



## INSTRUCTIONS FOR PORT OF LOS ANGELES DRAYAGE SERVICES CONCESSION APPLICATION

Under the Port of Los Angeles' Clean Truck Program, Licensed Motor Carriers (LMCs) must obtain a Port Drayage Services Concession to provide drayage services at the Port of Los Angeles. LMCs desiring to provide drayage services at the Port of Los Angeles (POLA) should anticipate 1 – 2 weeks for processing (contact 866-721-5686 for questions). To apply for a concession:

- Complete and sign the Concession Application. **The online PDF document is designed to accept online completion of application fields. Please proofread, print and sign the Application.**
- Submit the signed Application, along with a \$2,500 concession fee (if paying by check, make it payable to "POLA Concession Fee") to:

Clean Truck Program – Concession Application  
c/o Port of Los Angeles  
425 South Palos Verdes Street  
San Pedro, CA 90731

- You will have temporary access for your trucks into Port terminals as soon as preliminary approval of your concession agreement has been granted by Tetra Tech and you register your trucks on-line in the Port's Drayage Truck Registry (<http://pdtr.cleanairactionplan.org>). At that time, you must also submit an annual truck registration fee of \$100 for every truck that will operate under your concession. Understand that upon receipt of preliminary approval and temporary access for your trucks from Tetra Tech, your concession agreement is still subject to final approval by the Port. Final approval will be evidenced by signature of the Port on the Concession Agreement. Tetra Tech will provide instructions on how to complete the application process.
- A process for registration of all drivers, whether employee drivers or independent owner operators, will be available shortly. The Port will notify applicants and post notices on its website when the driver registration process is available. There is no cost to register drivers.
- After the Tetra Tech notifies you that it has verified the application information and confirmed that you meet the concession requirements, print five copies of the Concession Agreement and have the copies signed by an owner or authorized officer of your LMC. Send all five signed copies of the Concession Agreement to:

Clean Truck Program – Concession Agreement  
c/o Tetra Tech  
3475 E. Foothill Boulevard  
Pasadena, CA 91107

- The concession will be formally approved and fully effective on the date the Concession Agreement is signed by the Port. A fully executed copy of the Concession Agreement will be returned to the concessionaire at the address on the application.



## Port of Los Angeles Concession Application Form A – Concession Obligations

The Port of Los Angeles (“Port”) offers this opportunity to apply for a concession to licensed motor carriers desiring to serve the Port that agree to the terms and conditions set forth in the Port’s Concession Agreement. **Completion of this form does not guarantee award of a concession.** All applicants should review the Concession Agreement (available on the Port’s website at [www.portoflosangeles.org](http://www.portoflosangeles.org), click on the clean truck logo along the left column) before completing this application to understand your obligations if you receive a concession. To receive final approval for a concession, applicants will be required to pay the truck registration fees and agree to the concession terms by signing the Concession Agreement.

### **PORT DRAYAGE TRUCK REGISTRY**

Concessionaires are required to register all drayage trucks that will be permitted to access the Port under this concession.



**Port of Los Angeles**  
**Concession Application Form B – Applicant Information**

Please complete the following information about the company applying for a concession. Information on this form must be reported for and relate to the legal entity that will execute the Concession Agreement. All fields must be completed before the application can be processed.

**Company**

Legal Company Name: \_\_\_\_\_

DBA (if any): \_\_\_\_\_

Company Type (check one):  Corporation     LLC     Partnership     Sole Proprietorship  
 Other \_\_\_\_\_

Standard Carrier Alpha Code (SCAC):

**Mailing Address**

Street: \_\_\_\_\_

City: \_\_\_\_\_ State:   Zip Code:

**Contacts**

Executive Contact

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: (    )    -

FAX Number: (    )    -

Email (if available): \_\_\_\_\_

Secondary Contact

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Phone Number: (    )    -

FAX Number: (    )    -

Email (if available): \_\_\_\_\_



**Port of Los Angeles  
Concession Application Form C – Operating Information**

Please complete the following information for the entire company covered by the concession. This may include multiple yards and/or company locations. Do not include information from subsidiaries or other related business entities that will not be a party to or performing under the Concession Agreement. All fields must be completed before the application can be processed.

Years in Business:

Current Number of Owned Drayage Trucks:

Current Number of Contracted Drayage Trucks:

Average Annual Calls to the Port (all contracted and owned trucks):    ,

Number of Employees:

Annual Gross Income (\$):    ,    ,

Tax ID Number:

CA Number:              US DOT Number:

FMCSA Operating Authority Number:  MC  FF  MX

The Concession Agreement require each applicant to prepare and have available for inspection (1) a parking plan that demonstrates that all trucks registered in the concession can be parked off the street, and (2) a maintenance plan that documents how appropriate maintenance will be conducted. Please see the Port of Los Angeles website Clean Truck pages for templates for these submittals at [www.portoflosangeles.org](http://www.portoflosangeles.org), click on the Clean Truck Program logo along the left column and click again on the Concession Program Overview link.

Note that at its September 27, 2010 meeting, the Port of Los Angeles Board of Harbor Commissioners made an adjustment to the Parking Plan requirement. Parking plans are now required to be submitted by January 1, 2011, though they will not be enforced until July 1, 2011. For the January 1, 2011 initial submittal, Concessionaires can meet their Plan obligations by describing how each Permitted Truck will comply with legal on-street parking, with details on the location of off-street parking provided if available. However, by June 30, 2011, each Concessionaire must submit a revision to the Plan that describes in detail how each Permitted Truck will comply with legal off-street parking.



**Port of Los Angeles  
Concession Application Part D – Insurance Coverage**

All concessionaires must carry General, Automobile, and Workers' Compensation insurance and meet the minimum coverage requirements of the Port. In addition, upon being granted a concession, the concessionaire must add the Port as an Additional Insured to each policy.

**General Liability Insurance (minimum \$1 million required)**

Do you carry Commercial General Liability Insurance?     Yes     No

Insurance Carrier: \_\_\_\_\_

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

Limits (Single Incident/Aggregate): \$ \_\_\_\_\_ / \$ \_\_\_\_\_

Policy Start/Expiration Dates (mm-yy):    Start   -      Expires   -

**Automobile Liability Insurance (minimum \$1 million required)**

Insurance Carrier: \_\_\_\_\_

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

Limits (Single Incident/Aggregate): \$ \_\_\_\_\_ / \$ \_\_\_\_\_

Policy Start/Expiration Dates (mm-yy):    Start   -      Expires   -

**Workers' Compensation Insurance (statutory limit required based on company size)**

Do you carry Workers' Compensation Insurance?     Yes     No

Are you self-insured under a Self Insurance Plan?     Yes     No

Insurance Carrier: \_\_\_\_\_

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

Limits (Single Incident/Aggregate): \$ \_\_\_\_\_ / \$ \_\_\_\_\_

Policy Start/Expiration Dates (mm-yy):    Start   -      Expires   -

***Please indicate the ability of the applicant to meet these Port of Los Angeles' insurance requirements:***

- \_\_\_\_\_ The insurance currently in place fully meets the requirements
- \_\_\_\_\_ Insurance is in place but amounts will need to be increased to fully meet the requirements
- \_\_\_\_\_ Some or all of the insurance must be obtained



## **Port of Los Angeles Concession Application Part E – Financial Capability**

All Applicants must demonstrate financial capability to meet their obligations under the Concession Agreement. Applicants must also agree to comply with applicable state and municipal ethics and conflict of interest laws.

### **Section One: Business Statement**

Any Applicant seeking a concession is required to submit a short summary of relevant business experience for the last three years that clearly describes the Applicant's ability to provide Drayage Services to the Port of Los Angeles. This includes information pertaining to the company, its principals, and the management and administrative staff.

Key element to include, but not limited to:

- a) Experience where similar service (Drayage) was provided, including the nature and extent of service
- b) Experience with the Port of Los Angeles and vicinity
- c) Experience with IOOs / employee drivers
- d) If the Applicant hold or has held concessions / permits in the City of Los Angeles or in other jurisdictions, please describe any regulatory and/or administrative penalties that have been assessed against the Applicant within the last three years and indicate the measures taken to ensure resolution of those issues.

Please attach a list of reference so that the Office of the Clean Truck Program may contact and verify company, management, and administrative experience.

### **Section Two: Financial Statement**

Publicly listed companies must submit their most current annual report, most recent quarterly filings with SEC, and any pending or current legal actions against the company. The Port has the right to request Dunn & Bradstreet or other credit bureau reports deemed necessary. Private enterprises must submit a proxy balance sheet and income statement. Federal and state income tax returns are valid substitutes to meet the documentation requirement. Private enterprises must also certify that there are no pending or current legal actions against the entity, and/or such pending legal action will not have an adverse impact on the financial of the enterprise. If you are a sole proprietorship and do not produce financial statements, please fill out the form set forth on Attachment I to this Application.

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**Port of Los Angeles  
Clean Truck Program Concession Application – Signature**

**APPLICANT’S CERTIFICATION:**

I do hereby certify that I have authority on behalf of the Licensed Motor Carrier to submit this application. I have prepared and reviewed the application, and that all of the information I have provided is true and correct. If any of the information I have submitted changes, I will immediately submit corrected information to the Port. I have reviewed the Concession Agreement and understand and agree that if approved for a concession I will sign and agree to comply with the terms and conditions of the Concession Agreement.

**NOTICE TO APPLICANTS:**

A material false statement, omission or fraudulent inducement made in connection with this application is sufficient cause for denial of the application or revocation of a prior approval, thereby precluding the Applicant from doing business with or performing work for the Port as concessionaire, or receiving truck grant/lease benefits from the Port, for a period of five years. In addition, such false submission may subject the person and/or entity making the false statement to criminal charges. (Title 18 USC 1001, false statements; California Penal Code Section 132, offering altered or antedated or forged documents or records; and Section 134, preparing false documentary evidence).

Authorized Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_

Company \_\_\_\_\_

Witness Signature \_\_\_\_\_ Date \_\_\_\_\_

Print Name \_\_\_\_\_ Title \_\_\_\_\_



## Attachment 1 Financial Summary

To be completed by Applicants that are Sole Proprietorships and do not produce Company generated financial statements (balance sheet, statement of earnings and retained income.) Complete for the most recent year of operation.

Year of Operation: \_\_\_\_\_

### ASSETS

Cash on Hand and in Banks..... \_\_\_\_\_

Account and Notes Receivable:..... \_\_\_\_\_

Fixed Assets (net of depreciation):..... \_\_\_\_\_

Other Assets:..... \_\_\_\_\_

Total Assets:..... \_\_\_\_\_

### LIABILITIES

Accounts Payable:..... \_\_\_\_\_

Notes Payable to Banks in next twelve months:..... \_\_\_\_\_

Notes Payable to Others:..... \_\_\_\_\_

Taxes Payable:..... \_\_\_\_\_

Long Term Liabilities (more than twelve months):..... \_\_\_\_\_

Other Liabilities:..... \_\_\_\_\_

Total Liabilities:..... \_\_\_\_\_

**NET WORTH:**..... \_\_\_\_\_

### INCOME FROM OPERATIONS

Revenue:..... \_\_\_\_\_

Interest from Bank Accounts:..... \_\_\_\_\_

**COST OF GOODS SOLD (if applicable):**..... \_\_\_\_\_

**GROSS PROFIT:**..... \_\_\_\_\_

General and Administrative Expenses:..... \_\_\_\_\_

Depreciation:..... \_\_\_\_\_

Interest Paid:..... \_\_\_\_\_

**NET GAIN OR LOSS:**..... \_\_\_\_\_