



# COCHISE COUNTY PROCUREMENT DEPARTMENT

1415 Melody Lane, Building C, Bisbee, AZ 85603  
Phone: (520) 432-8390 | Fax: (520) 432-8397

**20-24-BOS-01**

**Utility Engineering Plan for the Douglas, Arizona Port of Entry**

**Offer Acceptance Award Letter**

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THIS CONTRACT is made and entered into this 10th day of March 2020 by and between COCHISE COUNTY, hereinafter referred to as the COUNTY, and STANTEC hereinafter referred to as the CONTRACTOR.

In accordance with RFP 20-24-BOS-01, the COUNTY hereby awards a single contract to the CONTRACTOR in order to fulfill the requirements, as identified throughout the subject document, to the satisfaction of the COUNTY, as outlined within the solicitation, hereby referred to as the CONTRACT, and as proposed by the CONTRACTOR. Only those personnel listed as authorized ordering officials, or the Procurement Department, will have authority to make orders from this CONTRACT through the issuance of a Purchase Order (PO) as approved by the Cochise County Procurement Department.

**PERIOD OF PERFORMANCE:**

March 10, 2020 – November 10, 2020

**CONTRACTOR:**

Stantec  
Colleen Ruiz  
Principal, Community Development  
3133 West Frye Road Suite 300  
Chandler, Arizona 85719  
(480) 687-6014  
Coleen.Ruiz@stantec.com

**AUTHORIZED ORDERING OFFICIALS:**

Sharon Gilman  
Associate County Administrator  
Board of Supervisors  
1415 Melody Lane, Building G  
Bisbee, Arizona 85603  
(520) 432-9332  
[sgilman@cochise.az.gov](mailto:sgilman@cochise.az.gov)

**COUNTY PROCUREMENT:**

Anne Coppola  
Contracts Administrator  
1415 Melody Lane, Building C  
Bisbee, Arizona 85603  
(520) 432-8391  
[acoppola@cochise.az.gov](mailto:acoppola@cochise.az.gov)

**ACCEPTANCE OF OFFER:**

The offer is hereby accepted, and the CONTRACTOR is now bound to sell or provide the materials, services, or construction, as indicated by the PO or Award Letter and based upon the solicitation documents, including all its attachments and amendments, and the offer as submitted by the CONTRACTOR and accepted by the COUNTY.

This CONTRACT is for: Utility Engineering Plan for the Douglas Arizona Commercial Port of Entry

This CONTRACT shall henceforth be reference as CONTRACT 20-24-BOS-03. The CONTRACTOR is cautioned not to commence any billable work or to provide any materials or services under this CONTRACT until the CONTRACTOR receives an executed PO or Notice to Proceed.

This CONTRACT may only be modified through a written modification signed by a Procurement Representative and an authorized representative for the CONTRACTOR through a bilateral modification. The COUNTY may, at its discretion, make administrative changes, or exercise any option years, through the issuance of a unilateral modification to continue services, as it deems to be in the best interest of the COUNTY.

APPROVED:

BOARD OF SUPERVISORS:

\_\_\_\_\_  
Thomas E. Borer  
Chairman

\_\_\_\_\_  
Date

ATTEST TO:

\_\_\_\_\_  
Kim Lemons  
Clerk of the Board

\_\_\_\_\_  
Date

APPROVED AS TO FORM:

*Sara L Dent*  
\_\_\_\_\_  
Cochise County Attorney's Office

March 4, 2020  
\_\_\_\_\_  
Date