



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.

[Signature] Owner
 Authorized Signature Title
Tom Tracas
 Printed Name
STAR TOWING 520.836.2500
 Company Name Telephone
1201 N. VIP Blvd Casa Grande AZ 85122
 Address City, State, Zip

For clarification of this offer, contact:

Name: Tom Tracas Phone: 520.836.2900 Fax: 520.836.5135

Email: STAR.TOW@Yahoo.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 13th day of April 2015

Todd House Chairman [Signature]
 Name (Print) Title Signature

Approved as to form: [Signature]
 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.

STAR TOWING

Firm

Authorized Signature

SOLICITATION NO: 150720

STAR TOWING

1201 N. V I P BLVD

CASA GRANDE AZ 85122

520.836.2500

CONTACT PERSON:

ROSEANN CAMARGO

MANAGER



PINAL COUNTY
wide open opportunity

Addendum Acknowledgement Form

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

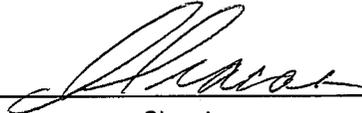
ADDENDUM ACKNOWLEDGEMENT FORM

Solicitation Addendums are posted on the Pinal County website at the following address:
<http://pinalcountyz.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

11/13/15

Date

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?	Yes



PINAL COUNTY
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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: STAR 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.
See attached document
- 1.2 Responder shall list current contracts with other entities.
See attached document
- 1.3 Responder shall list equipment, storage lot(s) and personnel commitments they have with other entities (i.e. police departments, local governments, etc.).
See attached document
- 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.
See attached document
- 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.
See attached document
- 2.2 Responder shall describe their vehicle record keeping process and procedures.
See attached document
- 2.3 Responder shall describe their proposed method for maintaining service coverage and service response time requirements.

 <p>PINAL COUNTY <i>wide open opportunity</i></p>	<p align="center">RFP-150720 PCSO Towing Services Response Form 1 - Questions</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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See attached document

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

See attached document

3 Conformance to Terms and Conditions and Scope of Services

Response Form Responses

 STAR 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.

 X **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: **N/A**

Responder's justification for the exception: **N/A**

Responder's suggested changes: **N/A**

 STAR 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.

 X **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: **N/A**

Responder's justification for the exception: **N/A**

Responder's suggested changes: **N/A**

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

RFP-150720 PCSO Towing Services Response Form 1- Questions

STAR TOWING

1. Capacity of Responder

1.1 Brief History of the company

Star Towing is a sole proprietorship that was originated by Tom Tracas in 1989. It began as a one truck one man operation and has grown to have an average of ten employees and eight tow trucks and 1 service truck. Over the years Star Towing has made a reputable name for itself from the prompt ETA's and the friendly professional attitudes that our employees' show each customer, to the clean, well maintained trucks that represents our company. At Star Towing we maintain a happy healthy work environment. That has contributed to us being able to keep a steady crew, some of which have been with the company for over ten years. For these reasons Star Towing has become a successful business. Star Towing has been in business for over 30 years. Our primary business location is at 1201 N V I P Blvd Casa Grande, AZ. Our website can be found at STARTOWINGAZ.COM.

1.2 Current Contracts with other entities

Casa Grande Police Department, Ak-Chin Police Department, Pinal County Sheriffs Office, AAA Emergency Roadside, Arizona Department of Transportation.

1.3 Equipment, Storage lot, and Commitments

Star Towing is currently operating with six flatbeds, one medium duty hook truck, two 4x4 off road recovery trucks and one service truck. Star Towing has a four acre storage facility that has the capacity to hold over two hundred vehicles. Our storage lot is surrounded by an 8ft block wall with an electric security fence and razor wire on top of the wall, along with a keypad alarm system armed without any available access to unauthorized individuals. The storage yard contains five security lights that come on at nightfall. The local police departments K-9 unit has been known to utilize our facility for training purposes.

1.4 Three References

Casa Grande Police Department
Sergeant B. Gragg
373 E. Val Vista Blvd
Casa Grande, AZ 85122
520.421.8711
Fax: 520.836.8081
Email: BGragg@ci.casa-grande.gov

AK-CHIN Police Department
Sergeant A. Lerch
45525 W. Farrell Rd
Maricopa, AZ 85139
520.568.1200
Fax: 520.568.1201
Email: alerch@ak-chin.nsn.us

AAA Arizona
John Oblinger
2375 E Camelback Road, Suite 500
Phoenix, AZ 85016
602.650.2700 ext. 2209
Fax: 602.222.9749
Email: joblinger@arizona.aaa.com

2. Method of Approach

2.1 Describe the dispatching equipment.

Our dispatching equipment consists of land line phones between the hours of 8:00am and 5:00pm Monday through Friday and Saturday from 8:00am through 12:00pm. The land line is transferred to a cellular phone nights, weekends and holidays. Each driver is provided a cell phone that is to be specifically for work purposes only.

2.2 Describe vehicle record keeping process and procedures.

Each driver is responsible for completing an invoice that contains the full vehicle description (year, make, model, VIN, Odometer reading), Agency, location, Time, Reason and rates. (Hook & mileage). After completion the invoice gets turned into the office. The dispatcher enters the entire invoice into our computer software Tow Manager; which calculates the vehicle storage. A hard copy and digital copy of the invoice is kept in a safe location for future references.

2.3 Describe proposed method for maintaining service coverage and service response time requirements.

Our method for maintaining service coverage and service response time consists of having and maintaining the proper equipment on each truck. Our fleet of trucks and drivers are stationed throughout the district. Each truck in our fleet has a GPS unit installed that helps our dispatch team give accurate ETA's. Our dispatch team and drivers are trained to handle all Police calls as a top priority.

2.4 Describe familiarity with the internet and Google Documents.

Our company is very internet savvy our dispatchers and drivers utilize the internet on a day to day basis. Our dispatchers and office personnel are highly intellect with Google documents which are used on a day to day basis as well. Over all our company is up to date on the 21st century.



P I N A L • C O U N T Y
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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. *page 1 of 2*

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
D3	Ford/450	2010	1FDXE47P210F1B209410	CD92398	19,500	L	8000lbs	1/23/2008 STAR TOWING
D3	Ford/550	2008	1FDXFE57R08EA11272	CF17038	19,500	L	8000lbs	1/23/2008 STAR TOWING
D3	Ford	2012	3FRWX7FK8CV417999	CH34097	26,000	L	8000lbs	1/2/2013 STAR TOWING
D3	F750	2012	3FRWX7FK8CV418001	CH34098	26,000	L	8000lbs	1/2/2013 STAR TOWING
D3	F750	2012	3FRWX7FK8CV418001	CH34098	26,000	L	8000lbs	1/2/2013 STAR TOWING
D3	Freightliner	2013	1FVACNDT5DHF1B5718	CH34099	26,000	M	32,000lbs	1/28/2013 STAR TOWING

STAR TOWING
Firm/Individual _____
Authorized Signature and Date _____

END OF TOW EQUIPMENT LIST



P I N A L • C O U N T Y
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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
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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. page 2 of 2

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
D3	Freightliner	2014	1FVACWDIXEHFY89710	GH75457	26000	L	8000lb	1/13/2014 STAR TOWING
D3	Freightliner	2014	1FVACWDTIEHEFY89777	GH75457	26000	L	8000lb	1/13/2014 STAR TOWING
D3	Freightliner	2015	1FVACWDT9FHGF99108	CT97701	26000	L	8,000lb	10/30/2014 STAR TOWING TCF Equip. Finance Inc.

STAR TOWING
Firm/Individual

Authorized Signature and Date

END OF TOW EQUIPMENT LIST

P I N A L • C O U N T Y
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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)
D3	1201 N. VIP Blvd CASA GRANDE, AZ 85122	200	400X400	Garden & light industrial	Tdm TRACAS	8ft block-wall Electric Fence Razor wire outdoor security lights (5)
	N. Thornton Rd & W. Gilchrist Hwy		4 Acres	1-1		

END OF STORAGE FACILITY LIST



PINAL COUNTY
wide open opportunity

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)
Tom Tracas	10/12/1955	DO1117806 AZ Class D	owner 10/1989	owner 26+ yrs.	30+ yrs.
Roberto Briseno	11/15/82	DO1238228 AZ Class D	2/2005	10yrs	10yrs.
Patrick Tolle	3/17/74	DO5503093 AZ Class D	2/1/2014	21 months	19 yrs
Tommy Tracas	11/18/80	DO2737250 AZ Class D	05/1999	10yrs	10yrs.
Matthew Cunningham	12/14/81	DO1114063 AZ Class D	05/22/2015	6 months	4 yrs
Timothy Reitenbaugh	7/28/82	DO2993240 AZ Class D	11/9/2015	1 week	8 yrs.
Jason Ferguson	2/15/84	DO2438391 AZ Class D	10/10/14	17 months	7 yrs.
Rose Ann Camargo	12/18/84	DO0165496 AZ Class D	3/2004	11 yrs.	11 yrs.
Julio A. Conral	7/30/70	DO6797092 AZ Class D	9/2007	8 yrs.	8 yrs.

END OF PERSONNEL LIST

WAIVER OF OUR RIGHT TO RECOVER FROM OTHERS ENDORSEMENT

We have the right to recover our payments from anyone liable for an injury covered by this policy. We will not enforce our right against the person or organization named in the Schedule. (This agreement applies only to the extent that you perform work under a written contract that requires you to obtain this agreement from us.)

This agreement shall not operate directly or indirectly to benefit anyone not named in the Schedule.

Schedule

Schedule Waiver:

Cert Holder Name: Pinal County

Verbiage: Pinal County

Various AZ Locations

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

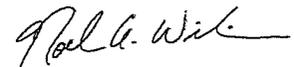
Endorsement Effective 07/01/2015
Insured Star Towing & Service

Policy No. 1002500

Endorsement No. 7
Premium \$ 250

Insurance Company CopperPoint Mutual Insurance Company

Countersigned by



POLICY INFORMATION PAGE ENDORSEMENT

The following item(s)

- Insured's Name (WC 89 06 01)
- Policy Number (WC 89 06 02)
- Effective Date (WC 89 06 03)
- Expiration Date (WC 89 06 04)
- Insured's Mailing Address (WC 89 06 05)
- Experience Modification (WC 89 04 06)
- Producer's Name (WC 89 06 07)
- Change in Workplace of Insured (WC 89 06 08)
- Insured's Legal Status (WC 89 06 10)
- Item 3.A. States (WC 89 06 11)
- Item 3.B. Limits (WC 89 06 12)
- Item 3 .C. States (WC 89 06 13)
- Item 3.D. Endorsement Numbers (WC 89 06 14)
- Item 4.* Class, Rate, Other (WC 89 04 15)
- Interim Adjustment of Premium (WC 89 04 16)
- Carrier Servicing Office (WC 89 06 17)
- Interstate/Intrastate Risk ID Number (WC 89 06 18)
- Carrier Number (WC 89 06 19)
- Issuing Agency/Producer Office Address (WC 89 06 25)

is changed to read:

- Insured's Name:
- Policy Number:
- Effective Date:
- Expiration Date:
- Insured's Mailing Address:
- Experience Modification:
- Producer's Name:
- Change in Workplace of Insured:
- Insured's Legal Status:
- Item 3.A. States:
- Item 3.B. Limits:
- Item 3 .C. States:
- Item 3.D. Endorsement Numbers: 7,8
- Item 4.* Class, Rate, Other:
- Interim Adjustment of Premium:
- Carrier Servicing Office:
- Interstate/Intrastate Risk ID Number:
- Carrier Number:
- Issuing Agency/Producer Office Address:

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

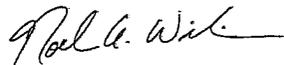
(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 07/01/2015
 Insured Star Towing & Service

Policy No. 1002500

Endorsement No. 8
 Premium \$ 5,716

Insurance Company CopperPoint Mutual Insurance Company

Countersigned by 

*Item 4. Change To:

Classifications	Code No.	Premium Basis Total Estimated Annual Remuneration	Rate Per \$100 of Remuneration	Estimated Annual Premium

Total Estimated Annual Premium \$ 5,716

Minimum Premium \$ 1,000

Deposit Premium \$ 1,766

All other terms and conditions of this policy remain unchanged.

This endorsement changes the policy to which it is attached and is effective on the date issued unless otherwise stated.

(The information below is required only when this endorsement is issued subsequent to preparation of the policy.)

Endorsement Effective 07/01/2015
 Insured Star Towing & Service

Policy No. 1002500

Endorsement No. 8
 Premium \$ 5,716

Insurance Company CopperPoint Mutual Insurance Company

Countersigned by 