



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.

Elvia Olivarez owner
 Authorized Signature Title
Elvia Olivarez 4.26.15
 Printed Name Date
Secured Rite Towing LLC 520.421.1306
 Company Name Telephone
10451 N. Grand Canyon Blvd Casagrande Az 85122
 Address City, State, Zip

For clarification of this offer, contact:

Name: Rachel Keeton Phone: 520.421.1306 Fax: 520.421.1339

Email: securedrite towing@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: 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 11th day of May 2016.

Todd House Chairman *Todd House*
 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.

Secured Rite Bowing LLC
Firm

[Handwritten Signature]
Authorized Signature

RFP # 152420

PROJECT : PSCO TOWING CONTRACT

SECURED RITE TOWING LLC

10451 N GRAND CANYON BLVD

CASA GRANDE, AZ 85122

520-421-1306

DUE APRIL 28, 2016

2:00 PM

CONTACT: Rachel Keeton

Office manager



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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

4-26-2016
Date

ADDENDUM NO. 2 Acknowledgement

Signature

Date

ADDENDUM NO. 3 Acknowledgement

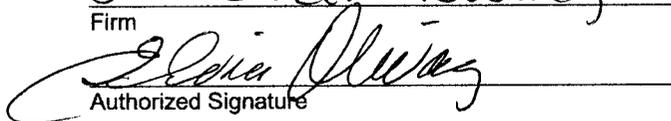
Signature

Date

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

Secured Rate Towing LLC

Firm


Authorized Signature

 <p>PINAL COUNTY <i>Wide open opportunity</i></p>	<p>RFP: 152420 PROJECT: PCSO Towing Services - Supplemental 4/18/2016 PAGE 1 OF 1</p>	<p>Pinal County Finance Department 31 N. Pinal St. Bldg. A P.O. Box 1348 Florence, AZ 85132</p>
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ADDENDUM 1

The purpose of this addendum is to answer responder questions that were asked in writing. Addendum 1 answers questions that have been asked prior to noon on April 18, 2016. Additional addendum(s) may follow if additional questions are asked.

QUESTIONS AND ANSWERS

1. Q: I have a storage facility in a different location from my office where I run dispatching. The office is run out of my home. Is that ok or do I need to rent a office?

A: You are not required to rent an office so long as you meet the response times and release requirements in the RFP.

Section 2.7.1(h) of the RFP requires that the storage facility be accessible for releasing vehicles between 8am and 5pm Monday-Friday and between 8am and noon on Saturday. Therefore you must be able to release vehicles from the storage facility and not require citizens to go to an alternate location to release their vehicles.

In addition Section 2.7.1(h) states that if the storage facility is a satellite facility which may not have employees present during those accessibility hours, the Contractor must be able to respond to citizen or PCSO calls within 30 minutes. This means the Contractor must be able to get to their storage facility within the 30 minute time requirement to assist citizens in the release of their vehicles.



PINAL COUNTY
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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



P I N A L ♦ C O U N T Y
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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

Responder Name: Secured Rite Towing LLC / Elvia Olivarez owner

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.

Secured Rite Towing LLC was founded November 16,2015. Our office location is at 10451 N Grand Canyon Blvd Casa Grande Az,85122. We have been in business for 6 months. Secured Rite Towing LLC is owned by Elvia & Ramiro Olivarez husband and wife. Our company offers a verity of services such as towing, roadside assistant, emergency services for auto accidents and storage. We are committed to offering reliable, professional and trust worthy services to our customers.

- 1.2 Responder shall list current contracts with other entities.

We currently hold 4 roadside assistant contracts with Agero, Nation Safe, Road America and Quest. We also hold a contract with Copart.

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

Our storage location is located at 1591 N Vip Blvd Casa Grande Az 85122.
2005 International 4300
2013 Dodge 550

- 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.

Lisa Calderon with Sullivan Motors 520-518-0081
Monique Bailey with Agero 781-306-3469
Oscar Blanco with Copart 480-414-7789 oscar.blanco@copart.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.



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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

- 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 have a dispatcher on duty 24 hrs a day 7 days a week that can be reached at 520-421-1306. Our drivers and dispatchers carry cellphones. When a call comes into dispatch a driver will be dispatched out to the scene immediately.

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

All vehicle records are kept in a secured filing cabinet that are only accessible by the owner and office manager. Vehicle reports are updated on a daily basis.

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

All drivers have cellphones that are connected to a roadside app that shows their location at all times. When a dispatch comes in the driver closest to the scene will be dispatched. The driver will receive a phone call letting them know where their services are being requested at. The information will also be sent to their phone via text. Each truck is equipped with Garmins to help maintain a quicker response time.

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

I am very familiar with the internet. I have never used google docs but I do use word excel which is somewhat similar. I am always willing to learn something new.

3 Conformance to Terms and Conditions and Scope of Services

_____ Elvia Olivarez _____ 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.



PINAL COUNTY
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RFP 152420
PCSO Towing Services –
Supplemental

Response Form 1 - Questions

Pinal County
Finance Department
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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:

_____ Elvia Olivarez 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:

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
31 N. Pinal St.
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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 Owner & Inspection Date
3	Inter- national 2605	05	1HTMMAAL05H156247	CT65250	25,500	medium	8000	Ramiro Olvarez 11.20.15
4	Dodge 550	13	3CTWRMDL0DG569088	TRP# 9D54131	25000	Light	8000	Secured Rite Towing 4.28.16

Secured Rite Towing LLC
Firm/Individual

Elva Olvarez 4.26.16
Authorized Signature and Date

END OF TOW EQUIPMENT LIST



PINAL COUNTY
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RFP-152420
PCSO Towing Services – Supplemental
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)
D-3	1591 N. VIP Blvd Casa Grande AZ 85122	40	60x80	I-1	India Tawney	Left Block wall, proper lighting.

END OF STORAGE FACILITY LIST



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RFP-152420
PCSO Towing Services –
Supplemental

Response Form 4 – Personnel List

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

PERSONNEL LIST

The responder shall provide the following information for all personnel who will be performing work under this contract. Tow truck operators shall adhere to qualifications listed in the Statement of Work. Use additional pages as necessary.

FULL NAME	POSITION WITHIN COMPANY	DATE OF BIRTH	DRIVERS LICENSE # AND CLASS	START DATE WITH COMPANY	YEARS EMPLOYED BY CONTRACT OR	EXPERIENCE IN INDUSTRY (YRS)
Elvia Olivaréz	owner	4.13.58	526061747 class D	11/15	6 mon	1 yr
Ramiro Olivaréz	owner	3.11.55	D01180887 CDL class A	11/15	6 mon	1 yr
Orlando Nino	Driver	5.6.90	D04961139 D	11/15	6 mon	6 yrs
Rachel Keeton	Office manager	11.2.81	B14345498 class D	11/15	6 mon	6 yrs

END OF PERSONNEL LIST



PINAL COUNTY
wide open opportunity

RFP-152420
PCSO Towing Services –
Supplemental

Response Form 5 – Insurance Requirements

Pinal County
Finance Department
31 N. Pinal St.
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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. Please provide certificate of insurance with your proposal. **If exempt from workers compensation requirement, please provide statement of reason with the submitted proposal (i.e. all workers are independent contractors, or only worker is self as a sole proprietor).**

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 <i>(Exempt if company is operated as owner/operator, and does not hire employees to perform towing services) If exempt, please provide statement of reason for exemption.</i> Employers Liability	NCCF	\$100,000.00/ \$100,000.00 \$500,000.00	38905350	426-16
Other:				
Pinal County Sheriff's Office shall be 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 county without thirty (30) days written notice to the County. 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

See attached

AAA/GIUFFRE
 2375 E CAMELBACK 500
 PHOENIX, AZ 85016
 1-602-650-2700



Policy number: 02989944-0

Underwritten by:
 United Financial Casualty Company
 April 26, 2016
 Page 1 of 2

Certificate of Insurance

Certificate Holder	Insured	Agent
Additional Insured PINAL COUNTY SHERIFFS OFFICE 971 N JASON LOPEZ CIRCLE BUILDING C FLORENCE, AZ 85232	SECURED RITE TOWING LLC 10451 N GRAND CANYON BLVD CASA GRANDE, AZ 85122	AAA/GIUFFRE 2375 E CAMELBACK 500 PHOENIX, AZ 85016

This document certifies that insurance policies identified below have been issued by the designated insurer to the insured named above for the period(s) indicated. This Certificate is issued for information purposes only. It confers no rights upon the certificate holder and does not change, alter, modify, or extend the coverages afforded by the policies listed below. The coverages afforded by the policies listed below are subject to all the terms, exclusions, limitations, endorsements, and conditions of these policies.

Policy Effective Date: Apr 25, 2016 Policy Expiration Date: Apr 25, 2017

Insurance coverage(s)	Limits
Bodily Injury/Property Damage	\$1,000,000 Combined Single Limit
Uninsured Motorist	\$1,000,000 Combined Single Limit
Underinsured Motorist	\$1,000,000 Combined Single Limit
General Liability	\$1,000,000/\$2,000,000 Aggregate
EACH OCCURRENCE	\$1,000,000
GENERAL AGGREGATE	\$2,000,000
PRODUCTS/COMPLETED OPERATIONS AGGREGATE	\$2,000,000
PERSONAL & ADVERTISING INJURY	\$1,000,000
DAMAGE TO PREMISES RENTED TO YOU	\$100,000
MEDICAL EXPENSE (ANY ONE PERSON)	\$5,000
Garagekeeper's Legal Liability Loc# One	\$100,000 w/\$500 Ded/Vehicle, \$2,500 Aggregate

Description of Location/Vehicles/Special Items

Scheduled autos only

2005 INTL 430 1HTMMAAL05H156247	
Medical Payments	\$5,000
Comprehensive	\$1,000 Ded
Collision	\$1,000 Ded
On-Hook Towing Liability	\$100,000 w/\$1,000 Ded
2015 RAM RAM CHASSIS 550 3C7WRMDL0FG569088	
Medical Payments	\$5,000
Comprehensive	\$1,000 Ded
Collision	\$1,000 Ded
On-Hook Towing Liability	\$100,000 w/\$1,000 Ded

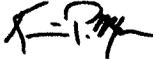
Policy number: 02989944-0

Page 2 of 2

Certificate number

11716CEM944

Please be advised that additional insureds and loss payees will be notified in the event of a mid-term cancellation.

A handwritten signature in black ink, appearing to be "K. P. M." with a stylized flourish at the end.

Form 5241 (10/02)