



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.

X Lynn Wiseman OWNER
 Authorized Signature Title
LYNN WISEMAN
 Printed Name Date
WISEMAN'S TOWING (520) 705-1620
 Company Name Telephone
517 W. COTTONWOOD LANE, CASA GRANDE, AZ 85122
 Address City, State, Zip

For clarification of this offer, contact:

Name: LYNN WISEMAN Phone: (520) 705-1620 Fax: (520) 836-7011

Email: LYNNWISEMAN@rocketmail.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
Name (Print)

Chairman
Title

[Signature]
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.

WISSEMAN'S TOWING

Firm

x Ryan Wiseman
Authorized Signature

ORIGINAL

TITLE PAGE

Solicitation number: **RFP-152420**

Responder name: **Lynn Wiseman dba Wiseman's Towing**

Responder address: **517 W. Cottonwood Lane
Casa Grande, AZ 85122**

Responder Telephone number: **(520) 705-1620**

Name and Title of Solicitation Contact Person: **Lori Pruitt, Officer**

Contains:

This title page

Addendum Acknowledgement form

Responder's Checklist

Offer and Acceptance form

Response form 1 – Questions

Response form 2 –Tow Designation & Equipment List

Response form 3 – Storage Facility List

Response form 4 – Personnel List

Response form 5 – Insurance Requirements

W-9 form



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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.
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P.O. Box 1348
Florence, AZ 85132

Responder Name: *Wiseman's 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.
See supplemental statement #1
- 1.2 Responder shall list current contracts with other entities.
See supplemental statement #2
- 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 supplemental statement #3
- 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.
See supplemental statement #4
- 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.



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**RFP 152420
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Response Form 1 - Questions

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2 Method of Approach

2.1 Responder shall list and describe the dispatching equipment.

See supplemental statement #5

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

See supplemental statement #6

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

See supplemental statement #7

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

See supplemental statement #8

3 Conformance to Terms and Conditions and Scope of Services

Lynn Wiseman, Owner Wiseman's 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: **N/A**

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

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



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Response Form 1 - Questions

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Lynn Wiseman, Owner Wiseman's 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: *N/A*

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

Responder's suggested changes: *N/A*

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

RFP-152420
PCSO Towing Services
Supplemental Statements to
Form 1 – Questions

Wiseman's Towing

Supplemental statement #1 – History

Responder's full company legal name is: **Wiseman's Towing**

Responder's primary business location is: 517 W. Cottonwood Lane,
Casa Grande, AZ 85122

Years in business under current owner is: 27

Narrative:

The operation was started in the mid-1960s by the current owner's father, Ronald Wiseman. The current owner, Lynn Wiseman began driving for the company in 1985, and took over all operations in 1988.

Supplemental Statement #2 – Other Contracts

Arizona Department of Public Safety
City of Casa Grande Maintenance Department
City of Casa Grande Police Department

Supplemental Statement #3 – Equipment, Storage lot, and Personnel commitments

Respondent has no resources under contract or committed at this time.

Equipment list includes:

Dodge 3500 tow truck with Vulcan wheel lift

Ford F-650 tow truck with Jardin rollback and wheel lift.

Storage lot: As described in Form 3, a two acre storage yard at 517 W. Cottonwood Lane, Casa Grande, AZ. Additional equipment is available at the yard.

Supplemental Statement #4 – References

Reference #1

Entity Name: City of Casa Grande Maintenance Department

Contact: Conrad Zapata

Phone Number: (520) 421-8615

Fax Number: (520) 392-1523

Email: conrad_zapata@casagrandeaz.gov

Physical Address: 3181 N. Lear Ave., Casa Grande, AZ 85122

Reference #2

Entity Name: City of Casa Grande Police Department
Contact: Lt. Kent Horn
Phone Number: (520) 421-8700 ext#6050
Fax Number: N/A
Email: khorn@casagrandeaz.gov
Physical Address: 373 E. Val Vista Blvd., Casa Grande, AZ 85122

Reference 3

Entity Name: Electro-Data Southwest, Inc.
Contact: Rick O'Neil
Phone Number (520) 836-7947
Fax Number: (520)836-7344
Email:ricker07@yahoo.com
Physical Address:318 E. Cottonwood Lane, Casa Grande, AZ 85122

Supplemental statement #5 – Dispatching Equipment

Respondent has live, on-site, 24 hour dispatch with Nextel Cellular telephones and two way phone/radios.

Supplemental statement #6 – Vehicle record keeping process and procedures
Tracker Management Software

Supplemental statement #7 – Method for maintaining service coverage and service response time requirements

Respondent has live, on-site, 24 hour dispatch with Nextel Cellular telephones and two way phone/radios.

Supplemental Statement #8 – Responder is proficient in the use of the internet and Google Documents (Google Docs).



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Response Form 2 – Tow Designation & Equipment List

Pinal County
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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.

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	DODGE	1994	1B6MC5R5584	CD-08017	11,000	L	8,000	LYNN WISEMAN JULY 2009
3	FORD	2004	3FRNF6521V590050	CD-38038	11,000	L	8,000	LYNN WISEMAN MARCH 2009
3	INTN'L	2005	1HTMOAFM55HI138 223	CG-55401	20,000	L	8,000	LYNN WISEMAN JUNE 2015

WISEMAN'S TOWING (LYNN WISEMAN)

Firm/Individual

Lynn Wiseman - 4/28/16

Authorized Signature and Date



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Response Form 2 – Tow Designation & Equipment List

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END OF TOW EQUIPMENT LIST



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Response Form 3 – Storage Facility List

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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.

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)
3	517 W. COTTONWOOD LANE CASA GRANDE, AZ 85122	100	66' X 83'	B-4	RAY CLAY	10' BLOCK FENCE, LIGHTING ALARM SYSTEM 24 HR ON-SITE SECURITY

END OF STORAGE FACILITY LIST



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Response Form 5 – Insurance Requirements

Pinal County
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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):	
LDC INSURANCE SERVICES, INC. 900 W CHANDLER BLVD. SUITE A-8, CHANCLER, AZ 85225		A	ATLANTIC SPECIALTY INSURANCE COMPANY 27154	
		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	A	\$1,000,000.00 per occurrence/ \$2,000,000 general aggregate	613-00-08-37-001	1/26/16 1/26/17
Business Automobile Liability	A	\$1,000,000.00 per occurrence	613-00-08-37-0001	01/26/16 01/26/17
With On-hook Endorsement with no exclusions for "dropped car" or improper towing techniques.	A	\$50,000/\$100,000	613-00-08-37-0001	01/26/16 01/26/17
Garage Keepers Legal Liability – Direct Primary Coverage	A	\$50,000.00 per vehicle \$100,000.00 (Heavy Duty)	613-00-08-37-0001	01/26/16 01/26/17
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 Other:		\$100,000.00/ \$100,000.00 \$500,000.00 EXEMPT OWNER/OPERATOR		
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		SEE CERTIFICATE ATTACHED		



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Response Form 5 – Insurance Requirements

Pinal County
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END OF INSURANCE REQUIREMENTS

