

## COOPERATIVE PURCHASE CONTRACT

Contract No. 2025-61

This Cooperative Purchase Contract is made and entered into this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by and between the City of Flagstaff, Arizona, a political subdivision of the State of Arizona (“City”) and PFM Group Consulting LLC, a Pennsylvania partnership corporation (“Contractor”).

### RECITALS:

- A. Contractor is a fully authorized vendor of **Municipal/Financial Advisor Services**.
- B. The **Arizona Department of Administration, State of Arizona** conducted a competitive and open procurement process through Request for Proposal **BPM006317** that resulted in Contract No. **CTR073704** with Contractor (“Agency Contract”);
- C. The City has authority to enter into a cooperative purchase contract with Contractor utilizing the Agency Contract.

### AGREEMENT:

NOW THEREFORE, in consideration for the mutual promises contained herein, the Parties agree as follows:

1. Materials and or Services Purchased: Contractor shall provide to the City the materials and/or services, as specified in the Scope of Work attached as Exhibit A, and in accordance with the Agency Contract. A general description of materials and/or services being purchased is:

#### **Law Enforcement Staffing Solutions**

2. Specific Requirements of City: Contractor shall comply with all specific purchase and delivery requirements and/or options of City, as specified in the Scope of Work attached as Exhibit A and incorporated by reference.
3. Terms and Conditions of Agency Contract Apply: All provisions of the Agency Contract documents attached as Exhibit B, including any amendments, are incorporated in and shall apply to this Contract as though fully set forth herein. Contractor is responsible for promptly notifying City in writing of any changes to the Agency Contract, including, specifically changes in price for materials and/or services.
4. Payment:
  - 4.1 Payment to Contractor for the materials and/or services not to exceed **one hundred and fifty thousand (150,000.00)**; made in accordance with the price list and terms set forth in the Agency Contract.
  - 4.2 Any adjustment to the Payment amount must be approved by mutual written consent of the parties through a formal amendment. The City Manager or his/her designee may approve an amendment if the amendment price increase is less than \$100,000; otherwise, City Council approval is required.

5. Certificates of Insurance: All insurance provisions of the Agency Contract shall apply, including any requirement to name the City as an additional insured. Prior to commencing performance under this Contract, Contractor shall furnish City with a copy of the current Certificate of Insurance required by the Agency Contract.
6. Term and Renewal: This Cooperative Purchase Contract shall commence upon execution by the Parties and shall continue for a period of two (2) years with an option for one (1) one (1) year renewal periods presuming that the underlying Agency Contract has not expired or been terminated.
7. Notice: Any formal notice required under the Contract shall be in writing and sent by certified mail and email as follows:

To the City:

Sean P. Connolly  
Police Chief  
City of Flagstaff  
211 W. Aspen Ave.  
Flagstaff, AZ 86001  
[SConnolly@flagstaffaz.gov](mailto:SConnolly@flagstaffaz.gov)

To Contractor:

Seath Williams  
Director Management & Budget  
Consulting  
1735 Market Street, 42<sup>nd</sup> floor  
Philadelphia, PA 19103  
[Willianss@pfm.com](mailto:Willianss@pfm.com)

With a copy to:

Emily Markel  
Purchasing Manager  
City of Flagstaff  
211 W. Aspen Ave.  
Flagstaff, AZ 86001  
[EMarkel@flagstaffaz.gov](mailto:EMarkel@flagstaffaz.gov)

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9. Authority: Each Party warrants that it has authority to enter into the Contract and perform its obligations hereunder, and that it has taken all actions necessary to enter into the Contract.

PFM GROUP CONSULTING LLC:

By: \_\_\_\_\_

Title: \_\_\_\_\_

CITY OF FLAGSTAFF

By: \_\_\_\_\_

Title: \_\_\_\_\_

ATTEST:

\_\_\_\_\_  
City Clerk

APPROVED AS TO FORM:

\_\_\_\_\_  
City Attorney's Office

Notice to Proceed issued: \_\_\_\_\_, 20\_\_

Last Updated January 6, 2025

**EXHIBIT A**  
**SCOPE OF WORK**  
(attached)

**1. PFM Proposal (9 pages)**

**EXHIBIT B**  
**AGENCY CONTRACT**  
(attached)

1. CTR073704 & Offer and Acceptance (59 pages)
2. CTR073948 Price list (3 pages)