



PINAL COUNTY
wide open opportunity

Offer and Acceptance

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

OFFER AND ACCEPTANCE FORM

TO PINAL COUNTY:

The undersigned hereby offers and agrees to furnish the material, service, or construction in compliance with all terms, conditions, specifications, and amendments in the Solicitation.


 Authorized Signature OWNER
 Title
Wesley Hall
 Printed Name 11/18/2015
 Date
JMS AUTOMOTIVE & TOWING, LLC (520) 723-3595
 Company Name Telephone
PO BOX 1405 COOLIDGE, AZ 85128
 Address City, State, Zip

For clarification of this offer, contact:

Name: DAWN GONZALEZ Phone: (520) 723-3595 Fax: (520) 723-5898
 Email: hxtaw@aol.com

ACCEPTANCE OF OFFER (For Pinal County Use Only)

The offer is hereby accepted and the Responder is now bound to sell or provide the materials, services, or construction as indicated by the Purchase Order or Notice of Award and based upon the solicitation, including all terms, conditions, specifications, amendments, etc. and the Offer as accepted by Pinal County.

The contract is for:

This contract shall henceforth be referenced to as Contract No. 150720. The Offeror is cautioned not to commence any billable work or to provide any material or service under this contract until Offeror receives an executed purchase order or notice to proceed.

Awarded this 2nd day of March 2016.

Todd House Chairman 
 Name (Print) Title Signature

Approved as to form: 
 Pinal County Attorney's Office



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OFFER AND ACCEPTANCE FORM – Page 2

By signing the previous page of the Offer and Acceptance Form, Responder certifies:

- A. The submission of the bid did not involve collusion or other anti-competitive practices.
- B. The Responder shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246.
- C. The Responder has not given, offered to give, nor intends to give at any time hereafter, any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the Submittal.
- D. The Responder certifies that it complies with Executive Order 12549 related to Federal Government Debarment and Suspension (see 4-7)
- E. The Responder certifies that the individual signing the bid is an authorized agent for the Responder and has the authority to bind them to the contract.

SIMS AUTOMOTIVE & TOWING, LLC
Firm

Wesley Hall
Authorized Signature

JIM'S AUTOMOTIVE & TOWING, LLC

**Pinal County Towing Services
RFP #150720**

**PO Box 1405 * 460 W Lincoln Avenue
Coolidge, Arizona 85128
(520) 723-3595
(520) 723-5898 Fax**

**Jim Harrison
Owner/Operator**

**Wesley Hall
Owner/Operator**

**Solicitation Contact
Dawn Godinez/Office Manager
(520) 723-3595**



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Addendum Acknowledgement Form

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

ADDENDUM ACKNOWLEDGEMENT FORM

Solicitation Addendums are posted on the Pinal County website at the following address:
<http://pinalcountyaz.gov/Departments/Finance/Pages/BidsProposals.aspx> . It is the responsibility of the Responder to periodically check this website for any Solicitation Addendum.

This page is used to acknowledge any and all addendums that might be issued. Any addendum issued within five days of the solicitation due date, will include a new due date to allow for addressing the addendum issues. Your signature indicates that you took the information provided in the addendums into consideration when providing your complete response.

Please sign and date:

ADDENDUM NO. 1 Acknowledgement _____

Signature

Date

Wesley Ball

11/18/2015

ADDENDUM NO. 2 Acknowledgement _____

Signature

Date

ADDENDUM NO. 3 Acknowledgement _____

Signature

Date

If no addendums were issued, indicate below, sign the form and return with your response.

Firm

Authorized Signature



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Responder's Checklist

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

RESPONDERS CHECKLIST

	Yes/No
Did you sign your Offer sheet? <i>See Page 39 & 40 of this solicitation.</i>	yes
Did you acknowledge all addendums, if any? <i>See page 36. Any addendums would be posted on the Pinal County website on the Bids/Proposals page of the Finance/Purchasing Department.</i>	yes
Did you complete all required Response Forms? <i>Any Response forms would be posted on the Pinal County website on the Bids/Proposals page of the Finance/Purchasing Department.</i>	yes
Did you include your W-9 Form? <i>See page 37 of this solicitation.</i>	yes
Did you include any necessary attachments?	yes
Is the outside of your sealed submittal marked with the Solicitation #, Due Date and Time? <i>See page 1 for this information.</i>	yes
Did you include one original and the required number of copies? <i>See page 1 for the quantity.</i>	yes
Did you follow the order for submissions of documents? <i>See Section 3.4 – Offer format in the Special Instructions of this solicitation.</i>	yes
Did you include proof of insurance(s) if requested?	Insurance cannot TO FAX



P I N A L • C O U N T Y
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**RFP-150720
PCSO Towing Services
Response Form 1 -
Questions**

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

Responder Name: Jim's Automotive & Towing, LLC

Responders shall complete the following Response Form, indicating their responses in the spaces provided. Additional pages may be added so long as they are clearly referenced in the spaces provided.

Please note: Any exception and the total number of exceptions taken will negatively affect your evaluation score. Compliance to Terms and Conditions has been identified as an evaluation criterion for this solicitation.

Any exception not contained within this section of the solicitation will be deemed invalid and will not be considered.

Acceptability of Responses

Offers that do not include fully completed copies of Response Forms 1, 2, 3, 4, 5 and 6 may cause the entire offer to be deemed unacceptable and therefore non-responsive. Forms with incomplete or unacceptable responses will also be considered non-responsive.

1 Capacity of Responder

- 1.1 Responder shall describe their company history including company full legal name, primary business location, years in business, ownership structure, and website, if applicable..

Previously known as Jim's Automotive, a sole-proprietorship is now, Jim's Automotive & Towing, LLC. Although this change took effect on January 1, 2015, the owners/operators remain the same. We have been in the automotive business since September 1971 servicing all domestic & foreign makes. Repairs include but are not limited to: air conditioning, batteries, electrical, generators, heating, lighting, oil changes, suspension & tune-up's. In September, 1981, a 24 hour full service tows was added to our company. We are located at 460 W. Lincoln Ave in Coolidge, AZ.

- 1.2 Responder shall list current contracts with other entities.

City of Coolidge, Pinal County Sheriff's Office, Agero, All State Motor Club, All State Roadside Services, Asurion, Arizona Training Program at Coolidge, Auto Knight Motor Club, Coach Net, Cross Country, Emergency Roadside Service, Garrett Motors, Gieco, Signature Motor Club & State Farm Insurance.

- 1.3 Responder shall list equipment, storage lot(s) and personnel commitments they have with other entities (i.e. police departments, local governments, etc.).

Rotation towing for the following entities: City of Coolidge Police Department & Pinal County Sheriff's Office

- 1.4 Responder shall provide a minimum of three (3) references who can comment on their work. References from public entities are preferred. Responder must include phone, fax, email and physical address of each reference.

City of Coolidge
911 South Arizona Boulevard
Coolidge, Arizona 85128
(520)723-5311
Fax: (520)723-4016
walker@coolidgeaz.com

PCSO
971 Jason Lopez Circle
Florence, Arizona 85132
(520)866-5277
Fax: (520)866-5067
pcso30dayimpound@pinalcountyaz.gov

Ed's Body Shop
381 South Arizona Boulevard
Coolidge, Arizona 85128
(520)723-9867
Fax: (520)723-3352
N/A Don't have one

- 1.5 Responder shall complete Response Form 2 – Tow Designation & Equipment List to specify which districts they are submitting a proposal for and provide a listing of equipment to be used within that district.
- 1.6 Responder shall complete Response Form 3 – Storage Facility List to provide listing of storage facilities to be used under this contract.
- 1.7 Responder shall complete Response Form 4 – Personnel List to provide listing of personnel to be employed under this contract.
- 1.8 Responder shall complete Response Form 5 – Insurance Requirement to provide confirmation of required insurance coverage under this contract.



PINAL COUNTY
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RFP-150720
PCSO Towing Services
Response Form 1 -
Questions

Pinal County
Finance Department
31 N. Pinal St.
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P.O. Box 1348
Florence, AZ 85132

2 Method of Approach

2.1 Responder shall list and describe the dispatching equipment.

Verizon Cell Phone Service & Equipment:
Wesley Hall – LG G2
Jimmy Harrison – HTC One

2.2 Responder shall describe their vehicle record keeping process and procedures.

Upon receipt of Vehicle Removal Report, the dispatched driver will immediately turn the paperwork over to office personnel who in turn will attach it to Jim's Automotive & Towing, LLC 3 part NCR repair order/invoice. The following information is included on all invoices: Name of Registered Owner/Driver, Address, City, State, Zip Code & Telephone number if available. Also included are: Year, Make, Model of vehicle, License Plate Number & State, Mileage (if listed on the Vehicle Removal form) & VIN #.

For office purposes it is noted on the right side of R/O: DR #, Location of vehicle pickup and if the vehicle has been impounded. Any correspondence with owner/driver, lien holder and/or insurance company is also noted here.

2.3 Responder shall describe their proposed method for maintaining service coverage and service response time requirements.

Driver is dispatched immediately after receiving tow request from the PCSO, so that he may reach the dispatch location within a 30 minute mandatory response time. If needed, the dispatched driver is furnished with route directions printed from Google Maps or MapQuest.

2.4 Responder shall describe their familiarity with the internet and Google Documents (Google Docs).

Internet is used on a daily basis during regular business hours of 8:00 am – 5:00pm by office and driver personnel. At this time we have just implemented Google Docs into use on a daily basis or when needed.

3 Conformance to Terms and Conditions and Scope of Services

Response Form Responses

Jim's Automotive & Towing, LLC have read, understand, and shall comply with all Terms and Conditions. Responders that accept the County's Terms and Conditions shall check **YES** to clearly indicate their acceptance. Responders who take exception to the County's Terms and Conditions shall check **NO** and clearly indicate their exception(s) and provide Responder's suggested language.

YES, I acknowledge that I have read and understand all Terms and Conditions and will comply in any resultant contract.

NO, I acknowledge that I have read, understand all Terms and Conditions and will comply in any resultant contract with the exceptions listed below.

Exceptions (If checked NO)

Responders that take exception to any Terms and Conditions shall justify their exception as well as proposing any changes to the County's language with the Responder's suggested changes clearly indicated. Additional pages may be added so long as they are clearly referenced in the spaces provided. **Please note that taking exception to any Terms and Conditions may affect your evaluation score.** Both the number of exceptions and the severity of the exceptions can affect your score and may have you deemed non-responsive for this solicitation.

Cite the specific Term and Condition for which an exception is taken:

Responder's justification for the exception:



PINAL • COUNTY
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RFP-150720
PCSO Towing Services
Response Form 1 -
Questions

Pinal County
Finance Department
31 N. Pinal St.
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Florence, AZ 85132

Responder's suggested changes:

Jim's Automotive & Towing, LLC have read, understand, and shall comply with the Scope of Services. Responders that accept the Scope of Services shall check **YES** to clearly indicate their acceptance. Responders who take exception to any item in the Scope of Services shall likewise check **NO** and clearly indicate their exception and provide Responder's suggested language.

YES, I acknowledge that I have read and understand the Scope of Services and will comply in any resultant contract.

NO, I acknowledge that I have read, understand the Scope of Services and will comply in any resultant contract with the exceptions listed below.

Cite the specific item in the Scope of Service for which an exception is taken:

Responder's justification for the exception:

Responder's suggested changes:

End of Response Form 1 for RFP-150720 PCSO Towing Services



PINAL COUNTY
wide open opportunity

RFP-150720
PCSO Towing Services
Response Form 2 –
Tow Designation & Equipment List

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

TOW DESIGNATION & EQUIPMENT LIST

Towing and storage services for public vehicles will be awarded by geographic areas (tow districts) and on a rotational basis per the County defined tow boundaries for PCSO requested services. The responder must have and maintain a properly zoned storage facility within each tow district that they are submitting a proposal for. In addition, the responder shall have a separate tow vehicle for each district they are submitting a proposal for. The same tow vehicle shall not be used for two districts, however a medium duty truck may be used for medium duty and light duty within the same district and a heavy duty truck may be used for heavy duty, medium, and light duty within the same district.

The responder shall provide a detailed list and description of the tow vehicles your company will utilize under this contract. Use additional pages as necessary.

Tow District Vehicle will be utilized for (only 1 district per vehicle)	Make	Yr	VIN #	LIC #	MFG. GVW	TYPE Light (L) Medium (M) Heavy Duty (H)	Winch Capacity	Vehicle Inspection Date & Owner
1	INTERNATIONAL	1995	1HTSCAAM65SH2H558	CF20458	23000	M	8000	05/22/2006 JIMS AUTOMOTIVE & TOWING LLC
1	FORD SUPER DUTY	1989	2FDLF47M5KCA07836	CF82140	14500	L	8000	JIMS AUTOMOTIVE & TOWING LLC

Jims Automotive & Towing LLC
Firm/Individual

[Signature] 11-18-15
Authorized Signature and Date

END OF TOW EQUIPMENT LIST



PINAL COUNTY
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RFP-150720
PCSO Towing Services
Response Form 3 –
Storage Facility List

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

STORAGE FACILITY LIST

The Responder must have and maintain a properly zoned storage facility within each tow district that they are submitting a proposal for.

The responder shall provide a detailed list and description of their vehicle storage facilities that will be utilized under this contract. Use additional pages as necessary.

Tow District Storage Lot is located in	Location (address and nearest cross streets)	Capacity (# of vehicles)	Lot Size (in feet width x length)	Zoning Code	Storage Lot Owner	Security (lighting, fencing, etc)
1	460 W LINCOLN AVE COOLIDGE, AZ 85128 (SOUTH ARIZONA BOULEVARD & WEST LINCOLN AVENUE)	100	150' X 120'	R3	JIMS AUTOMOTIVE & TOWING, LL	7' CHAIN LINK FENCE, DUSK TO DAWN LIGHTING, 2 MONTION DETECTORS, 4 SECURITY CAMERA, 3 GUARD DOGS
	Zoned as R3 but grandfathered in as wrecking/storage facility for towing that existed prior to the adoption of new zoning codes.					

END OF STORAGE FACILITY LIST



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**RFP-150720
PCSO Towing Services
Response Form 5 –
Insurance Requirements**

Pinal County
Finance Department
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132

INSURANCE REQUIREMENTS

Per the terms and conditions of this solicitation, the Responder shall furnish the state certification from insurer(s) for coverage in the minimum amounts stated below. The coverage shall be maintained in full force and effect during the term of the contract and shall not serve to limit any liabilities or any other Contractor obligations.

Name and Address of Insurance Agency:		Company Letter:	Companies Affording Coverage (Include A.M. Best Rating):	
		A		
		B		
Name and Address of Insured:		C		
		D		
TYPE OF INSURANCE	CO. LTR	LIMITS OF LIABILITY MINIMUM – EA. OCCUR.	POLICY NUMBER	DATES OF POLICY
Commercial General Liability or Garage Liability		\$1,000,000.00 per occurrence/ \$2,000,000 general aggregate		
Business Automobile Liability		\$1,000,000.00 per occurrence		
With On-hook Endorsement with no exclusions for "dropped car" or improper towing techniques.				
Garage Keepers Legal Liability – Direct Primary Coverage		\$50,000.00 per vehicle \$100,000.00 (Heavy Duty)		
Statutory Limits Worker's Compensation (Exempt if company is operated as owner/operator, and does not hire employees to perform towing services) Employers Liability		\$100,000.00/ \$100,000.00 \$500,000.00		
Other:				
State of Arizona and the Arizona Department of Public Safety are added as additional insured's as required by statute, contract, purchase order, or otherwise requested. It is agreed that any insurance available to the named insured shall be primary of other sources that may be available.		It is further agreed that no policy shall expire, be canceled or materially changed to affect the coverage available to the state without thirty (30) days written notice to the State. This Certificate is not valid unless countersigned by an authorized representative of the insurance company.		
Name and Address of Certificate Holder:		Date Issued:		
Pinal County Sheriff's Office 971 N Jason Lopez Circle, Bldg C Florence, AZ 85232				

END OF INSURANCE REQUIREMENTS

 <p>PINAL COUNTY wide open opportunity</p>	<p align="center">RFP-150720 PCSO Towing Services Response Form 2 – Tow Designation & Equipment List</p>	<p align="right">Pinal County Finance Department 31 N. Pinal St. Bldg. A P.O. Box 1348 Florence, AZ 85132</p>
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TOW DESIGNATION & EQUIPMENT LIST

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1	INTERNATIONAL	1995	1HTSCAAM65SH2H558	CF20458	23000	M	8000	05/22/2006 JIMS AUTOMOTIVE & TOWING LLC

Jim's Automotive & Towing, LLC/Wesley Hall
Firm/Individual

Wesley Hall 12/01/2015
Authorized Signature and Date

END OF TOW EQUIPMENT LIST

 <p>PINAL COUNTY <i>wide open opportunity</i></p>	<p align="center">RFP-150720 PCSO Towing Services Response Form 3 – Storage Facility List</p>	<p align="right">Pinal County Finance Department 31 N. Pinal St. Bldg. A P.O. Box 1348 Florence, AZ 85132</p>
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STORAGE FACILITY LIST

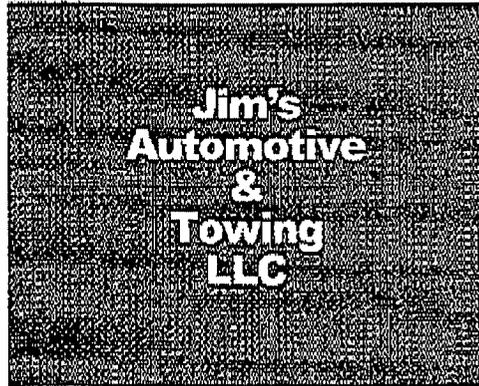
The Responder must have and maintain a properly zoned storage facility within each tow district that they are submitting a proposal for.

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	Zoned as R3 but grandfathered in as wrecking/storage facility for towing that existed prior to the adoption of new zoning codes.					

END OF STORAGE FACILITY LIST

PO Box 1405
460 W Lincoln Ave
Coolidge, AZ 85128
520-723-3595
520-723-5898



Fax

To: Lori Pruitt	From: Jim's Automotive & Towing, LLC
Fax: (520)866-2903	Pages: 3 including cover
Phone: (520)866-6262	Date: December 1, 2015
Re: Revised Contract Forms	cc:

Urgent For Review Please Comment Please Reply Please Recycle

Comments:

Lori,

Sorry this was not faxed/emailed this morning. It's been one of those weeks. I am now faxing it but am also sending you an email momentarily.

FYI: I have deleted the 1989 Ford Super Duty from the contract because I am not able to find any paperwork or a sticker on the vehicle stating when the last inspection was. I know it was in 2003 but don't have any paperwork/sticker to back that up.

Please let me know when you have received this to let me know if revised paperwork submitted is sufficient.

Thank you and have a great day.

Dawn Godínez

Lori Pruitt

To: hjrtow@aol.com
Subject: RFP 150720 PCSO Towing Services - ADDITIONAL INFORMATION REQUESTED
Attachments: 20151123_120300_fbhb03acdd18.pdf

Good morning.

Thank you for submitting your proposal for RFP 150720 – PCSO Towing Services. In reviewing your proposal, we found some incomplete or missing information. To remain in consideration of this award, I ask that you please respond to this request for additional information by **Wednesday, November 25, 2015, at 5pm** Arizona Time.

- Response Form 2 – There is no inspection date listed on the Ford Super Duty Truck. Please indicate the inspection date.
- Response Form 3 –The lot size length dimension was cut off - please clarify the lot dimension in feet width x length.

You can respond either by email to lori.pruitt@pinalcountyaz.gov or via mail to:

Pinal County Finance Department
Attn: Lori Pruitt
RE: RFP 150720 – PCSO Towing Services - Requested Information
31 N. Pinal Street, Bldg A
PO Box 1348
Florence, AZ 85132

If you have any questions, please contact me at 520-866-6262 or lori.pruitt@pinalcountyaz.gov. Thank you.

Lori Pruitt
Buyer II
Pinal County
520.866.6262