavit, has complied with all such requirements.

4. I am aware that if the applicant whom I represent, on those behalf I make this Affidavit, does not comply with the requirements of P.L. 1975, c. 127 and the rules and regulations issued by the Treasurer of the State of New Jersey pursuant thereto, no monies may be paid on any contract awarded hereunder until an Affirmative Action Plan is approved pursuant to law. Additionally, I am aware that any contract hereunder may be terminated and that the applicant may be barred from all public contracts for a period of five years.

5. I am aware that if the workforce of the applicant whom I represent, and on whose behalf I make this Affidavit, increases to fifty (50) employees or over, the applicant must contact the State Affirmative Action Office and complete an Employee Information Report, and I affirm that said applicant will do so.

Sworn and subscribed to before me
this _____ day of _____,

20__.

SIGNATURE

PRINT NAME AND TITLE

NOTARY PUBLIC OF NEW JERSEY

HOLD HARMLESS AGREEMENT

_____, by submission of the fee and application, agrees
Name of Towing Company

to assume the defense of and indemnity and hold harmless the Borough, its elected officials, boards, commissions, officers, employees and agents from all suits, actions, damages or claims to which the Borough may be subjected, of any kind or nature whatsoever, resulting from, caused by, arising out of or as a consequence of the provisions of providing the services required.

The owner of the garage or the parking or storage location shall also agree to indemnify and hold harmless the Borough and its officers, employees and agents from any and all suits and actions, damages or claims arising out of the performance of the duties specified in this chapter.

The Borough of Medford Lakes shall not be liable for any services whatsoever, which may be rendered to motor vehicles, and _____ shall only seek
Name of Towing Company
payment from the driver, and/or owner of such vehicles for compensation.

Sworn and subscribed to before me
this _____ day of _____ ,

20__.

SIGNATURE

PRINT NAME AND TITLE

NOTARY PUBLIC OF NEW JERSEY

Certification to abide by fees set forth by the borough

I, _____ hereby certify that
Applicant
_____ will abide by the fees set
Company
forth by the Borough in Resolution Number 123-09* and as amended
with notification from the Borough.

Applicant

Date

*RESOLUTION NUMBER 123-09

A RESOLUTION ESTABLISHING FEES FOR TOWING

WHEREAS, Ordinance 567 establishes rules and regulations for the towing of vehicles in the Borough of Medford Lakes; and

WHEREAS, Ordinance 567 calls for the fees for towing to be set by resolution.

NOW, THEREFORE, BE IT RESOLVED, by the Mayor and Council of the Borough of Medford Lakes, that the following schedule is the official fee schedule for the towing of vehicles for the Borough of Medford Lakes:

Section I: FEES FOR TOWING:

- 1. Application fee:
 - a) The application fee by a tower for a towing permit is \$100.00 and is valid for a three (3) year appointment. Additional three (3) year appointments can be made pursuant to Ordinance Number 567.

2. Flatbed and towing service pursuant to this chapter, which will include all towing/winching, labor and cleanup costs associated with removal of the vehicle:

- a) \$120.00 for any towing service requested for automobiles, motorcycles, motor scooters, mopeds and trucks under 2.5 tons.
- b) \$150.00 for trucks 2.5 tons to 5 tons.
- c) \$200.00 for trucks over 5 tons, buses, tractor trailers, heavy equipment.

2. Winching service not associated with the towing of a vehicle.

- (a) Light Winches \$75.00 per unit per hour.
- (b) Medium winches \$90.00 per unit per hour.
- (c) Heavy winches \$150.00 per unit per hour.

3. Mileage.

- (a) There will be no charge for mileage for vehicles towed within the Borough limits.
- (b) For vehicles towed to or from areas outside of the Borough limits, \$1.75 per mile.

4. Storage

- (a) There will be no charge for storage for any vehicle removed within the first 24 hours of the time the vehicle is towed. For a vehicle towed on Saturday, there will be no charge for storage, if the tower elects not to have business hours on Sunday provided that the vehicle be removed by close of business on Monday.
- (b) Automobiles, trucks under 2.5 tons, motorcycles, mopeds and motor scooters will be charged \$15.00 per business day for storage after the first 24 hours.
- (c) Trucks 2.5 to 5 tons will be charge \$18.00 pr business day for storage after the first 24 hours.
- (d) Trucks, tractor-trailers, buses and heavy equipment over five tons, \$35.00 per business day after the first 24 hours.

- (e) Fees billed to the Borough for vehicles removed at the Borough's direction will be charged per vehicle. A limit of \$2.00 per day with a limit of \$400.00 per vehicle stored.

5. Road Service

- (a) vehicle lockout service; daytime rate \$35.00, nights, weekends, and holidays, \$45.00.

SECTION II: Specialized Equipment.

In cases where the tower must hire laborers or rent or utilize specialized equipment not specified in this chapter, all reasonable charges therefore shall be paid by the owner of the vehicle, after the owner of the vehicle or his agent has given his prior written consent thereto, except where said vehicle is deemed a hazard to health or safety, whereupon said vehicle will be removed by the direction of the Chief of Police or his designee, with the owner then being responsible for all personnel, equipment and labor costs. The Chief of Police or his designee shall determine the necessity for specialized equipment.

Section III: Unloading of Goods.

In the event that it is necessary to unload a vehicle, which has been used for transportation of goods prior to towing, an agreement shall be reached between the tower and the owner of the vehicle or the owner's agent or representative, as to the charge for said service. No written agreement is necessary in an emergency situation, and the Chief of Police or his designee shall determine when an emergency exists.

I hereby certify that the foregoing is a true copy of a Resolution adopted by the Borough Council of the Borough of Medford Lakes at a meeting held on the 22nd of July 2009.

Mark J. McIntosh
Acting Clerk

CERTIFICATION TO THE MUNICIPAL CLERK

I _____ nominate and appoint the Borough Clerk my
(Applicant)
true and lawful agent with full power and authority to acknowledge service or notice of
process for and on behalf of _____ in respect to any
(Company)
matters connected with or arising out of the permit given as required by the provisions
of the Medford Lakes Borough Code, Chapter 171, or for the performance of the
conditions of the permit or for any breach thereof.

I _____ consent and agree that service of any notice or
(Applicant)
process may be made upon such event, and when so made shall be as valid as if
personally served upon _____ according to the laws
(Company)
of this or any other state and waiving all claim or right of error by reason of such
acknowledgment of service or manner of service.

Applicant

Date

Borough Clerk

Date

SUBSCRIBED AND SWORN TO BEFORE ME ON THE

____ DAY OF _____, 20____

NOTARY
SIGNATURE _____