

ORIGINAL



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.

	Owner
Authorized Signature	Title
Shane Wilcox	4/27/16
Printed Name	Date
Elite Towing	520-426-1846
Company Name	Telephone
1211 N. Schultz St	Casa Grande, Az 85123
Address	City, State, Zip

For clarification of this offer, contact:

Name: Shane Wilcox Phone: 520-426-1846 Fax: 520-316-0237

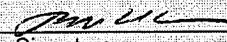
Email: Shane.Elitetowing@gmail.com

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: PCSO Towing Services - Supplemental

This contract shall henceforth be referenced to as Contract No. 152420. 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 <u>11th</u> day of <u>May</u> 2016.
<u>Todd House</u> <u>Chairman</u> 
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.

Elite Towing

Firm

Authorized Signature

 <p>PINAL COUNTY <i>wide open opportunity</i></p>	<h2>Responder's Checklist</h2>	<p>Pinal County Finance Department 31 N. Pinal St. Bldg. A P.O. Box 1348 Florence, AZ 85132</p>
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Elite
Towing

RESPONDERS CHECKLIST

	Yes/No
Did you sign your Offer sheet? <i>See Page 39 & 40 of this solicitation.</i>	✓
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>	✓
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>	✓
Did you include your W-9 Form? <i>See page 37 of this solicitation.</i>	✓
Did you include any necessary attachments?	✓
Is the outside of your sealed submittal marked with the Solicitation #, Due Date and Time? <i>See page 1 for this information.</i>	✓
Did you include one original and the required number of copies? <i>See page 1 for the quantity.</i>	✓
Did you follow the order for submissions of documents? <i>See Section 3.4 – Offer format in the Special Instructions of this solicitation.</i>	✓
Did you include proof of insurance(s) if requested?	✓

RFP 152420 - PCSO Towing Services – Supplemental

Exhibit C: Inspection Form



COMPANY NAME: Elite Towing ADDRESS: 1211 N. Schultz St.

DATE OF INSPECTION _____ INSPECTOR INITIALS _____ DISTRICT LOCATED IN 3

As part of this solicitation process, Responders shall allow PCSO to conduct an inspection of storage facility and tow equipment to ensure both are in compliance with the specifications of this RFP. Failure to meet the inspection requirements as stated on Exhibit C shall result in exclusion from consideration of award of this contract.

Pinal County Sheriff's Office (PCSO) will perform inspections of facilities and equipment for all responsive offerors during business hours on May 2, 2016 and May 3, 2016. All offerors must have personnel and proposed equipment available for a 2 hour period of time beginning at the scheduled inspection time. Inspection date and time will be scheduled by the Procurement Officer upon receipt of offeror's proposal.

INSPECTION ITEM	COMPLY	DOES NOT COMPLY
BUSINESS PRESENCE REQUIREMENTS		
Does the Responder have an existing place of business with a tow release facility and storage facility?		
Is the vehicle storage facility located at the address given in the accompanying spreadsheet? Note any difference in address. The RFP states we can make boundary exceptions if the other district is within 1 mile of storage facility, visible from the storage facility, and easily accessible from the storage facility. Does this respondent qualify for an additional boundary exception and if so with what district? NOTE DISTRICT _____		
Does the Responder have joint business venture(s) or subcontractor(s) that would be representing the Responder? Yes = Does not Comply No = Comply		
PERSONNEL REQUIREMENTS		
Do all tow truck operators possess and carry a valid driver's license for the class of tow truck operated?		
Are tow truck operators that require CDL licenses valid (If tow truck is commercial vehicle)?		
EQUIPMENT REQUIREMENTS		
Do both sides of the tow trucks display the Company name, full name of town or city in which Contractor is located and the 10-digit business phone number in a legible fashion?		
Do all tow trucks have current year registration and proof of insurance in vehicle at time of inspection?		
Do tow trucks have functioning lights?		
Are tow trucks equipped with sufficient clean up equipment? Equipment shall include a broom, a shovel, absorbent, and a container for carrying trash and vehicle debris required to safely clear vehicles and to perform all on-scene site clean-up services?		
VEHICLE STORAGE FACILITY REQUIREMENTS		
Is vehicle storage facility a minimum of 50' x 75'?		
Is the perimeter of the storage facility, as described in Section 2.7 of the RFP, secured by a minimum 6' high enclosure, such as a chain link fence, or fully enclosed building with secured entry ways such as lockable gates or garage type doors?		
Is the storage facility exclusively used for storing towed vehicles and not for any other business such as dismantling or repairing of vehicles?		
Is the ground surface acceptable for tow truck operations?		
Is there adequate lighting per size of yard?		

RFP 152420 - PCSO Towing Services – Supplemental Exhibit C: Inspection Form

COMPANY NAME: Elite Towing ADDRESS: 12117 N. Anderson Rd. Maricopa
 DATE OF INSPECTION _____ INSPECTOR INITIALS _____ DISTRICT LOCATED IN 4

As part of this solicitation process, Responders shall allow PCSO to conduct an inspection of storage facility and tow equipment to ensure both are in compliance with the specifications of this RFP. Failure to meet the inspection requirements as stated on Exhibit C shall result in exclusion from consideration of award of this contract.

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Do all tow truck operators possess and carry a valid driver's license for the class of tow truck operated?		
Are tow truck operators that require CDL licenses valid (If tow truck is commercial vehicle)?		
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Do both sides of the tow trucks display the Company name, full name of town or city in which Contractor is located and the 10-digit business phone number in a legible fashion?		
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Do tow trucks have functioning lights?		
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Is the ground surface acceptable for tow truck operations?		
Is there adequate lighting per size of yard?		

 <p>PINAL COUNTY <i>wide open opportunity</i></p>	<p align="center">RFP 152420 PCSO Towing Services – Supplemental</p> <p align="center">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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Responder Name: *Shane Wilcox Owner/ Elite Towing*



Responders shall complete the following Response Form, indicating their responses in the spaces provided that are marked "Responder Response". 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, and 5 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.

Elite Towing, LLC. 1211 N. Schultz St. Casa Grande, AZ. Elite Towing has been in business for over 11 years. We have always been very dependable and reliable. We are in a 2.5 acre lot that is totally secured with a 6ft fence with razor with ADT security. We don't allow the Ro to get their vehicles one of our personal retrieve the vehicles up to the customers. The vehicles are locked and keys are locked up in the office in a lock box.
- 1.2 Responder shall list current contracts with other entities.

Casa Grande Police department, Gila River Police Department, AK-Chin Police Department, Dps, Pinal County Sheriff Department, AZ Task Force & Recovery, United States Border Patrol, Agero motor club, Quest motorclub, Rod Robertson Enterprises
- 1.3 Responder shall list equipment, storage lot(s) and personnel commitments they have with other entities (i.e. police departments, local governments, etc.).

**2003 FORD F-450 4X4
2008 DODGE 5500 4X4
2011 DODGE 5500 FLATBED
2016 Ford F-550 Flatbed
2016 FORD F-650 FLATBED**
- 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 name, company/entity, phone, and email at a minimum for each reference.

**Gila River Police contact: Denna Domingo Denna.Domingo@gric.nsn.us
Phone: (520) 562-3361
669 West Seed Farm Road Sacaton,**

**Casa Grande Police Contact: Dave Ingstrom Dingtrome@casagrandeaz.gov
Phone: (520) 421-8711 Fax (520) 836-8081
373 W Val Vista Blvd, Casa Grande, AZ 85122**

**USBP: Gabe Garcia Email: Gabriel.g.garcia@cbp.dhs.gov
Phone: (520) 836-7812 Fax: (520) 423-2341**



PINAL COUNTY
wide open opportunity

RFP 152420
PCSO Towing Services –
Supplemental

Response Form 1 - Questions

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

396 N CAMINO MERCADO, CASA GRANDE AZ 85122

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- 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.

We are on call 24 hrs a day 7 days a week. We have 4 land lines and everyone has cell phones. The fax machine is available 24/7

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

We use Towbook.com it's an online towing program that allows us to dispatch our drivers day/night and we are able to look up vehicle at any time on our cell phone or at home on Wi-Fi

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

All drivers are less than the time allowed to respond to calls in our coverage areas.

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

All drivers have cell phones and are very familiar with google and how to use the internet on cell phones, iPad and computers.

3 Conformance to Terms and Conditions and Scope of Services

_____Elite 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.

 <p>PINAL COUNTY <i>wide open opportunity</i></p>	<p>RFP 152420 PCSO Towing Services – Supplemental</p> <p>Response Form 1 - Questions</p>	<p>Pinal County Finance Department 31 N. Pinal St. Bldg. A P.O. Box 1348 Florence, AZ 85132</p>
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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:

Responder’s suggested changes:

Elite 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:

Responder’s justification for the exception:

Responder’s suggested changes:

End of Response Form 1 for RFP-152420 PCSO Towing Services - Supplemental



PINAL COUNTY
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RFP-152420
PCSO Towing Services – Supplemental

Response Form 2 – Tow Designation & Equipment List

Pinal County
Finance Department
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TOW DESIGNATION & EQUIPMENT LIST

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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 Owner & Inspection Date
3	Ford F-650	2016	1FDWX6DE3GDE3GDA02077	CJ76953	26000	L	8,000	11/13/15
4	Ford F-550	2016	1FDUF5HT4GEB57163	CJ77018	19500	L	8,000	01/04/2016

Firm/Individual

 9/27/16

Authorized Signature and Date



PINAL • COUNTY
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RFP-152420
PCSO Towing Services – Supplemental

Response Form 2 – Tow Designation & Equipment List

Pinal County
Finance Department
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END OF TOW EQUIPMENT LIST



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Addendum Acknowledgement Form

Pinal County
Finance Department
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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

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.

Elite Towing
Firm

Authorized Signature