

Port of Los Angeles Clean Truck Program
Concession Agreement Completeness Checklist

July 28, 2021

1. CA Secretary of State (or the state which your company is registered with)

- My company currently has an **Active** status in CA Secretary of State (SoS) database.
- The address listed in the CA SoS database is current and in use.

2. Federal Motor Carrier Safety Administration (FMCSA)

- My company has an **Active** status for either **Common** or **Contract Authority**.
- The address listed in the FMCSA database is current and in use.

3. Clean Truck Concession Agreement (“Agreement”)

- I have printed all agreement forms single sided if submitting hard copies.
- The address listed on my Concession Agreement is current and in use.
 - If any of the addresses listed on my CA SoS, FMCSA, Concession Agreement, or Insurance vary, I have provided a letter addressed to the Port explaining the use of each address in relation to my company.
- I have completed all the fields and checked all applicable boxes on the Agreement.
 - The appropriate boxes in Section A., Section C., and Section D. are checked off.
- I have provided the **Fictitious Business Name Statement (DBA Filing)** if my company is using a DBA name.
- I have provided the last date of my Basic Inspection of Terminals (BIT) Inspection for Section D. If my company is not required to conduct BIT inspections, I have checked the appropriate box indicating so.
- I have completed the “Motor Carrier Signature” section following the requirements below.
 - Corporation**
 - 2 Authorized Officers (1 from each category)** have signed under their appropriate titles recognized by the filed Secretary of State “Statement of Information” (“SOI”) Form.
 - From Category 1** = Chairperson of the Board, Chief Executive Officer (CEO), President, or Vice President
 - From Category 2** = Secretary, any Assistant Secretary, Chief Financial Officer (CFO), or Assistant Treasurer

- If your company has only one individual holding multiple Officer positions on the SOI form, then such one individual has signed in **both Category 1 and Category 2** “officer signature” fields under **2 different titles**. (e.g. John Doe, CEO and John Doe, CFO)
 - I have a **filed CA SOI** that shows the **one individual holds two company officer titles in Category 1 and Category 2**.
- Limited Liability Company (LLC)**
 - Either a Member or a Manager** has signed under their appropriate title recognized by the Secretary of State “Statement of Information” Form.
 - One Manager** may sign for the LLC if the **SOI states that it is managed by that one Manager**.
- Sole Proprietorship**
 - The **Owner** of the company has signed on the Agreement.
- Partnership/Limited Liability Partnership**
 - Two General Partners** of the company have signed on the Agreement.
 - One General Partner** may sign for a LLP if the **SOI states that it is managed by the one General Partner**.
- Authorized officer has **signed** the Agreement, required in all cases, whether “wet signature or digital signature”

4. Certificate of Insurance

- I have provided **one** of the following **Insurance** documents listed below.
 - City of LA Harbor Department Additional Insured Endorsement**
 - Both the General & Auto liability forms were **completed by my insurance agent**.
 - OR**
 - POLA Approved ACORD Certificate**
 - The following statement “*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*” is stated in the **Description Section**.
 - “*City of Los Angeles and all of its Agencies, Boards and Departments; Attn: Port of Los Angeles Risk Management; 425 S. Palos Verdes St, San Pedro, CA 90731*” is listed as the **Certificate Holder**.
- I have a combined single limit (CSL) of **\$1 million** for my general liability policy.
- I have a combined single limit (CSL) of **\$1 million** for my auto liability policy.
- My Auto Policy is marked as either “**Any Auto,**” “**Scheduled and Hired,**” or “**All Owned and Hired.**”
- I have provided a **list of scheduled vehicles** if my policy includes “scheduled vehicles.”

5. Maintenance Plan

- I have completed all the fields on the form.
- I have checked all 3 boxes on the form.
- I have signed the form.
- I have provided an **example of my maintenance records/check list** used while doing inspections.

6. Concession Fee

- The amount of payment is **\$2,500** for all Concession Agreements unless the below applies.
 - I paid a \$2,500 Concession Fee for a 2014-21 Concession Agreement between October 1, 2019 and September 30, 2021, my payment amount for the 2021-26 Concession Agreement is **reduced to \$1000**.

Check/Cashier's Check/Money Order

- My check is made out to **Port of Los Angeles** or **POLA Concession Fee**.
- My check includes **Name** and **Address** of the payer.
- My check includes **Signature** of the payer.
 - A) Check/cashier's check/money order are mailed with hard copy of Concession Agreement paperwork; OR
 - B) Check/cashier's check/money order is mailed with the 1st page of the Concession Agreement Application when submitting other paperwork electronically

Electronic Payment (Automated Clearing House or Wire Transfer)

- Followed instructions on electronic payment method
 - Added POLA Sequence ID to memo section for returning Concessionaires
- Submit proof of electronic payment with Concession Agreement paperwork

Upon completion, please submit the Concession Agreement Application to:

Electronic Submission with Non-Electronic Payment:

Submit your signed document and supporting documentation to DIV.POLA@tetrattech.com.

Send your check/cashier's check/money order with the first page of your completed Concession Agreement application that displays your company's name, contact information, and address to:

POLA Concession Program Administrator

c/o Tetra Tech, Inc.

1265 Harbor Ave.

Long Beach, CA 90813

Electronic Submission with Electronic Payment:

Follow the instructions in Attachment 1 to this Checklist to pay via ACH or wire transfer. If you are a previous Concessionaire, please include the POLA Sequence ID to your payment in the memo section. An example of where to find the POLA Sequence ID can be found in the FAQ.

Submit your signed document, proof of payment, and supporting documentation to DIV.POLA@tetrattech.com.

Hard Copy with Payment:

Mail to the address below.

POLA Concession Program Administrator

c/o Terminal Access Center

1265 Harbor Ave

Long Beach, CA 90813

Hard Copy with Electronic Payment:

Follow the instructions in Attachment 1 to this Checklist to pay via ACH or wire transfer. If you are a previous Concessionaire, please include the POLA Sequence ID to your electronic payment in the memo section. Include your proof of payment with your hard copy submission.

Mail documents to:

POLA Concession Program Administrator

c/o Terminal Access Center

1265 Harbor Ave

Long Beach, CA 90813