



COCHISE COUNTY PROCUREMENT DEPARTMENT

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

24-18-BOS-01

OFFER ACCEPTANCE AWARD LETTER

THIS CONTRACT is made and entered into this August 13, 2024, by and between COCHISE COUNTY (“COUNTY”), and CHINN PLANNING SERVICES (“CONTRACTOR”).

In accordance with RFSQ 24-18-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 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:

Chinn Planning Services
388 E. Ocean Blvd, P-12
Long Beach, CA 90802
404-314-0694
chinplanning@chinplanning.com

AUTHORIZED ORDERING OFFICIAL:

Phil Bourdon
Project Manager
1415 Melody Lane
Bisbee, AZ 85603
520-590-0620
PBourdon@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: Justice Center Planning Services

This contract shall henceforth be referenced as Contract 24-18-BOS-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 August 2024.

BOARD OF SUPERVISORS:

Ann English
Chair

Date

ATTEST:

Lara Loewenheim
Clerk of the Board

Date

APPROVED AS TO FORM:

Christine J. Roberts

Christine J. Roberts
Chief Civil Deputy County Attorney

7/25/2024

Date