

Port of Los Angeles Concession Agreement FAQ

July 28, 2021

Before Applying

Q: What types of licenses/permits are applicants required to carry before completing a Concession Application?

A: Motor Carriers are required to have either a **state Motor Carrier Permit or a Federal Motor Carrier License (USDOT number) and MC number**. Your company is also required to obtain a **Standard Carrier Alpha Code (SCAC)** with the National Motor Freight Traffic Association, Inc. (NMFTA)

Q: I am a broker; can I sign up as a concessionaire with the Port of Los Angeles?

A: No. Only motor carriers with **Common or Contract** authority to transport property, with the Federal Motor Carrier Safety Administration (FMCSA) can become a concessionaire with the Port of Los Angeles (POLA).

Q: Are all companies required to have a POLA Concession Agreement?

A: Yes; all drayage trucking companies that need to access POLA cargo terminals are required to have a valid POLA Concession Agreement. All Concession Agreements regardless of effective date shall terminate on the specified date stated within the Concession Agreement. Please review the Concession Agreement Terms and Conditions to learn of Concession Agreement term expiration dates.

Q: Are there any costs associated with completing a Concession Agreement?

A: Yes. All Concession Agreements applicants are required to pay a one-time Concession Fee when signing up with the Port of Los Angeles. The Concession Fee is required to be paid at the time of submission of the Concession Agreement to cover the administrative costs of the

Concession program throughout the Agreement term. Following the completion and payment of the Concession Agreement, an annual truck fee of \$100 per truck will be collected within 30 days of the effective date of the Agreement, within 30 days of new registration of additional Drayage trucks into the Port Drayage Truck Registry, and on the annual registration anniversary for each registered Drayage truck in the Port Drayage Truck Registry.

Q: Do I get a discount if I obtained the 2014-21 version of the Concession Agreement recently?

A: If a Licensed Motor Carrier (LMC) received a 2014-21 Concession Agreement between October 1, 2019 to September 30, 2021 and paid the full \$2,500 Concession Fee, then the LMC only has to pay a \$1,000 Concession Fee for the 2021-26 Concession Agreement.

Q: Can I get the annual truck fee waived?

A: Annual truck fee of \$100 for the duration of the 2021-26 Concession Agreement is waived only for zero-emission trucks that meet the definition of zero-emission trucks within the California Air Resources Board Zero-Emission Powertrain Certification Regulation. Your zero-emission truck must be verified in person by Terminal Access Center (TAC) staff before the annual truck fee can be waived.

TAC Location

1265 Harbor Ave.

Long Beach, CA 90813

Q: If I received a fully executed 2021-26 Concession Agreement before October 1, 2021, can I enter the Port?

A: LMCs that do not currently hold a 2014-21 Concession Agreement, but have received a 2021-26 Concession Agreement cannot enter POLA cargo terminals until the start of the 2021-26 Concession Agreement on October 1, 2021. LMCs can apply for a Day Pass where a truck can operate at the Port of Los Angeles for 24 hours. A truck is limited to 24 Day Passes in a calendar year. LMCs must still meet all the requirements set forth in a Concession Agreement to be issued a Day Pass.


Concession Agreement Application

Q: Why was my signature rejected?

A: Signatures are usually rejected for missing proper officer authority for the company type, or inconsistency with the company's Statement of Information (SOI) filed with the CA Secretary of State (SOS). Signature rejections can result from a variety of reasons such as your authorized officers for your company type, authorized officer titles, and clerical errors. Corporations and Partnerships require two authorized company officers to sign the agreement. LLCs require either a Member or Manager signature. Sole Proprietorships only require a single signature from the company Owner. Only signatures from authorized company officers with appropriate company titles consistent with CA Secretary of State SOI will be accepted. .

To ensure proper signatories, consult your filed SOI form (see sample on the next page of this FAQ) and have two officers listed for companies with multiple officers – see below for one-officer companies.

SAMPLE SOI:

		Secretary of State Statement of Information (Limited Liability Company)		LLC-12	
<p>IMPORTANT — This form can be filed online at bizfile.sos.ca.gov. Read instructions before completing this form.</p> <p>Filing Fee – \$20.00 Copy Fees – First page \$1.00; each attachment page \$0.50; Certification Fee - \$5.00 plus copy fees</p>					
<i>Above Space For Office Use Only</i>					
1. Limited Liability Company Name (Enter the exact name of the LLC. If you registered in California using an alternate name, see instructions .)					
ABC Trucking					
2. 12-Digit Secretary of State (File) Number			3. State, Foreign Country or Place of Organization (only if formed outside of California)		
1 1 1 1 1 1 1 1 1 1 1 1			CA		
4. Business Addresses					
a. Street Address of Principal Office - Do not list a P.O. Box		City (no abbreviations)		State	Zip Code
1234 Pier A St		Wilmington		CA	90744
b. Mailing Address of LLC, if different than item 4a		City (no abbreviations)		State	Zip Code
987 Harbor Ave		San Pedro		CA	90731
c. Street Address of California Office, if Item 4a is not in California - Do not list a P.O. Box		City (no abbreviations)		State	Zip Code
				CA	
5. Manager(s) or Member(s)					
If no managers have been appointed or elected, provide the name and address of each member. At least one name and address must be listed. If the manager/member is an individual, complete Items 5a and 5c (leave Item 5b blank). If the manager/member is an entity, complete Items 5b and 5c (leave Item 5a blank). Note: The LLC cannot serve as its own manager or member. If the LLC has additional managers/members, enter the name(s) and address(es) on Form LLC-12A .					
a. First Name, if an individual - Do not complete Item 5b		Middle Name	Last Name		Suffix
John		A	Do		
b. Entity Name - Do not complete Item 5a					
c. Address		City (no abbreviations)		State	Zip Code
1234 Pier A St		Wilmington		CA	90744

Q: My SOI from the CA Secretary of State shows only one authorized company officer; do I still have to obtain two signatures for my Concession Agreement?

A: Sole Proprietorships may have only the one Owner's signature as sole officer. LLCs may have a single Member sign, or a Manager sign if the LLC is filed as a Manager-managed LLC. If your SOI lists a single individual that holds multiple company office titles , e.g. John Doe as Chief Executive Officer (CEO), Chief Financial Officer (CFO) and Secretary, that single individual should sign in capacity of two company office titles from Category 1 and Category 2 in the Checklist instructions (e.g. "John Doe, CEO " and "John Doe, CFO").

Q: What are the insurance requirements?

A: To work in the Port of Los Angeles, your insurance must fulfill the following:

- i. A commercial auto liability policy with a combined single limit (CSL) of **\$1 million**.
- ii. Your Auto policy must be marked as either an "**Any Auto**," "**Scheduled and Hired**" or "**All Owned and Hired**" policy.
- iii. The City of Los Angeles Harbor Department, its officers, agents, and employees must be included as the additional insured in respect to your company's Auto and General liability.

An "All Owned" or "Scheduled Only" auto policy is not acceptable. If the policy includes "Scheduled Vehicles," the schedule of vehicles must be provided with your agreement.

Q: What options do I have to submit my insurance?

A: There are two options to fulfill the insurance requirement:

- Option 1(preferred): Complete the City of Los Angeles Harbor Department Additional Insured Endorsement Forms - General and Auto Liability. You may have your insurance agent complete both forms.
- Option 2: Submit your company's ACORD Certificate, which must include the City of Los Angeles Harbor Department as Additional insured confirmations.

Q: Do I have to insure the City of Los Angeles Harbor Department? How do I include them in my insurance policy?

A: The City of Los Angeles Harbor Department must be included as the additional insured in respect to your company's Auto and General liability policy. If you chose to complete the City of

Los Angeles Harbor Department Additional Insured Endorsement Forms (Option 1), the City of Los Angeles Harbor Department is included in the “1. Additional Insured” statement.

If you chose to submit your company’s ACORD form, please do the following:

- Add the following statement in the Description Section:

“The City of Los Angeles Harbor Department, its officers, agents and employees are included as the additional insured in respects to the Auto and General Liability.”

- Certificate Holder:

“City of Los Angeles and all of its Agencies, Boards and Departments

Attn: Port of Los Angeles Risk Management

425 So. Palos Verdes Street

San Pedro CA 90731”

SAMPLE INSURANCE STATEMENT:

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS	
The City of Los Angeles Harbor Department, its officers, agents and employees are included as the additional insured in respects to the Auto and General Liability	
SAMPLE	
CERTIFICATE HOLDER	CANCELLATION
City of Los Angeles and all of its Agencies, Boards and Departments Attn: Port of Los Angeles Risk Management 425 So. Palos Verdes Street San Pedro CA 90731	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL <input type="text"/> DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.
	AUTHORIZED REPRESENTATIVE

Q: My company is not filed with the CA Secretary of State, what should I do?

A: Please utilize the CA’s Secretary of State business database to find information on your company. Please contact the Secretary of State’s Los Angeles office at 213-897-3062 or please click [HERE](#) for information on your company’s status.

Q: If my company is not based in California, must I register with the CA Secretary of State?

A: The California Secretary of State website states that foreign (non-California) Corporations or LLCs that wish to transact intrastate business in California must first qualify/register with the California Secretary of State per the California Corporations Code sections 2105, 15909.02, 16959 or 17708.02. The California Corporations Code sections 191, 15901.02(ai) and 17001(ap) define

“transacting intrastate business” as entering repeated and successive business transactions in California. Please click [HERE](#) for additional information on the forms, samples, and fees that are required when registering.

If the company is not required to be registered with the CA Secretary of State, the company must be in good standing with the state in which company’s business entity (corporation, partnership, LLC) is registered.

Q: My company is not filed with the FMCSA, what should I do?

A: Please utilize the FMCSA database to find information on your company. Please contact the FMCSA at (909) 937-2949 for your company’s status or click [HERE](#). Program requirements state that your company is required to have an “Active” Status for either Common or Contract Authority (MC#).

Q: My company utilizes various addresses, which address should I choose for my Agreement?

A: The Concession Agreement has locations to include both a business address and a mailing address. If your company utilizes even more addresses (e.g. site address for a truck yard where trucks are parked), please provide a letter addressed to the Port of Los Angeles explaining the use of each address in relation to your company. Please ensure that the letter includes a formal company header and is signed and dated by a responsible officer. If any of the addresses shown on the CA Secretary of State, FMSCA, Concession Agreement or Insurance are no longer in use, please update the address accordingly directly with such agencies.

Q: How do I submit my Concession Agreement and supporting documents? Can I send photocopies of my concession agreement?

A: The Port of Los Angeles accepts electronic and hard copy submission of the Concession Agreement and supporting documents.

For Electronic Copy –Submit your signed document and supporting documentation to DIV.POLA@tetrattech.com.

For Hard Copies - We require **two original copies of the signed first page** of the Concession Agreement for hard copy submissions. All other components of the Concession Agreement paperwork are not required to be originals – they may be photocopied or sent through email to DIV.POLA@tetrattech.com. Please ensure that when sending your completed hard copy Concession Agreement paperwork, all pages should be printed **single sided**. Double-sided agreements will not be accepted. Include your payment or proof of payment with your

Concession Agreement paperwork if you are submitting a hard copy. Mail your completed hard copies paperwork and Concession Fee payment/proof of payment to the POLA Concession Program Administrator:

POLA Concession Program Administrator

c/o Tetra Tech, Inc.

1265 Harbor Ave.

Long Beach, CA 90813

Q: How do I pay the Concession Fee?

A: You may pay your Concession Fee with a check, cashier's check, money order, Automated Clearing House (ACH) or wire transfer.

Check/Cashier's Check/Money Order

If the Concession Fee is submitted by a check, it should be made pay to the order of either **POLA Concession Fee** or **Port of Los Angeles**. Please note that your check must include the address and name of the payer. Cashier's checks and money orders are also acceptable types of payment. Include your payment with your Concession Agreement paperwork if you are submitting a hard copy.

If you are submitting your Concession Agreement paperwork electronically, please mail your payment with the first page of the Concession Agreement application that displays your company's name, contact information, and address.

Mail the check, cashier check or money order with the first page of the Concession Agreement application to:

POLA Concession Program Administrator

c/o Tetra Tech, Inc.

1265 Harbor Ave.

Long Beach, CA 90813

Electronic Payment (ACH or Wire Transfer)

If you wish to pay the Concession Fee electronically, follow the instructions in Attachment 1 to this FAQ to pay via ACH or wire transfer. If you are a previous POLA Concessionaire, please include the POLA Sequence ID to your electronic payment in the memo section. Your POLA

Sequence ID can be found in the LMC Information page once you log into your PDTR database account. See example below.

SAMPLE POLA SEQUENCE ID

The screenshot shows a web form titled "LMC Information" with a navigation bar containing "LMC Information | Addresses | Contacts". The form fields are as follows:

Company Name	Fictitious Trucking Name, Inc.		
DBA Name			
Fed. Tax ID or SSN	XXXXX0000		
SCAC	POLA		
<small>For more information about SCAC, please visit www.nmfta.org</small>			
US DOT No.	123456		
Motor Carrier No.	0		
<small>For more information about the US DOT No. and the Motor Carrier No., please visit www.fmcsa.dot.gov</small>			
CA MC Permit Number	123456		
<small>For more information about the CA MC Permit Number, please visit www.dmv.ca.gov/vehindustry/mcp/mcpinfo.htm</small>			
LB Sequence ID	LB ID	Status	Expires
LA Sequence ID	LA ID	Status	Expires
POLA12345	LMC CA 12-00000	Current	
09/30/2021			

A large red "SAMPLE" watermark is overlaid on the form. A red box highlights the "LA Sequence ID" field, which contains "POLA12345" and "09/30/2021".

Attach your confirmation of electronic payment to your paperwork for hard copies or electronic submission.

Q: How long will this concession agreement be valid for?

A: All 2014-21 Concession Agreements are set to expire at midnight September 30, 2021. The 2021-26 Concession Agreements will go into effect on October 1, 2021 and expire at midnight September 30, 2026.

Q: After my company is approved, what should I expect? Where do I monitor my company's status going forward?

A: The POLA CTP Concession Agreement will be forwarded to the Port of Los Angeles for a final review. The company will be contacted via email should the Port require anything else from you. Going forward, you can monitor your company's status by logging into your **PDTR account**.