



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.

<u>Daniel Stevenson</u>	Owner
Authorized Signature	Title
Daniel Stevenson	11/16/2015
Printed Name	Date
Southwest 24 Hr Towing	520-689-5357
Company Name	Telephone
804 Hwy 60 W	Superior, AZ 85173
Address	City, State, Zip

For clarification of this offer, contact:

Name: Suze Stevenson Phone: 520-689-5357 Fax: 520-689-2637

Email: suze@theriver.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.

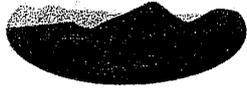
The contract is for:

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.

<u>Todd House</u>	<u>Chairman</u>	<u>[Signature]</u>
Name (Print)	Title	Signature

Approved as to form: [Signature]
Pinal County Attorney's Office



PINAL COUNTY
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Offer and Acceptance

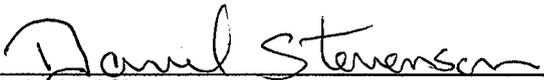
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OFFER AND ACCEPTANCE FORM – Page 2

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.

Southwest 24 Hr Towing
Firm


Authorized Signature



SOUTHWEST 24 TOWING
804 HWY 60 WEST
SUPERIOR, AZ 85173
(520)689-5357

ORIGINAL

**Pinal County
Finance Department
Atten: Lori Pruitt
31 N. Pinal St.
Bldg. A
P.O. Box 1348
Florence, AZ 85132**

**Reference: RFP 150720
PCSO TowingServices**

Procurement,

We are pleased to acknowledge receipt of RFP - 150720 and are now submitting our completed package. It has been our privilege to provide towing service for Pinal County Sheriff's Office.

If afforded the opportunity to continue as a vendor, we pledge our continued commitment and adherence to the contractual requirements in accordance with the state regulations as set forth in the RFP. In addition we are mindful of the need to ensure that our employees continue receiving the necessary education, training, background and substance screening to mirror our companies' goals.

Should any areas of concern arise in the future we will fully cooperate with any necessary remedies. Our in company contact person is Suze Stevenson and can be reached in our office at 520-689-5357.

Sincerely,

Daniel K. Stevenson



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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?	Yes



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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: Southwest 24 Hr Towing

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..

Southwest 24 Hr Towing LLC has been in operation since 1999 at the present location of 804 W US Hwy 60 in Superior. Family owned and operated, we feel privileged to be a part of our rural community by providing automotive repair, maintenance, towing and recovery services. Since our inception it has been our goal to offer quality service that is compliant with all contractual and legal regulations while prioritizing employee safety and respect for our environment.

- 1.2 Responder shall list current contracts with other entities.

We are currently a contracted towing provider for the Department of Public Safety Districts 6 & 11.

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

We have two properly zoned, secured and insured storage lots that accommodate the towed and impounded vehicles generated from our contracts with law enforcement agencies, we have two rollbacks, one medium duty wrecker, one heavy duty wrecker, one landoll and one 4X4 wrecker for off-road calls available which allows us to respond to the volume of calls in our rural local. Although we do receive calls from the private sector and other law enforcement agencies, it is our goal to have one driver retained at base in the event we receive a PCSO generated call. It would only be in the rare event of a serious accident recovery that we would expect a conflict with either equipment or personnel availability.

- 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.

Road Machinery
Manuel Guzman
98 West High School Avenue
Superior, AZ 85173
520-689-2405
Fax 520-689-2475
mguzman@roadmachinery.com



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RFP-150720
PCSO Towing Services
Response Form 1 -
Questions

Pinal County
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Florence, AZ 85132

Major Drilling
Dennis McLeod
#9 Road
Superior, AZ 85173
520-689-1946
Fax 520-689-1946
dennis.mcleod@majordrilling.com

Imery's Perlite USA, INC
Tom Hawk
45156 North Silver King Road
Superior, AZ 85173
805-737-1264
Fax 520-689-2362
Tom.hawk@imerys.com

- 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.

2 Method of Approach

- 2.1 Responder shall list and describe the dispatching equipment.

Southwest 24 Hr Towing LLC maintains a central business phone number 24 hours a day, 7 days a week. Communication is maintained with each operator from the central business location by cell phone. This ensures communication between Pinal County Sheriff's Office and our office which can be promptly relayed to the tow operator if necessary.

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

Southwest 24 Hr Towing maintains adequate records of all towed and/or stored vehicles. These records contain but are not limited to such necessary information as date of towing, date and time of storage, vehicle identification information, date vehicle reclaimed, identity of person reclaiming vehicle or removing personal belongings and date of filing of 10-day report if applicable. Records are securely maintained for a period of 7 years.

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

Southwest 24 Hr Towing acknowledges the contractual response time as being 30 minutes. To achieve that goal we understand the need to be familiar with all mileposts contained in District 8 and proceed safely at an average rate of 2 minutes per mile with a 15 minute startup. Heavy duty response time is 3 minutes per mile. Should any factor result in a longer than anticipated arrival time we understand the need to provide this information to dispatch.

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

The internet is a necessary part of the daily operation of Southwest 24 Hr Towing. We currently utilize many applications and look forward to the training for utilization of Google Docs for the purpose of maintaining a



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**RFP-150720
PCSO Towing Services
Response Form 1 -
Questions**

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

Vehicle Status Report should we be privileged to be approved as a continuing towing vendor for Pinal County Sheriff's Office.

3 Conformance to Terms and Conditions and Scope of Services

Response Form Responses

Southwest 24 Hr Towing 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: None

Responder's justification for the exception: -

Responder's suggested changes: -

Southwest 24 Hr Towing 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: None

Responder's justification for the exception: -

Responder's suggested changes: -

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



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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
D8	Chevrolet	03	1GBE5E113F507278	CD05538	18K	Light Duty	8K	08/07/2012 Daniel Stevenson
D8	Chevrolet	90	1GBL7H1MXLJ202517	CE82841	18K	Light Duty	8K	08/07/2012 Daniel Stevenson
D8	Freightliner	95	1FV6HF5AA0SL625369	CF99891	26K	Medium Duty	(2)10K	09/13/2012 Daniel Stevenson
D8	Kenworth	90	1XKADR9X0LS540149	CE82815	54K	Heavy Duty	(2)30K	08/07/2012 Daniel Stevenson

Submitter 24th Top
Firm/Individual

David Stevenson
Authorized Signature and Date 11/16/2015

END OF TOW EQUIPMENT LIST



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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)
District 8	548 Kiser St & Hwy 60 Superior, Az 85173	40	50X76	C	Daniel Stevenson	6 Foot chain link perimeter fence. Locked entry way. Lot illuminated by motion sensitive fixtures.
District 8	804 Hwy 60 Superior, Az 85173	50	65X110	C	Suze Stevenson	6 Foot Block fence, wrought iron. Locked entry way. Lot illuminated by 2 light fixtures.



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

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

END OF STORAGE FACILITY LIST



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**RFP-150720
PCSO Towing Services
Response Form 4 –
Personnel List**

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

PERSONNEL LIST

All tow truck personnel shall adhere to qualifications listed in the Statement of Work.

The responder shall provide the following information for all personnel who will be performing work under this contract. Use additional pages as necessary.

NAME	DATE OF BIRTH	DRIVERS LICENSE # AND CLASS	START DATE WITH COMPANY	YEARS EMPLOYED BY CONTRACTOR	EXPERIENCE IN INDUSTRY (YRS)
Daniel Stevenson	04/07/67	B14600631 Class A	01/01/1999	15	15
Ethan Stevenson	05/18/93	D06520533 Class A	06/07/2011	4	4
Sam Layne	03/06/46	D03243553 Class D	01/01/2008	7	15
Suze Stevenson	12/03/65	B13678579 Class D	01/01/1999	15	15

END OF PERSONNEL LIST



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
8/25/2015

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER AAA Arizona, Inc. 2375 E Camelback Road Suite 500 Phoenix AZ 85016	CONTACT NAME: Jody-Marie Frankovits PHONE (A/C, No. Ext): (602) 393-6000 E-MAIL ADDRESS: jfrankovits@arizona.aaa.com		FAX (A/C, No): (602) 242-6885
	INSURER(S) AFFORDING COVERAGE INSURER A: State National Insurance Comp INSURER B: Rockhill Insurance Company INSURER C: INSURER D: INSURER E: INSURER F:		NAIC #
INSURED Southwest 24 Hour Towing LLC 804 W US Hwy 60 Superior AZ 85173			

COVERAGES CERTIFICATE NUMBER: 15-16 GL IM AUTO GAR REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY						EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	X		XNDP0098201	8/29/2015	8/29/2016	MED EXP (Any one person) \$ 5,000
	<input checked="" type="checkbox"/> MOTOR TRUCK DED. \$1,000						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY						MOTOR TRUCK CARGO LIAB \$ 250,000
	<input type="checkbox"/> ANY AUTO						COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ALL OWNED AUTOS	<input checked="" type="checkbox"/> SCHEDULED AUTOS	X	XNDA0098201	8/29/2015	8/29/2016	BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					BODILY INJURY (Per accident) \$
	<input checked="" type="checkbox"/> COMP \$1,000	<input checked="" type="checkbox"/> COLL \$1,000				PROPERTY DAMAGE (Per accident) \$	
B	<input checked="" type="checkbox"/> UMBRELLA LIAB	<input checked="" type="checkbox"/> OCCUR					UM/UIM CSL (EACH) \$ 1,000,000
	<input type="checkbox"/> EXCESS LIAB	<input type="checkbox"/> CLAIMS-MADE					EACH OCCURRENCE \$ 1,000,000
	DED	RETENTION \$		EF014625-00	9/24/2015	8/29/2016	AGGREGATE \$ 1,000,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						WC STATUTORY LIMITS
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				OTHER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT \$
A	GARAGEKEEPERS-804 W.HWY60			XNDA0098201	8/29/2015	8/29/2016	E.L. DISEASE - EA EMPLOYEE \$
	GARAGEKEEPERS-548 KISER			XNDA0098201	8/29/2015	8/29/2016	E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (Attach ACORD 101, Additional Remarks Schedule, if more space is required)
 Garagekeepers Deductibles: Comp. - \$500/\$2,500; Collision - \$500

As respects liability arising out of the Insured's operations, Pinal County Sheriff's Dept. is included as Additional Insured as permitted by Forms AA99080409 & GL90070607.

CERTIFICATE HOLDER

(520) 866-6195

Pinal County Sheriff's Dept.
 971 Jason Lopez Circle
 Florence, AZ 85232

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

John Giuffre/CSRJFR