



# COCHISE COUNTY PROCUREMENT DEPARTMENT

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

**21-01-FAC-01**

## **Offer Acceptance Award Letter**

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THIS CONTRACT is made and entered into this 13th day of October 2020 by and between COCHISE COUNTY (“COUNTY”), and Landmark Metal Builders (“CONTRACTOR”).

In accordance with RFP 21-01-FAC-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 County’s Procurement Department, will have authority to make orders from this CONTRACT through the issuance of a Purchase Order (“PO”) as approved by the COUNTY’s Procurement Department.

The CONTRACTOR shall not commence any billable work or provide any material or services under this CONTRACT until CONTRACTOR receives an executed copy of the CONTRACT and/or PO or is otherwise directed to do so in writing by the COUNTY’s Procurement Office. The COUNTY will pay the CONTRACTOR within thirty (30) days of services rendered following the submission of an itemized invoice(s) that includes CONTRACTOR company name, phone number, invoice number, email address, mailing address, and prior COUNTY approval for any services rendered. No payment shall be issued prior to receipt of service and a correct invoice. Each payment request must bear written certification by an authorized COUNTY representative confirming the services for which payment is requested have been performed and received.

**CONTRACTOR:**

Landmark Metal Builders  
5077 E. Buffalo Soldier Trail  
Sierra Vista, AZ 85650  
520-803-0639  
Thanf@landmarkmetal.com

**AUTHORIZED ORDERING OFFICIAL:**

Henry Meraz  
Facilities Director  
1415 Melody Lane Building C  
Bisbee, AZ 85603  
520-432-9734  
HMeraz@cochise.az.gov

**COUNTY PROCUREMENT:**

Anne Coppola  
Contracts Administrator  
1415 Melody Lane Building C  
Bisbee, AZ 85603  
520-432-8394  
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: Replacement of Engineered Roof, Cochise County 1415 Melody Lane, Building C. and shall not exceed \$85,885.00.

This contract shall henceforth be referenced as Contract 21-01FAC-01. 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.

Awarded this 13th day of October 2020.

**BOARD OF SUPERVISORS:**

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

\_\_\_\_\_  
Date

**ATTEST:**

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

\_\_\_\_\_  
Date

**APPROVED AS TO FORM:**

*Sara L. Dent*  
\_\_\_\_\_  
Sara L. Dent  
Civil Deputy County Attorney

9/30/2020  
\_\_\_\_\_  
Date