

AGENDA
LEXINGTON COUNTY COUNCIL
Committee Meetings
Tuesday, June 22, 2010
Second Floor - County Administration Building
212 South Lake Drive, Lexington, SC 29072
Telephone - 803-785-8103 -- FAX 803-785-8101

***Times are tentatively scheduled committee meetings that may run behind or ahead of schedule; therefore, the times could change by as much as 30 minutes.**

2:00 p.m. - 2:35 p.m. - Economic Development

- (1) Overview of Request for Proposal (RFP) for Saxe Gotha Park - Economic Development - Chuck Whipple, Manager **A**
- (2) Overview of Invitation for Bids for Landscaping, Irrigation, Signage and Lighting for the Saxe Gotha Industrial Park - Economic Development - Chuck Whipple, Manager - **Tab A**
- (3) Old Business/New Business
- (4) Adjournment

2:35 p.m. - 2:40 p.m. - Justice

- (1) FY 10 Justice Assistance Grant (JAG) Program Application - Sheriff's Department - Col. Allan Paavel **B**
- (2) Old Business/New Business
- (3) Adjournment

2:40 p.m. - 2:50 p.m. - Health & Human Services

- (1) FY2008 Local Emergency Management Performance Competitive Grant Award - Tom Collins, Emergency Response Coordinator..... **C**
- (2) FY 10 Local Emergency Management Performance Grant Award - Public Safety/Emergency Preparedness - Tom Collins, Emergency Response Coordinator **D**
- (3) Lexington County Dispatch for all Airport 911 Calls - Public Safety/Administration - Bruce Rucker, Director **E**
- (4) Old Business/New Business
- (5) Adjournment

2:50 p.m. - 3:00 p.m. - Public Works

- (1) Town of Pelion - Additional "C" Fund Request - Public Works - John Fechtel, Director..... **F**
- (2) Old Business/New Business - Traffic Congestion, Alternate Material for Road Swells,
New Road - Corley Mill/Riverchase, Assessment of Ponds Inventory
- (3) Adjournment

3:00 p.m. - 4:15 p.m. - Committee of the Whole

- (1) Midlands Housing Alliance Request
- (2) Approval of Minutes - May 25, 2010 Budget Worksession **G**
- (3) Possible Executive Session if Time Permits
- (4) Old Business/New Business - Local Contractors Procurement, Fire Service Volunteer
Incentives
- (5) Adjournment

GOALS

- 1. Provide for public services to citizens of Lexington County.**
- 2. Manage growth to meet needs of Lexington County.**
- 3. Provide innovative Financial Management.**

Economic Development

B. Banning, Sr., Chairman
B. Derrick, V Chairman
D. Summers
J. Kinard

Health & Human Services

J. Jeffcoat, Chairman
D. Summers, V Chairman
B. Keisler
B. Banning, Sr.
J. Kinard

Committee of the Whole

J. Kinard, Chairman
B. Banning, V Chairman
B. Derrick
S. Davis
D. Summers
B. Keisler
J. Jeffcoat
J. Carrigg, Jr.
T. Cullum

Justice

S. Davis, Chairman
J. Carrigg, Jr., V Chairman
B. Derrick
B. Keisler
J. Kinard

Public Works

B. Derrick, Chairman
J. Carrigg, Jr., V Chairman
B. Keisler
B. Banning, Sr.
J. Kinard

A G E N D A
LEXINGTON COUNTY COUNCIL

Tuesday, June 22, 2010

Second Floor - Dorothy K. Black Council Chambers - County Administration Building
212 South Lake Drive, Lexington, South Carolina 29072
Telephone - 803-785-8103 FAX - 803-785-8101

4:30 P.M. - COUNCIL CHAMBERS

Call to Order/Invocation
Pledge of Allegiance

Chairman's Report

Administrator's Report

Employee Recognition - Katherine Hubbard, County Administrator

Presentation of Resolution

(1) Grace Baptist Church presented by Councilman Bill Banning

Appointments H

Bids/Purchases/RFPs

- (1) Netmotion and Netclock - Public Safety/Communications and Information Services **I**
- (2) Courthouse Camera System - Sheriff's Department **J**
- (3) FY2010 - 2011 Wrecker Vendors - Countywide **K**

Committee Reports

Health & Human Services, J. Jeffcoat, Chairman

- (1) FY2008 Local Emergency Management Performance Competitive Grant Award - **Tab C**
- (2) FY 10 Local Emergency Management Performance Grant Award - **Tab D**
- (3) Lexington County Dispatch for all Airport 911 Calls - **Tab E**

Public Works, B. Derrick, Chairman

- (1) Town of Pelion - Additional "C" Fund Request - **Tab F**

Committee of the Whole, J. Kinard, Chairman

- (1) Midlands Housing Alliance Request

6:00 P.M. - Public Hearing

- (1) FY 10 Justice Assistance Grant (JAG) Program - **Tab B**

Committee Report

Justice, S. Davis, Chairman

- (1) FY 10 Justice Assistance Grant (JAG) Program Application - **Tab B**

Budget Amendment Resolutions

OLD BUSINESS/NEW BUSINESS

EXECUTIVE SESSION/LEGAL BRIEFING

MATTERS REQUIRING A VOTE AS A RESULT OF EXECUTIVE SESSION

ADJOURNMENT

MISSION:

Provide quality services to our citizens at a reasonable cost.

VISION:

Planned growth for our communities with abundant opportunities for all in a quality environment.

Lexington

County Council

June 22, 2010



Economic Development Committee Meeting



Saxe Gotha Industrial Park Requests For Proposals Speculative Building Number 1

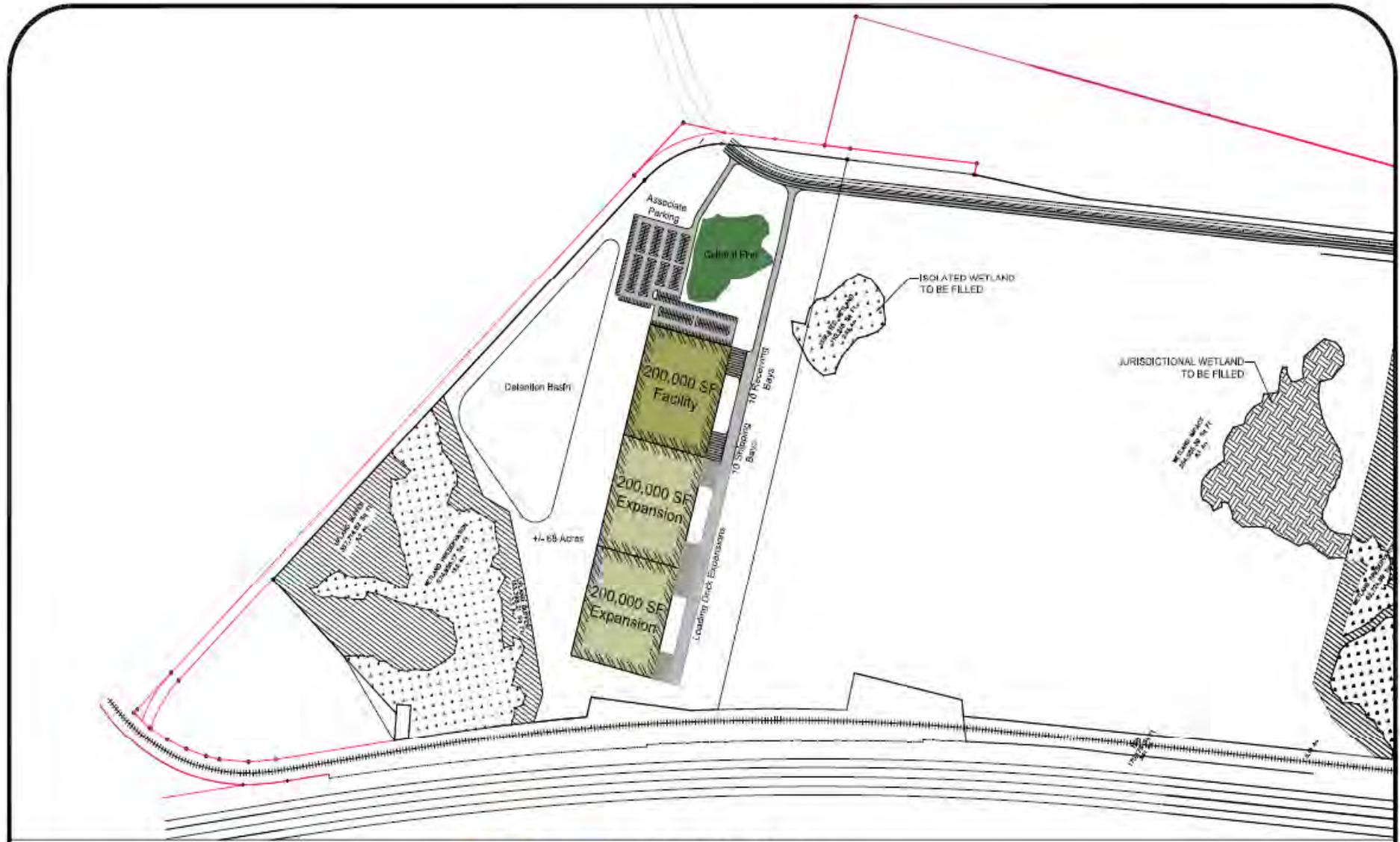
- Lexington County is soliciting Proposals from qualified Design/Build/Developer Teams for the design and construction of Speculative Building #1 in the Saxe Gotha Industrial Park.
- As Inducement to the Design/Build/Development Team, Lexington County is willing to offer +/-35 acres of land for this project and will waive the +/- \$1.925 million, or \$55,000 per acre, land cost until such time as the building constructed is either sold or leased, whichever comes first. If the building is not sold within a 36 month timeframe, the Design/Build/Developer Team will remit to Lexington County within 30 days after notice to remit the full amount owed under the real estate sales contract.



MINIMUM BUILDING TECHNICAL REQUIREMENTS

- **Building Code:** International Building Code (Latest Version)
- **Site Size:** Approximately +/-35 acres of Land
- **Minimum Floor Space:** 200,000 SF Manufacturing Facility
- **Exterior Dimensions:** 400 feet deep x 500 feet long
- **Minimum Clear Height:** 32 feet minimum clear height
- **Number of Stories:** 1
- **Column Spacing:** Minimum 50 feet x 50 feet
- **Framing:** Structural Steel Frame
- **Walls:** Tilt Concrete Wall Panels
- **Floor:** Twenty (20) foot by Twenty (20) foot - to be located at the main entrance
- **Roof:** Sixty (60) mil mechanically fastened TPO membrane system
- **Fire protection:** ESFR Fire Suppression System
- **Truck Doors:** Adequate dock doors and drive in doors
- **Truck Loading Dock:** 130' Asphalt Truck Court
- **Truck Dolly Pad:** Eight (8) inches concrete
- **Equipment:** Dock lights, levelers, seals, canopies, etc.
- **Electrical:** Three Phase power
- **Lighting:** Temporary lighting adequate for building viewing
- **Ventilation:** Adequate ventilation
- **Car Parking:** Two hundred (200) spaces
- **Heating and Air Conditioning:** None
- **Water:** None
- **Wastewater:** None
- **Field Quality Control:** Design/Build/Developer Team must provide an independent testing laboratory to provide sufficient Quality Control Testing for this type of work.

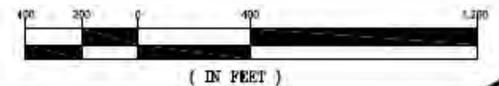


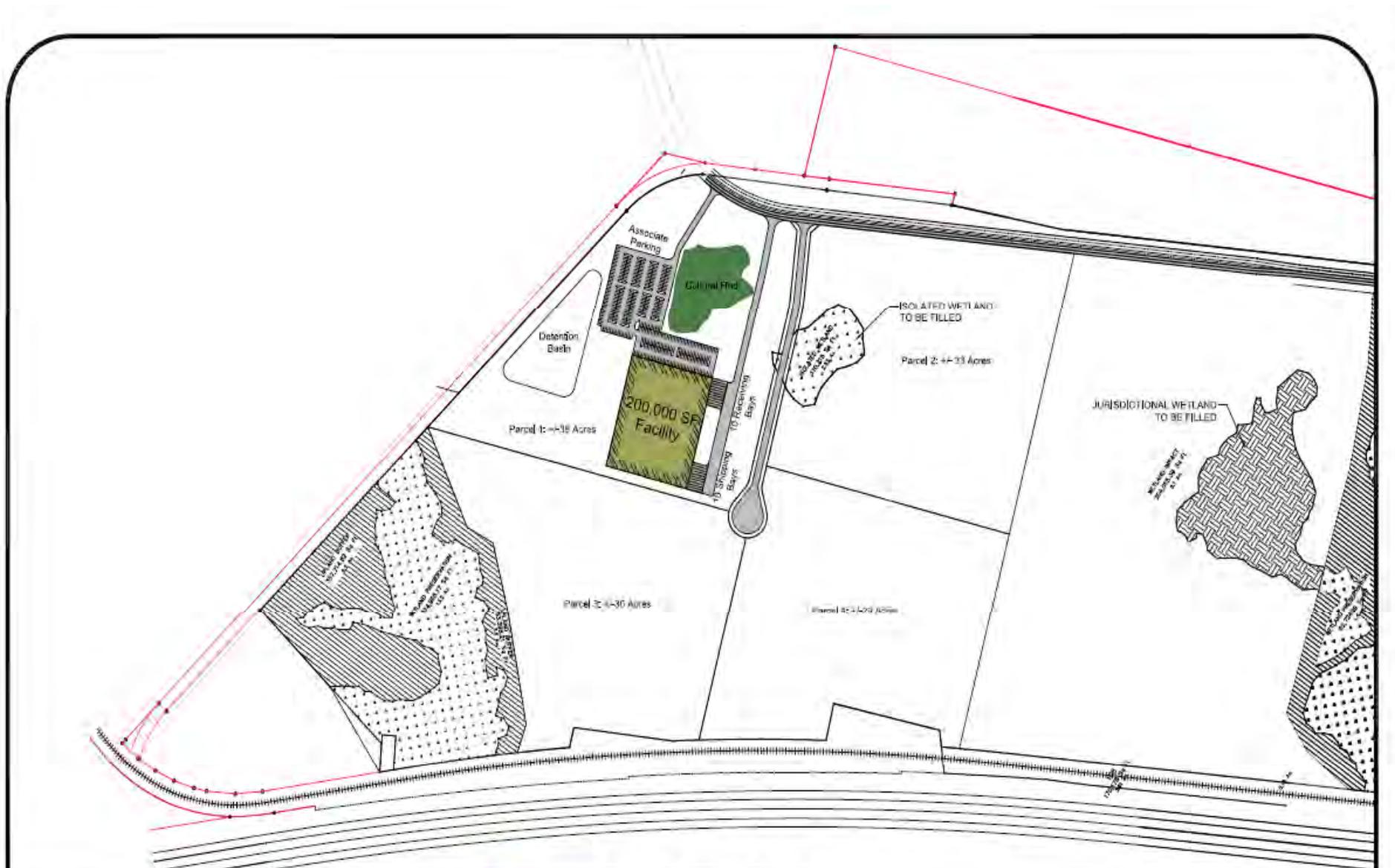


 Approximate Wetlands



Spec Building No. 1
Site Layout 1
 Saxe Gotha Industrial Park
 Lexington County, South Carolina





 Approximate Wetlands



Spec Building No. 1
Site Layout 2
Saxe Gotha Industrial Park
Lexington County, South Carolina



(IN FEET)





 Approximate Wetlands



Spec Building No. 1
Site Layout 3
 Saxe Gotha Industrial Park
 Lexington County, South Carolina



(IN FEET)



RFP Projected Dates and Timelines

- **ADVERTISEMENT IN SCBO PUBLICATION** June 24, 2010
- **RFP AVAILABLE TO VENDORS** June 25, 2010
- **MANDATORY PRE-PROPOSAL CONFERENCE** July 09, 2010
- **DEADLINE FOR ADDITIONAL WRITTEN INQUIRIES** July 16, 2010
- **WRITTEN RESPONSES TO VENDORS** July 23, 2010
- **DEADLINE FOR RECEIPT OF PROPOSALS** August 23, 2010
- **EVALUATION COMMITTEE MEETING** August 30, 2010
- **SCHEDULED INTERVIEWS & FINAL EVALUATION** Sept. 8, 2010
- **PRESENT TO COUNTY COUNCIL** Sept. 28, 2010
- **AWARD CONTRACT TO OFFEROR** Sept. 30, 2010
- **COMPLETION DATE; READY FOR SALE** March 29, 2011



Lexington

County Council

June 22, 2010



Economic Development Committee Meeting



Saxe Gotha Industrial Park

Invitation for Bids

Landscape, Irrigation, Signage and Lighting Improvements

- Lexington County is soliciting Bids from qualified firms to provide the landscaping, irrigation, signage and lighting improvements for the Saxe Gotha Industrial Park.
- The goal is to landscape the Saxe Gotha Industrial Park in a manner that is consistent with recent development along the 12 Street and Interstate 77 interchange.



Preliminary Cost Estimate
Lighting Improvements
(Lease Option)
Saxe Gotha Industrial Park
Lexington County
South Carolina

SCE&G 10-Year Lease Option				
Roadway Lighting - Initial Construction				
No.	Quantity	Unit	Item Description	Total
1	1	LS	SCE&G Service Charges (Aide to Construction)	\$40,000.00
2	75	LF	Directional Boring - 2 Inch PVC Conduit	\$12.00
3	10,000	LF	2-Inch PVC Conduit	\$5.00
Subtotal:				\$90,900.00
Roadway Lighting Initial Construction Subtotal:				\$90,900.00
Contingency				\$18,200.00
Roadway Lighting Initial Construction Total:				\$109,100.00
Roadway Lighting - Monthly/Yearly Charges				
No.	Quantity	Unit	Item Description	Total
1	3	EA	Lighting Lease Cost - Old Wire Road (One side of Road, 1 Light per 300 LF)	\$44.00
2	30	EA	Lighting Lease Cost - Industrial Park Road (One side of Road, 1 Light per 300 LF)	\$44.00
Subtotal:				\$1,452.00
Roadway Lighting Monthly Total:				\$1,452.00
Roadway Lighting Yearly Total:				\$17,424.00
Overall Cost of 10-Year Lease:				\$283,340.00

Notes:

- Unit prices are based on estimated footages, existing conditions, and current bid climates.
- SCE&G Aide to Construction charges includes complete installation of lighting and was provided by SCE&G personnel.
- Estimate does not include any service fees associated with obtaining SCE&G service.
- Estimate does not include the relocation of any existing utilities.
- Estimate assumes no clearing and grading.
- All costs are estimated based on a cost of \$76/barrel for Crude Oil.
- Erosion Control has not been included.
- Additional due diligence may be required as per SCE&G to establish service connection.



Prepared By: Alliance Consulting Engineers, Inc.

Preliminary Cost Estimate
Lighting Improvements
(County-Owned)
Saxe Gotha Industrial Park
Lexington County
South Carolina

County Ownership Option				
Roadway Lighting - Initial Construction				
No.	Quantity	Unit	Item Description	Total
1	1	LS	Mobilization	\$10,000.00
2	1	LS	Design Fee	\$8,000.00
3	33	EA	Pole and Fixture	\$2,200.00
4	45	DAY	Lighting Installation	\$1,500.00
5	10,000	LF	Wiring	\$3.50
6	75	LF	Directional Boring - 2 Inch PVC Conduit	\$12.00
7	10,000	LF	2-Inch PVC Conduit	\$5.00
Subtotal:				\$244,000.00
Roadway Lighting Initial Construction Subtotal:				\$244,000.00
Contingency				\$42,000.00
Roadway Lighting Initial Construction Total:				\$286,000.00
Roadway Lighting - Monthly/Yearly Charges				
No.	Quantity	Unit	Item Description	Total
1	33	EA	Electricity	\$14.00
2	1	LS	Maintenance/Repair	\$550.00
Subtotal:				\$1,012.00
Roadway Lighting Monthly Total:				\$1,012.00
Roadway Lighting Yearly Charges Total:				\$12,144.00
Overall Cost of 10-Year Lease:				\$407,440.00

Notes:

- Unit prices are based on estimated footages, existing conditions, and current bid climates.
- Electrical usage based on 164 kilowatt hours monthly usage per light at .02 cents per kilowatt hour.
- Estimate does not include the relocation of any existing utilities.
- Estimate assumes no clearing and grading.
- All costs are estimated based on a cost of \$76/barrel for Crude Oil.
- Erosion Control has not been included.
- Additional due diligence may be required as per SCE&G to establish service connection.
- Estimate for based on current SCE&G pricing.
- Estimate includes maintenance at \$200/year for each pole and fixture.



Prepared By: Alliance Consulting Engineers, Inc.



Invitation for Bids (IFB)

Projected Dates and Timelines

- **ADVERTISEMENT IN SCBO PUBLICATION** **June 28, 2010**
- **IFB AVAILABLE TO VENDORS** **June 28, 2010**
- **MANDATORY PRE-BID CONFERENCE** **July 14, 2010**
- **DEADLINE FOR WRITTEN INQUIRIES** **July 19, 2010**
- **WRITTEN RESPONSES TO VENDORS** **July 21, 2010**
- **DEADLINE FOR RECEIPT OF BIDS** **July 28, 2010**
- **ARCHITECT RECOMMENDATION** **August 13, 2010**
- **PRESENT TO COUNTY COUNCIL** **August 24, 2010**
- **AWARD CONTRACT TO OFFEROR** **Sept. 10, 2010**



**COUNTY OF LEXINGTON
 FY 10 JUSTICE ASSISTANCE GRANT
 Annual Budget
 FY 2010-11 Estimated Revenue**

Object Code	Revenue Account Title	Actual 2008-09	Received Thru Jun 2009-10	Budget Thru Jun 2009-10	Revenues Thru Jun 2009-10	Requested 2010-11	Recommend 2010-11	Approved 2010-11
* FY 10 Justice Assistance Grant 2498:								
Revenues:								
457000	Federal Grant Income	0	0	0	0	59,555	59,555	
		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>59,555</u>	<u>59,555</u>	
	***Total Appropriations				0	59,555	59,555	
FUND BALANCE								
	Beginning of Year				<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected								
	End of Year				<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	

COUNTY OF LEXINGTON
FY 10 JUSTICE ASSISTANCE GRANT
Annual Budget
Fiscal Year - 2009-10

Fund: 2498
Division: Judicial
Organization: 142000 - Magistrate Court Services

		<i>BUDGET</i>				
Object Expenditure		2008-09	2009-10	2009-10	2010-11	2010-11
Code	Classification	Expenditure	Expenditure	Amended	Requested	Recommend
			(June)	(June)		Approved
Personnel						
	* Total Personnel	0	0	0	0	0
Operating Expenses						
520200	Contracted Services	0	0	0	400	400
	* Total Operating	0	0	0	400	400
	** Total Personnel & Operating	0	0	0	400	400
Capital						
540000	Small Tools and Minor Equipment	0	0	0	1,697	1,697
	(1) Executive Desk	0	0	0	775	775
	(1) Credenza	0	0	0	775	775
	(2) 32" LCD/DVD Combo	0	0	0	1,300	1,300
	(2) TV Wall Mounts	0	0	0	700	700
	(7) USB External Hard Drives	0	0	0	600	600
	(6) Handheld Metal Detectors	0	0	0	900	900
	** Total Capital	0	0	0	6,747	6,747
	*** Total Budget Appropriation	0	0	0	7,147	7,147

COUNTY OF LEXINGTON
FY 10 JUSTICE ASSISTANCE GRANT
Annual Budget
Fiscal Year - 2009-10

Fund: 2498
Division: Law Enforcement
Organization: 151200 - Operations

Object Expenditure Code Classification	2008-09	2009-10	2009-10	2010-11	<i>BUDGET</i>	
	Expenditure	Expenditure (June)	Amended (June)	Requested	2010-11 Recommend	2010-11 Approved
Personnel						
* Total Personnel	0	0	0	0	0	0
Operating Expenses						
* Total Operating	0	0	0	0	0	0
** Total Personnel & Operating	0	0	0	0	0	0
Capital						
(150) Chairs	0	0	0	19,130	19,130	
(44) Tables				26,727	26,727	
** Total Capital	0	0	0	45,857	45,857	
*** Total Budget Appropriation	0	0	0	45,857	45,857	

COUNTY OF LEXINGTON
FY 10 JUSTICE ASSISTANCE GRANT
Annual Budget
Fiscal Year - 2009-10

Fund: 2498
Division: Non-departmental
Organization: 999900 Non-departmental

		<i>BUDGET</i>				
Object Expenditure		2008-09	2009-10	2009-10	2010-11	2010-11
Code	Classification	Expenditure	Expenditure	Amended	Requested	Recommend
			(June)	(June)		Approved
Personnel						
* Total Personnel		0	0	0	0	0
Operating Expenses						
520306	Counseling Services	0	0	0	6,551	6,551
* Total Operating		0	0	0	6,551	6,551
** Total Personnel & Operating		0	0	0	6,551	6,551
Capital						
** Total Capital		0	0	0	0	0
*** Total Budget Appropriation		0	0	0	6,551	6,551

SECTION V. – PROGRAM OVERVIEW

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system, from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives. JAG-funded projects may address crimes through the provision of services directly to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures.

The County of Lexington has been allocated \$59,555 of the FY 10 Edward Byrne Memorial Justice Assistance Grant (JAG) Program from the US Department of Justice. This funding will be split between the Sheriff's Department, Magistrate Court Service, and Sistercare.

SECTION VI. C. – OPERATING LINE ITEM NARRATIVE

520200 - CONTRACTED SERVICES \$ 400

The flat panel monitors will be installed by the vendor at each of the Magistrate Court locations. Installation rates vary from vendor to vendor at \$60 per hour to \$100 per hour. Most vendors also include mileage for their travel.

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVE

540000 – SMALL TOOLS AND MINOR EQUIPMENT \$ 1,697

These funds will be used to purchase new or replacement equipment that may be needed throughout the fiscal year. The Magistrate Court Service's currently has six District Courts, one Bond Court, one Central Court, and offices at the Judicial Center. Each year numerous items are purchased for each of these locations. These items include electric staplers, telephones, cables, connections, etc.

(1) EXECUTIVE DESK \$ 775

The executive desk will be used to replace existing worn furniture used by the Magistrate. The desk can be purchased from Commercial Office Furniture at a cost of \$724 plus tax.

1 @ \$724 + \$50.68tax = \$774.68

(1) CREDENZA \$ 775

The credenza will be used to replace existing worn furniture used by the Magistrate. The credenza can be purchased from Commercial Office Furniture at a cost of \$724 plus tax.

1 @ \$724 + \$50.68tax = \$774.68

(2) 32" LCD/DVD COMBO \$ 1,300

The two LCD/DVD combo's will be used by the Magistrate Court for the State, defense, witness and victim to view video evidence during trials for criminal, traffic, DUI and civil cases. The LCD/DVD combo's can be purchases on State contract at a cost of \$607 ea plus tax.

2 @ \$607 = \$1,214 + \$84.98 tax = \$1,298.98

(2) TV WALL MOUNTS \$ 700

The two wall mounts will be used by the Magistrate Court to mount flat panel monitors. The wall mounts can be purchased on State contract at a cost of \$327ea plus tax each.

2 @ \$327ea = \$654 + \$45.78 tax = \$699.78

FUND: 2498 – FY 10 JUSTICE ASSISTANCE GRANT
MAGISTRATE COURT SERVICES (142000)
FY 2010-11 BUDGET REQUEST

(7) USB EXTERNAL HARD DRIVE **\$ 600**

The seven external hard drives will be used by each Magistrate to back up their files on a daily basis. The external hard drives can be purchased on the office supply contract at a cost of \$80ea.

7@ \$80 = \$560 + \$39.20 tax = \$599.20

(6) HANDHELD METAL DETECTORS **\$ 900**

The six handheld metal detectors will be used by the six District Magistrate offices throughout the County to screen defendants before entering the courtroom. The metal detectors can be purchased on government contract from CEIA at a cost of \$140ea plus tax.

6@ \$140 = \$840 + \$58.80 tax = \$898.80

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVE

(150) CHAIRS **\$ 19,130**

LCSD has several different types and colors of chairs for the training and conference rooms. Many times, there are not enough of any one type and color to fill one room for a function. Some of the chairs are broken and scratched. These chairs are part of our building renovation plan, which is to increase the professional appearance of our facility. All chairs would be the same so they would be interchangeable between rooms so that we could accommodate a large event and all chairs would match to increase the professional appearance. The total estimated cost for 150 chairs is \$19,129.50 or \$127.53 each.

(44) TABLES **\$ 26,727**

Like the chairs, LCSD has several different sizes of tables. The existing tables are cafeteria style with some of them being wider and longer than others are. Different size tables make it difficult to create uniform and professional look in a conference room. These tables are also part of our building renovation plan, which is to increase the professional appearance of our facility. In addition, these tables are approximately 12 years old, the laminate is missing in places and they are sagging in the middle. Total estimated cost for the 44 tables is \$26,726.48 or \$607.42 each.

FUND: 2498 – FY 10 JUSTICE ASSISTANCE GRANT
NON-DEPARTMENTAL (999900)
FY 2010-11 BUDGET REQUEST

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520306 – COUNSELING SERVICES **\$ 6,551**

These funds will be used to offset the cost of community counseling support group services for Lexington County battered women and their children. It will also help provide crime victim services and break the intergenerational cycle of domestic violence.



Sistercare

PO Box 1029

Columbia, SC 29202

803 926-0505

Fax 803 794-0098

LEXINGTON COUNTY

MAR 04 2010

FINANCE DEPT

March 1, 2010

**Adam DuBose
Manager of Grants Administration
County of Lexington
Finance Department
212 South Lake Drive
Lexington, SC 29072**

Re: Victim's Assistance Funds

Dear Mr. DuBose:

Sistercare requests \$10,000 for FY 2010-2011 from Lexington County's Victim's Assistance funds collected under S.C. Code Ann. 14-1-206 through 208 (assessment statutes) and 14-1-211 (surcharge statute) to provide crime victims services to battered women and their children who reside in Lexington County.

Victim's assistance revenue will be used to help provide community counseling group services for Lexington County battered women and their children during FY 2010-2011. The Lexington County battered women who participate in Sistercare's community counseling groups receive counseling and support services to help them break the cycle of domestic violence. During 2009-2010, Sistercare provided services to 138 abused women and children living in Lexington County.

Our staff and board of directors appreciate Lexington County's past assistance and hope that you will continue to support Sistercare's services for battered women and their children by facilitating our request for FY 2010-2011.

Sincerely,

**Nancy Barton
Executive Director
lm**





The [U.S. Department of Justice, Office of Justice Programs](#) (OJP) [Bureau of Justice Assistance](#) (BJA) is pleased to announce that it is seeking applications for funding under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. This program furthers the Department's mission by assisting state, local, and tribal efforts to prevent or reduce crime and violence.

Edward Byrne Memorial Justice Assistance Grant (JAG) Program FY 2010 Local Solicitation

Eligibility

Applicants are limited to units of local government appearing on the FY 2010 JAG Allocations List. To view this list, go to www.ojp.usdoj.gov/BJA/grant/10jagallocations.html. For JAG program purposes, a unit of local government is: a town, township, village, parish, city, county, borough, or other general purpose political subdivision of a state; or, it may also be a federally recognized Indian tribe that performs law enforcement functions (as determined by the Secretary of the Interior and published in the *Federal Register*). Otherwise a unit of local government may be any law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes. In Louisiana, a unit of local government means a district attorney or parish sheriff. In the District of Columbia or any United States Trust Territory, a unit of local government is any agency of the District of Columbia or federal government performing law enforcement functions for the District of Columbia or Trust Territories of the United States.

Deadline

This application must be submitted through OJP's [Grants Management System \(GMS\)](#). Registration with [OJP's Grant Management System \(GMS\)](#) is required prior to application submission. (See "How to Apply," page 6.)

All applications are due by 8:00 p.m. eastern time on June 30, 2010
(See "Deadlines: Registration and Application," page 1.)

Contact Information

For technical assistance with submitting the application, contact the Grants Management System Support Hotline at 1-888-549-9901, option 3, or via e-mail to GMS.HelpDesk@usdoj.gov.

Note: The [GMS](#) Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to 12 midnight eastern time, except federal holidays.

For assistance with the requirements of this solicitation, contact your State Policy Advisor: www.ojp.usdoj.gov/BJA/resource/ProgramsOffice.pdf.

Release date: April 26, 2010

CONTENTS

Overview	1
Deadlines: Registration and Application	1
Eligibility	1
JAG Program—Specific Information	1
How to Apply	6
What an Application Must Include:	7
Standard Form 424	
Program Narrative	
Budget and Budget Narrative	
Review Narrative	
Abstract	
Review Process	8
Additional Requirements	9
Application Checklist	10

Edward Byrne Memorial Justice Assistance Grant (JAG) Program CFDA #16.738

Overview

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program (42 U.S.C. 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions. JAG funds support all components of the criminal justice system, from multijurisdictional drug and gang task forces to crime prevention and domestic violence programs, courts, corrections, treatment, and justice information sharing initiatives. JAG-funded projects may address crime through the provision of services directly to individuals and/or communities and by improving the effectiveness and efficiency of criminal justice systems, processes, and procedures.

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on June 30, 2010 and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on June 30, 2010. Please see the "How to Apply" section, page 6, for more details.

Eligibility

Please refer to the cover page of this solicitation for eligibility under this program.

JAG Program—Specific Information

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Established to streamline justice funding and grant administration, the JAG Program allows states, tribes, and local governments to support a broad range of activities to prevent and control crime based on their own local needs and conditions. JAG blends the previous Byrne Formula and Local Law Enforcement Block Grant (LLEBG) Programs to provide agencies with the flexibility to prioritize and place justice funds where they are needed most.

Formula

The Bureau of Justice Statistics (BJS) calculates, for each *state and territory*, a minimum base allocation which, based on the Congressionally mandated JAG formula, can be enhanced by (1) the state's share of the national population, and (2) the state's share of the country's Part 1 violent crime statistics. Once the state funding is calculated, 60 percent of the allocation is awarded to the state and 40 percent to eligible units of local government (please note that the territories and District of Columbia are exempt from this part of the formula).

Eligible state/territory recipients are entitled to the previously mentioned 60 percent state allocation plus any funds designated for the state's units of local government whose direct allocation would be less than \$10,000. Funds from these "less than \$10,000 jurisdictions" are added to the state allocation and must be distributed by the state to state police departments

that provide criminal justice services to units of local government and units of local government that were not eligible for a direct award of \$10,000 or more.

In addition, the formula then calculates direct allocations for local governments within each state, based on their share of the total violent crime reported within the state. Local governments entitled to at least \$10,000 awards may apply directly to BJA for local JAG grants. States also have a variable percentage of the allocation that is required *to be "passed through"* to units of local government. This amount, also calculated by BJS, is based on each state's crime expenditures. Updated Variable Pass-through percentages (VPT), which State Administering Agencies (SAA) are required to use in the administration of Fiscal Year 2010 JAG awards, can be found at: www.ojp.usdoj.gov/BJA/grant/jag10/10JAGvpt.pdf.

Award Amount

Eligible award amounts under JAG are posted annually to BJA's JAG web page: www.ojp.usdoj.gov/BJA/grant/jag.html.

Purpose Areas

JAG funds may be used for state and local initiatives, technical assistance, training, personnel, equipment, supplies, contractual support, and criminal justice information systems for criminal justice that will improve or enhance such areas as:

- Law enforcement programs.
- Prosecution and court programs.
- Prevention and education programs.
- Corrections and community corrections programs.
- Drug treatment and enforcement programs.
- Planning, evaluation, and technology improvement programs.
- Crime victim and witness programs (other than compensation).

Note: The authorizing statute for the JAG Program provides that funds are to be used for the purposes above and notes that these purposes include all of the purposes previously authorized under the Edward Byrne Memorial State and Local Assistance Program (Byrne Formula) and the Local Law Enforcement Block Grant Program (LLEBG). This provision may be useful to applicants in understanding all of the allowable uses under the above purpose areas. For example, relying on this provision, it can be understood that the JAG Purpose Area "Prosecution and court programs" listed above, provides the states and local units of government with the authority to fund defender, judicial, pretrial, and court administration efforts as well as prosecution programs. For a listing of prior Byrne Formula and LLEBG purpose areas, see www.ojp.usdoj.gov/BJA/grant/byrnepurpose.html. Although these two programs have been eliminated, their prior purpose areas may be useful in appreciating the scope of the JAG purpose areas.

Priorities

BJA recognizes that the downturn in the economy has resulted in significant pressures on state and local criminal justice systems. In these challenging times, all of DOJ, and especially OJP and BJA, wish to ensure that local JAG recipients are aware of several areas of national focus and priority for DOJ that may be of help in maximizing the effectiveness of the Byrne/JAG funding at the state and local level.

As an overall framework for success, we encourage comprehensive justice planning, bringing all of the system stakeholders together, including law enforcement, courts, prosecutors, defenders,

corrections officials, and other stakeholders to create a comprehensive and strategic justice plan to ensure coordination and a more effective justice system.

As a part of this strategic planning process, we strongly encourage state and local planners to consider programs that are evidence-based and have been proven effective; in a difficult budgetary climate, it is critical that dollars are spent on programs whose effectiveness is proven. However, we recognize that state and local programs can also be wonderful laboratories for innovative programs that can be models for other states and localities addressing difficult problems. BJA has made resources available to state administering agencies and others to provide training and technical assistance in identifying and using evidence-based practices as the outcome of a comprehensive and strategic justice plan in the state or local community.

In addition to these overarching considerations, and in addition to our longstanding and unwavering commitment to keeping violent crime at its lowest level in decades, the following priorities represent key areas where we will be focusing nationally and invite each state to join us in addressing these challenges as a part of our Justice Assistance Grants partnership.

A key priority for the Department of Justice and, indeed, the entire Administration, is effective counterterrorism and terrorism prevention programs. We recognize that state and local law enforcement are critical partners in detecting, identifying, preventing, and disrupting acts of violence against the United States by both domestic and international extremist organizations. Preventing terrorism remains the first goal of the Department of Justice's strategic plan and remains a priority for BJA.

Another key priority area is ensuring that justice is truly done in the criminal justice system—the Attorney General has consistently stressed that the crisis in indigent defense reform is a serious concern of his, a concern which is shared by OJP and BJA. As a former prosecutor and judge, however, the Attorney General is also acutely aware that without adequate funding for the courts, prosecution, problem-solving courts, and other innovative, cost-saving alternatives to incarceration, true justice cannot be achieved.

As important as a well-functioning court system is “Smart Policing”—evidence-based and data-driven law enforcement efforts that allow agencies to maximize their resources and more efficiently target emerging and chronic crime problems, hopefully preventing crimes before they occur and ultimately lessening the burden on the courts and the justice system overall.

As our economy shows signs of recovery, it is essential that we not allow this progress to be thwarted by economic crime, including mortgage fraud, financial crimes, fraud, and intellectual property crimes that threaten our economic growth and stability.

In order to lessen the burden on what has been described as an overreliance on incarceration, it is essential that those who have served time can transition back into the community and into crime-free pro-social lives. To do this, we will emphasize smart and effective approaches to offender reentry and will support statewide and local efforts in justice reinvestment, which reduces costly spending on incarceration and reinvests a portion of the savings into other areas of the justice system without sacrificing accountability.

Last, but certainly not least, we must ensure that, in the context of our continued focus on addressing violent crime, children who are exposed to violence are responded to effectively so that these experiences do not risk the futures of these children and do not fuel the cycle of violence.

These priorities and others will be the focus of our efforts during FY 2010, and we invite you as a partner and grantee to join us in our efforts to address these critical issues.

Responsibilities

The Chief Executive Officer (CEO) of an eligible unit of local government or other officer designated by the CEO must submit the application for JAG funds. A unit of local government receiving a JAG award will be responsible for the administration of the funds including: distributing the funds; monitoring the award; submitting quarterly financial status (SF-425) and performance metrics reports and annual programmatic reports; and providing ongoing oversight and assistance to any subrecipients of the funds.

Administrative Funds

A unit of local government may use up to 10 percent of the award, plus any interest accrued, for costs associated with administering JAG funds.

Disparate Certification

A disparate allocation occurs when a city or municipality is allocated one-and-one-half times (150 percent) more than the county, while the county bears more than 50 percent of the costs associated with prosecution or incarceration of the municipality's Part 1 violent crimes. A disparate allocation also occurs when multiple cities or municipalities are collectively allocated four times (400 percent) more than the county, and the county bears more than 50 percent of the collective costs associated with prosecution or incarceration of each municipality's Part 1 violent crimes.

- ★ Jurisdictions certified as disparate must identify a fiscal agent that will submit a **joint application** for the aggregate eligible allocation to all disparate municipalities. The joint application must determine and specify the award distribution to each unit of local government and the purposes for which the funds will be used. When beginning the JAG application process, a Memorandum of Understanding (MOU) that identifies which jurisdiction will serve as the applicant/fiscal agent for joint funds, must be completed, and signed by the Authorized Representative for each participating jurisdiction. The signed MOU should be attached to the application. For a sample MOU, go to www.ojp.usdoj.gov/BJA/grant/jag10/10JAGMOU.pdf. **Failure to submit a signed MOU may result in the attachment of a withholding special condition at the time of award, preventing the draw-down of funds until the required information is submitted.**

Governing Body Review

The applicant agency (fiscal agent in disparate situations) must make the grant application available for review by the governing body (or to the organization designated by the governing body) not fewer than 30 days before the application is submitted to BJA. **Failure to submit a review narrative including the required governing body notification information may result in the attachment of a withholding special condition at the time of award, preventing the drawdown of funds until the required information is submitted.**

Public Comment

The applicant agency (the fiscal agent in disparate situations) must include a statement that the application was made public and that, to the extent of applicable law or established procedure, an opportunity to comment was provided to citizens and to neighborhood or community-based organizations. **Failure to submit a review narrative including the required public comment**

information may result in the attachment of a withholding special condition at the time of award, preventing the drawdown of funds until the required information is submitted.

Supplanting

Federal funds must be used to supplement existing funds for program activities and cannot replace or supplant nonfederal funds that have been appropriated for the same purpose. Supplanting is prohibited under JAG.

Length of Awards

Awards are made in the first fiscal year of the appropriation and may be expended during the following 3 years, for a total grant period of 4 years. Extensions beyond this period may be made on a case-by-case basis at the discretion of the Director of BJA and must be requested via the Grants Management System (GMS) **no less than 30 days prior to the grant end date.**

Trust Fund

Award recipients may drawdown JAG funds in advance. To do so, a trust fund must be established in which to deposit the funds. The trust fund may or may not be an interest-bearing account. If subrecipients draw down JAG funds in advance, they also must establish a trust fund in which to deposit funds.

Prohibited Uses

No JAG funds may be expended outside of JAG purpose areas. Even within these purpose areas, however, JAG funds cannot be used directly or indirectly for security enhancements or equipment for nongovernmental entities not engaged in criminal justice or public safety. Nor may JAG funds be used directly or indirectly to provide for any of the following matters unless BJA certifies that extraordinary and exigent circumstances exist, making them essential to the maintenance of public safety and good order:

- Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters).
- Luxury items.
- Real estate.
- Construction projects (other than penal or correctional institutions).
- Any similar matters.

Reporting Requirements

Once an award is accepted, award recipients must submit quarterly financial status (SF-425) and annual performance reports through GMS (<https://grants.ojp.usdoj.gov>).

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act of 1993 (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What An Application Must Include" (below), for additional information on applicant responsibilities for collecting and reporting data. **Quarterly performance metrics reports must be submitted through BJA's Performance Measurement Tool (PMT) web site: www.bjaperformancetools.org.**

Budget Information

Match Requirement

While match is not required with the JAG Program, match can be used as an effective strategy for states and units of local government to expand justice funds and build buy-in for local criminal justice initiatives.

How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a web-based, data-driven computer application that provides cradle to grave support for the application, award, and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. If you experience technical difficulties at any point during this process, please email the GMS.HelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m. to 12 midnight eastern time, except federal holidays. The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following six steps, before an application can be submitted through GMS:

1. **Acquire a DUNS (Data Universal Numbering System) Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. If you have previously registered with CCR, your registration must be updated or renewed at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the

left hand side of the page. Please select BJA and the Edward Byrne Memorial Justice Assistance Grant (JAG) Program—Local Solicitation.

5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Consistent with this Solicitation by Following the Directions in GMS.** Once the application is completed and submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the application deadline.

Note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Experiencing Unforeseen GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you should immediately contact the GMS Help Desk at 1-888-549-9901, option 3 to report the difficulties and obtain a GMS Help Desk Tracking number. Additionally, **within 24 hours after the deadline** you must contact BJA staff and request approval to submit your application. At that time, BJA staff will require you to email the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and validates with the GMS Helpdesk the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your late application will not be accepted.

The following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process and apply for a DUNS number and/or complete the CCR registration in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its website; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Memoranda of Understanding," etc.) for all required attachments.

Standard Form 424

Please see www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF-424.

Program Narrative (Attachment 1)

Applicants **must** submit a program narrative that generally describes the proposed program activities for the four year grant period. The narrative must outline the type of programs to be funded by the JAG award and provide a brief analysis of the need for the programs. Narratives must also identify anticipated coordination efforts involving JAG and related justice funds. Certified disparate jurisdictions submitting a **joint application** must specify the funding distribution to each disparate unit of local government and the purposes for which the funds will be used. **Failure to submit an appropriate program narrative may result in the attachment of a withholding special condition at the time of award, preventing the drawdown of funds until the required information is submitted.**

Budget and Budget Narrative (Attachment 2)

Applicants **must** submit a budget and budget narrative outlining how JAG funds, including administrative funds if applicable, will be used to support and implement the program. This narrative should include a full breakdown of administrative costs, as well as an overview of how funds will be allocated across approved JAG purpose areas. Applicants should utilize the following approved budget categories to label the requested expenditures: Personnel, Fringe Benefits, Travel, Equipment, Supplies, Consultants/Contracts, and an Other category. For informational purposes only, a sample budget form may be found at www.ojp.usdoj.gov/funding/forms/budget_detail.pdf. **Failure to submit an appropriate budget and budget narrative may result in the attachment of a withholding special condition at the time of award, preventing the drawdown of funds until the required information is submitted.**

Review Narrative (Attachment 3)

Applicants **must** submit information documenting that the date the JAG application was made available for review to the governing body, or to an organization designated by that governing body, on a date not less than 30 days before the application was submitted to BJA. The attachment must also specify that an opportunity to comment was provided to citizens to the extent applicable law or established procedures make such opportunity available. **Failure to submit an appropriate review narrative may result in the attachment of a withholding special condition at the time of award, preventing the drawdown of funds until the required information is submitted.**

Abstract (Attachment 4)

Applicants **are requested to** provide an abstract that includes the applicant's name, title of the project, goals of the project, and a description of the strategies to be used. The abstract **must** not exceed a half-page, or 400-500 words.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justice Assistance reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG).

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- [Civil Rights Compliance](#)
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement

Application Checklist
FY 2010 Edward Byrne Memorial Justice Assistance Grant (JAG) Program:
Local Solicitation

The application checklist has been created to aid you in developing your application.

Eligibility Requirement:

- The jurisdiction listed as the legal name on the application corresponds with the eligible jurisdiction listed on BJA's JAG web page
- The federal amount requested is within the allowable limit of the FY 2010 JAG Allocations List as listed on BJA's JAG web page

The Application Components:

- Program Narrative
- Budget and Budget Narrative
- Review Narrative (the date the JAG application was made available to the governing body for review and that it was provided to the public for comment)
- Abstract
- Memorandum of Understanding (MOU), if in a funding disparity

Program Narrative Format:

- Double-spaced
- 12-point standard font
- Not less than 1" margins

Abstract Format:

- 12-point standard font
- Not less than 1" margins
- ½ page or less

Other:

- Standard 424 Form
- DUNS Number
- CCR Registration

2010 SOUTH CAROLINA JAG ALLOCATIONS

Listed below are all jurisdictions in the state that are eligible for a 2010 JAG grant award, as determined by the JAG formula. If your jurisdiction is listed with another city or county government in a shaded area, you are in a funding disparity. In this case, the units of local government must develop a Memorandum of Understanding (MOU) and apply for an award with a single, joint application.

Finding your jurisdiction:

(1) Disparate jurisdictions are listed in shaded groups below, in alphabetic order by county.

(2) Eligible single jurisdictions are listed alphabetically below the shaded, disparate groupings.

State	Jurisdiction Name	Government Type	Formula-based Individual Amounts (1)	Joint Application (Disparate) Award Amounts
SC	ABBEVILLE COUNTY	County	*	
SC	ABBEVILLE CITY	Municipal	\$11,069	\$11,069
SC	CHARLESTON COUNTY	County	\$85,590	
SC	NORTH CHARLESTON CITY	Municipal	\$154,439	\$240,029
SC	AIKEN CITY	Municipal	\$16,185	
SC	AIKEN COUNTY	County	\$43,439	
SC	ANDERSON CITY	Municipal	\$25,583	
SC	ANDERSON COUNTY	County	\$87,783	
SC	BARNWELL COUNTY	County	\$11,173	
SC	BEAUFORT CITY	Municipal	\$16,394	
SC	BEAUFORT COUNTY	County	\$74,278	
SC	BENNETTSVILLE CITY	Municipal	\$19,666	
SC	BERKELEY COUNTY	County	\$64,219	
SC	CAMDEN CITY	Municipal	\$10,164	
SC	CAYCE CITY	Municipal	\$13,679	
SC	CHARLESTON CITY	Municipal	\$92,308	
SC	CHEROKEE COUNTY	County	\$15,698	
SC	CHESTER CITY	Municipal	\$12,635	
SC	CHESTER COUNTY	County	\$23,843	
SC	CHESTERFIELD COUNTY	County	\$15,315	
SC	CLARENDON COUNTY	County	\$22,346	
SC	CLINTON CITY	Municipal	\$12,182	
SC	CLOVER TOWN	Municipal	\$14,828	
SC	COLLETON COUNTY	County	\$29,203	
SC	COLUMBIA CITY	Municipal	\$130,213	
SC	CONWAY CITY	Municipal	\$21,720	
SC	DARLINGTON CITY	Municipal	\$15,663	
SC	DARLINGTON COUNTY	County	\$48,521	
SC	DILLON CITY	Municipal	\$16,220	
SC	DILLON COUNTY	County	\$28,333	
SC	DORCHESTER COUNTY	County	\$43,683	
SC	FAIRFIELD COUNTY	County	\$23,147	
SC	FLORENCE CITY	Municipal	\$56,352	
SC	FLORENCE COUNTY	County	\$60,843	
SC	GAFFNEY CITY	Municipal	\$14,793	

SC	GEORGETOWN CITY	Municipal	\$16,359
SC	GEORGETOWN COUNTY	County	\$25,653
SC	GOOSE CREEK CITY	Municipal	\$10,790
SC	GREENVILLE CITY	Municipal	\$63,140
SC	GREENVILLE COUNTY	County	\$235,051
SC	GREENWOOD CITY	Municipal	\$33,310
SC	GREENWOOD COUNTY	County	\$34,877
SC	HAMPTON COUNTY	County	\$10,024
SC	HARTSVILLE CITY	Municipal	\$22,555
SC	HORRY COUNTY	County	\$133,311
SC	JASPER COUNTY	County	\$15,141
SC	KERSHAW COUNTY	County	\$19,109
SC	LAKE CITY	Municipal	\$11,730
SC	LANCASTER CITY	Municipal	\$19,422
SC	LANCASTER COUNTY	County	\$24,609
SC	LAURENS CITY	Municipal	\$16,429
SC	LAURENS COUNTY	County	\$28,054
SC	LEXINGTON COUNTY	County	\$59,555
SC	MARION CITY	Municipal	\$12,426
SC	MARION COUNTY	County	\$16,464
SC	MARLBORO COUNTY	County	\$17,160
SC	MAULDIN CITY	Municipal	\$10,129
SC	MOUNT PLEASANT TOWN	Municipal	\$22,659
SC	MYRTLE BEACH CITY	Municipal	\$55,900
SC	OCONEE COUNTY	County	\$26,488
SC	ORANGEBURG COUNTY	County	\$42,221
SC	PICKENS COUNTY	County	\$24,783
SC	RICHLAND COUNTY	County	\$230,631
SC	ROCK HILL CITY	Municipal	\$79,778
SC	SIMPSONVILLE CITY	Municipal	\$13,331
SC	SPARTANBURG CITY	Municipal	\$81,622
SC	SPARTANBURG COUNTY	County	\$98,573
SC	SUMMERVILLE TOWN	Municipal	\$15,663
SC	SUMTER CITY	Municipal	\$57,223
SC	SUMTER COUNTY	County	\$69,440
SC	UNION CITY	Municipal	\$12,391
SC	UNION COUNTY	County	\$12,496
SC	WALTERBORO CITY	Municipal	\$11,556
SC	WEST COLUMBIA CITY	Municipal	\$19,805
SC	WILLIAMSBURG COUNTY	County	\$15,489
SC	YORK CITY	Municipal	\$12,043
SC	YORK COUNTY	County	\$63,801

Local total	\$3,132,698
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State award	\$5,578,965
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Grand total for South Carolina	\$8,711,663
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* Counties that have an asterisk (*) under the "Formula-Based Individual Amounts" column did not submit the level of violent crime data to qualify for a direct award from BJA, but are in the disparate grouping indicated by the shaded area. The JAG legislation requires these counties to remain a partner with the local jurisdictions receiving funds and must be a signatory on the required Memorandum of Understanding (MOU). A sample MOU is provided online at: <http://www.ojp.usdoj.gov/BJA/grant/jag10/10JAGMOU.pdf>.

¹Formula-Based Individual Amounts - Disparate jurisdictions do not need to abide by the listed individual amounts which are provided for information only. Jurisdictions in a funding disparity are responsible for determining individual allocations within the Joint Application Award Amount and for documenting individual allocations in the MOU. Additional JAG Frequently Asked Questions can be found on the BJA JAG web page at: <http://www.ojp.usdoj.gov/BJA/grant/jag.html>.

**COUNTY OF LEXINGTON
GENERAL FUND
Annual Budget
Fiscal Year - 2010-11**

Object Code	Revenue Account Title	Actual 2008-09	Received Thru Dec 2009-10	Amended Budget Thru Dec 2009-10	Projected Revenues Thru Jun 2009-10	Requested 2010-11	Recommend 2010-11	Approved 2010-11
* FY 08 Local Emergency Management Performance Grant								
Revenues:								
451200	FEMA EPD Operating Reimbursement	0	0	0	0	6,310	6,310	6,310
** Total Revenue		<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>	<u>6,310</u>	<u>6,310</u>	<u>6,310</u>
*** Total Appropriation					0	6,310	6,310	6,310
FUND BALANCE								
Beginning of Year					<u>0</u>	<u>0</u>	<u>0</u>	<u>0</u>
FUND BALANCE - Projected								
End of Year					<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>	<u><u>0</u></u>

Fund: 1000
Division: Public Safety
Organization: 131101 - PS / Emergency Preparedness

BUDGET							
Object Code	Expenditure Classification	2008-09 Expend	2009-10 Expend (Dec)	2009-10 Amended (Dec)	2010-11 Requested	2010-11 Recommend	2010-11 Approved
Personnel							
* Total Personnel		0	0	0	0	0	0
Operating Expenses							
521000	Office Supplies	0	0	0	200	200	200
521200	Operating Supplies	0	0	0	180	180	180
* Total Operating		0	0	0	380	380	380
** Total Personnel & Operating		0	0	0	380	380	380
Capital							
540000	Small Tools & Minor Equipment	0	0	0	525	525	525
5AA	(5) Equipment Cases				805	805	805
5AA	(5) Digital Cameras				1,200	1,200	1,200
5AA	(5) GPS Units				1,800	1,800	1,800
5AA	(5) Ham Radios & Accessories				1,600	1,600	1,600
** Total Capital		0	0	0	5,930	5,930	5,930
*** Total Budget Appropriation		0	0	0	6,310	6,310	6,310

SECTION V - PROGRAM OVERVIEW

EXPLANATION OF GRANT

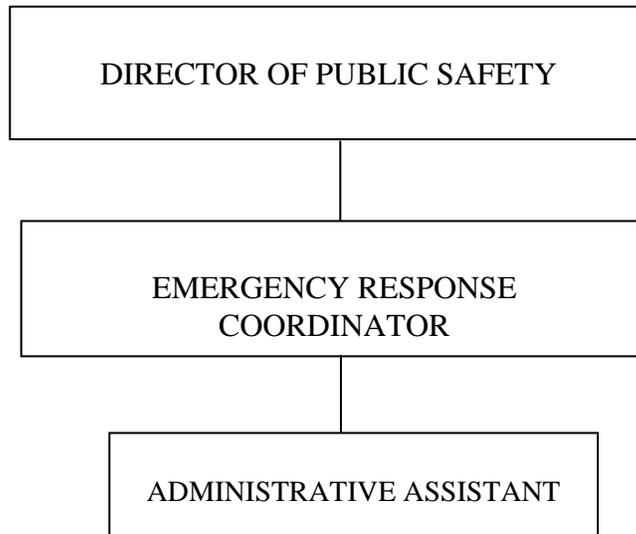
The Local Emergency Management Performance Grant (LEMPG) is an award that Lexington County receives on an annual basis. The Adjutant General's Office notified the County of a Competitive Grant process to receive left over funds from the FY 08 LEMPG. Due to these funds being from the FY 08 LEMPG allocation, the grant period is from June 10, 2010 to September 17, 2010. There will be no match to these funds since the Adjutant General's Office has already meet it match requirements.

SECTION VI. A. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	Full Time Equivalent		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Emergency Response Coord.	1	1		1	19
Administrative Assistant	1	1		1	7
TOTAL POSITIONS	2	2		2	

1 of these positions requires insurance.



SECTION VI. B. – SUMMARY OF REVENUES

451200 – FEMA EPD OPERATING REIMBURSEMENT **\$6,310**

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

521000 – OFFICE SUPPLIES **\$200**

This account will be used to purchase office supplies for the “Go-kits” such as notepads, pens, pencils and clipboards = \$200.00.

521200 – OPERATING SUPPLIES **\$180**

This account will be used to purchase Personal Protective Equipment for the “Go-kits” such as protective vests, rain ponchos and hand sanitizer.

\$36.00 x 5 Personal Protective Equipment = \$180.00

SECTION VI. D. - CAPITAL LINE ITEM NARRATIVES

540000 – SMALL TOOLS & MINOR EQUIPMENT **\$525**

This account will be used to purchase universal cell phone chargers, flashlights, glow light sticks, & calculators for the “Go-Kits.

\$60.00 x 5 Chargers = \$300.00
\$20.00 x 5 Flashlights = \$100.00
\$5.00 x 5 Light sticks = \$25.00
\$20.00 x 5 Calculators = \$100.00

5AA – CASES **\$805**

This account will cover the cost for Cases to store the “Go-kit” items.

\$160.00 x 5 Cases = \$800.00

5AA – DIGITAL CAMERAS **\$1,200**

This account will be used to purchase digitals cameras for the “Go-kits”

\$240.00 x 5 cameras = \$1,200

5AA – GPS UNITS **\$1,800**

This account will be used to purchase GPS units for the “Go-kits”.

\$360.00 x 5 GPS units = \$1,800

5AA – HAM RADIOS & ACCESSORIES **\$1,600**

This account will be used to purchase Ham Radios for the “Go-Kits”.

FUND 1000
PS/EMERGENCY PREPAREDNESS (131101)
FY 2010-11 BUDGET REQUESTS

$\$320.00/\text{radio} \times 5 \text{ radios} = \$1,600$

Mercado, Norma

From: Batson, Steven [sbatson@emd.sc.gov]
Sent: Tuesday, June 15, 2010 10:43 AM
To: Collins, Tom
Cc: Mercado, Norma; Sandefur, Bethany; Dawson, Deborah
Subject: FW: 2008 LEMPG Competitive Project Allocation Award

Mr. Collins,

Lexington County has been granted a 30-day extension for the return of the FY2008 competitive grant award letter. Please remember that all grant activities must be completed and reimbursement submitted by September 17, 2010. No extensions are possible after the Sept. deadline.

Sincerely,

Steven Batson
(803) 737-8661
sbatson@emd.sc.gov

From: Mercado, Norma [mailto:nmercado@lex-co.com]
Sent: Monday, June 14, 2010 4:50 PM
To: Platt, Ricky
Cc: Sandefur, Bethany; Dawson, Deborah
Subject: 2008 LEMPG Competitive Project Allocation Award

Mercado, Norma

From: Mercado, Norma
Sent: Friday, June 04, 2010 4:58 PM
To: Ricky Platt, Director
Cc: Steven Batson
Subject: 2008 EMPG Additional Funding
Attachments: oledata.mso



**Lexington County Public Safety Department
Emergency Management Division**

TO: Ricky Platt, Director
SC Emergency Management Division

FROM: Thomas B. Collins
Emergency Manager

REF: 2008 EMPG Additional Funding

DATE: June 4, 2010

This memo is in response to the email I received from Steve Batson regarding information on additional funding that is available through the 2008 EMPG Grant. I understand that we may request up to \$15,000 of available funding, I am requesting that Lexington County be considered for the additional funding in this amount.

Lexington County's goal is to have our VOAD and CERT volunteer groups, as well as our Assessor's Office Team - ready and prepared to respond to emergencies at any given time. With this in mind we will accomplish the following:

- The Lexington County VOAD and CERT volunteer groups will become a cohesive team that will work together during an emergency or disaster. Our VOAD group will develop MOUs and SOPs and Lexington County will incorporate a VOAD Annex in our EOP.
- We will provide 5 "Go Bags" that will be ready to distribute in case of an emergency. Whoever requires the use of these items within the county will be able to quickly respond with universal equipment.
- Because the equipment is consistent, once we train with the equipment, anyone trained in recovery and documentation can respond and have the same capacity for documentation.
- An additional goal is to be consistent with our neighbors in other counties so we can assist them or request assistance. This consistency in equipment will increase the counties interoperability in documentation and data collection.
- We will conduct training within our county to ensure that our teams responding to an emergency can operate this equipment.
- Lexington County will purchase equipment that will be available in the "Go Bags". We will provide the following equipment:

Cases for storage of this equipment: \$805.00; Cameras: \$1,200.00, GPS device: \$1,800.00, Ham Radios with extra batteries: \$1,600.00; Universal cell phone chargers: \$300.00, flashlights: \$105.00, light sticks: \$20.00; handheld calculators: \$80.00; office supplies such as notepads, clipboards, pens, pencils, etc: \$50.00; Personal products such as Reflective vests, rain ponchos, hand sanitizers: \$50.00; cost of copy materials for copying

training information, MOUs, SOPs and VOAD Annex: \$300.00. The remaining funds will be used to purchase thermal imaging camera with accessories.

Thank you for your consideration in this matter.



Lexington County Public Safety Department
Emergency Management Division

TO: Ricky Platt, Director
SC Emergency Management Division

FROM: Thomas B. Collins 
Emergency Manager

REF: 2008 LEMPG Competitive Project Allocation

DATE: June 14, 2010

I have just received the documentation awarding Lexington County \$6,310.00 through the 2008 LEMPG Competitive Project Allocation. The next date that this documentation can go before our County Council for approval is July 27, 2010.

I would like to therefore request a 30 day extension to return the signed Award.

If you have any questions I can be reached at 785-8343.

Thank You.

Cc: Bethany Sandefur
Deborah Dawson

The State of South Carolina
Military Department



OFFICE OF THE ADJUTANT GENERAL

STANHOPE S. SPEARS
MAJOR GENERAL
THE ADJUTANT GENERAL

June 10, 2010

Tom Collins, Director
Lexington County Emergency Preparedness Division
212 South Lake Drive
Lexington, SC 29072

REF: 2008 LEMPG Competitive Project Allocation

Dear Mr. Collins:

Enclosed are two copies of the grant award allocating Lexington County \$6,310.00 under the FY2008 Local Emergency Management Performance Grant (LEMPG). Competitive funding has been authorized for the procurement of five (5) damage assessment go-kits. This is a competitive project allocation matched with state funds provided through the South Carolina Emergency Management Division. Please return **one copy** of the award document signed by your authorized county official (administrator/county manager) to the attention of Steven Batson no later than June 30, 2010. Retain the second copy of the award document for your files.

Lexington County will be reimbursed upon receipt of the notification of the completed competitive project and request for reimbursement with supporting documentation for allowable expenditures. The competitive project must be completed no later than September 17, 2010. Due to the short performance period of this grant, no revisions or extensions will be permitted.

Should you have any questions or need assistance, please contact Steven Batson at (803) 737-8661 or Kelley Anderson at (803) 737-8559 or your Regional Emergency Manager.

Sincerely,

A handwritten signature in black ink, appearing to read "Charles R. Platt".

Charles R. Platt
Director

CRP: scb
cc: County Admin/Manager

Emergency Management Division
2779 Fish Hatchery Road
West Columbia, South Carolina 29172
(803) 737-8500 • Fax: (803) 737-8570

**SOUTH CAROLINA
EMERGENCY MANAGEMENT DIVISION
2779 Fish Hatchery Road
West Columbia, SC 29172-2024**

COMPETITIVE GRANT AWARD

SUB-GRANTEE: Lexington County Emergency Preparedness Division

DATE: June 10, 2010

PROGRAM NAME: LEMPG(Competitive)

CFDA No.: 97.042

GRANT PERIOD: 06/10/10 – 09/17/10

GRANT NO: 8EMPG01

COMPETITIVE PROJECT: \$6,310.00

TOTAL AWARD: \$6,310.00

The South Carolina Emergency Management Division, Office of the Adjutant General, under the Department of Homeland Security and South Carolina Law Enforcement Division Grant No. 8EMPG01, hereby awards to the aforementioned *Sub-grantee* a federal award in the amount shown above. This grant award is subject to the terms and conditions set forth in the initial application.

The grant shall become effective June 10, 2010 and upon return of an original signed copy of this document by the *Sub-Grantee's* designated official(s) to the South Carolina Emergency Management Division. This award must be accepted within fifteen (15) days from the above date. It is agreed that a financial reimbursement form and supporting documentation, as required by the South Carolina Emergency Management Division, must be submitted in accordance with the Terms and Conditions of the award.

The *Sub-Grantee*, hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements set forth in the Code of Federal Regulations (CFR) 44, OMB Circular Nos. A-102, A-87, A-110 (Revised) and A-133 and the signed Standard Assurances, which are on file, as they relate to the application acceptance and use of federal funds.



Charles R. Platt, Director
South Carolina Emergency Management Division
Office of the Adjutant General

Acceptance for the Sub-Grantee:

County Administrator/Manager

Date: _____

COUNTY OF LEXINGTON Grant Request Summary Form

Title of Grant: Local Emergency Management Performance Grant (LEMPG)

Fund: 1000 General Fund **Department:** 131101 PS/Emergency Preparedness
No. Title No. Title

Type of Summary: Grant Application Grant Award X

Grant Overview:

The Local Emergency Management Performance Grant funds will be used to offset a percentage of the salaries for the Lexington County Emergency Management personnel (\$31,017). This award includes funds for the Emergency Response Coordinator to attend Emergency Management training events/workshops (\$900). There is also a line item that is for the Annual WebEOC support cost (\$4,500), which will be paid directly by SCEMD. And finally, funds have been allocated to facilitate completion of Emergency Management/Emergency Operations Center (EOC) project (\$31,240).

Grant Period: April 1, 2010 to March 31, 2011

Responsible Departmental Grant Personnel: Thomas B. Collins, Emergency Response Coordinator

Date Grant Information Released: February 9, 2010 **Date Grant Application Due:** March 12, 2010

Grant Expenditures (Please attach a detailed budget with Excel spreadsheet, Overview, Line Item Narratives, etc.):

Personnel	\$	129,662.00
Operating	\$	36,640.00
Capital	\$	-
Total	\$	<u>166,302.00</u>

Local Match Required: Yes No

If Yes, What is the Percentage / Amount:	<u>50</u>	<u>\$67,657.00</u>
	<u>50</u>	<u>\$98,645.00</u>
	<i>%</i>	<i>\$ Amount</i>

* The in-kind match will come from the percentage of the Emergency Preparedness salaries that the General Fund covers.

Requirements at the End of this Grant (please explain in detail):

None.

Dept. Preparer:	<u>NM</u>	<u>6/7/2010</u>
Dept. Approval:	<u>TBC</u>	<u>6/7/2010</u>
Finance Approval:	<u>AD</u>	<u>6/11/2010</u>
	<i>Initials</i>	<i>Date</i>

COUNTY OF LEXINGTON
LOCAL EMERGENCY MANAGEMENT PLANNING GRANT
Annual Budget
Fiscal Year - 2010-11

Object Code	Revenue Account Title	Actual 2008-09	Received Thru Dec 2009-10	Amended Budget Thru Dec 2009-10	Projected Revenues Thru Jun 2009-10	Requested 2010-11	Approved 2010-11	Awarded 2010-11
*Local Emergency Management Planning Grant								
Revenues:								
451200	FEMA EPD Operating Reimbursement	53,824	9,267	69,275	69,275	67,657	67,657	67,657
	In-kind Match from General Fund	59,767	49,786	82,236	82,236	98,646	98,646	98,645
** Total Revenue		113,591	59,053	151,511	151,511	166,303	166,303	166,302
***Total Appropriation					151,511	166,303	166,303	166,302
FUND BALANCE								
Beginning of Year								
					0	0	0	0
FUND BALANCE - Projected								
End of Year								
					0	0	0	0
*50/50 In-kind Match								

Fund: 1000
Division: Public Safety
Organization: 131101 - PS / Emergency Management

Object Code	Expenditure Classification	2008-09 Expend	2009-10 Expend (Dec)	2009-10 Amended (Dec)	2010-11 Requested	2010-11 Approved	2010-11 Awarded
BUDGET							
Personnel							
510100	Salaries & Wages	77,441	43,112	87,870	94,992	94,992	94,992
511112	FICA Cost	5,718	3,209	6,722	7,267	7,267	7,267
511113	State Retirement	6,189	1,592	8,251	10,153	10,153	3,509
511114	Police Retirement	0	0	0	0	0	6,644
511120	Insurance Fund Contribution	12,000	7,500	15,000	15,600	15,600	15,600
511130	Workers' Compensation	1,197	750	1,460	1,651	1,651	1,650
511214	PORS - 1	1,274	2,890	0	0	0	0
* Total Personnel		103,819	59,053	119,303	129,663	129,663	129,662
Operating Expenses							
520702	Technical Currency & Support	0	0	4,819	4,500	4,500	4,500
522200	Small Equipment Repairs & Maintenance	0	0	0	0	0	281
525210	Conference & Meeting Expenses	0	0	900	900	900	8,100
* Total Operating		0	0	5,719	5,400	5,400	12,881
** Total Personnel & Operating		103,819	59,053	125,022	135,063	135,063	142,543
Capital							
540000	Small Tools & Minor Equipment				31,240	31,240	329
5AA615	EOC Credentialing System						19,956
5AA616	(6) Digital Radiological Calibrators						700
5AA617	(4) HAM Radios						856
5AA618	(1) Conference Phone System						845
5AA619	(1) Stand w/ Clamps						1,073
** Total Capital		0	0	0	31,240	31,240	23,759
*** Total Budget Appropriation		103,819	59,053	125,022	166,303	166,303	166,302

SECTION V. - PROGRAM OVERVIEW

EXPLANATION OF GRANT

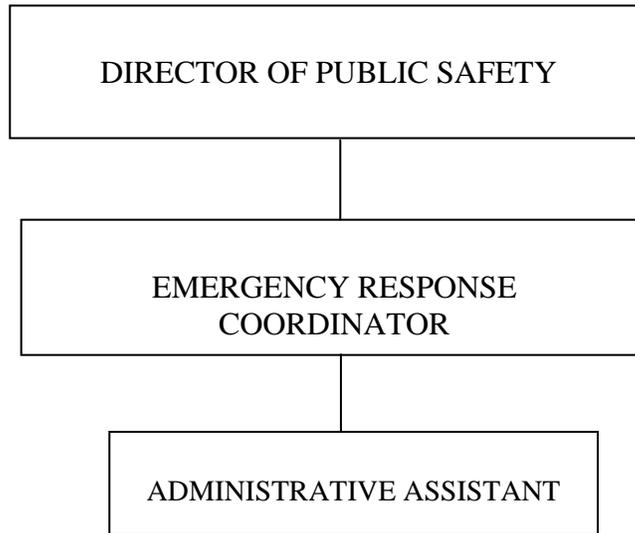
This grant is awarded annually to support Emergency Management operations in Lexington County. This is a 50/50 match with the County portion coming from salaries for the Emergency Response Coordinator and the Administrative Assistant.

SECTION VI. A. – LISTING OF POSITIONS

Current Staffing Level:

<u>Job Title</u>	<u>Positions</u>	Full Time Equivalent		<u>Total</u>	<u>Grade</u>
		<u>General Fund</u>	<u>Other Fund</u>		
Emergency Response Coord.	1	1		1	19
Administrative Assistant	1	1		1	7
TOTAL POSITIONS	2	2		2	

1 of these positions requires insurance.



FUND 1000
PS/EMERGENCY PREPAREDNESS (131101)
FY 2010-11 BUDGET REQUESTS

SECTION VI. B. – SUMMARY OF REVENUES

451200 – FEMA EPD OPERATIONS REIMBURSEMENT **\$67,657**

COUNTY ANNUAL AWARD \$ 31,017

TRAVEL FOR TRAINING EVENTS \$ 900

WEBEOC SERVICE RENEWAL \$ 4,500

PROJECT FUNDING \$ 31,240

SECTION VI. C. - OPERATING LINE ITEM NARRATIVES

520702 – TECHNICAL CURRENCY & SUPPORT \$ 4,500

This account will be used to provide support for WebEOC, SCEMD will pay this directly to the vendor.

522200 – SMALL EQUIPMENT REPAIRS & MAINTENANCE \$ 281

This account will be used to purchase to laptop replacement batteries.

2 Batteries @ \$131.06 each =	\$262.12
Tax =	<u>\$18.35</u>
Total =	\$280.47

525210 – CONFERENCE, MEETING & TRAINING EXPENSES \$ 8,100

This account will cover the cost for the Emergency Response Coordinator to attend emergency management training events.

Emergency Management Training =	\$900
Homeland Security Certification Program =	\$7,200
(4 courses @ \$1,800/ea = \$7,200.00)	

SECTION VI. D. – CAPITAL LINE ITEM NARRATIVES

5AA615 – EOC CREDENTIALING SYSTEM **\$ 19,956**

EOC Credentialing System - includes camera, printer, badges and other accessories for identification and tracking of personnel and equipment.

5AA616 – (6) DIGITAL RADIOLOGICAL CALIBRATORS **\$ 700**

6 units at \$95/ea =	\$570.00
Shipping/Handling =	<u>\$84.00</u>
Subtotal =	\$654.00
Tax =	<u>\$45.78</u>
Total	\$699.78

5AA617 – (4) HAM RADIOS **\$ 856**

4 @ \$199.95/radio =	\$799.80
Tax =	<u>\$55.99</u>
Total =	\$855.79

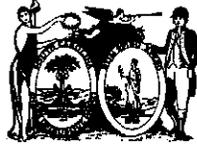
5AA618 – (1) CONFERENCING PHONE SYSTEM **\$ 845**

Polycom SoundStation2W =	\$789.00
Tax =	<u>\$55.23</u>
Total =	\$844.23

5AA619 – (1) STAND W/ CLAMPS **\$ 1,073**

Stand with Clamps for charts & maps =	\$1,002.28
Tax =	<u>\$70.20</u>
Total =	\$1,072.98

The State of South Carolina
Military Department



OFFICE OF THE ADJUTANT GENERAL

STANHOPE S. SPEARS
MAJOR GENERAL
THE ADJUTANT GENERAL

MEMORANDUM

TO: Tom Collins, Director
Lexington County Emergency Preparedness Division

FROM: Charles R. Platt, Director, SCEMD *Charles R. Platt*

DATE: June 2, 2010

SUBJECT: LEMPG FY2010

Enclosed are two copies of the Grant Award allocating Lexington County \$63,157 under the FY2010 Local Emergency Management Performance Grant (LEMPG) for the twelve month grant period. Please return **one copy** of the award document signed by your authorized county official (administrator/county manager) to the attention of Ricky Platt no later than April 16, 2010. **Retain the second copy of the Award Document for your files.**

The period of performance for the FY2010 LEMPG is April 1, 2010 to March 31, 2011. Progress and financial reports for this grant award are required quarterly in conjunction with the Federal Fiscal Year:

<u>PERIOD</u>	<u>DUE DATE</u>
April 1, 2010 – June 30, 2010	July 10, 2010
July 1, 2010 – September 30, 2010	October 10, 2010
October 1, 2010 – December 31, 2010	January 10, 2011
January 1, 2011 – March 31, 2011	April 10, 2011

Progress reports should include the status of all objectives of the grant, detailing delays with anticipated completion dates. Your reporting package should include the worksheets with a brief narrative outlining accomplishments and shortfalls, if any. Financial reports are to be submitted at the same time using the form provided in your application packet. Progress and financial reports should be addressed to Ricky Platt. Reimbursements will not be processed until all reports are received for grant compliance.

Any requests for budget revisions or extensions to this grant must be submitted in writing by letter, excluding e-mail, and addressed to my attention, with a copy to your Regional Emergency Manager. Budget revisions may be processed during the period of performance. Final requests for revisions must be submitted no later than February 28, 2011.

If you have any questions or need further assistance, please do not hesitate to let us know.

Enclosures

Emergency Management Division
2779 Fish Hatchery Road
West Columbia, South Carolina 29172
(803) 737-8500 • Fax: (803) 737-8570

**SOUTH CAROLINA
EMERGENCY MANAGEMENT DIVISION
2779 Fish Hatchery Road
West Columbia, SC 29172-2024**

GRANT AWARD

SUB-GRANTEE: Lexington County Emergency Preparedness Division

DATE: April 1, 2010

PROGRAM NAME: LEMPG

CFDA No.: 97.042

GRANT PERIOD: 04/01/10 – 03/31/11

GRANT NO: 10EMPG01

ANNUAL ALLOCATION: \$31,017

EM PROJECT: \$31,240

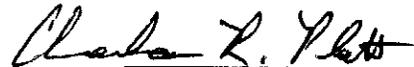
EM TRAINING: \$900.00

TOTAL AWARD: \$63,157

The South Carolina Emergency Management Division, Office of the Adjutant General, under the Department of Homeland Security and South Carolina Law Enforcement Division Grant No. 10EMPG01, hereby awards to the aforementioned *Sub-grantee* a federal award in the amount shown above. This amount is inclusive of the Lexington County project award(s) as specified in the *FY-2010 Local Emergency Management Performance Grant* application as follows: \$31,240 for EM Project. Additionally, the South Carolina Emergency Management Division will pay \$4,500.00 for your WebEOC software renewal maintenance through March 31, 2011. This grant award is subject to the terms and conditions set forth in the application.

The grant shall become effective April 1, 2010 and upon return of an original signed copy of this document by the *Sub-Grantee's* designated official(s) to the South Carolina Emergency Management Division. This award must be accepted within thirty (30) days from the above date. It is agreed that quarterly Progress, Finance and other reports, as required by the South Carolina Emergency Management Division, must be submitted in accordance with the Terms and Conditions of the award.

The *Sub-Grantee*, hereby assures and certifies that it will comply with the regulations, policies, guidelines and requirements set forth in the Code of Federal Regulations (CFR) 44, OMB Circular Nos. A-102, A-87, A-110 (Revised) and A-133 and the signed Standard Assurances, which are on file, as they relate to the application acceptance and use of federal funds.



Charles R. "Ricky" Platt, Director
South Carolina Emergency Management Division
Office of the Adjutant General

Acceptance for the Sub-Grantee:

County Administrator/Manager

Date: _____



MEMORANDUM

TO: Katherine Hubbard
County Administrator

FROM: Bruce Rucker
Director Public Safety

SUBJECT: Lexington County Dispatch For All Airport 911 Calls

DATE: June 15, 2010

Attached is a request from Chief Stephen Baxter with the Columbia Metropolitan Airport, to ask Lexington County to dispatch the fire department for all 911 fire and EMS calls. This is in addition to the Airport Police Department calls that the County already dispatches.

It is my recommendation that County Council approve this request.

Thank you for your attention to this matter.



Columbia Metropolitan Airport

June 14, 2010

Fire Rescue Department

2903 Aviation Way
W. Columbia, SC 29171

Chief Bruce Rucker
Director of Public Safety/Emergency Management
County of Lexington
212 South Lake Drive, Suite B01
Lexington, SC 29072
Phone: 785-2449
Cell: 518-9953

Subject: Lexington County Dispatch For All Airport 911 Calls

Dear Chief Rucker,

Currently, county dispatches our police department. With changes to the airport organization we are officially requesting that the county also dispatch the fire department for all 911 fire and EMS calls. The airport's call volume is around 300 annually in combined calls.

Details of procedures can be worked out with the dispatch management after approval from you. The airport fire department works off the following 400 MHz channels:

Arff frequencies:

- 460.575 talk around
- 460.575 Arff repeater-your radio transmits on this freq to the repeater.
- 460.575 Arff repeater rebroadcast your transmissions on this freq.

The current operations department that dispatches us now is downsizing and will work reduced hours starting June 21, 2010, so we would like to work the details and get this implemented as soon as possible. I do understand that this is very short notice. Your immediate attention to this request would be greatly appreciated.

I look forward to working this out and our continued cooperation as emergency responders in the county. If you have any questions please give me a call, 803-822-5013 office or 803-960-6582 cell.

Sincerely,

Stephen Baxter
Fire Chief
Columbia Metropolitan Airport



COUNTY OF LEXINGTON
PUBLIC WORKS DEPARTMENT
ENGINEERING

MEMORANDUM

DATE: June 11, 2010
TO: Katherine Hubbard, County Administrator
FROM: John Fechtel, Public Works Director
RE: Town Of Pelion – Additional "C" Fund Request

Attached is a letter from the Town of Pelion requesting up to an additional \$20,000.00 in "C" Funds to finish their 2008 Enhancement Grant through SCDOT. Funds are available in our Special Projects (C Fund) Account. We recommend that County Council approve this request.

Please present this to the Public Works Committee for their consideration and to County Council on June 22, 2010.

TOWN OF PELION
RECEIVED

South Carolina 29123

P.O. Box 7 • Telephone/Fax 803-894-3535

JAN 11 2010

LEXINGTON COUNTY
ENGINEERING DEPARTMENT

January 7, 2010

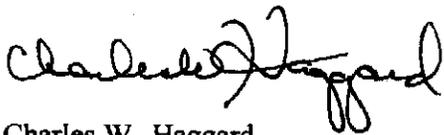
Mr. John Fechtel
County of Lexington
Public Works Department
440 Ballpark Road
Lexington, South Carolina 29072

Dear John:

The Town of Pelion is very grateful to your office for the matching funds for the U. S. 178 and S. C. 302 interchange. The total project was originally budgeted for \$200,000.00 in SCDOT funds and \$50,000.00 in Local match, which Lexington County graciously provided. Unfortunately, the total cost of the project has grown to a cost of \$265,474.50.

The Town of Pelion is in need of the county's assistance once again. The town herein requests up to \$20,000.00 in additional funds to close out this project. As I stated above, we are currently \$15,474.50 over budget, however we are requesting up to \$20,000.00 to assure that all close out cost are covered.

On behalf of the town, I would like to thank your department for all that you do for the town.



Charles W. Haggard,
Mayor

Cc: Jim Starling

May 8 2008

Mr. John Fechtel, Director
Lexington County Public Works
440 Ball Park Road
Lexington, South Carolina 29072

Re: "C" funds for Phase II of the Pelion Streetscape.

Dear John:

In 2006 the Town of Pelion received a SCDOT Enhancement Grant in the amount of \$200,000 for improvements to the S.C. 302 / U. S. 178 Interchange to tie into the Phase I Walking Trail project you previously assisted on. This Phase II project includes new intersection signalization, landscaping, paving, etc. Lexington County was kind enough to provide the match for the Phase I project. Again, we are asking for your assistance in providing the Phase II match.

The Town of Pelion herewith requests funding for the following:

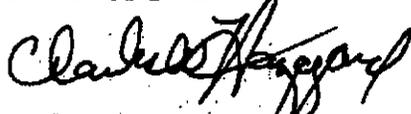
1. \$50,000.00 to be the 20% match for the towns Phase II streetscape project.

The town has taken bids on the project and hopes to begin construction in late June or early July.

The town appreciates all that you and your staff have done for us. Your assistance in the Phase I project was more than we could have expected. The town has always been pleased with the county response to our needs.

If I can provide additional information, please advise.

TOWN OF PELION



Charles Haggard, Mayor

The Committee Minutes are left out intentionally until approved by the Committee. Upon the Committee's approval, the minutes will be available on the Internet.



APPOINTMENTS BOARDS & COMMISSIONS

June 22, 2010

JIM KINARD

Planning Commission - Warren L. Cope - Term expires 8/26/10 - Eligible for reappointment

DEBBIE SUMMERS

Board of Zoning Appeals - Mark Bostic - Term expired 12/31/09 - Eligible for reappointment -
Confirmed desire to serve another term

Children's Shelter - Glenda Sweatman - Term expires 6/30/10 - Eligible for reappointment -
Confirmed desire NOT to serve another term

BOBBY KEISLER

Planning Commission - Robert L. Spires - Term expires 8/26/10 - Eligible for reappointment -
Confirmed desire to serve another term

JOHN CARRIGG

Children's Shelter - Garrett Huddle - Term expires 6/30/10 - Eligible for reappointment -
Confirmed desire NOT to serve another term

Museum Commission - Vacant - Term expired 11/01/06

TODD CULLUM

Board of Zoning Appeals - Stanley Smith - Term expires 12/31/13 - Resigned due to job relocation (letter included)

Health Services District - Vacant - Term expired 3/10/09

AT LARGE

Cultural Council of Richland and Lexington Counties:

Debra B. Summers - Term expires 8/8/10 - Eligible for reappointment - *Confirmed desire to serve another term*

Midlands Authority for Conventions, Sports & Tourism:

Lodging Industry Representative - E.L. "Bert" Pooser - Term expires 6/30/10 - Not eligible for reappointment

Midlands Workforce Development:

Community-Based Organization Representative - Kathy Olsen - Term expires 6/30/10 - Eligible for reappointment. *Confirmed desire to serve another term.* This seat has been changed as the Community-Based Organization Representative to the Youth Council per the Midlands Workforce Development

Private Sector Representative - Doug Combs - Term expires 6/30/10 - Eligible for reappointment -
Confirmed desire to serve another term

Vocational Rehabilitation Representative - Roy Hewett - Term expires 6/30/10 - Eligible for reappointment - *Confirmed desire to serve another term*



June 8, 2010

County of Lexington
Walt B. McPherson
212 South Lake Drive, Suite 401
Lexington, SC 29072

Dear Walt,

Please accept my letter of resignation from the Lexington County Board of Zoning Appeals effective immediately. Effective July 1, I will be the Director of Information Technology at the Florida Farm Bureau in Gainesville. This was a somewhat difficult decision as I will complete 27 years of service with the South Carolina Farm Bureau on June 27.

As I will be in Gainesville participating in a company audit and not at our June 15 meeting, please share my gratitude and appreciation to my fellow board members and to the Development and Zoning staffs. I enjoyed the opportunity to serve and learned much in my 10 years on the board. I'll miss not having somewhere to go on the third Tuesday of each month.

Sincerely,

A handwritten signature in cursive script that reads "Stan Smith".

Stan Smith

cc: Councilman M. Todd Cullum, District 9

COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8166

(F) 785-2240

DATE: June 10, 2010

TO: Katherine L. Hubbard
County Administrator

THROUGH: Reggie Murphy
Procurement Manager

FROM: Angela M. Seymour
Procurement Officer

SUBJECT: **Netmotion and Netclock**
B10051-06/08/10S
Public Safety/Communications and Information Services

Competitive bids were solicited and advertised for Netmotion Mobility software and Netclock time synchronization system for Public Safety/Communications and Information Services. We received two (2) responsive bids on June 8, 2010 (see attached Bid Tabulation).

The bids were evaluated by Mike Ujcich, Chief Information Officer; Jim Schafer, Information Technology Manager; Nikki Rodgers, Communications Coordinator; and Angela M. Seymour, Procurement Officer. It is our recommendation that it be awarded to Newcom Wireless Service as the lowest responsive bidder. The total cost, including applicable sales tax, is \$52,616.18 (see attached bid tabulation).

County funds are appropriated in the following accounts:

4510-131300-5AA338	(2) NetMotion Licenses	\$57,179.00
4510-131300-5AA341	(1) Spectracom Time Server	\$11,160.00

I concur with the above recommendation and further recommend that this bid be placed on County Council's agenda for their next scheduled meeting on June 22, 2010.

copy: Larry Porth, Director of Finance/Assistant County Administrator
Mike Ujcich, Chief Information Officer
Jim Schafer, Information Technology Manager
Nikki Rodgers, Communications Coordinator

County of Lexington

Bid Tabulation

BID # : B10051-06/08/10S

Netmotion & Netclock

Item	Qty	U/M	Description	Dell Marketing, LP		Newcom Wireless Service	
				Unit Total	Total Cost	Unit Total	Total Cost
1	1	EA	Netmotion	\$ 43,671.88	\$ 43,671.88	\$ 41,437.00	\$ 41,437.00
2	1	EA	Net Clock	\$ 7,962.81	\$ 7,962.81	\$ 7,737.00	\$ 7,737.00
			Subtotal		\$ 51,634.69		\$ 49,174.00
			Tax		\$ 3,614.43		\$ 3,442.18
			Total		\$ 55,249.12		\$ 52,616.18

Bids Received: June 8, 2010 @ 3:00 PM

Angela M. Seymour
Procurement Officer

**COUNTY OF LEXINGTON
COURTHOUSE CAMERA SYSTEM**

***Evaluation Committee Report and Recommendation
Request for Proposals No. P10008-03/29/10S***

June 8, 2010

PURPOSE

The County of Lexington issued a Request for Proposal (RFP) to establish a contract for a vendor to provide a Camera System in the Marc H. Westbrook Judicial Center.

EVALUATION COMMITTEE

An evaluation committee was assembled to evaluate, review the proposals, and ultimately report its recommendation to County Council for their consideration. Committee members were Andre Johnson, Sheriff's Department, Sgt. Lawrence Pathel, Sheriff's Department, Retired Sgt. Siller Anderson, Sheriff's Department; and Angela M. Seymour, Procurement Officer.

SOLICITATION REQUIREMENTS

The required legal advertisement soliciting proposals from qualified engineering firms was placed and appeared in the South Carolina Business Opportunities Publication on February 22, 2010. Notification was also posted on our website and mailed to firms on our bidders' list.

Resumes were due and received by 3:00 p.m. on April 2, 2010. At that time, the County received resumes from four (4) firms:

ADT

Browder Electronics Company, Inc.

Security Pro, LLC.

Telcom, Inc.

EVALUATION PROCESS

On April 2, 2010 the Evaluation Committee began its evaluation process. Copies of the submittals were distributed to each committee member for their individual evaluation. The committee met again on April 9, 2010 for detailed discussions of their individual evaluation of the proposals and respective scoring of each criteria factor. Each proposal under consideration was evaluated and scored on five (5) specific criteria areas as indicated in the RFP. The factors listed in the order of their relative importance were as follows: (a) technical proposal, (b) cost, (c) technical qualifications, (d) references, and (e) financial qualifications. The committee invited all of the responding vendors to provide a formal presentation to the Evaluation Committee for further evaluation of their firm's qualifications.

On May 20, 2010, the committee conducted interviews with two (2) of the four (4) responding companies. These firms made thorough presentations of their products, followed by an interview process that allowed the firms to answer questions and concerns of the committee. Following the interviews, each committee member was given the opportunity to re-evaluate each firm. After the evaluation committee was in agreement that it had obtained, reviewed, and analyzed all information and documentation presented and collected in the evaluation process, the final evaluation was completed by the committee on May 20, 2010. The evaluation committee's

review, based upon the quality of the responses to the request for qualifications, resulted in Browder Electronics Company, Inc. receiving the highest number of total points.

PROPOSED COST

The total cost to the County of Lexington for the Courthouse Camera System which includes hardware and software is \$27,500.00. These items will be purchased under account number 2483-151300-5AA454.

RECOMMENDATION

The committee hereby submits and recommends for Council consideration and approval to award a contract with Browder Electronics Company, Inc. We further recommend that this proposal be placed on County Council agenda for their next scheduled meeting on June 22, 2010.

Angela M. Seymour
Procurement Officer

COUNTY OF LEXINGTON

Procurement Services

MEMORANDUM

(O) 785-8319

(F) 785-2240

DATE: June 16, 2010

TO: Joe Mergo
Deputy County Administrator

THROUGH: Reggie Murphy
Procurement Manager

FROM: Angela M. Seymour
Procurement Officer

SUBJECT: **FY 2010/2011 Wrecker Vendors
Countywide**

The following list represents wrecker vendors who have applied for the FY 2010/2011 Lexington County Wrecker Rotation:

A-1 Wrecker Service	M & W Towing, LLC.
Absolute Towing	McCurdy Towing, LLC.
Automotive Center of Lexington	Mishoe's Towing
Carolina Fleet, LLC.	R & F Automotive, LLC.
Columbia Auto Parts	Schroeder's Towing, Inc.
Day's Paint & Body/Day's Towing	Sharpe's Body Shop
Dozier's Paint & Body, Inc.	Sharpe's Towing, LLP.
Eagle One Tow and Transport	Showtime Automotive
Extreme Towing and Recovery, LLC.	Wingard Towing Service, LLC.
Hartley Towing	

These vendors currently have their file under review. Procurement is recommending the approval of these vendors on a conditional basis pending the outcome of their application review and the approval of the highlighted changes in both wrecker agreement documents. We would like to have the above recommendation be placed on County Council's agenda for their next scheduled meeting on June 22, 2010.

copy: Larry Porth, Director of Finance/Assistant County Administrator
Bill Kazmierczak, Fleet Services Manager

COUNTY OF LEXINGTON WRECKER REGULATIONS
for Public Vehicles
2010-2011 FISCAL YEAR

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 with a minimum ANSI class 2 visibility while performing recovery operations or when circumstances are such that the vehicle(s) being transported create 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 1st and be inspected and qualified prior to June 30th. On June 30th 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, opportunities for towing for the County of Lexington will be immediately suspended. Opportunities 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 opportunities 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 **(8 – 5 minimum)** 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. Unless the owner or driver of a vehicle is incapacitated or unavailable, the investigating officer at the scene will make a determination of the owner or driver's preference of a wrecker service. The investigating officer will use his/her discretionary authority to deny request for a specific wrecker service whenever the request will impair the timely restoration of safe traffic movement. In the event the owner or driver of the vehicle does not have a preference or preference cannot be determined, the investigating officer will utilize a wrecker from the rotation list. The wrecker service responding to such call shall provide the vehicle operator with a business card containing the wrecker service name, address, telephone number and business hours.
8. 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.
9. 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.
10. 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.

11. 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.

12. 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.

13. 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.

14. 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.

15. At all times, every attendant must be wearing reflective safety clothing and/or vest with a minimum ANSI class 2 visibility at the scene.

16. 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.

17. 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/GREIVANCE PROCEDURES

1. The County of Lexington will enact a Wrecker Rotation Disciplinary Policy setting out the procedures for enforcing this regulation. There will be a Wrecker Rotation Disciplinary Board which will be made up of the following individuals:

1. South Carolina State Transport Police
2. Highest Ranking Lexington County Sheriff's Department Traffic Division Officer
3. One (1) member elected by the wrecker rotation peers
4. Two (2) County Council appointed members
5. County of Lexington Attorney (non-voting)

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 to comply with all zoning ordinances.
 15. Failure to pay property taxes
 16. 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.;
2. 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.
 3. 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.
 4. All grievances shall be in writing, submitted to the procurement manager, and shall set forth the specific grounds of the grievance with enough particularity to give notice of the issues to be decided. The procurement manager will convene the Wrecker Rotation Disciplinary board as early as possible to consider the matter.

E. CONTACTS FOR STOLEN VEHICLES

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

North Region—Sergeant Bill Galardi **Office/Voice Mail:** (803) 407-7802

South Region—Sergeant Roy Mefford **Office/Voice Mail:** (803) 785-0827

West Region—Sergeant Brad Melton **Office/Voice Mail:** (803) 785-2179

Questions or problems in **Northern Part of the County** (i.e. West Columbia, St. Andrews, Irmo or Chapin) call: Interim Commander Lieutenant J.J. Jones

Office 407-8437

Voice Mail 785-0825

Assistant Commander Billy Aiken (out of office until 6-28-10)

Office 781-4904

Voice Mail 785-0871

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

Office/Voice Mail 785-0816

Question or problems in **Western Part of the County** (i.e. Gilbert, Batesburg / Leesville) call:
Captain Brian Currence
Office/Voice Mail 785-0406

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

All tow trucks participating in the wrecker rotation for the County of Lexington shall comply with all safety provisions, rules and regulations required to be observed by motor carriers by federal and state law, and, in addition thereto, shall comply with the requirements of these specifications.

All tow trucks, wreckers, or rollbacks, shall under no circumstances tow any vehicle for the County that weighs more than the towing vehicle can safely accommodate. For **Class A and B Vehicles**, this maximum capacity shall be limited to, and shall be defined as the **Gross Combined Vehicle Weight (GCVW)**. The GCVW shall be determined by the following formula: $GCVW = \text{Actual weight of the vehicle being towed} + \text{Tow Truck Operating Weight with full complement of required equipment, driver and passengers}$. It shall be the responsibility of each operator to document the "Operating Weight" of each of their vehicles used for tow purposes. The GCVW shall in no case ever exceed the towing vehicles **GVWR, Gross Vehicle Weight Rating** as stated by the manufacturer. Tow vehicles may be weighed for the purpose of determining operating weight and this weight documented free of charge at the county landfill during normal business hours.

Class C Wreckers may tow vehicles where the GCVW exceed the towing vehicles **GVWR**, but only in situations where the towing vehicles braking system is tied into the braking system of the vehicle in tow and remains in full compliance with all federal, state, and local laws governing such.

No tow vehicle of **any** class shall ever exceed its **GAWR** (Gross Axle Weight Rating) for any axle when in use, the manufacturers boom or winch ratings, wheel lift ratings, nor shall the maximum tire load ratings ever be exceeded on any axle when involved in any operations for the County. In addition, no federal, state, or local laws governing the safe and proper tow of a disabled vehicle shall ever be compromised by any party when conducting business for or within the County of Lexington.

1. Class A Wreckers, for towing vehicles weighing five thousand (5,000) 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 sixteen thousand five hundred (16,500) pounds.
- (2) Individual boom capacity of not less than ten thousand (10,000) 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 retracted lifting capacity of not less than three thousand five hundred (3,500) pounds as rated by the manufacturer, with safety chains.
- (5) Dual rear wheels.

(6) Wire rope (winch line) which shall be a minimum 3/8 inch diameter 6x19 or OEM specification, and not less than one hundred (100) feet continuous length. Come-a Longs, chains, or other similar devices shall not be used as substitutes for winch and cable.

(7) At least two (2) safety securing devices, which may be chain, nylon strap or steel strap, with a minimum breaking strength of ten thousand (10,000) pounds. Winches are not classified as securing devices.

(8) Additional safety equipment as specified by the regulations.

B. Rollback Wrecker

(1) Minimum gross vehicle weight rating (GVWR) of not less than sixteen thousand five hundred (16,500) pounds.

(2) Must have at least a 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-Long's, chains, or other similar devices shall not be used as substitutes for winch and cable.

(4) Additional safety equipment as specified by the regulations.

(5) At least two (2) safety securing devices, which may be chain, nylon strap or steel strap, with a minimum breaking strength of ten thousand (10,000) pounds. Winches are not classified as securing devices.

2. Class B:

Class B Tow Truck shall be capable of towing and recovery of medium size trucks, trailers, ambulances, or equivalent vehicles over 5,001 lbs and up to 15,000 lbs, and shall meet the following minimum requirements:

1. A minimum manufacturer's GVWR of not less than thirty thousand (30,000) pounds with dual rear tires; and

2. A wheel lift/under lift with a minimum manufacturer's rating of twelve thousand (12,000) pound lift rating retracted with safety chains; and

3. A boom with a minimum manufacturer's rating of fourteen (14) ton capacity, with single or dual winches; and

4. Single or dual winches with a minimum manufacturer's rating of twenty eight thousand (28,000) pounds combined as rated by the manufacturer; and

5. Wire rope (winch line) which shall be a minimum 1/2 inch diameter 6x19 or OEM specification, and not less than one hundred (100) feet continuous length. Come-a Longs, chains, or other similar devices shall not be used as substitutes for winch and cable.

6. At least two (2) safety securing devices, which may be chain, nylon strap or steel strap, with a minimum breaking strength of fifteen thousand (15,000) pounds or OEM specification (winches are not classified as securing devices).

3. Class C:

Class C Tow Truck shall be capable of towing and recovery of large trucks, trailers, buses, Fire Apparatus, or similar vehicles in excess of 15,001 lbs, and shall meet the following minimum requirements:

1. A minimum manufacturer's GVWR of not less than forty six thousand (46,000) pounds with tandem drive axles; and

2. Tandem axles or cab to axle length of not less than one hundred two inches.

3. A manufactured wheel lift with a minimum manufacturer's rating of twenty thousand (20,000) pounds retracted with safety chains; and

4. A boom with a minimum manufacturer's rating of twenty (25) ton capacity as rated by the manufacturer with single or dual winches; and
5. Single or dual winches with a minimum manufacturer's rating of forty thousand (40,000) pounds either separate or combined dual rating; and
6. Air brakes with air hookup package capable of supplying air to disabled vehicles; and
7. Wire rope (winch line) which shall be a minimum 5/8 inch diameter 6x19 or OEM specification, and not less than one hundred fifty (150) feet continuous length; and
8. At least two (2) safety securing devices, which may be chain, nylon strap or steel strap, with a minimum breaking strength of twenty thousand (20,000) pounds OEM specification (winches are not classified as securing devices); and
9. Tow bar or tow sling (if equipped) with a minimum twenty thousand (20,000) pound rating.
10. Airbrakes constructed so as to apply automatically upon failure.
11. Light and air brake hookups.
12. Come-A-Long's, chains, or other similar devices shall not be used as substitutes for winch and cable.

G. TOW TRUCK REQUIREMENTS

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:

All tow trucks regardless of class shall be equipped with the following:

1. Operating parking brake independent of hydraulic brake system, or air brake park air release valve for application of spring brakes. An air over hydraulic braking system that is also utilized as the parking brake system will also be acceptable provided that there is at least a dual redundancy system build in should the hydraulic system leak, and provided that there is also a provision to apply the brakes in the event of loss of air pressure, either by an electric backup supply pump or a hydraulic pressurized accumulator.
2. Dual rear wheels; and
3. Revolving or strobe overhead amber emergency lights with three hundred sixty degree (360°) visibility; and
4. Spotlight(s) mounted behind cab capable of lighting scene of disablement; and
5. One or two fire extinguishers having a minimum total capacity of ten (10) pounds ABC dry chemical; and
6. A minimum of three (3) traffic cones or triangles with a height of not less than eighteen inches (18"); and
7. Magnetic or plastic base portable tail, stop and turn signal lights for the vehicle being towed (except single vehicle roll beds); and
8. Permanent lettering in a size to be easily visible to passing motorists with the company name and phone number. Two inch minimum height lettering is to be used.

Tow trucks equipped with non-OEM winches and booms shall be required to provide proof upon request of law enforcement personnel or fleet services personnel that the equipment capacity rating is not less than that nationally accepted for the class of tow truck upon which the equipment will be used.

Wire rope (winch line) on all tow trucks shall conform to the following:

1. Shall be capable of being fully extended from and fully wound onto the winch drum; and
2. Shall be in good working order with no more than six (6) randomly distributed broken wires in

one rope lay or no more than three (3) broken wires in one strand on one rope lay; and

3. Shall contain no evidence of heat damage from any cause; and

4. Shall contain no evidence of being pinched or crushed; and

5. Shall have no end attachments that are cracked, deformed, worn or loosened; and

6. Wire rope end connections shall be wedged using a thimble. Wire rope end connections may be clamped as a temporary field repair, but shall be wedged at the earliest opportunity. When clamped, there shall be a minimum of three (3) clamps spaced a minimum of six (6) rope diameters apart and attached with the base or saddle of the clamp against the longer or live end of the wire rope. The "U" bolt must be placed over the short or dead end of the rope and must be the proper size for the wire rope being clamped.

A tow truck which responds to **accident scenes** shall carry the following equipment in addition to the standard equipment required for all tow trucks:

1. One five gallon or larger trash cans; and

2. A minimum four foot (4') wrecking bar, three-fourths inch (3/4") in diameter; and

3. A broom of a minimum twelve (12) inch width; and

4. A flat tip shovel; and

5. A minimum of three (3) flares, fuses or other alternate lighting or reflective devices; and

6. Jumper cables, or a jump start battery box; and

7. A minimum of two (2) gallons of sand or absorbent material; and

8. A minimum four (4) ton OEM rating snatch block; and

9. A two-way radio or the ability to immediately communicate with the tow office (not including CB radios); and

10. A minimum of two (2) wheel chocks or blocks capable of securely holding the tow truck while the truck is recovering a disabled or wrecked vehicle, except tow trucks equipped with locking systems capable of locking the tow truck brake system; and

11. A reflective vest, with a minimum ANSI class 2 visibility.

H. 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.

**CONTRACT RATES – NOTE: Zones and fees can change without notification.
 Cost per tow for *public* vehicles:**

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

* Wait time is applicable only after the wrecker or tow truck has been idle on the scene for more than 30 minutes.

** Any vehicle towed outside the County limits may charge for all miles in excess of 15 miles at \$3.00 per mile. Any miles that are within County limits may charge for all miles in excess of 15 miles at the current Federal Reimbursement Mileage Rate, unless the vehicle is being towed to the dispatched tow company’s storage lot(s).

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

J. 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.

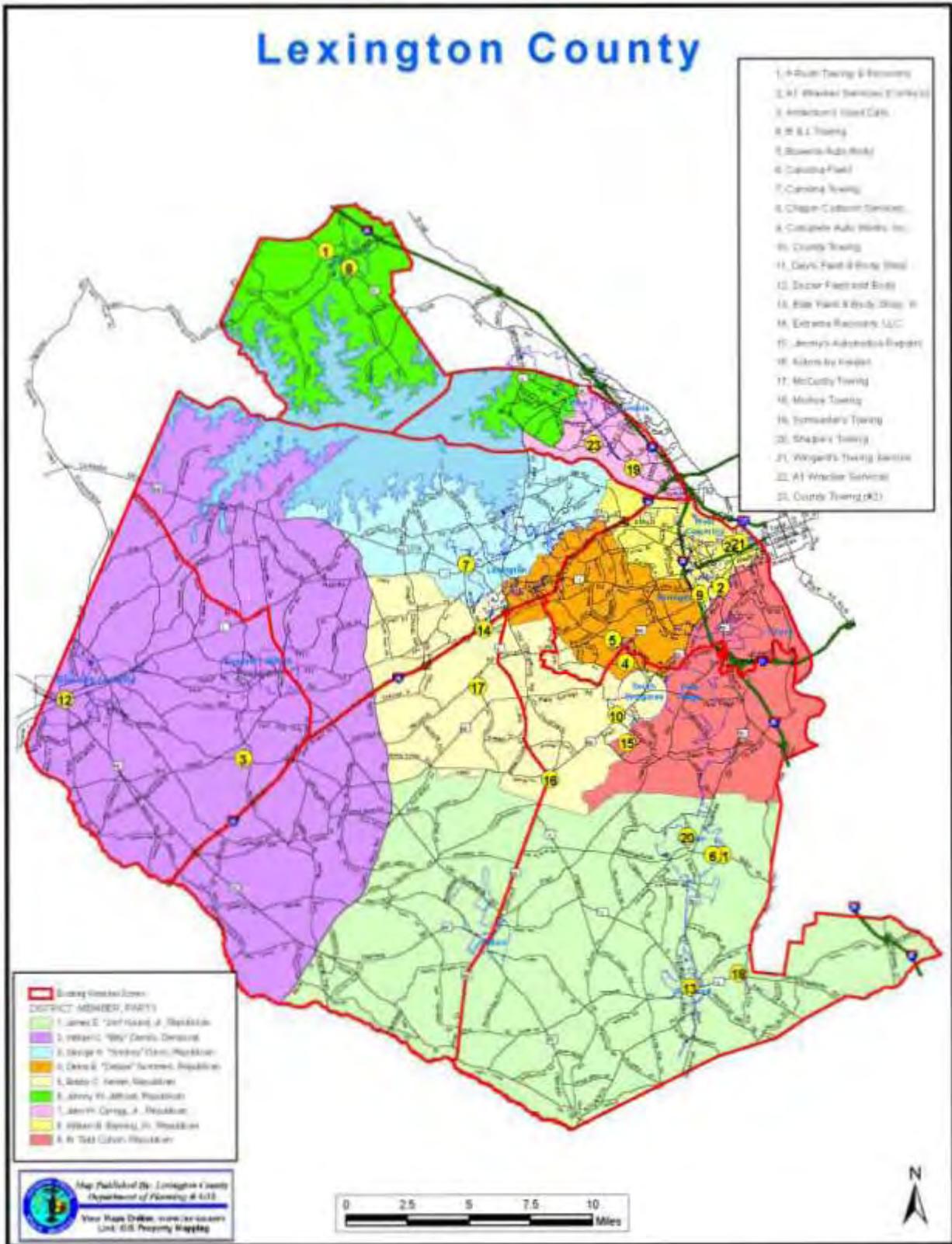
(Ord. No. 96-3, § 10-64, 12-19-96)

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)

K.ZONES



L. 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. ZONES REQUESTED:

Class A Class B Class C

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

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.

VIN#	YEAR	MAKE	MODEL	TYPE	CLASS	GVWR - WEIGHT = GCVWR

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: _____

M. 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 _____

N. 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.

O. 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.**

(CI-022)

SIGNATURE

COUNTY OF LEXINGTON WRECKER REGULATIONS

For County Owned Vehicles 2010-2011 FISCAL YEAR

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 *with a minimum ANSI class 2 visibility* 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 1st and be inspected and qualified prior to June 30th. On June 30th 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, opportunities for towing for the County of Lexington will be immediately suspended. Opportunities 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 opportunities 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. 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 with a minimum ANSI class 2 visibility 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

All tow trucks operating for the County of Lexington shall comply with all safety provisions, rules and regulations required to be observed by motor carriers by federal and state law, and, in addition thereto, shall comply with the requirements of these specifications.

All tow trucks, wreckers, or rollbacks, shall under no circumstances tow any vehicle for the County that weighs more than the towing vehicle can safely accommodate. For **Class A and B Vehicles**, this maximum capacity shall be limited to, and shall be defined as the **Gross Combined Vehicle Weight (GCVW)**. The **GCVW** shall be determined by the following formula: **GCVW = Actual weight of the vehicle being towed + Tow Truck Operating Weight with full complement of required equipment, driver and passengers.** It shall be the responsibility of each operator to document the “Operating Weight” of each of their vehicles used for tow purposes. The **GCVW** shall in no case ever exceed the towing vehicles **GVWR, Gross Vehicle Weight Rating** as stated by the manufacturer. Tow vehicles may be weighed for the purpose of determining operating weight and this weight documented free of charge at the county landfill during normal business hours.

1. Class A Wreckers, for towing vehicles weighing five thousand (5,000) 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 sixteen thousand five hundred (16,500) pounds.

- (2) Individual boom capacity of not less than ten thousand (10,000) 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 retracted lifting capacity of not less than three thousand five hundred (3,500) pounds as rated by the manufacturer, with safety chains.
- (5) Dual rear wheels.
- (6) Wire rope (winch line) which shall be a minimum 3/8 inch diameter 6x19 or OEM specification, and not less than one hundred (100) feet continuous length. Come-a Longs, chains, or other similar devices shall not be used as substitutes for winch and cable.
- (7) At least two (2) safety securing devices, which may be chain, nylon strap or steel strap, with a minimum breaking strength of ten thousand (10,000) pounds. Winches are not classified as securing devices.
- (8) Additional safety equipment as specified by the regulations.

B. Rollback Wrecker

- (1) Minimum gross vehicle weight rating (GVWR) of not less than sixteen thousand five hundred (16,500) pounds.
- (2) Must have at least a 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-Long's, chains, or other similar devices shall not be used as substitutes for winch and cable.
- (4) Additional safety equipment as specified by the regulations.
- (5) At least two (2) safety securing devices, which may be chain, nylon strap or steel strap, with a minimum breaking strength of ten thousand (10,000) pounds. winches are not classified as securing devices.

2. Class B:

Class B Tow Truck shall be capable of towing and recovery of medium size trucks, trailers, ambulances, or equivalent vehicles over 5,001 lbs and up to 15,000 lbs, and shall meet the following minimum requirements:

1. A minimum manufacturer's GVWR of not less than thirty thousand (30,000) pounds with dual rear tires; and
2. A wheel lift/under lift with a minimum manufacturer's rating of twelve thousand (12,000) pound lift rating retracted with safety chains; and
3. A boom with a minimum manufacturer's rating of fourteen (14) ton capacity, with single or dual winches; and
4. Single or dual winches with a minimum manufacturer's rating of twenty eight thousand (28,000) pounds combined as rated by the manufacturer; and
5. Wire rope (winch line) which shall be a minimum 1/2 inch diameter 6x19 or OEM specification, and not less than one hundred (100) feet continuous length. Come-a Longs, chains, or other similar devices shall not be used as substitutes for winch and cable.
6. At least two (2) safety securing devices, which may be chain, nylon strap or steel strap, with a minimum breaking strength of fifteen thousand (15,000) pounds or OEM specification (winches are not classified as securing devices).

3. Class C:

Class C Tow Truck shall be capable of towing and recovery of large trucks, trailers, buses, Fire Apparatus, or similar vehicles in excess of 15,001 lbs, and shall meet the following minimum requirements:

1. A minimum manufacturer's GVWR of not less than forty six thousand (46,000) pounds with tandem drive axles; and
2. Tandem axles or cab to axle length of not less than one hundred two inches.
3. A manufactured wheel lift with a minimum manufacturer's rating of twenty thousand (20,000) pounds retracted with safety chains; and
4. A boom with a minimum manufacturer's rating of twenty (25) ton capacity as rated by the manufacturer with single or dual winches; and
5. Single or dual winches with a minimum manufacturer's rating of forty thousand (40,000) pounds either separate or combined dual rating; and
6. Air brakes with air hookup package capable of supplying air to disabled vehicles; and
7. Wire rope (winch line) which shall be a minimum 5/8 inch diameter 6x19 or OEM specification, and not less than one hundred fifty (150) feet continuous length; and
8. At least two (2) safety securing devices, which may be chain, nylon strap or steel strap, with a minimum breaking strength of twenty thousand (20,000) pounds or OEM specification (winches are not classified as securing devices); and
9. Tow bar or tow sling (if equipped) with a minimum twenty thousand (20,000) pound rating.
10. Airbrakes constructed so as to apply automatically upon failure.
11. Light and air brake hookups.
12. Come-A-Long's, chains, or other similar devices shall not be used as substitutes for winch and cable.

G. TOW TRUCK REQUIREMENTS

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:

All tow trucks regardless of class shall be equipped with the following:

1. Operating parking brake independent of hydraulic brake system, or air brake park air release valve for application of spring brakes. An air over hydraulic braking system that is also utilized as the parking brake system will also be acceptable provided that there is at least a dual redundancy system build in should the hydraulic system leak, and provided that there is also a provision to apply the brakes in the event of loss of air pressure, either by an electric backup supply pump or a hydraulic pressurized accumulator.
2. Dual rear wheels; and
3. Revolving or strobe overhead amber emergency lights with three hundred sixty degree (360°) visibility; and
4. Spotlight(s) mounted behind cab capable of lighting scene of disablement; and
5. One or two fire extinguishers having a minimum total capacity of ten (10) pounds ABC dry chemical; and
6. A minimum of three (3) traffic cones or triangles with a height of not less than eighteen inches (18"); and
7. Magnetic or plastic base portable tail, stop and turn signal lights for the vehicle being towed (except single vehicle roll beds); and

8. Permanent lettering in a size to be easily visible to passing motorists with the company name and phone number. Two inch minimum height lettering is to be used.

Tow trucks equipped with non-OEM winches and booms shall be required to provide proof upon request of law enforcement personnel or fleet services personnel that the equipment capacity rating is not less than that nationally accepted for the class of tow truck upon which the equipment will be used.

Wire rope (winch line) on all tow trucks shall conform to the following:

1. Shall be capable of being fully extended from and fully wound onto the winch drum; and
2. Shall be in good working order with no more than six (6) randomly distributed broken wires in one rope lay or no more than three (3) broken wires in one strand on one rope lay; and
3. Shall contain no evidence of heat damage from any cause; and
4. Shall contain no evidence of being pinched or crushed; and
5. Shall have no end attachments that are cracked, deformed, worn or loosened; and
6. Wire rope end connections shall be wedged using a thimble. Wire rope end connections may be clamped as a temporary field repair, but shall be wedged at the earliest opportunity. When clamped, there shall be a minimum of three (3) clamps spaced a minimum of six (6) rope diameters apart and attached with the base or saddle of the clamp against the longer or live end of the wire rope. The "U" bolt must be placed over the short or dead end of the rope and must be the proper size for the wire rope being clamped.

A tow truck which responds to **accident scenes** shall carry the following equipment in addition to the standard equipment required for all tow trucks:

1. One five gallon or larger trash cans; and
2. A minimum four foot (4') wrecking bar, three-fourths inch (3/4") in diameter; and
3. A broom of a minimum twelve (12) inch width; and
4. A flat tip shovel; and
5. A minimum of three (3) flares, fuses or other alternate lighting or reflective devices; and
6. Jumper cables, or a jump start battery box; and
7. A minimum of two (2) gallons of sand or absorbent material; and
8. A minimum four (4) ton OEM rating snatch block; and
9. A two-way radio or the ability to immediately communicate with the tow office (not including CB radios); and
10. A minimum of two (2) wheel chocks or blocks capable of securely holding the tow truck while the truck is recovering a disabled or wrecked vehicle, except tow trucks equipped with locking systems capable of locking the tow truck brake system; and
11. A reflective vest, with a minimum ANSI class 2 visibility.

H. 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.

I. CONTRACT RATES – NOTE: Zones and fees can change without notification.

Cost per tow for county-owned vehicles

<u>Light Vehicles/Tow Charge</u>	
(Class A) (Call rotation will be governed by the 911 Communications Center)	
	\$65.00 Flat Charge
Dolly Wheels	\$30.00 Flat Charge
Winching	\$50.00 Flat Charge
Removal of Drive Shaft	\$15.00 Flat Charge
<u>Medium Duty/Tow Charge</u>	
(Class B) (Call rotation will be governed by the 911 Communications Center)	
	Up to \$100.00 Per Hour
<u>Heavy Duty/Tow Charge</u>	
(Call rotation will be governed by the 911 Communications Center)	
	Up to \$150.00 Per Hour
Vehicle Storage Fee	\$25.00 Per Day
Landau/Lowboy	\$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 outside the County limits may charge for all miles in excess of 15 miles at \$3.00 per mile. Any miles that are within County limits may charge for all miles in excess of 15 miles at the current Federal Reimbursement Mileage Rate, unless the vehicle is being towed to the dispatched tow company's storage lot(s).**

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

J. 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.

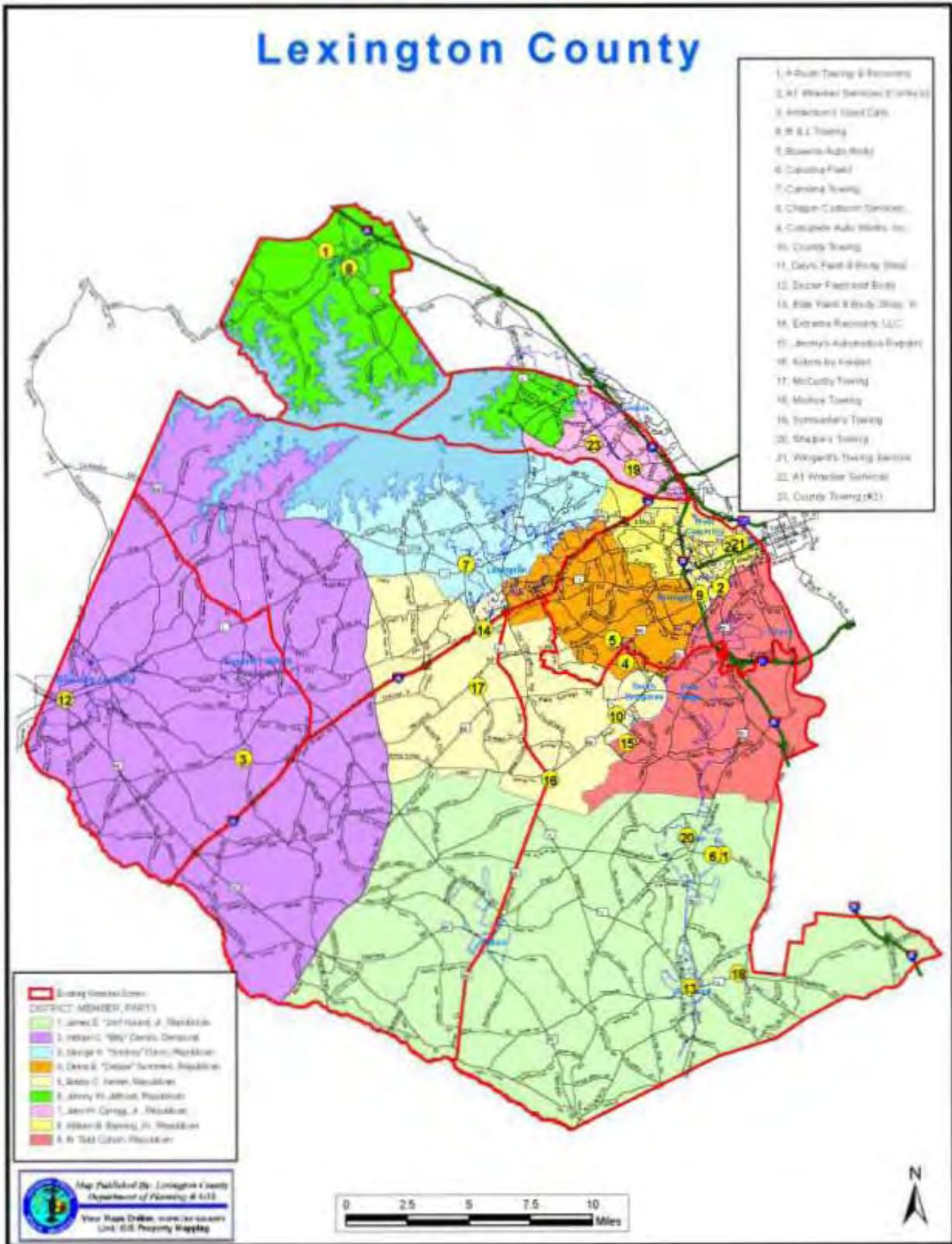
(Ord. No. 96-3, § 10-64, 12-19-96)

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)

K.ZONES



L. 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. ZONES REQUESTED:		Class A	Class B	Class C
DISTRICT 1	GASTON/PELION/SWANSEA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DISTRICT 2	GILBERT/BATESBURG/LEESVILLE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DISTRICT 3	LEXINGTON NORTH OF INTERSTATE 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DISTRICT 4	WEST COLUMBIA/SPRINGDALE	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DISTRICT 5	LEXINGTON SOUTH OF INTERSTATE 20	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DISTRICT 6	CHAPIN	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DISTRICT 7	IRMO	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DISTRICT 8	WEST COLUMBIA	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
DISTRICT 9	CAYCE	<input type="checkbox"/>	<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:

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.

VIN#	YEAR	MAKE	MODEL	TYPE	CLASS	GVWR - WEIGHT = GCVWR

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: _____

M. 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 _____

N. 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

O. 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.**

(CI-022)

SIGNATURE

