

DEREK RAPIER
County Administrator
(928) 865-2072

FACSIMILE (928) 865-9332



BOARD OF SUPERVISORS
P.O. BOX 908
253 5TH STREET
CLIFTON, AZ 85533

DAVID GOMEZ
District 1

RON CAMPBELL
District 2

RICHARD LUNT
District 3

MEETING NOTICE and AGENDA
Pursuant to Arizona Revised Statutes §38-431, et. seq.
and amendments thereto, the
GREENLEE COUNTY BOARD OF SUPERVISORS
also sitting as Board of Directors for
GREENLEE COUNTY PUBLIC HEALTH SERVICES DISTRICT
and
GREENLEE COUNTY FLOOD CONTROL DISTRICT
hereby gives notice that a
Regular Meeting
will be held on **Tuesday, March 2, 2021 – 8:00 a.m.**

**Zoom Video Conferencing. To join the meeting enter the following URL into your browser:
Join Zoom Meeting**

<https://us02web.zoom.us/j/81001649257?pwd=UDZzNnhVNEsxR2JGeFpQNEhYd3I3UT09>

**Meeting ID: 810 0164 9257
Passcode: 932730**

**Board of Supervisors Meeting Room, 2nd floor Courthouse Annex, 253 5th Street,
Clifton, Arizona**

AGENDA

- 1.) Call to Order
 - A. Pledge of Allegiance
 - B. Call to the Public

- 2.) PUBLIC HEALTH SERVICES DISTRICT – the Board of Supervisors will convene as the Board of Directors of the Greenlee County Public Health Services District and will reconvene as the Board of Supervisors following consideration of these items:
 - A. Consent Agenda
 1. Clerk of the Board: Consideration of approval of Public Health Services District expense warrants in excess of \$1,000.00

- 3.) David Manuz, Public Works Manager – Roads
 - A. Discussion/Action regarding approval to award the Bid to CRAFO Incorporated to rent the SuperShot 250DC Melter Crack seal Machine and purchase 33,750 lbs. of Polyflex Type 2
- 4.) Reed Larson, County Engineer
 - A. Discussion/Action regarding approval to execute Task Order No. 6 Phase 1 drainage improvement project design with airport consultant Morrison-Maierle in the amount of \$114,855.00 with State Grant funds and matching budgeted funds
- 5.) Derek Rapier, County Administrator
 - A. Discussion/Action regarding Request for Proposals (RFP) for Redistricting Consultant Services.
- 6.) Derek Rapier, County Administrator
 - A. Discussion/Action regarding alternative proposal for paying PSPSR Unfunded Liability with cash.
- 7.) Derek Rapier, County Administrator
 - A. County and State budget and legislative issues
 - B. Calendar and Events
- 8.) Consent Agenda
 - A. Clerk of the Board: Consideration of approval of minutes to previous meetings: 2/16/2021
 - B. Clerk of the Board: Consideration of approval of expense warrants in excess of \$1,000.00 – Voucher 4025; 4026
 - C. Chief Finance Officer: Consideration of approval of General Fund loans in the amount of \$ 3,254.05 to be reimbursed upon receipt of funds: Fund 133 - \$1,000.00; Fund 139 - \$2,254.05
 - D. Clerk of the Board: Consideration of approval of Employee Transaction Form:
 - B. Morales, Administrative Assistant
 - E. Emergency Management: Consideration of approval for professional engineering services from JE Fuller/Hydrology and Geomorphology for the County Multi-Jurisdictional Hazard Mitigation Plan -2021 Update
 - F. County Librarian: Consideration of approval to apply for the Library Services Technical Assistance (LSTA) Grant in the amount of \$33,500.00 and approval of a Letter of Support
 - G. County Librarian: Consideration of approval to apply for the Integrated Library System (ILS) Grant in the amount of \$20,000.00

9.) Supervisor Reports

Supervisor Richard Lunt

- A. Legislative Policy Committee (LPC) meeting
- B. County Supervisors Association (CSA) meeting
- C. Motor Vehicle Division (MVD) meeting

10.) Adjournment

All agenda items are for discussion and/or action as deemed necessary. The Board reserves the right to consider any matter out of order. The Board may retire into Executive Session for any of the purposes that are allowed by law, including but not limited to legal advice and/or personnel matters; as authorized by A.R.S. §38-431.et.seq. Persons with a disability may request accommodation for special assistance by contacting Bianca Figueroa at 928-865-2072 (TDD 928-865-2632). Requests should be made as soon as possible to allow time for arrangement of the accommodation.

GREENLEE COUNTY BOARD OF SUPERVISORS
AGENDA INFORMATION FORM



MEETING DATE: March 2, 2021
DEPARTMENT: Public Works Roads/Landfill

REQUESTED BY: David Manuz
TELEPHONE #: 928-687-2004

1. Insert brief description of proposal and requested Board action:
Requesting permission to rent the Super Shot 250DC Melter Crack seal machine and purchase 33,750 LB of POLYFLEX Type 2

2. Continued from meeting of: February 16, 2021
Discussed in meeting of: _____

3. Publication requirements:
Does this require publication in the official county newspaper? Yes No
This department to cause publication Clerk of the Board to cause publication

4. Financial Impact: Project Code #: _____
Expenditure: Is this a budgeted expense? Yes No
Fund 220 \$ _____ Actual Not to exceed
Fund _____ \$ _____ Actual Not to exceed
If not budgeted, how will this expense be funded? _____

Grants/Contracts:
Federal State Other _____
CFDA # (Federal grants only) _____ State # _____
Fund _____ \$ _____
Matching funds required? Yes No Fund _____ \$ _____

5. Legal Review: Does this item require County Attorney review and approval as to form and within powers granted under the laws of the State of Arizona to the Greenlee County Board of Supervisors?
 Yes No
Date of County Attorney approval: _____

6. Board of Supervisors action taken:
 Approved Amended Disapproved Tabled

Original backup documentation must accompany this form!

2021 CRACK SEAL MACHINE RENTAL AND MATERIAL QUOTES

Construction Bids

Superior Supply Asphalt & Concrete

- Lump Sum Bid: \$18,404.63

CRAFCO INCORPORATED

- Lump Sum Bid: \$19,568.00

Maxwell Products Incorporated

- Lump Sum Bid: \$20,575.00

I am requesting Permission to award the bid to CrafcO Incorporated.

This is a Budgeted Item. Thanks!

David Manuz





**GREENLEE COUNTY BOARD OF SUPERVISORS
AGENDA INFORMATION FORM**



MEETING DATE: March 2, 2021
DEPARTMENT: Emergency Management

REQUESTED BY: Steve Rutherford
TELEPHONE #: 928-865-2601

1. Insert brief description of proposal and requested Board action:

This proposal is for professional engineering services from JE Fuller/Hydrology and Geomorphology, Inc. (JE Fuller) for the above referenced study. This letter outlines our anticipated scope and fee estimate for working with the County, Clifton and Duncan to update the current Greenlee County MJHMP (PLAN). It is understood that a full update and PLAN revision is necessary to meet current FEMA requirements. JE Fuller will use FEMA 's published guidelines, including the 2013 Local Mitigation Planning Handbook and 2011 Local Mitigation Plan Review Guide, to ensure a FEMA approvable PLAN is produced.
The Town of Clifton and Duncan have agreed to each pay \$2,917.00 each. Greenlee County will invoice the Town of Clifton and Duncan \$2,917.00 each. Total cost of the project is \$35,000.00. Total cost to Greenlee County is \$29,166.00. Cost of the project will come out of the Flood control Budgeted Funds.

**2. Continued from meeting of: _____
Discussed in meeting of: _____**

3. Publication requirements:

Does this require publication in the official county newspaper? Yes No
This department to cause publication Clerk of the Board to cause publication

4. Financial Impact:

Expenditure: Is this a budgeted expense? Yes No Project Code #: _____

| | | | | | | | |
|------|----------------|----|------------------|--------|--------------------------|---------------|-------------------------------------|
| Fund | <u>240-084</u> | \$ | <u>29,166.00</u> | Actual | <input type="checkbox"/> | Not to exceed | <input checked="" type="checkbox"/> |
| Fund | _____ | \$ | _____ | Actual | <input type="checkbox"/> | Not to exceed | <input type="checkbox"/> |

If not budgeted, how will this expense be funded? _____

Grants/Contracts:

Federal State Other _____
CFDA # (Federal grants only) _____ State # _____
Fund _____ \$ _____
Matching funds required? Yes No Fund _____ \$ _____

5. Legal Review: Does this item require County Attorney review and approval as to form and within powers granted under the laws of the State of Arizona to the Greenlee County Board of Supervisors?

Yes No

Date of County Attorney approval: _____

6. Board of Supervisors action taken:

Approved Amended Disapproved Tabled

Original backup documentation must accompany this form!



January 26, 2021

Mr. Steve Rutherford – Health Director / BT Manager / EMS Manager
Greenlee County Health & County Services
P.O. Box 936
Clifton, AZ 85533

RE: Greenlee County Multi-Jurisdictional Hazard Mitigation Plan – 2021 Update

Dear Steve:

Thank you for requesting this proposal for professional engineering services from JE Fuller/Hydrology and Geomorphology, Inc. (JE Fuller) for the above-referenced study. This letter outlines our anticipated scope and fee estimate for working with the County, Clifton and Duncan to update the current Greenlee County MJHMP (PLAN).

In general, it is understood that a full update and PLAN revision is necessary to meet current FEMA requirements. JE Fuller will use FEMA’s published guidelines, including the 2013 Local Mitigation Planning Handbook and 2011 Local Mitigation Plan Review Guide, to ensure a FEMA approvable PLAN is produced.

SCOPE OF WORK

Planning Team Coordination and Meetings

JE Fuller will work with the County to assemble a planning team for the update process. At a minimum, representatives from the County, Clifton and Duncan will be required. Others will be identified as appropriate and invited as necessary to meet the FEMA planning requirements.

JE Fuller anticipates conducting up to two (2) virtual planning team meetings with all participants in attendance. JE Fuller will conduct up to two (2) additional meetings with each jurisdiction (6 meetings in total) to work through jurisdiction specific PLAN elements. Worksheets will be provided at each meeting to assist with the collection of data and PLAN elements needed to update the PLAN. Additional phone, email, and other coordination will be performed as needed.

Public Involvement:

JE Fuller will provide template documents for use by the planning team to perform the public involvement task required for the update. The scope of public involvement included with this fee proposal is limited to assisting the planning team with published announcements or notices in the local newspapers, on jurisdiction websites and other social media outlets. No public meetings, board/council work sessions, open houses, or other expanded public involvement strategies are anticipated, but can be added for an additional fee. Publication costs for newspaper notices, website and social media posts, and any other outreach mechanism engaged by the planning team, are the responsibility of the County and jurisdictions.

Risk Assessment:

JE Fuller will provide a full update of the PLAN risk assessment. The current PLAN hazards evaluated include: Drought, Flooding / Flash Flooding, Levee Failure, and Wildfire. No additional hazards are anticipated with this scope and fee. JE Fuller will work with the planning team to update the risk assessments for each of the four (4) hazards.

Mitigation Strategy and Plan Maintenance:

JE Fuller will work with the planning team to update all of the various mitigation strategy and plan maintenance section elements and tables to satisfy the FEMA requirements.

PLAN Preparation:

JE Fuller will fully update the existing PLAN document including text, maps, figures, tables and appendix materials. An electronic draft (Adobe pdf format) of the updated PLAN will be prepared and circulated among the planning team for review and comment. Once all planning team comments are addressed, a final draft of the PLAN will be submitted electronically to ADEMA for review and comment. Once ADEMA's comments are satisfied, the resultant final draft will be provided to ADEMA for submission to FEMA. Once FEMA's comments are addressed, FEMA will issue a "Approvable Pending Adoption" (APA) letter. Receipt of the APA letter will mark the completion of JE Fuller's work. It will be the responsibility of each jurisdiction to finalize the FEMA approval by officially promulgating the PLAN using a resolution process and providing the signed resolutions to ADEMA and FEMA.

Deliverables:

JE Fuller will provide the following as deliverables:

- Five (5) hard copies of the FEMA APA PLAN (main body only with appendices provided digitally)
- A fully digital pdf version of the final PLAN on a thumb drive or CD-ROM.

FEE ESTIMATE

The lump sum fee estimate for this work is \$35,000. Fees will be billed on a percent complete basis on at least a monthly schedule.

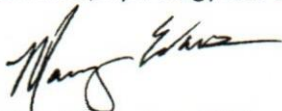
SCHEDULE

Assuming a February 1, 2021 notice to proceed, the following milestone schedule elements are anticipated:

- Planning Team Mtg No. 1 – The week of March 7, 2021
- Jurisdiction Meetings (First Round) – The weeks of April 4 and 11, 2021
- Jurisdiction Meetings (Second Round) – The weeks of April 25 and May 2, 2021
- First Draft of Plan – June 11, 2021
- Draft to ADEMA – July 8, 2021
- Draft to FEMA – August 5, 2021
- FEMA APA – October 2021 (dependent upon FEMA schedule)

We greatly appreciate the opportunity to serve the county in this project. If you have any questions regarding this proposal, please do not hesitate to contact me.

Sincerely,
JE Fuller/Hydrology and Geomorphology, Inc.



Mary Evans, P.E., CFM
Project Manager / Vice President

GREENLEE COUNTY BOARD OF SUPERVISORS
AGENDA INFORMATION FORM



MEETING DATE: March 2, 2021
DEPARTMENT: BOS

REQUESTED BY: Derek Rapiere
TELEPHONE #: _____

1. Insert brief description of proposal and requested Board action:

Discussion/Action regarding Request for Proposals (RFP) for Redistricting Consultant Services.

2. Continued from meeting of: _____

Discussed in meeting of: _____

3. Publication requirements:

Does this require publication in the official county newspaper? Yes No
This department to cause publication Clerk of the Board to cause publication

4. Financial Impact:

Expenditure: Is this a budgeted expense? Yes No Project Code #: _____

Fund _____ \$ _____ Actual Not to exceed
Fund _____ \$ _____ Actual Not to exceed

If not budgeted, how will this expense be funded? _____

Grants/Contracts:

Federal State Other _____
CFDA # (Federal grants only) _____ State # _____

Fund _____ \$ _____
Matching funds required? Yes No Fund _____ \$ _____

5. Legal Review: Does this item require County Attorney review and approval as to form and within powers granted under the laws of the State of Arizona to the Greenlee County Board of Supervisors?

Yes No

Date of County Attorney approval: _____

6. Board of Supervisors action taken:

Approved Amended Disapproved Tabled

Original backup documentation must accompany this form!

Request for Proposals (RFP) Redistricting Consultant

Greenlee County is seeking proposals for redistricting consultant services to perform preliminary data gathering to develop and assist Greenlee County in implementing new redistricting plans. The term of this contract shall be for one (1) year with the option to renew for one (1) additional one-year term (or any portion thereof) which shall be determined upon the necessity of continued redistricting efforts.

Competitive sealed proposals for the specified material or service shall be received by the Clerk of the Board of Supervisor's Office, 253 5th Street, P.O. Box 908, Clifton, AZ 85533, until the time and date cited. Proposals received by the correct time and date shall be publicly recorded. Greenlee County takes no responsibility for informing recipients of changes to the original solicitation document. Failure to acknowledge receipt of amendments with the solicitation response may be grounds for deeming submittal non-responsive.

INTERESTED OFFERORS MAY OBTAIN A COPY OF THIS SOLICITATION BY CALLING (928) 865-2072 OR MAY PICK UP A COPY OF THE PROPOSAL PACKAGE AT , 253 5th STREET, CLIFTON, AZ AT THE BOARD OF SUPERVISOR'S OFFICE, OR MAY DOWNLOAD THE PACKAGE AT:

WEB ADDRESS TO BE PROVIDED

Proposals must be in the actual possession of the Clerk of the Board of Supervisor's Office at the location indicated, on or prior to the exact time and date indicated above. Late proposals shall not be considered. The official prevailing clock is located in the Board of Supervisor's Office.

Proposals must be submitted in a sealed envelope. The Request for Proposals **number**, **bidder's name and address** should be clearly indicated **on the outside** of the envelope. All proposals must be completed in ink or typewritten. Questions must be addressed to the Procurement Officer listed above.

RFP NUMBER:

RFP DUE DATE:

PUBLIC BID OPENING DATE:

SUBMITTAL LOCATION:

MARCH 31, 2021 AT 3:00 P.M. LOCAL AZ TIME

MARCH 31, 2021 AT 3:30 P.M. LOCAL AZ TIME

Clerk of the Board of Supervisor's Office

253 5th Street

P.O. Box 908

Clifton, AZ 85533

DIRECT WRITTEN

QUESTIONS TO:

Bianca- Figueroa, County Election's Director

(928) 865-2072

bfigueroa@greenlee.az.gov

TABLE OF CONTENTS

| <u>SECTION</u> | <u>PAGE NO.</u> |
|--|-----------------|
| Background | 3 |
| Scope of Work | 3 |
| Deliverables | 5 |
| Instructions to Offerors | 6 |
| Proposal Evaluation Requirements | 9 |
| Special Terms and Conditions | 10 |
| Employment Verification Form and Employee Verification Worksheet | 11 |
| Standard Terms and Conditions | 13 |
| Certification Regarding Debarment, Suspension & Other Responsibility Matters | 21 |
| Price Proposal | 24 |
| Proposal Checklist | 25 |
| Offer Form | 26 |
| Attachment A – Vendor References | 27 |

INTRODUCTION

BACKGROUND

Greenlee County is seeking proposals for redistricting consultant services. The 2020 census shall provide information that will require Greenlee County to prepare plans and implement redistricting of our boundaries. The term of this contract shall be for one (1) year with the option to renew for one (1) additional one-year year term (or any portion thereof), should additional redistricting efforts be required.

SCOPE OF WORK

Consultant shall perform or cause to be performed the following tasks in a timely and professional manner:

Preliminary Research and reporting:

1. Address how Consultant will respond to late release of Census data in relation to statutory deadline for adoption of new Supervisorial Districts.
2. Create a detailed demographic atlas; examine the physical and demographic makeup of the entire jurisdiction.
3. Identify communities of interest.
4. Digitize Precinct and District maps.
5. Develop voting model of Greenlee County electorate.
6. Identify and analyze minority voting and all candidates who ran for office whether they were elected or not. Examine the magnitude and geographic extent of any racially polarized voting.
7. Examine recent state, county and city elections, at the voting precinct level – voter turnout numbers of candidates, race or ethnicity of candidates, winners' vote margins.
8. Assemble a directory of contacts.
9. Develop a process plan.
10. Utilize statistical regression to assess racially polarized voting.
11. Document all pre-redistricting activities.
12. Conduct a Voting Rights Act, Section 2, hazards review.
13. Provide summary and report to Board of Supervisors, and staff.
14. Provide detailed timeline for all activities.
15. Assist the County with the preparation of appropriate social media notices regarding the redistricting process.

Outreach to Community Leaders (Provide your timeline of events to complete the following):

16. Meet with key community leaders in business and civic organizations to explain the process.
17. Determine community leaders' expectations and seek suggestions about the process.
18. Develop a mailing list of people and organizations suggested by key community leaders to notify and invite to participate in the process.
19. Prepare materials for Public Meetings.
20. Prepare maps illustrating topics examined in preliminary studies – thematic maps of Census data and past election results; boundaries of school districts and other jurisdictional subdivisions; maps identifying neighborhoods, homeowners' associations and civic 'blockwatch' areas; maps of natural and man-made barriers.

21. Prepare public information handouts on various representation and process options.

Initial Meetings with Elected Officials and staffs (Provide your timeline of events to complete the following):

22. Conduct 'work-study' session for the Board and staff, consultants will describe the process and the legal setting, and discuss 'districting principles' (district design criteria). Consultant shall assist stakeholders in identifying the jurisdictional priorities.
23. The consultant team will meet individually with elected officials and their staffs to seek input on possible or preferred configurations of districts.

First Series of Open House Meetings (Provide your timeline of events to complete the following):

24. Consultant and County staff will coordinate a process to widely advertise the times, locations, purpose and importance of a series of public meetings to be held on the topic of districting/redistricting. Conduct public meetings. Consultant shall facilitate meetings and provide a short formal presentation on the scope, purpose, process, timelines, and legal issues. Consultant shall request input from the public at this meetings and document input.
25. Consultant shall distill input from Public, Key Community Leaders and Elected Officials and prepare report summarizing the process to that point.
26. Consultant team analyzes partial and whole plans submitted by residents.
27. Consultant team prepares alternate plans based on combinations of recurrent themes heard from participants or observed on resident-submitted plans.
28. Publish Alternate Plans.
29. Place newspaper ads showing alternate plans to be considered at public meetings. Include a public-comment form in the advertisement. Make sure to publish in minority race or language newspapers (if applicable).
30. Consultant shall invite and compile public comments.

Second Series of Open House Meetings (Provide your timeline of events to complete the following):

31. Widely advertise the times, locations, and purpose of public meetings to be held to display proposed alternate districting plans being considered.
32. Conduct public meetings in an 'open house' setting and present the process up to that point, the features of each alternate plan, and the extent to which they incorporate ideas gathered in various public-input settings.
33. Preparation of Final Plan(s) for Consideration by Elected Officials.
34. Consultant team prepares a second report summarizing the process to that point and containing an analysis of public reaction to the alternate plans.
35. Consultant team prepares a final plan (with one or two possible minor variant plans) for consideration.
36. Publish Final Plan, Place newspaper ads showing the final districting plan(s) being considered by the jurisdiction. Invite public comment through letters, e-mail, telephone, or by attendance and testimony at the adoption hearing.
37. Adoption of Plan Board/Council considers a final plan at a special meeting held specifically for that purpose.

DELIVERABLES

1. Provide detailed requirements for Greenlee County to successfully prepare and implement the redistricting process.
2. Provide detailed timeline for all requirements of this scope of work.
3. Identify all legal requirements and the means in which to accomplish each step in the process.
4. Prepare all redistricting plans and media to advertise meetings and final adoption of the plan.
 - a. Greenlee County shall pay all the costs to advertise the plan and the public notices in the County's newspaper of record through the County's existing newspaper advertising contract.
 - b. Reproduction costs for media developed by consultant shall be identified by the consultant and paid as additional costs to the contract.

INSTRUCTIONS TO OFFERORS

1. **PROPOSAL FORMAT: Original and 6 copies (7 total)** should be submitted on the forms and in the format specified in the RFP. The original copy of the proposal should be clearly labeled "Original" and should be unbound and single-sided. The material should be in sequence and related to the RFP. **The sections of the submittal should be tabbed, clearly identifiable and include a minimum of the following sections: Price, Offer and Acceptance, Original RFP, Evaluation Criteria.** The County will not provide any reimbursement for the cost of developing or presenting proposals in response to this RFP. Failure to include the requested information may have a negative impact on the evaluation of the offeror's proposal.

2. **PREPARATION OF PROPOSAL:**
 - a. All proposals shall be on the forms provided in this Request for Proposal package. It is permissible to copy these forms as required. Facsimiles, telegraphic proposals or mailgrams shall not be considered.
 - b. The offer and acceptance page shall be submitted with an original ink signature by the person authorized to sign the proposal.
 - c. Erasures, interlineations, or other modifications in the proposal should be initialed in original ink by the authorized person signing the vendor offer.
 - d. In case of error in the extension of prices in the proposal, unit price shall govern when applicable.
 - e. Periods of time stated as a number of days, shall be in calendar days.
 - f. It is the responsibility of all offerors to examine the entire Request for Proposal package and seek clarification of any requirement that may not be clear and to check all responses for accuracy before submitting a proposal. Negligence in preparing a proposal confers no right of withdrawal after due time and date.

3. **WHERE TO SUBMIT PROPOSALS:** In order to be considered, the offeror must complete and submit their proposal to the location indicated, on or prior to the exact time and date indicated on the Notice of Request for Proposal page. The offeror's proposal shall be presented in a sealed envelope. The words "SEALED PROPOSAL" with SERVICE DESCRIPTION, CONTRACT NUMBER, DATE AND TIME OF PROPOSAL OPENING shall be written on the envelope.

4. **OFFER AND ACCEPTANCE PERIOD:** In order to allow for an adequate evaluation, the County requires an offer in response to this solicitation to be valid and irrevocable for ninety (90) days after the opening time and date.

5. **INQUIRIES:** Any request for explanation of the meaning or interpretations of the Request for Proposal shall be directed to the County Elections Director whose name appears on the Request for Proposal Notice. The offeror shall not contact or ask questions of the department for whom the requirement is being procured. Any request for explanation of the meaning or interpretations shall be submitted in writing no later than **12:00 p.m. M.S.T., Wednesday, March 31, 2021** to allow a reply to reach all bidders before submission of their Proposal. If the Department determines interpretations or explanations are warranted, the response will be issued as an addendum to the Proposal Form and will be published on the County website <http://www.greenleeaz.gov/> by end of day on **Wednesday, April 7, 2021**. Oral

interpretations or clarifications will be without legal effect. Only questions answered by formal written Request for Proposal will be binding.

6. **REQUEST FOR ADDITIONAL INFORMATION:** The County reserves the right to request additional information from Offerors for the purpose of explaining the contents of their proposal. Any such request shall be for informational purposes only and does not constitute discussions.
7. **CONTRACT NEGOTIATIONS:** The County reserves the right to enter into Discussions with the Offeror(s) determined to be reasonably susceptible of being selected for award, or to enter into exclusive discussions with the Offeror whose proposal is deemed most advantageous, whichever is in the County's best interest, for the purpose of negotiation. In the event that exclusive negotiations are conducted, and an agreement is not reached, the County reserves the right to enter into negotiations with the next highest ranked Offeror without the need to repeat the formal solicitation process.
8. **AWARD OF CONTRACT:** Notwithstanding any other provision of the Request for Proposal, the County reserves the right to:
 - a. Waive any immaterial defect or informality; or
 - b. Reject any or all proposals, or portions thereof; or
 - c. Reissue the Request for Proposal.

A response to any Request for Proposal is an offer to contract with the County Based upon the terms, conditions, and specifications contained in the County's Request for Proposal. Proposals do not become contracts unless and until they are executed by a duly authorized agent of the County.

9. **FAMILIARIZATION OF SCOPE OF WORK:** Before submitting a proposal, each Offeror shall familiarize itself with the Scope of Work, laws, regulations and other factors affecting performance of work. It shall carefully correlate its observations with requirements of the Contract and otherwise satisfy itself as to the expense and difficulties attending the performance of the work. The submission of a Proposal will constitute a representation of compliance by the Offeror. There will be no subsequent financial adjustment, other than that provided by the Contract, for lack of such familiarization.
10. **LATE PROPOSALS:** Late proposals shall not be considered.
11. **WITHDRAWAL OF PROPOSAL:** At any time prior to a specified solicitation due time and date an offeror (or designated representative) may withdraw the proposal. Facsimile or telephone withdrawals shall not be considered.
12. **AMENDMENT'S TO REQUEST FOR PROPOSALS:** The Offeror shall acknowledge receipt of a Request for Proposal Amendment on the Proposal Checklist.
13. **SUBMITTAL:** The offer and contract award sheet, the pricing schedule, and acknowledgement of any solicitation Amendment's must be signed and returned with the offeror's proposal.
14. **CONFIDENTIAL INFORMATION:** If a person believes that any portion of a proposal, bid, offer, specification, protest, or correspondence contains information that should be

withheld, then the Procurement Manager should be so advised in writing (price is not confidential and will not be withheld). The County shall review all requests for confidentiality and provide a written determination. If the confidential request is denied, such information shall be disclosed as public information, unless the person utilizes the "Protest" provision.

15. **SUBCONTRACTORS:** Offeror must list any subcontractor to be utilized in performance of services herein. For each subcontractor, detail on respective qualifications must be included.
16. **UPON NOTICE OF AWARD:** The apparent successful offeror shall sign and file with the County, within ten (10) days after Notice of Award, all documents necessary to the successful execution of the contract.
17. **EXCEPTIONS TO CONTRACT PROVISIONS:** A response to any Request for Proposal is an offer to contract with the County based upon the contract provisions contained in the County's Request for Proposal, including but not limited to, the specifications, scope of services and any terms and conditions. Offerors who wish to propose modifications to the contract provisions must clearly identify the proposed deviations and any proposed substitute language. However, the provisions of the Request for Proposal cannot be modified without the express written approval of the County Administrator or his/her designee. If a proposal or offer is returned with modifications to the contract provisions that are not expressly approved in writing by the Administrator or his/her designee, the contract provisions contained in the County's Request for Proposal shall prevail.
18. **PROPOSAL RESULTS:** Proposal results **are not** provided in response to telephone inquiries. A tabulation of proposals received is on file in the Board of Supervisors Office and available for review **after contract award**.

PROPOSAL EVALUATION REQUIREMENTS

I. PROPOSAL EVALUATION CRITERIA:

1. Company Qualifications and Expertise (40) Points
2. Relevant Project Experience (35) Points
3. Price Proposal (25) Points

II. REQUIREMENTS SPECIFIC TO EVALUATION CRITERIA: The narrative portion and the materials presented in response to this Request for Proposal shall be submitted in the same order as requested and must contain, at a minimum, the following:

Company Qualifications and Expertise

1. Years in Business performing redistricting services.
2. Qualifications of firm, experience of team.
3. Awards, Certifications, Recognition for successful redistricting projects.
4. Specific experience, especially with respect to the Voting Rights Act, Section 2 requirements and successful redistricting implementation.

Relevant Project Experience

1. Identify successful redistricting projects.
2. Identify process and process timeline.
3. References: List three references where you performed redistricting services similar to the service requested in this RFP.

Price Proposal

1. Provide fee proposal as requested on the Price Page attached herein.

III. GENERAL

A. Interviews:

The County reserves the right to conduct interviews with all or some of the offerors at any point during the evaluation process. However, the County may determine that interviews are not necessary. In the event interviews are conducted, information provided during the interview process shall be taken into consideration when evaluating the stated criteria.

B. Additional Investigations:

The County reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any firm submitting a proposal.

C. Prior Experience:

Experiences with the County and entities which evaluation committee members represent shall be taken into consideration when evaluating qualifications and experience.

D. Multiple Awards:

To provide adequate contract coverage, multiple awards may be made.

SPECIAL TERMS AND CONDITIONS

1. TERM AND RENEWAL

The contract term shall be for one (1) year with the option to renew for one (1) additional one-year year term (or any portion thereof), should additional redistricting efforts be required. year.

2. KEY PERSONNEL

Provide a list of key personnel and their resumes who will be assigned to this contract.

3. TRAVEL REIMBURSEMENT

Shall be negotiated with successful proposer.

4. HB 2151 – Iran Investments A.R.S § 35-397

Prohibits the State and its political subdivisions from purchasing (goods or services) from a company with scrutinized business operations in Iran and requires a Vendor to certify that the Vendor does not have scrutinized Business Operations in Iran.

5. HB 2151 – Sudan Investments and Business Operations A.R.S § 35-397

Prohibits the State and its political subdivisions from purchasing (goods or services) from a company with scrutinized business operations in Sudan and requires a Vendor to certify that the Vendor does not have scrutinized Business Operations in Sudan.

6. COMPLIANCE REQUIREMENTS FOR A.R.S. § 41-4401, GOVERNMENT PROCUREMENT: E-VERIFY REQUIREMENT.

The Vendor warrants compliance with all Federal immigration laws and regulations relating to employees and warrants its compliance with Section A.R.S. § 23-214, Subsection A. (That subsection reads: "After December 31, 2007, every employer, after hiring an employee, shall verify the employment eligibility of the employee through the E-Verify program.)

A breach of a warranty regarding compliance with immigration laws and regulations shall be deemed a material breach of the contract and the vendor may be subject to penalties up to and including termination of the contract.

Failure to comply with a State audit process to randomly verify the employment records of vendors and subcontractors shall be deemed a material breach of the contract and the Vendor may be subject to penalties up to and including termination of the contract.

The State Agency retains the legal right to inspect the papers of any employee who works on the contract to ensure that the vendor or subcontractors is complying with the warranty under paragraph a.

**Greenlee County
Vendor Employment Record Verification Form and
Employee Verification Worksheet**
Complete and return within 30 days of receipt or as specified in cover letter to:

Greenlee County Board of Supervisors Office
P.O. Box 908
Clifton, Arizona 85533

A.R.S. §41-4401 requires as a condition of your contract verification of compliance by the vendor and subcontractors with the Federal Immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. § 23-214 related to the immigration status of its employees.

By completing and signing this form and attached Employee Verification Worksheet the vendor shall attest that it and all subcontractors performing work under the cited State contract meet all conditions contained herein. Failure to complete and submit this form and attached worksheet on or before the request date to the above cited address and/or the falsification of any information provided herein shall be considered a material breach of the contract.

| | | |
|--|--------|-----------|
| Greenlee County RFP# _____ | | |
| Vendor Name (as listed in the contract): | | |
| Street Name and Number: | | |
| City: | State: | Zip Code: |

I hereby attest that:

1. The vendor complies with the Federal immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. §23-214 related to the immigration status of those employees performing work under this contract;
2. All subcontractors performing work under this contract comply with the Federal immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. §23-214 related to the immigration status of their employees; and
3. The vendor has identified all vendor and subcontractors employees who perform work under the contract on the attached Employee Verification Worksheet and has verified compliance with Federal Immigration and Nationality Act (FINA), all other Federal immigration laws and regulations, and A.R.S. §23-214.

| |
|--|
| Signature of Vendor (Employer) or Authorized Designee: |
| Printed Name: |
| Title: |
| Date: (month/day/year) |

State of Arizona, Verification Random Review Form: October 2008.

STANDARD TERMS AND CONDITIONS

1. **CERTIFICATION:** By signature in the offer section of the Offer and Acceptance page, offeror certifies:
 - A. The submission of the offer did not involve collusion or other anti-competitive practices.
 - B. The proposer shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 11246, or A.R.S. § 31-1461, et seq.
 - C. The proposer 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 submitted offer.
 - D. The proposer submitting the offer hereby certifies that the individual signing the proposal is an authorized agent for the company and has the authority to bind the proposer to the contract.

2. **TERMINATION OF CONTRACT:** This contract may be terminated at any time by mutual written consent, or by the County, with or without cause, upon giving thirty (30) days written notice to you. The County at its convenience, by written notice, may terminate this contract, in whole or in part. If this contract is terminated, the County shall be liable only for payment under the payment provisions of this contract for services rendered and accepted material received by the County before the effective date of termination.

The County reserves the right to cancel the whole or any part of this contract due to failure of contractor to carry out any term, promise, or condition of the contract. The County will issue a written ten (10) day notice of default to contractor for acting or failing to act as in any of the following:

In the opinion of the County, contractor provides personnel that do not meet the requirements of the contract;

In the opinion of the County, contractor fails to perform adequately the stipulations, conditions or services/specifications required in this contract;

In the opinion of the County, contractor attempts to impose on the County personnel or materials, products or workmanship, which is of an unacceptable quality.

Contractor fails to furnish the required service and/or product within the time stipulated in the contract;

In the opinion of the County, contractor fails to make progress in the performance of the requirements of the contract and/or give the County a positive indication that contractor will not or cannot perform to the requirements of the contract.

Each payment obligation of the County created hereby is conditioned upon the availability of County, State and Federal funds which are appropriated or allocated for the payment of such an obligation. If funds are not allocated by the County and available for the continuance of service herein contemplated, the contract period for the service may be terminated by the County at the end of the period for which funds are available.

The County shall notify contractor at the earliest possible time which service will or may be affected by a shortage of funds. No penalty shall accrue to the County in the event this provision is exercised, and the County shall not be obligated or liable for any future payments due or for any damages as a result of termination under this paragraph.

3. **RECORDS:** Internal control over all financial transactions related to this contract shall be in accordance with sound fiscal policies. The County may, at reasonable times and places, audit the books and records of you or any and all of your subcontractors. Said audit shall be limited to this contract and its scope of services.
4. **ARBITRATION:** It is understood and agreed that no provision of the contract relating to arbitration or requiring arbitration shall apply to or be binding upon the County except by the County's express written consent given subsequent to the execution of the contract. However, at the County's sole option, or by other means expressly approved by the County, disputes may be resolved through arbitration. The dispute shall be resolved as provided for in A.R.S. § 12-1501, et seq. Contractor shall continue to render the services required by this contract without interruption, notwithstanding the provisions of this section.
5. **INDEPENDENT CONTRACTOR:** It is clearly understood that each party shall act in its individual capacity and not as an agent, employee, partner, joint venturer, or associate of the other. An employee or agent of one party shall not be deemed or construed to be the employee or agent of the other party for any purpose whatsoever.

Contractor shall not be entitled to compensation in the form of salaries, or to paid vacation or sick days by the County, and that such days do not accumulate for the use of same at a later date.

Greenlee County will not provide any insurance coverage to the Contractor, including Workmen's Compensation coverage. The Contractor is advised that taxes or social security payments shall not be withheld from a County payment issued hereunder and that Contractor should make arrangements to directly pay such expenses, if any.

6. **AFFIRMATIVE ACTION:** Contractor agrees to abide by the applicable provisions of the County. Contractor, your subcontractor(s) and supplier(s) agree to adhere to a policy of equal employment opportunity and demonstrate an affirmative effort to recruit, hire, promote and upgrade the position of employees regardless of race, color, religion, ancestry, sex, age, disability, national origin, sexual orientation, gender identity, familial status, or marital status and who agree and are responsive to the County's goals.
7. **NON-EXCLUSIVE CONTRACT:** Any contract resulting from this solicitation shall be awarded with the understanding and agreement that it is for the sole convenience of the County. The County reserves the right to obtain like goods or services from another source when necessary.
8. **PATENT INFRINGEMENT:** The procuring agency should advise the Contractor of any impending patent suit and provide all information available. The Contractor shall defend any suit or proceeding brought against the procurement agency based on a claim that any equipment, or any part thereof, furnished under this contract constitutes an infringement of any patent, and the Contract shall pay all damages and costs awarded

therein, excluding incidental and consequential damages, against the procuring agency. In case said equipment, or any part thereof, is in such suit held to constitute infringement and use of said equipment or part is enjoined, the Contractor shall, at its own expense and at its option, either procure for the procuring agency the right to continue using said equipment or part, or replace same with non-infringing equipment, or modify it so it becomes non-infringing.

9. **DUPLEXED PAPER:** The Contractor shall ensure that, when practicable, all printed materials produced by the Contractor in the performance of this contract are duplexed (two-sided copies).
10. **AMERICANS WITH DISABILITIES ACT:** The Contractor shall comply with all applicable provisions of the Americans with Disabilities Act (Public Law 101-336, 42 U.S.C. 12101-12213) and applicable federal regulations under the Act.
11. **CONFIDENTIALITY OF RECORDS:** The Contractor shall establish and maintain procedures and controls that are acceptable to the County for the purpose of assuring that no information contained in its records or obtained from the County or from others in carrying out its functions under the contract shall be used by or disclosed by it, its agents, officers, or employees, except as required to efficiently perform duties under the contract. Persons requesting such information should be referred to the County. Contractor also agrees that any information pertaining to individual persons shall not be divulged other than to employees or officers of contractor as needed for the performance of duties under the contract, unless otherwise agreed to in writing by the County.
12. **SHIPMENT UNDER RESERVATION PROHIBITED:** Contractor is not authorized to ship materials under reservation and no tender of a bill of lading shall operate as a tender of the materials. Non-compliance shall conform to the cancellation clause set forth within this document.
13. **GRATUITIES:** The County may, by written notice to the Contractor, cancel this contract if it is found that gratuities, in the form of entertainment, gifts or otherwise, were offered or given by the contractor or any agent or representative of the Contractor, to any officer or employee of the County amending, or the making of any determinations with respect to the performing of such contract. In the event this contract is canceled by the County pursuant to this provision, the County shall be entitled, in addition to any other rights and remedies, to recover or withhold from the Contractor the amount of the gratuity.
14. **APPLICABLE LAW:** This contract shall be governed by, and the County and Contractor shall have all remedies afforded each by the Uniform Commercial Code, as adopted in the State of Arizona, except as otherwise provided in this contract or in laws pertaining specifically to the County. This contract shall be governed by the laws of the State of Arizona, and suits pertaining to this contract shall be brought only in Federal or State courts in the State of Arizona.
15. **CONTRACT:** The contract shall be based upon the Request for Proposal issued by the County and the offer submitted by the Contractor in response to the Request for Proposal. The offer shall substantially conform to the terms, conditions, specifications and other requirements set forth within the text of the Request for Proposal. The County reserves the right to clarify any contractual terms with the concurrence of the Contractor; however, any substantial non-conformity in the offer, as determined by the County's

Procurement Manager, shall be deemed non-responsive and the offer rejected. The contract shall contain the entire agreement between the County and the Contractor relating to this requirement and shall prevail over any and all previous agreements, contracts, proposals, negotiations, purchase orders, or master agreements in any form.

16. **LEGAL REMEDIES:** All claims and controversies shall be subject to the Greenlee County Procurement Code.
17. **CONTRACT AMENDMENTS:** This contract shall be modified only by a written contract amendment signed by the County Administrator and persons duly authorized to enter into contracts on behalf of the Contractor.
18. **PROVISIONS REQUIRED BY LAW:** Each and every provision of law and any clause required by law to be in the contract shall be read and enforced as though it were included herein, and if through mistake or otherwise any such provision is not inserted, or is not correctly inserted, then upon the application of either party the contract shall forthwith be physically amended to make such insertion or correction.
19. **SEVERABILITY:** The provisions of this contract are severable to the extent that any provision or application held to be invalid shall not affect any other provision or application of the contract which may remain in effect without the valid provision or application.
20. **PROTECTION OF GOVERNMENT BUILDINGS:** The Contractor shall use reasonable care to avoid damaging existing buildings, equipment, and vegetation (such as trees, shrubs, and grass) on County property. If the Contractor fails to do so and damages such buildings, equipment and vegetation, the Contractor shall replace or repair the damage at no expense to the County, as directed by the County Administrator. If the Contractor fails or refuses to make such repair or replacement, then the Contractor shall be liable for the cost thereof, which may be deducted from the contract price.
21. **INTERPRETATION - PAROL EVIDENCE:** This contract is intended by the parties as a final expression of their agreement and is intended also as a complete and exclusive statement of the terms of this agreement. No course of prior dealings between the parties and no usage of the trade shall be relevant to supplement or explain any term used in this contract. Acceptance or acquiescence in a course of performance rendered under this contract shall not be relevant to determine the meaning of this contract even though the accepting or acquiescing party has knowledge of the nature of the performance and opportunity to object.
22. **ASSIGNMENT - DELEGATION:** No right or interest in this contract shall be assigned by the contractor without prior written permission of the County, and no delegation of any duty of Contractor shall be made without prior written permission of the County Administrator. The County shall not unreasonably withhold approval and shall notify the Contractor of the County's position within fifteen (15) days of receipt of written notice by the Contractor.
23. **SUBCONTRACTS:** No subcontract shall be entered into by the Contractor with any other party to furnish any of the material/service specified herein without the advance written approval of the County Administrator. All subcontracts shall comply with Federal and State laws and regulations which are applicable to the services covered by the

subcontract and shall include all the terms and conditions set forth herein which shall apply with equal force to the subcontract, as if the subcontractor were the Contractor referred to herein. The Contractor is responsible for contract performance whether or not subcontractors are used. The County shall not unreasonably withhold approval and shall notify the Contractor of the County's position within fifteen (15) days of receipt of written notice by the Contractor.

- 24. RIGHTS AND REMEDIES:** No provision in this document or in the Contractor's proposal shall be construed, expressly or by implication as a waiver by either party of any existing or future right and/or remedy available by law in the event of any claim or default or breach of contract. The failure of either party to insist upon the strict performance of any term or condition of the contract or to exercise or delay the exercise of any right or remedy provided in the contract, or by law, or the acceptance of materials or services, obligations imposed by this contract or by law, and shall not be deemed a waiver of any right of either party to insist upon the strict performance of the contract.
- 25. PROTESTS:** A protest shall be in writing and shall be filed with the County Administrator. A protest of a Request for Proposal shall be received at the Procurement Office before the Request for Proposal opening date. A protest of a proposed award or of an award shall be filed within ten days after the protestor knows or should have known the basis of the protest. A protest shall include:
- A. The name, address, and telephone number of the protestor;
 - B. The signature of the protestor or its representative;
 - C. Identification of the Request for Proposal or contract number;
 - D. A detailed statement of the legal and factual grounds of protest including copies of relevant documents; and,
 - E. The form of relief requested.
- 26. WARRANTIES:** Contractor warrants that all material or service delivered under this contract shall conform to the specifications of this contract. Mere receipt of shipment of the material or service specified and any inspection incidental thereto by the County, shall not alter or affect the obligations of the Contractor or the rights of the County under the foregoing warranties. Additional warranty requirements may be set forth in this document.
- 27. INDEMNIFICATION:** To the fullest extent permitted by law, Contractor shall defend, indemnify and hold harmless Greenlee County, its agents, representatives, officers, directors, officials and employees from and against all claims, damages, losses and expenses (including but not limited to attorney's fees, court costs, expert witness fees, the cost of appellate proceedings, and alternative dispute resolution costs), relating to, arising out of or resulting from Contractor's work or services. Contractor's duty to defend, indemnify and hold harmless Greenlee County, its agents, representatives, officers, directors, officials and employees shall arise in connection with any claim, damage, loss or expense that is attributable to bodily injury, sickness, disease, death, injury to, impairment or destruction of property, including loss of use or diminution in value, resulting therefrom, caused in whole or in part by any act or omission of Contractor, anyone Contractor directly or indirectly employs or anyone for whose acts Contractor may be liable, regardless of whether it is caused in part by a party indemnified hereunder, including Greenlee County.

The amount and type of insurance coverage requirements set forth herein will in no way be construed as limiting the scope of the indemnity in this paragraph.

28. **OVERCHARGES BY ANTITRUST VIOLATIONS:** The County maintains that, in actual practice, overcharges resulting from antitrust violations are borne by the purchaser. Therefore, to the extent permitted by law, the Contractor hereby assigns to the County any and all claims for such overcharges as to the materials or services used to fulfill the contract.
29. **RIGHT TO ASSURANCE:** Whenever one party to this contract in good faith has reason to question the other party's intent to perform, the former party may demand that the other party give a written assurance of this intent to perform. In the event that a demand is made and no written assurance is given within five (5) days, the demanding party may treat this failure as an anticipatory repudiation with this contract.
30. **ADVERTISING:** Contractor shall not advertise or publish information concerning this contract without prior written consent of the County.
31. **RIGHT TO INSPECT:** The County may, at reasonable times, and at the County's expense, inspect the place of a Contractor or subcontractor which is related to the performance of any contract as awarded or to be awarded.
32. **INSPECTION:** All material or service is subject to final inspection and acceptance by the County. Material or service failing to conform to the specifications of this contract shall be held at Contractor's risk and may be returned to the Contractor. If so returned, all costs are the responsibility of the Contractor. Noncompliance shall conform to the cancellation clause set forth in this document.
33. **EXCLUSIVE POSSESSION:** All services, information, computer program elements, reports, and other deliverables which may be created under this contract are the sole property of the County and shall not be used or released by the Contractor or any other person except with prior written permission by the County.
34. **TITLE AND RISK OF LOSS:** The title and risk of loss of material or service shall not pass to the County until the County actually receives the material or service at the point of delivery, unless otherwise provided within this contract.
35. **NO REPLACEMENT OF DEFECTIVE TENDER:** Every tender of materials must fully comply with all provisions of this contract. If a tender is made which does not fully conform, this shall conform to the cancellation clause set forth within this document.
36. **DEFAULT IN ONE INSTALLMENT TO CONSTITUTE TOTAL BREACH:** Contractor shall deliver conforming materials in each installment or lot of this contract and may not substitute nonconforming materials. Delivery of nonconforming materials or a default of any nature, at the option of the County, shall constitute breach of the contract as a whole. Noncompliance shall conform to the cancellation clause set forth within this document.
37. **LIENS:** All materials, services, and other deliverables supplied to the County under this

contract shall be free of all liens other than the security interest held by the Contractor until payment in full is made by the County. Upon request of the County, the Contractor shall provide a formal release of all liens.

38. **PAYMENT:** A separate invoice shall be issued for each shipment of material or service performed, and no payment shall be issued prior to receipt of material or service and correct invoice. The County shall make every effort to process payment for the purchase of materials or services within twenty-one (21) calendar days after receipt of materials or services and a correct invoice.
39. **LICENSES:** Contractor shall maintain in current status all Federal, State, and local licenses and permits required for the operation of the business conducted by the Contractor as applicable to this contract.
40. **COST OF PROPOSAL PREPARATION:** The County shall not reimburse the cost of developing, presenting, or providing any response to this solicitation. Offers submitted for consideration should be prepared simply and economically providing adequate information in a straightforward and concise manner.
41. **PUBLIC RECORD:** All proposals submitted in response to this request shall become the property of the County and shall become a matter of public record available for review subsequent to the award notification.
42. **SUBSEQUENT EMPLOYMENT:** The County may cancel this contract without penalty or further obligation pursuant to A.R.S. § 38-511 if any person significantly involved in initiating, negotiating, securing, drafting, or creating the contract, on behalf of the County is or becomes, at any time while the contract or any extension of the contract is in effect, an employee of, or a contractor to any other party to this contract with respect to the subject matter of the contract. Such cancellation shall be effective when written notice from the County Administrator is received by the parties to this contract, unless the notice specifies a later time.
43. **DEFINITION OF KEY WORDS USED IN THE SOLICITATION:**
 - Shall, Will, Must:** Indicates a mandatory requirement. Failure to meet these mandatory requirements may result in the rejection of proposal as non-responsive.
 - Should:** Indicates something that is recommended but not mandatory. If the offeror fails to provide recommended information, the County may, at its sole option, ask the offeror to provide the information or evaluate the proposal without the information.
 - May:** Indicates something that is not mandatory but permissible.

For purposes of this contract and Scope of Work, the following definitions shall apply:

| | |
|---------------------------|--|
| "County" | Greenlee County, Arizona |
| "Contractor/Consultant" | The individual, partnership, or corporation who, as a result of the competitive proposal process, is awarded a contract by Greenlee County. |
| "Contract" | The legal agreement executed between Greenlee County, AZ and the Contractor/Consultant. |
| "Contract Representative" | The County employee or employees who have specifically been designated to act as a contact person or persons to the Contractor, and responsible for monitoring and |

"County Administrator"

overseeing the Contractor's performance under this contract.
The contracting agent for Greenlee County, Arizona.

Certification Regarding
Debarment, Suspension, and Other Responsibility Matters
Primary Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U.S. Small Business Administration.

(BEFORE COMPLETING CERTIFICATION, READ INSTRUCTION ON NEXT PAGE)

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (federal, state, or local) transaction or contract under a public transaction; violation of federal or state antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (federal, state, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (federal, state, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name _____

Date _____ By _____
Name and Title of Authorized Representative

Signature of Authorized Representative

SBA Form 1623 (10-88)

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Non-procurement List.
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

10. Except for transactions authorized under paragraph 6 of these instruction, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may termination this transaction for cause or default.

PRICE PROPOSAL

1. Provide pricing proposal for all services described in RFP.
2. Identify expected travel expenses.
3. Identify/Itemize any other additional costs.

ELIGIBILITY FOR COOPERATIVE PURCHASING

The Offeror shall indicate on this page whether other public agencies may participate in this contract during the contract term. If "Yes" is checked, any eligible federal, state or local public agency that has entered into a cooperative purchasing agreement with Greenlee County may participate in this contract during the contract term (per ARS § 41-2632). If "No" is checked, the contract will not be eligible for cooperative purchasing by other agencies.

_____ YES – Eligible for cooperative purchasing

_____ NO – Not eligible for cooperative purchasing

PROPOSAL CHECKLIST

NOTICE IS HEREBY GIVEN that all proposal documents shall be completed and/or executed and submitted with the proposal. If Vendor fails to complete and/or execute any portion of the proposal documents, this proposal may be determined to be "nonresponsive" and rejected.

REQUIRED DOCUMENTS

COMPLETED/EXECUTED

| | |
|---|-------|
| Original and six (6) copies - (7) Total | _____ |
| Copy of RFP included in proposal submittal | _____ |
| Employment Record Verification Form and Employee Verification Worksheet (P. 11 &12) | _____ |
| Certification Regarding Debarment, Suspension And Other Responsibility Matters (P. 21 - 23) | _____ |
| Price Proposal (P. 24) | _____ |
| Proposal Checklist (P. 25) | _____ |
| W-9 | _____ |
| Offer Form (P. 26) | _____ |
| Attachment A – Vendor References (P. 27) | _____ |

ACKNOWLEDGEMENT OF RECEIPT OF AMENDMENT:

| | #1 | #2 | #3 | #4 | #5 |
|-----------|-------|-------|-------|-------|-------|
| Initials/ | _____ | _____ | _____ | _____ | _____ |
| Date | _____ | _____ | _____ | _____ | _____ |

Signed and dated this _____ day of _____, 2021

_____ Authorized Signatory for Firm _____ Title.

OFFER FORM

TO GREENLEE COUNTY:

The Undersigned hereby offers and agrees to furnish the material or service in compliance with all terms, scope of work, conditions, specifications, and Amendment's in the Request for Proposal.

For clarification of this offer, contact:

Company Name

Address

City State Zip

Signature of Person Authorized to Sign

Printed Name

Title

Name: _____

Phone: _____

Fax: _____

E-mail: _____

ACCEPTANCE OF OFFER:

The offer is hereby accepted.

The Contractor is now bound to provide the materials or services listed in RFP# _____, including all terms, conditions, specifications, Amendment's, etc., and the Contractor's" Offer as accepted by County/public entity.

The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives this signed sheet, or written notice to proceed.

Awarded this ____ day of _____ 20 ____

AUTHORIZED SIGNATURE

Attachment A

Vendor References

FIRM SUBMITTING BID:

1. COMPANY NAME:

ADDRESS:

CONTACT PERSON:

TELEPHONE:

2. COMPANY NAME:

ADDRESS:

CONTACT PERSON:

TELEPHONE:

E-MAIL ADDRESS:

3. COMPANY NAME:

ADDRESS:

CONTACT PERSON:

TELEPHONE:

Vendor references will be checked prior to bid award recommendation. Substantial negative feedback may be reason for vendor's bid to be deemed not responsible therefore rejected from further evaluation or bid award.

Additional Investigations: The County reserves the right to make such additional investigations as it deems necessary to establish the competence and financial stability of any firm submitting a bid.

Prior Experience: Prior experiences with the County and entities shall be taken into consideration when evaluating whether a bidder is responsive and responsible.

DEREK RAPIER
County Administrator
(928) 865-2072

FACSIMILE (928) 865-9332



BOARD OF SUPERVISORS
P.O. BOX 908
253 5TH STREET
CLIFTON, AZ 85533

DAVID GOMEZ
District 1

RON CAMPBELL
District 2

RICHARD LUNT
District 3

MEETING NOTICE and AGENDA
Pursuant to Arizona Revised Statutes §38-431, et. seq.
and amendments thereto, the
GREENLEE COUNTY BOARD OF SUPERVISORS
also sitting as Board of Directors for
GREENLEE COUNTY PUBLIC HEALTH SERVICES DISTRICT
and
GREENLEE COUNTY FLOOD CONTROL DISTRICT
hereby gives notice that a
Regular Meeting
will be held on Tuesday, February 16, 2021 – 8:00 a.m.

Zoom Video Conferencing. To join the meeting enter the following URL into your browser:

Join Zoom Meeting
<https://us02web.zoom.us/j/86560118338?pwd=U0UvQTJOK1YvVXFqVnISTTEwMjJkdz09>

Meeting ID: 865 6011 8338
Passcode: 823710

**Board of Supervisors Meeting Room, 2nd floor Courthouse Annex, 253 5th Street,
Clifton, Arizona**

AGENDA

In attendance: Board of Supervisors members: David Gomez, Chairman, (in Chairman Lunt's absence) and Ron Campbell, Member. Also present were Jeremy Ford, County Attorney; Derek Rapier, County Administrator, Austin Adams, Deputy County Administrator and Bianca Figueroa, Deputy Clerk of the Board

1.) Call to Order

Vice Chairman David Gomez called the meeting to order at 8:00am

A. Pledge of Allegiance

Supervisor Campbell led those present in the Pledge of Allegiance.

B. Call to the Public

Daniel Cervantez, Clifton resident responded to call to the public and discussed how local COVID vaccinations are going and he provided the Board the agenda for the Town of Clifton's and a Consumer Reports vaccine information sheet.

2.) PUBLIC HEALTH SERVICES DISTRICT – the Board of Supervisors will convene as the Board of Directors of the Greenlee County Public Health Services District and will reconvene as the Board of Supervisors following consideration of these items:

A. Consent Agenda

1. Clerk of the Board: Consideration of approval of Public Health Services District expense warrants in excess of \$1,000.00

Upon motion by Supervisor Campbell, seconded by Supervisors Gomez, and carried unanimously, the Board approved the Public Health Services District Consent Agenda as presented

3.) Information/Discussion: Presentation by Michael Vasquez regarding Pension Obligation Bonds, and/or other financing options to address outstanding PSPRS Unfunded Actuarial Liability (UAL)

Mr. Vasquez, presented information regarding Greenlee County's PSPRS unfunded liability and how the use of Pension Obligation Bonds (POBs) may be an option for Greenlee County to address this issue. Mr. Vasquez explained and discussed the three types of bonds that might be issued. He further gave his analysis of how using POBs to fund the PSPRS liability could benefit Greenlee County in future years and he explained the risks involved using POBs to address the underfunding issue. He also gave a very general cost estimate for issuing bonds and the interest rates that other entities have received throughout the state.

No action was taken on this agenda item.

4.) Tony Hines, Public Works Manager - Facilities/Fleet
A. Discussion/Action regarding the vehicle auction list that will be held in Graham County April 2021 by Tingle Auctions

Mr. Hines presented the Board with a list of vehicles, he stated 8 vehicles are on the list that are no longer needed by the County.

Upon motion by Supervisor Campbell, seconded by Supervisor Gomez, and carried unanimously, the Board approved the vehicle auction list at presented

5.) David Manuz, Public Works Manager- Roads
A. Discussion/Action regarding permission to go out for bid for the 2021 Crack Seal rental equipment and oil

Mr. Manuz, discussed the chip seal project that is part of the county's ongoing road maintenance rotation and discussed the roads and locations that would need to be chip and crack sealed. This year they will be working on roads in the Duncan area.

Upon motion by Supervisor Campbell to authorize Mr. Manuz to seeks bids for Crack Sealing equipment rental, seconded by Supervisor Gomez, and carried unanimously, the Board approved the agenda item as presented

B. Discussion/Action regarding permission to go out for bid for the emulsions oil, fog coat and product delivery for the 2021 Chip Seal project

Mr. Manuz requested to go out for bid for the emulsions oil, fog coat and product delivery for the chip seal project.

Upon motion by Supervisor Campbell, seconded by Supervisor Gomez, and carried unanimously, the Board approved the agenda item as presented

C. Discussion/Action regarding permission to go out for bid for 3/8 fractured chips for the 2021 Chip Seal project

Mr. Manuz requested to go out for bid for 3/8 fractured chips for the chip seal project.

Upon motion by Supervisor Campbell, seconded by Supervisor Gomez, and carried unanimously, the Board approved the agenda item as presented

6.) Derek Rapier, County Administrator

A. Discussion/Action to consider the appointment of Richard Lunt to serve as a member of the Gila Watershed Board of Directors.

Mr. Rapier stated Mr. Lunt was asked to serve as a member of the Gila Watershed Board of Directors. Mr. Rapier stated Mr. Lunt expressed his interest due to his own background and interest in water and since he would be representing Greenlee County, Mr. Lunt is asking for the Board's approval.

Upon motion by Supervisor Campbell, seconded by Supervisor Gomez, and carried unanimously, the Board approved the appointment of Richard Lunt to serve as a member of the Gila Watershed Board of Directors

7.) Derek Rapier, County Administrator

A. County and State budget and legislative issues

Mr. Rapier discussed the current state of State Budget negotiations which at this point have not been made public. Both State and County revenues continue to come in at higher than expected rates. The Governor and the Senate's budget frameworks are similar with some differences in tax cuts and spending priorities. Mr. Rapier also stated that this is the last week for bills to be heard in the chamber they originated in, either the House or the Senate. Bills that are not given a committee hearing by this week will fail for the legislative session.

B. Calendar and Events

Calendar and events were discussed.

8.) Consent Agenda

- A. Clerk of the Board: Consideration of approval of minutes to previous meetings: 2/02/20201**
- B. Clerk of the Board: Consideration of approval of expense warrants in excess of \$1,000.00 – Voucher 4023; 4024**
- C. Chief Finance Officer: Consideration of approval of General Fund loans in the amount of \$ 4,320.63 to be reimbursed upon receipt of funds: Fund 133 - \$1,000.00; Fund 139 - \$1,759.15; Fund 167 - \$1,561.48**
- D. Clerk of the Board: Consideration of approval of resolution No. 21-02-01 authorizing renewal of Greenlee County's membership in the Arizona Local Government Employee Benefit Trust and appointment trustees to serve during the renewal period**
- E. County School Superintendent: Consideration of approval of Employee Transaction Form: N. Estrada-Lopez, Administrative Assistant**

Upon motion by Supervisor Campbell, seconded by Supervisor Gomez, and carried unanimously, the Board approved the Consent Agenda as presented

9.) Supervisor Reports

Supervisor Richard Lunt

A. Legislative Policy Committee (LPC) meeting

No discussion of reports, due to Chairman Lunt not being in attendance at the meeting.

10.) Adjournment

There being no further business to come before the Board of Supervisor the meeting was adjourned at 9:13 a.m.

APPROVED: /s/ David Gomez, Vice Chairman

ATTEST: /s/ Bianca Figueroa, Deputy Clerk of the Board

All agenda items are for discussion and/or action as deemed necessary. The Board reserves the right to consider any matter out of order. The Board may retire into Executive Session for any of the purposes that are allowed by law, including but not limited to legal advice and/or personnel matters; as authorized by A.R.S. §38-431.et.seq. Persons with a disability may request accommodation for special assistance by contacting Bianca Figueroa at 928-865-2072 (TDD 928-865-2632). Requests should be made as soon as possible to allow time for arrangement of the accommodation.

COUNTY OF GREENLEE VOUCHER



| | |
|----------------|-----------|
| VOUCHER NUMBER | 4025 |
| VOUCHER DATE | 2/16/2021 |
| FISCAL YEAR | 2020-2021 |

The **COUNTY OF GREENLEE** is hereby authorized by the **GREENLEE COUNTY PUBLIC HEALTH BOARD OF DIRECTORS** to draw warrants against **222-HEALTH SERVICE FUNDS** for the sum of _____ on account of obligations incurred for value received in services and for materials as shown above for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end).

The **COUNTY OF GREENLEE** is hereby authorized by the **GREENLEE COUNTY FLOOD CONTROL DISTRICT BOARD OF DIRECTORS** to draw warrants against **240 - FLOOD CONTROL DISTRICT FUNDS** for the sum of \$ _____ - on account of obligations incurred for value received in services and for materials as shown above for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end).

The **COUNTY OF GREENLEE** is hereby authorized by the **BOARD OF SUPERVISORS** to draw warrants against **COUNTY OF GREENLEE FUNDS** for the sum of \$ 11,170.78 on account of obligations incurred for value received in services and for materials as shown above for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end).

| | |
|----------------------------|---------------------|
| 222 - Health Service Funds | |
| 240 - Flood Control Funds | \$ - |
| All Other Funds | \$ 11,170.78 |
| TOTAL | \$ 11,170.78 |

GREENLEE COUNTY VOUCHER

Voucher No: 4025

Voucher Date: 02/16/2021

Prepared By: _____

Printed: 02/16/2021 09:58:50 AM

GREENLEE COUNTY is hereby authorized to draw warrants against GREENLEE COUNTY funds for the sum of \$11,170.78 on account of obligations incurred for value received in services and for materials as shown below for period June 30, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify by my original signature below that this claim is just and correct, and the services and/or materials herein represented have been received and that the claim: ___ was approved at a public meeting of the governing board on _____ (A.R.S. 15-304), or ___ will be ratified at the next regular or special meeting of the governing board on _____ in accordance with the procedures of A.R.S. 15-321 All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

Richard Lunt Chairman, Supervisor District 3

David Gomez Supervisor District 1

Ron Campbell Supervisor District 2

GREENLEE COUNTY

| Fund | | Amount |
|------|---|--------------------|
| 101 | ADMIN - GENERAL FUND | \$92.00 |
| 179 | RESTITUTION/ CVC | \$6,765.00 |
| 209 | ADMIN - ASRS COBRA SUBSIDY PAYMENTS | \$460.02 |
| 800 | ADMIN - GENERAL LONG TERM DEBT ACCOUNT | \$3,853.76 |
| | | <hr/> <hr/> |
| | | \$11,170.78 |

Greenlee County

Disbursement Detail Listing

Bank Name: For Treasurer Posting

Date Range: 06/30/2020 - 06/30/2021

Sort By: Check

Bank Account: TREASURER

Voucher Range: 4025 -

Dollar Limit: \$999.99

Fiscal Year: 2020-2021

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

| Check Number | Date | Voucher | Payee | Invoice | Account | Description | Amount |
|--------------|------|---------|-------|---------|---------|-------------|--------|
|--------------|------|---------|-------|---------|---------|-------------|--------|

Bank Name: For Treasurer Posting

Bank Account: TREASURER

| | | | | | | | |
|--------|------------|------|-------------------------------------|-------------|-----------------------|-------------------------------------|-------------|
| 525117 | 02/16/2021 | 4025 | CATERPILLAR FINANCIAL SERVICES CORP | 30626323 | 800.030.0000.9000.000 | CONTRACT 2019-001 140M3-N9D00967 | \$3,853.76 |
| | | | | | | Check Total: | \$3,853.76 |
| 525119 | 02/16/2021 | 4025 | DESERT BLOOM PLASTIC SURGERY | MM000000359 | 179.002.0000.7419.000 | CVC 2020-002 | \$6,765.00 |
| | | | | | | Check Total: | \$6,765.00 |
| | | | | | | Bank Total: | \$10,618.76 |

| Fund | Amount |
|---------------------|--------------------|
| 179 | \$6,765.00 |
| 800 | \$3,853.76 |
| Fund Totals: | \$10,618.76 |

End of Report

Disbursements Grand Total: \$10,618.76

COUNTY OF GREENLEE VOUCHER



| | |
|----------------|-----------|
| VOUCHER NUMBER | 4026 |
| VOUCHER DATE | 2/25/2021 |
| FISCAL YEAR | 2020-2021 |

The **COUNTY OF GREENLEE** is hereby authorized by the **GREENLEE COUNTY PUBLIC HEALTH BOARD OF DIRECTORS** to draw warrants against **222-HEALTH SERVICE FUNDS** for the sum of **\$9,493.78** on account of obligations incurred for value received in services and for materials as shown above for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end).

The **COUNTY OF GREENLEE** is hereby authorized by the **GREENLEE COUNTY FLOOD CONTROL DISTRICT BOARD OF DIRECTORS** to draw warrants against **240 - FLOOD CONTROL DISTRICT FUNDS** for the sum of \$ - on account of obligations incurred for value received in services and for materials as shown above for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end).

The **COUNTY OF GREENLEE** is hereby authorized by the **BOARD OF SUPERVISORS** to draw warrants against **COUNTY OF GREENLEE FUNDS** for the sum of \$ **11,170.78** on account of obligations incurred for value received in services and for materials as shown above for period July 1, 2020 to June 30, 2021 (period cannot overlap fiscal year end).

| | |
|----------------------------|----------------------|
| 222 - Health Service Funds | \$ 9,493.78 |
| 240 - Flood Control Funds | \$ - |
| All Other Funds | \$ 94,970.37 |
| TOTAL | \$ 104,464.15 |

GREENLEE COUNTY VOUCHER

Voucher No: 4026

Voucher Date: 02/25/2021

Prepared By: _____

Printed: 02/24/2021 10:43:51 AM

GREENLEE COUNTY is hereby authorized to draw warrants against GREENLEE COUNTY funds for the sum of \$104,464.15 on account of obligations incurred for value received in services and for materials as shown below for period June 30, 2020 to June 30, 2021 (period cannot overlap fiscal year end.)

I certify by my original signature below that this claim is just and correct, and the services and/or materials herein represented have been received and that the claim: ___ was approved at a public meeting of the governing board on _____ (A.R.S. 15-304), or ___ will be ratified at the next regular or special meeting of the governing board on _____ in accordance with the procedures of A.R.S. 15-321 All items are properly coded and not in excess of the budget. Itemized invoices accompany these vouchers. All employees and officials have on file an oath in compliance with ARS 38-231.

Richard Lunt Chairman, Supervisor District 3

David Gomez Supervisor District 1

Ron Campbell Supervisor District 2

GREENLEE COUNTY

| Fund | | Amount |
|------|--|-------------|
| 101 | ADMIN - GENERAL FUND | \$49,015.89 |
| 126 | ATTORNEY - DIVERSION PROGRAM | \$236.00 |
| 133 | ATTORNEY - STATE CRIME VICTIM COMP FUND | \$1,000.00 |
| 140 | ATTORNEY - ENHANCEMENT FUND | \$980.63 |
| 150 | SHERIFF - JAIL ENHANCEMENT FUND | \$424.40 |
| 169 | LIBRARY - STATE LIBRARY GRANT FUND | \$134.07 |
| 183 | PHSD - SPAY/NEUTER PGM | \$370.00 |
| 196 | LIBRARY - LIBRARY SVCS & TECH ACT GRANT | \$3,705.96 |
| 219 | PUBLIC WORKS - LANDFILL OPERATIONS FUND | \$6,677.77 |
| 220 | PUBLIC WORKS - ROAD FUND | \$9,159.79 |
| 222 | PHSD - HEALTH SERVICES FUND | \$9,493.78 |
| 223 | EMERGENCY MNGMT - BIOTERRORISM | \$6,676.74 |

Voucher No: 4026

Voucher Date: 02/25/2021

| Fund | | Amount |
|-------------|--|---------------------------|
| 237 | AIRPORT - AIRPORT IMPROVEMENT FUND | \$1,015.50 |
| 243 | FAIR FUND | \$4.26 |
| 269 | LIBRARY - RAIN STEM GRANT | \$30.70 |
| 273 | ADHS - COVID-19 | \$3,971.43 |
| 274 | TITLE IV - E | \$300.00 |
| 280 | AMBULANCE SERVICE - GHR | \$5,222.07 |
| 601 | PROBATION - GENERAL FUND | \$141.00 |
| 608 | PROBATION URINALYSIS FEES | \$34.85 |
| 800 | ADMIN - GENERAL LONG TERM DEBT ACCOUNT | \$5,869.31 |
| | | <hr/> \$104,464.15 |

Greenlee County

Disbursement Detail Listing

Bank Name: For Treasurer Posting

Date Range: 06/30/2020 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Bank Account: TREASURER

Voucher Range: 4026 -

Dollar Limit: \$999.99

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

| Check Number | Date | Voucher | Payee | Invoice | Account | Description | Amount |
|--------------|------|---------|-------|---------|---------|-------------|--------|
|--------------|------|---------|-------|---------|---------|-------------|--------|

Bank Name: For Treasurer Posting

Bank Account: TREASURER

| | | | | | | | |
|--------------|------------|------|-------------------------------------|----------|-----------------------|--|------------|
| 525152 | 02/25/2021 | 4026 | BANKCARD CENTER | V876568 | 101.003.0000.7534.000 | VISA CARD CHARGES | \$559.00 |
| 525152 | 02/25/2021 | 4026 | BANKCARD CENTER | V876568 | 101.008.0000.6100.000 | VISA CARD CHARGES | \$120.00 |
| 525152 | 02/25/2021 | 4026 | BANKCARD CENTER | V876568 | 101.008.0000.7433.000 | VISA CARD CHARGES | \$235.85 |
| 525152 | 02/25/2021 | 4026 | BANKCARD CENTER | V876568 | 101.008.0000.7534.000 | VISA CARD CHARGES | \$120.00 |
| 525152 | 02/25/2021 | 4026 | BANKCARD CENTER | V876568 | 101.008.0000.7535.000 | VISA CARD CHARGES | \$29.98 |
| 525152 | 02/25/2021 | 4026 | BANKCARD CENTER | V876568 | 126.002.0000.6285.000 | VISA CARD CHARGES | \$236.00 |
| 525152 | 02/25/2021 | 4026 | BANKCARD CENTER | V876568 | 196.018.0000.6100.000 | VISA CARD CHARGES | \$3,705.96 |
| 525152 | 02/25/2021 | 4026 | BANKCARD CENTER | V876568 | 220.032.0000.8570.000 | VISA CARD CHARGES | \$30.56 |
| 525152 | 02/25/2021 | 4026 | BANKCARD CENTER | V876568 | 222.051.0000.7534.000 | VISA CARD CHARGES | \$365.00 |
| 525152 | 02/25/2021 | 4026 | BANKCARD CENTER | V876568 | 222.054.0000.6100.000 | VISA CARD CHARGES | \$9.36 |
| 525152 | 02/25/2021 | 4026 | BANKCARD CENTER | V876568 | 222.080.0000.6120.000 | VISA CARD CHARGES | \$268.73 |
| Check Total: | | | | | | | \$5,680.44 |
| 525155 | 02/25/2021 | 4026 | BOTANICAL PHARM, LLC | 095 | 222.051.0000.7419.000 | Graham County Epidemiology Consulting | \$1,300.00 |
| 525155 | 02/25/2021 | 4026 | BOTANICAL PHARM, LLC | 131 | 223.068.0000.7419.000 | Greenlee County Epidemiology 96 hours at | \$6,240.00 |
| 525155 | 02/25/2021 | 4026 | BOTANICAL PHARM, LLC | 231 | 222.051.0000.7419.000 | Greenlee Public Health Consulting 24 hours at | \$1,560.00 |
| Check Total: | | | | | | | \$9,100.00 |
| 525160 | 02/25/2021 | 4026 | CATERPILLAR FINANCIAL SERVICES CORP | 30683415 | 800.030.0000.9000.000 | CONTRACT 2019-003 930 M CAT WHEEL LOADER | \$5,854.31 |
| Check Total: | | | | | | | \$5,854.31 |
| 525163 | 02/25/2021 | 4026 | CHRISTINE PERKINS | V95089 | 133.002.0000.7539.000 | CVC 2020-01 Work Loss | \$1,000.00 |
| Check Total: | | | | | | | \$1,000.00 |
| 525165 | 02/25/2021 | 4026 | DAISY FLORES | V336483 | 101.012.0000.7411.000 | Indigent Defense - Lopez; Luna | \$1,800.00 |
| Check Total: | | | | | | | \$1,800.00 |

Greenlee County

Disbursement Detail Listing

Bank Name: For Treasurer Posting

Date Range: 06/30/2020 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Bank Account: TREASURER

Voucher Range: 4026 -

Dollar Limit: \$999.99

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

| Check Number | Date | Voucher | Payee | Invoice | Account | Description | Amount |
|--------------|------------|---------|------------------------------------|--------------|-----------------------|---|------------|
| 525173 | 02/25/2021 | 4026 | EMPIRE SOUTHWEST MACHINERY | EMCT00017682 | 219.036.0000.7499.000 | OTHER REPAIRS & MAINTENANCE GB3335 | \$3,130.53 |
| 525173 | 02/25/2021 | 4026 | EMPIRE SOUTHWEST MACHINERY | EMCT00017683 | 219.036.0000.7499.000 | OTHER REPAIRS & MAINTENANCE GB#3338 | \$1,609.23 |
| 525173 | 02/25/2021 | 4026 | EMPIRE SOUTHWEST MACHINERY | EMPS5163987 | 220.030.0000.6320.000 | MOTOR VEHICLE REPAIR SUPPLY GREASE | \$100.81 |
| 525173 | 02/25/2021 | 4026 | EMPIRE SOUTHWEST MACHINERY | EMPS5166728 | 220.030.0000.6320.000 | MOTOR VEHICLE REPAIR SUPPLY GB#3331 OILCAT | \$96.92 |
| 525173 | 02/25/2021 | 4026 | EMPIRE SOUTHWEST MACHINERY | EMPS5173641 | 220.030.0000.6320.000 | MOTOR VEHICLE REPAIR SUPPLY GB#3339 NUT BOLT, | \$105.39 |
| 525173 | 02/25/2021 | 4026 | EMPIRE SOUTHWEST MACHINERY | EMPS5180154 | 101.020.0000.6320.000 | MOTOR VEHICLE PARTS. GB 1974. 1-BATTERY 65. | \$152.39 |
| 525173 | 02/25/2021 | 4026 | EMPIRE SOUTHWEST MACHINERY | EMPS5180154 | 101.020.0000.6320.000 | CREDIT. CREDIT FOR CORE RETURN. | (\$16.37) |
| 525173 | 02/25/2021 | 4026 | EMPIRE SOUTHWEST MACHINERY | EPWK0504704 | 101.006.0000.7499.000 | OTHER REPAIRS AND MAINTENANCE. | \$530.00 |
| 525173 | 02/25/2021 | 4026 | EMPIRE SOUTHWEST MACHINERY | EPWK0504705 | 101.006.0000.7499.000 | OTHER REPAIRS AND MAINTENANCE. | \$165.00 |
| 525173 | 02/25/2021 | 4026 | EMPIRE SOUTHWEST MACHINERY | EPWK0504706 | 101.006.0000.7499.000 | OTHER REPAIRS AND MAINTENANCE. | \$165.00 |
| 525173 | 02/25/2021 | 4026 | EMPIRE SOUTHWEST MACHINERY | EPWK0504707 | 101.006.0000.7499.000 | OTHER REPAIRS AND MAINTENANCE. | \$555.00 |
| 525173 | 02/25/2021 | 4026 | EMPIRE SOUTHWEST MACHINERY | EPWK0504707 | 101.006.0000.7499.000 | CREDIT. CREDIT FOR SERVICE | (\$252.00) |
| 525173 | 02/25/2021 | 4026 | EMPIRE SOUTHWEST MACHINERY | EPWK0504709 | 101.006.0000.7499.000 | OTHER REPAIRS AND MAINTENANCE. | \$375.00 |
| 525176 | 02/25/2021 | 4026 | GILA HEALTH RESOURCES, LLC V652584 | | 280.000.0000.7801.000 | GHR - AMBULANCE SERVICE | \$5,222.07 |
| Check Total: | | | | | | | \$6,716.90 |
| Check Total: | | | | | | | \$5,222.07 |

Greenlee County

Disbursement Detail Listing

Bank Name: For Treasurer Posting

Date Range: 06/30/2020 - 06/30/2021

Sort By: Check

Bank Account: TREASURER

Voucher Range: 4026 -

Dollar Limit: \$999.99

Fiscal Year: 2020-2021

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

| Check Number | Date | Voucher | Payee | Invoice | Account | Description | Amount |
|--------------|------------|---------|-------------------------|---------|-----------------------|---|------------|
| 525180 | 02/25/2021 | 4026 | HARALSON TIRE CO. INC | 1008491 | 222.049.0000.6320.000 | MOTOR VEHICLE PARTS. GB 4910. | \$803.08 |
| 525180 | 02/25/2021 | 4026 | HARALSON TIRE CO. INC | 1008492 | 101.020.0000.6320.000 | MOTOR VEHICLE PARTS. STOCK. | \$1,274.45 |
| 525180 | 02/25/2021 | 4026 | HARALSON TIRE CO. INC | 1008632 | 220.030.0000.7492.000 | OUTSIDE VEHICLE WORK GB#7119TIRE | \$74.70 |
| Check Total: | | | | | | | \$2,152.23 |
| 525189 | 02/25/2021 | 4026 | KEMPTON CHEVROLET-BUICK | 17843 | 101.020.0000.6320.000 | MOTOR VEHICLE PARTS. GB 2015. 2-ROD KITS. | \$152.66 |
| 525189 | 02/25/2021 | 4026 | KEMPTON CHEVROLET-BUICK | 17844 | 101.020.0000.6320.000 | MOTOR VEHICLE PARTS. GB 1998. 1-HOIST. | \$152.70 |
| 525189 | 02/25/2021 | 4026 | KEMPTON CHEVROLET-BUICK | 17850 | 101.020.0000.6320.000 | MOTOR VEHICLE PARTS. GB 1998. 1-GEAR KIT. | \$836.35 |
| 525189 | 02/25/2021 | 4026 | KEMPTON CHEVROLET-BUICK | 17852 | 222.049.0000.6320.000 | MOTOR VEHICLE PARTS. GB 4912. 1-PANEL. | \$428.32 |
| 525189 | 02/25/2021 | 4026 | KEMPTON CHEVROLET-BUICK | 17853 | 222.049.0000.6320.000 | MOTOR VEHICLE PARTS. GB 4912. 1-LATCH. | \$168.82 |
| 525189 | 02/25/2021 | 4026 | KEMPTON CHEVROLET-BUICK | 17856 | 101.020.0000.6320.000 | MOTOR VEHICLE PARTS. GB 2018. 1-CANISTER. | \$184.20 |
| 525189 | 02/25/2021 | 4026 | KEMPTON CHEVROLET-BUICK | 17857 | 101.020.0000.6320.000 | MOTOR VEHICLE PARTS. GB 2018. 1-VENT. | \$53.32 |
| 525189 | 02/25/2021 | 4026 | KEMPTON CHEVROLET-BUICK | 17872 | 101.020.0000.6320.000 | MOTOR VEHICLE PARTS. GB 2018. 1-CONNECTOR. | \$19.87 |
| 525189 | 02/25/2021 | 4026 | KEMPTON CHEVROLET-BUICK | 17873 | 101.020.0000.6320.000 | MOTOR VEHICLE PARTS. GB 2021. 1-PUMP KIT. | \$165.20 |
| 525189 | 02/25/2021 | 4026 | KEMPTON CHEVROLET-BUICK | 17875 | 101.020.0000.6320.000 | MOTOR VEHICLE PARTS. GB 2018. 1-VALVE. | \$35.39 |
| 525189 | 02/25/2021 | 4026 | KEMPTON CHEVROLET-BUICK | 17907 | 101.020.0000.6320.000 | MOTOR VEHICLE PARTS. GB 2008. 1-CONNECTOR | \$44.68 |

Greenlee County

Disbursement Detail Listing

Fiscal Year: 2020-2021

Bank Name: For Treasurer Posting

Bank Account: TREASURER

Date Range: 06/30/2020 - 06/30/2021

Voucher Range: 4026 -

Sort By: Check

Dollar Limit: \$999.99

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

| Check Number | Date | Voucher | Payee | Invoice | Account | Description | Amount |
|--------------|------------|---------|-------------------------|---------|-----------------------|---|------------|
| 525189 | 02/25/2021 | 4026 | KEMPTON CHEVROLET-BUICK | 87015 | 101.020.0000.7492.000 | OUTSIDE VEHICLE REPAIR. GB 2015. PERFORMED TWO | \$65.00 |
| 525189 | 02/25/2021 | 4026 | KEMPTON CHEVROLET-BUICK | 87225 | 101.020.0000.7492.000 | OUTSIDE VEHICLE REPAIR. GB 1998. PERFORMED TWO | \$65.00 |
| Check Total: | | | | | | | \$2,371.51 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 053902 | 101.020.0000.6320.000 | MOTOR VEHICLE PARTS. GB 2015. 1-RACK AND | \$14.53 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 053905 | 101.020.0000.6320.000 | MOTOR VEHICLE PARTS. GB 7104. 1-FUEL FILLER | \$17.04 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 053924 | 101.020.0000.6430.000 | TOOLS. 1-40 PLASTIC CREEPER. | \$43.63 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 053925 | 101.020.0000.6320.000 | MOTOR VEHICLE PARTS. STOCK. 10-AIR FILTERS. | \$112.79 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 053930 | 101.020.0000.6390.000 | SHOP SUPPLIES. 8-SHOP TOWELS. | \$26.18 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 053955 | 101.020.0000.6390.000 | SHOP SUPPLIES. 2-RUBBER LUBRICANT. | \$29.30 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 053968 | 101.020.0000.6320.000 | MOTOR VEHICLE PARTS. STOCK. 24-SYN 5W30 QT. | \$261.32 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 053970 | 101.020.0000.6320.000 | MOTOR VEHICLE PARTS. STOCK. 36-SYNOW20. | \$244.06 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 053992 | 101.020.0000.6430.000 | TOOLS. CREEPER W/ADJUSTABLE. | \$77.38 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 054029 | 220.030.0000.6320.000 | MOTOR VEHICLE REPAIR SUPPLY BLUE DEF 2.5 GAL | \$198.10 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 054030 | 220.030.0000.6320.000 | MOTOR VEHICLE REPAIR SUPPLIES GB#3310 POWER | \$279.82 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 054031 | 101.020.0000.6320.000 | MOTOR VEHICLE PARTS. STOCK. 3-BLISTER PACK | \$40.65 |

Greenlee County

Disbursement Detail Listing

Bank Name: For Treasurer Posting

Date Range: 06/30/2020 - 06/30/2021

Sort By: Check

Bank Account: TREASURER

Voucher Range: 4026 -

Dollar Limit: \$999.99

Fiscal Year: 2020-2021

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

| Check Number | Date | Voucher | Payee | Invoice | Account | Description | Amount |
|--------------|------------|---------|---------------------------|------------|-----------------------|---|------------|
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 054051 | 219.036.0000.6320.000 | MOTOR VEHICLE REPAIR SUPPLY 2.5 GAL BLUE DEF | \$169.80 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 054062 | 222.049.0000.6320.000 | MOTOR VEHICLE PARTS. GB 4910. 8-LAMPS. | \$133.80 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 054063 | 101.020.0000.6390.000 | SHOP SUPPLIES. 10- ELECTRICAL TAPE. | \$29.35 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 054082 | 101.020.0000.6390.000 | SHOP SUPPLIES. 12-NON CHLOR BRAKE | \$71.68 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 054137 | 101.020.0000.6390.000 | SHOP SUPPLIES. 4-WD-40 MULTI USE | \$29.20 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 054142 | 101.020.0000.6320.000 | MOTOR VEHICLE PARTS. STOCK. 8-RAINX WEATHER | \$111.63 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 054143 | 101.020.0000.6320.000 | MOTOR VEHICLE PARTS. STOCK. 4-22 IN | \$53.15 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 054177 | 220.030.0000.6320.000 | MOTOR VEHICLE REPAIR SUPPLIES GB#3240 | \$109.56 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 054183 | 101.020.0000.6320.000 | MOTOR VEHICLE PARTS. STOCK-24-SYNOW20, | \$55.27 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 054191 | 220.030.0000.6320.000 | MOTOR VEHICLE REPAIR SUPPLIES STOCK FOR | \$20.23 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 054223 | 101.020.0000.6320.000 | MOTOR VEHICLE PARTS. GB 1964. 1-LIFT SUPPORT | \$27.26 |
| 525192 | 02/25/2021 | 4026 | MACK'S AUTO SUPPLY | 054246 | 101.020.0000.6390.000 | SHOP SUPPLIES. 12-PREM START FL 11OZ. | \$32.60 |
| Check Total: | | | | | | | \$2,188.33 |
| 525194 | 02/25/2021 | 4026 | MCKESSON MEDICAL SURGICAL | 18034571 | 273.051.0067.6220.000 | Medical Supplies | \$3,971.43 |
| Check Total: | | | | | | | \$3,971.43 |
| 525198 | 02/25/2021 | 4026 | NEXTRAQ | AT01548490 | 101.016.0000.7429.000 | INTERNET. NEXTRAQ ADVANTAGE | \$1,563.80 |
| Check Total: | | | | | | | \$1,563.80 |

Greenlee County

Disbursement Detail Listing

Fiscal Year: 2020-2021

Bank Name: For Treasurer Posting

Bank Account: TREASURER

Date Range: 06/30/2020 - 06/30/2021

Voucher Range: 4026 -

Sort By: Check

Dollar Limit: \$999.99

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

| Check Number | Date | Voucher | Payee | Invoice | Account | Description | Amount |
|--------------|------------|---------|------------------|--------------|-----------------------|--|------------|
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 147629269001 | 101.019.0000.6216.000 | 1/10pk of standard letter/legal size storage | \$12.71 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 148523465001 | 101.010.0000.6100.000 | Assorted pens for office use, a pen holder for front | \$41.39 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 150011355001 | 101.019.0000.6215.000 | 3 cases of 200 ct. ea. mustard single serve sz., 1 | \$42.96 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 150504800001 | 101.015.0000.6100.000 | REVISION TO PO 2872-HAND | \$14.20 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 150504800001 | 101.015.0000.6490.000 | REVISION TO PO 2872-HAND | \$93.24 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 150514713001 | 101.015.0000.8550.000 | REVISION TO PO 2872-VINCE LAPTOP | \$1,798.41 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 151798861001 | 101.015.0000.6490.000 | REVISION TO PO 2872-KEYBOARD COMBO(4) | \$103.34 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 151837383001 | 101.008.0000.6100.000 | OFFICE SUPPLIES | \$119.77 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 151876070001 | 101.019.0000.6100.000 | 3 Money receipt books. Invoice # 151876070001, | \$27.66 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 152147464001 | 101.019.0000.6230.000 | 1 case of 36 rolls of coreless white toilet tissue. | \$210.78 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 152225423001 | 101.008.0000.6100.000 | OFFICE SUPPLIES | \$132.08 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 152318089001 | 101.019.0000.6230.000 | 1 box of 15 ct. SOS scrub pads. Invoice # | \$5.69 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 153026374001 | 101.019.0000.6230.000 | 1/5 pk of Doodlebug scrub pads.blue, 1/5 pk of | \$87.12 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 153535850001 | 101.015.0000.8550.000 | DELL PC'S FOR DISPATCH (2) | \$1,548.61 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 153714652001 | 222.051.0000.6100.000 | Office Supplies | \$262.84 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 153718024001 | 222.051.0000.6100.000 | Office Supplies | \$21.99 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 153718025001 | 222.080.0000.6100.000 | Office Supplies | \$12.11 |

Greenlee County

Disbursement Detail Listing

Bank Name: For Treasurer Posting

Date Range: 06/30/2020 - 06/30/2021

Sort By: Check

Bank Account: TREASURER

Voucher Range: 4026 -

Dollar Limit: \$999.99

Fiscal Year: 2020-2021

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

| Check Number | Date | Voucher | Payee | Invoice | Account | Description | Amount |
|--------------|------------|---------|-----------------------|--------------|-----------------------|--|------------|
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 153998846001 | 101.019.0000.6215.000 | 10 canisters of 44 ct. ea. variety pack Crystal Light | \$208.90 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 154194834001 | 101.008.0000.6100.000 | OFFICE SUPPLIES | \$65.01 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 154208818001 | 101.008.0000.6100.000 | OFFICE SUPPLIES | \$30.36 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 154208836001 | 101.008.0000.6100.000 | OFFICE SUPPLIES | \$11.39 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 155540095001 | 101.019.0000.6215.000 | 10 canisters of 44 ct, ea, on the go variety flavors crystal | \$208.90 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 155541457001 | 101.019.0000.6100.000 | 1/0.5" Just Basics white 3 round ring binder, 1/0.5" | \$7.21 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 155774571001 | 101.015.0000.8550.000 | DELL PRECISION 3000 DESKTOP FOR JOANN | \$1,762.57 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 156641689001 | 101.019.0000.7539.000 | 1 wall calander for kitchen. Invoice #156641689001, | \$8.44 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 156642887001 | 101.019.0000.6216.000 | 5 packs of 100 ea. white plastic spoons. 1 box of | \$29.33 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | 156642888001 | 101.019.0000.6215.000 | 2 canisters of 44 on the go variety pack crystal light. | \$41.78 |
| 525199 | 02/25/2021 | 4026 | OFFICE DEPOT INC | V895497 | 101.010.0000.6100.000 | Pop up sticky note dispenser for office use. | \$14.77 |
| Check Total: | | | | | | | \$6,923.56 |
| 525204 | 02/25/2021 | 4026 | PIMA COUNTY TREASURER | 4107 | 101.016.0000.7409.000 | AUTOPSY ML# 21-049 DATE OF SERVICE 01/11/2021 | \$2,300.00 |
| Check Total: | | | | | | | \$2,300.00 |
| 525209 | 02/25/2021 | 4026 | SAFFORD ACE | 508363 | 101.005.0000.6310.000 | BUILDINGS AND GROUNDS. 12-FILTER AIR PLEAT | \$65.86 |
| 525209 | 02/25/2021 | 4026 | SAFFORD ACE | 888036 | 220.032.0000.6390.000 | SHOP SUPPLIES. 1-ELECTRIC TAPE 3/4X12' | \$24.24 |
| 525209 | 02/25/2021 | 4026 | SAFFORD ACE | 888835 | 220.030.0000.6320.000 | MOTOR VEHICLE REPAIR SUPPLIES GB#3321 NIPPLE | \$98.15 |

Greenlee County

Disbursement Detail Listing

Bank Name: For Treasurer Posting

Date Range: 06/30/2020 - 06/30/2021

Sort By: Check

Bank Account: TREASURER

Voucher Range: 4026 -

Dollar Limit: \$999.99

Fiscal Year: 2020-2021

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

| Check Number | Date | Voucher | Payee | Invoice | Account | Description | Amount |
|--------------|------------|---------|---------------------------|-----------|-----------------------|---|------------|
| 525209 | 02/25/2021 | 4026 | SAFFORD ACE | K00442 | 101.005.0033.6310.000 | BUILDINGS AND GROUNDS. 142-26 GAL BRN PROPANEL | \$2,099.51 |
| 525209 | 02/25/2021 | 4026 | SAFFORD ACE | K05454 | 101.005.0000.6310.000 | BUILDINGS AND GROUNDS. THHN WIRE SOL 12G WHT | \$717.37 |
| 525209 | 02/25/2021 | 4026 | SAFFORD ACE | K92676 | 237.038.0000.6310.000 | BUILDINGS AND GROUNDS. 20-NARVA 6.6 AMP 120W | \$1,015.50 |
| Check Total: | | | | | | | \$4,020.63 |
| 525211 | 02/25/2021 | 4026 | SENERGY PETROLEUM | SEN-74936 | 219.036.0000.6250.000 | FUEL @ LOMA LINDA LANDFILL DYED ULSD#2 | \$1,625.43 |
| 525211 | 02/25/2021 | 4026 | SENERGY PETROLEUM | SEN-74938 | 101.005.0000.6250.000 | FUEL, OIL, LUB. (NON-TRAVEL) | \$230.61 |
| 525211 | 02/25/2021 | 4026 | SENERGY PETROLEUM | SEN-74938 | 101.020.0000.6250.000 | FUEL, OIL, LUB. (NON-TRAVEL) | \$318.93 |
| 525211 | 02/25/2021 | 4026 | SENERGY PETROLEUM | SEN-74938 | 101.020.0000.6250.000 | FUEL, OIL, LUB. (NON-TRAVEL) | \$158.11 |
| 525211 | 02/25/2021 | 4026 | SENERGY PETROLEUM | SEN-74938 | 101.083.0000.6250.000 | FUEL, OIL, LUB. (NON-TRAVEL) | \$122.42 |
| 525211 | 02/25/2021 | 4026 | SENERGY PETROLEUM | SEN-74938 | 219.036.0000.6250.000 | FUEL, OIL, LUB. (NON-TRAVEL) | \$103.10 |
| 525211 | 02/25/2021 | 4026 | SENERGY PETROLEUM | SEN-74938 | 220.030.0000.6250.000 | FUEL, OIL, LUB. (NON-TRAVEL) | \$2,130.79 |
| 525211 | 02/25/2021 | 4026 | SENERGY PETROLEUM | SEN-74938 | 220.030.0000.6250.000 | FUEL, OIL, LUB. (NON-TRAVEL) | \$2,012.66 |
| Check Total: | | | | | | | \$6,702.05 |
| 525212 | 02/25/2021 | 4026 | SOUTHWEST GAS CORPORATION | V541474 | 101.005.0000.7472.000 | NATURAL GAS SERVICES @ GREENLEE COUNTY | \$1,385.39 |
| Check Total: | | | | | | | \$1,385.39 |
| 525221 | 02/25/2021 | 4026 | THOMSON REUTERS - WEST | 843759007 | 140.002.0000.6240.000 | West Information charges | \$937.13 |
| 525221 | 02/25/2021 | 4026 | THOMSON REUTERS - WEST | 843759087 | 101.012.0000.6240.000 | West Information Charges January 2021 | \$1,075.94 |

Greenlee County

Disbursement Detail Listing

Bank Name: For Treasurer Posting

Date Range: 06/30/2020 - 06/30/2021

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Fiscal Year: 2020-2021

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

| Check Number | Date | Voucher | Payee | Invoice | Account | Description | Amount |
|--------------|------------|---------|------------------------|----------------------|-----------------------|---|------------|
| 525221 | 02/25/2021 | 4026 | THOMSON REUTERS - WEST | 843839263 | 101.003.0000.7535.000 | SUBSCRIPTION CHARGES - FEBRUARY 1 -2020 TO | \$380.68 |
| 525221 | 02/25/2021 | 4026 | THOMSON REUTERS - WEST | 843840951 | 101.012.0000.6240.000 | Library Plan Charges West Complete Library Sub - | \$998.19 |
| 525221 | 02/25/2021 | 4026 | THOMSON REUTERS - WEST | 843879128 | 140.002.0000.6240.000 | Subscription, Library Plan | \$29.84 |
| Check Total: | | | | | | | \$3,421.78 |
| 525226 | 02/25/2021 | 4026 | VALLEY TELECOM GROUP | 15314072 - 2/15/2021 | 101.016.0000.7421.000 | PHONE CHARGES ACCT 15314-072 | \$958.89 |
| 525226 | 02/25/2021 | 4026 | VALLEY TELECOM GROUP | 15314072 - 2/15/2021 | 220.032.0000.7421.000 | PHONE CHARGES ACCT 15314-072 | \$33.71 |
| 525226 | 02/25/2021 | 4026 | VALLEY TELECOM GROUP | 15314072 - 2/15/2021 | 222.051.0000.7421.000 | PHONE CHARGES ACCT 15314-072 | \$9.99 |
| 525226 | 02/25/2021 | 4026 | VALLEY TELECOM GROUP | 15314072 - 2/15/2021 | 222.052.0000.7421.000 | PHONE CHARGES ACCT 15314-072 | \$14.14 |
| 525226 | 02/25/2021 | 4026 | VALLEY TELECOM GROUP | 15314072 - 2/15/2021 | 222.054.0000.7421.000 | PHONE CHARGES ACCT 15314-072 | \$10.02 |
| 525226 | 02/25/2021 | 4026 | VALLEY TELECOM GROUP | 15314072 - 2/15/2021 | 222.055.0000.7421.000 | PHONE CHARGES ACCT 15314-072 | \$9.67 |
| 525226 | 02/25/2021 | 4026 | VALLEY TELECOM GROUP | 15314072 - 2/15/2021 | 222.056.0000.7421.000 | PHONE CHARGES ACCT 15314-072 | \$10.02 |
| 525226 | 02/25/2021 | 4026 | VALLEY TELECOM GROUP | 15314072 - 2/15/2021 | 222.057.0572.7421.000 | PHONE CHARGES ACCT 15314-072 | \$10.02 |
| 525226 | 02/25/2021 | 4026 | VALLEY TELECOM GROUP | 15314072 - 2/15/2021 | 222.061.0000.7421.000 | PHONE CHARGES ACCT 15314-072 | \$7.56 |
| 525226 | 02/25/2021 | 4026 | VALLEY TELECOM GROUP | 15314072 - 2/15/2021 | 222.069.0000.7421.000 | PHONE CHARGES ACCT 15314-072 | \$22.54 |
| 525226 | 02/25/2021 | 4026 | VALLEY TELECOM GROUP | 15314072 - 2/15/2021 | 222.071.0000.7421.000 | PHONE CHARGES ACCT 15314-072 | \$21.56 |

Greenlee County

Disbursement Detail Listing

Bank Name: For Treasurer Posting

Date Range: 06/30/2020 - 06/30/2021

Sort By: Check

Fiscal Year: 2020-2021

Bank Account: TREASURER

Voucher Range: 4026 -

Dollar Limit: \$999.99

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

| Check Number | Date | Voucher | Payee | Invoice | Account | Description | Amount |
|--------------|------------|---------|---------------------------|----------------------|-----------------------|---|-------------|
| 525226 | 02/25/2021 | 4026 | VALLEY TELECOM GROUP | 15314072 - 2/15/2021 | 222.077.0000.7421.000 | PHONE CHARGES ACCT 15314-072 | \$18.01 |
| 525226 | 02/25/2021 | 4026 | VALLEY TELECOM GROUP | 15314072 - 2/15/2021 | 222.080.0000.7421.000 | PHONE CHARGES ACCT 15314-072 | \$19.06 |
| 525226 | 02/25/2021 | 4026 | VALLEY TELECOM GROUP | 15314072 - 2/15/2021 | 223.068.0000.7421.000 | PHONE CHARGES ACCT 15314-072 | \$6.74 |
| 525226 | 02/25/2021 | 4026 | VALLEY TELECOM GROUP | 15314072 - 2/15/2021 | 243.086.0000.7421.000 | PHONE CHARGES ACCT 15314-072 | \$4.26 |
| 525226 | 02/25/2021 | 4026 | VALLEY TELECOM GROUP | 15314072 - 2/15/2021 | 601.698.0000.7421.000 | PHONE CHARGES ACCT 15314-072 | \$141.00 |
| Check Total: | | | | | | | \$1,297.19 |
| 525231 | 02/25/2021 | 4026 | WALMART COMMUNITY | 8525 - 3/14/2021 | 101.019.0000.6215.000 | WALMART CARD CHARGES | \$907.68 |
| 525231 | 02/25/2021 | 4026 | WALMART COMMUNITY | 8525 - 3/14/2021 | 222.080.0000.6120.000 | WALMART CARD CHARGES | \$574.90 |
| Check Total: | | | | | | | \$1,482.58 |
| 525232 | 02/25/2021 | 4026 | ZUMAR INDUSTRIES INC | 6311 | 220.030.0000.6330.000 | ROAD REPAIR SUPPLIES SIGNS SCHOOL BUS STOP | \$2,746.78 |
| 525232 | 02/25/2021 | 4026 | ZUMAR INDUSTRIES INC | 6318 | 101.020.0000.6390.000 | SHOP SUPPLIES. 1-BLANK SIGN-SQ RADIUS, | \$140.26 |
| Check Total: | | | | | | | \$2,887.04 |
| 525234 | 02/25/2021 | 4026 | ADVANCED AIR SYSTEMS, LLC | 13394942 | 101.005.0000.7496.000 | REFRIGERATION MAINTENANCE. | \$700.00 |
| 525234 | 02/25/2021 | 4026 | ADVANCED AIR SYSTEMS, LLC | 14274812 | 101.005.0000.7496.000 | REFRIGERATION MAINTENANCE. | \$294.84 |
| 525234 | 02/25/2021 | 4026 | ADVANCED AIR SYSTEMS, LLC | 14786822 | 101.005.0000.7496.000 | REFRIGERATION MAINTENANCE. | \$4,797.67 |
| Check Total: | | | | | | | \$5,792.51 |
| Bank Total: | | | | | | | \$83,833.75 |

Greenlee County

Disbursement Detail Listing

Bank Name: For Treasurer Posting

Date Range: 06/30/2020 - 06/30/2021

Sort By: Check

Bank Account: TREASURER

Voucher Range: 4026 -

Dollar Limit: \$999.99

Fiscal Year: 2020-2021

Print Employee Vendor Names

Exclude Voided Checks

Exclude Manual Checks

Include Non Check Batches

| Check Number | Date | Voucher | Payee | Invoice | Account | Description | Amount |
|---------------------|------|---------|-------|---------|---------|-------------|--------------------|
| <u>Fund</u> | | | | | | | <u>Amount</u> |
| 101 | | | | | | | \$34,707.46 |
| 126 | | | | | | | \$236.00 |
| 133 | | | | | | | \$1,000.00 |
| 140 | | | | | | | \$966.97 |
| 196 | | | | | | | \$3,705.96 |
| 219 | | | | | | | \$6,638.09 |
| 220 | | | | | | | \$8,062.42 |
| 222 | | | | | | | \$6,061.54 |
| 223 | | | | | | | \$6,246.74 |
| 237 | | | | | | | \$1,015.50 |
| 243 | | | | | | | \$4.26 |
| 273 | | | | | | | \$3,971.43 |
| 280 | | | | | | | \$5,222.07 |
| 601 | | | | | | | \$141.00 |
| 800 | | | | | | | \$5,854.31 |
| Fund Totals: | | | | | | | \$83,833.75 |

End of Report

Disbursements Grand Total: \$83,833.75

TOTAL - \$3,254.05

133 - \$1,000.00

139 - \$2,254.05

Greenlee County

Fiscal Year: 2020-2021
Transaction Journal

Criteria:
View: Full
Account Filter: ???-???-????-????-??
Collapse Mask: ???-???-????-????-??

From Entry Number: To
From Entry Date: 02/16/2021 To 03/02/2021
Reference: Loan
Journal:

| Date | Account | Line Memo | Vendor | Debits | Credits |
|-------------|-----------------------|----------------------|-----------|--------------|---------------|
| Line Number | Entry Number | Voucher Number | Reference | Check Number | User |
| 02/26/2021 | 101.000.0000.1200.000 | DUE FROM OTHER FUNDS | | \$3,254.05 | \$0.00 |
| 1 | 350 | 0 | Loan | 0 | rontiveros |
| 02/26/2021 | 101.000.0000.0100.000 | CASH ACCOUNT | | \$0.00 | (\$3,254.05) |
| 2 | 350 | 0 | Loan | 0 | rontiveros |
| 02/26/2021 | 133.000.0000.0100.000 | CASH ACCOUNT | | \$1,000.00 | \$0.00 |
| 3 | 350 | 0 | Loan | 0 | rontiveros |
| 02/26/2021 | 133.000.0000.2200.000 | DUE TO OTHER FUNDS | | \$0.00 | (\$1,000.00) |
| 4 | 350 | 0 | Loan | 0 | rontiveros |
| 02/26/2021 | 139.000.0000.0100.000 | CASH ACCOUNT | | \$2,254.05 | \$0.00 |
| 5 | 350 | 0 | Loan | 0 | rontiveros |
| 02/26/2021 | 139.000.0000.2200.000 | DUE TO OTHER FUNDS | | \$0.00 | (\$2,254.05) |
| 6 | 350 | 0 | Loan | 0 | rontiveros |
| 02/26/2021 | 611.000.0000.1200.000 | DUE FROM OTHER FUNDS | | \$21,247.84 | \$0.00 |
| 7 | 350 | 0 | Loan | 0 | rontiveros |
| 02/26/2021 | 611.000.0000.0100.000 | CASH ACCOUNT | | \$0.00 | (\$21,247.84) |
| 8 | 350 | 0 | Loan | 0 | rontiveros |
| 02/26/2021 | 602.000.0000.0100.000 | CASH ACCOUNT | | \$3,895.86 | \$0.00 |
| 9 | 350 | 0 | Loan | 0 | rontiveros |
| 02/26/2021 | 602.000.0000.2200.000 | DUE TO OTHER FUNDS | | \$0.00 | (\$3,895.86) |
| 10 | 350 | 0 | Loan | 0 | rontiveros |
| 02/26/2021 | 614.000.0000.0100.000 | CASH ACCOUNT | | \$17,351.98 | \$0.00 |
| 11 | 350 | 0 | Loan | 0 | rontiveros |

Greenlee County

Fiscal Year: 2020-2021
Transaction Journal

Criteria:
 View: Full
 Account Filter: ????.????.?????.?????.???
 Collapse Mask: ????.????.?????.?????.???

From Entry Number: To
 From Entry Date: 02/16/2021 To 03/02/2021
 Reference: Loan
 Journal:

| Date | Account | Line Memo | Vendor | Debits | Credits |
|---|-----------------------|----------------------|----------------|--------------|---------------------------|
| Line Number | Entry Number | Voucher Number | Reference | Check Number | User |
| 02/26/2021 | 614.000.0000.2200.000 | DUE TO OTHER FUNDS | | \$0.00 | (\$17,351.98) |
| 12 | 350 | 0 | Loan | 0 | rontiveros |
| <hr style="border-top: 1px dashed black;"/> | | | | | |
| 02/26/2021 | 610.000.0000.1200.000 | DUE FROM OTHER FUNDS | | \$8,739.23 | \$0.00 |
| 13 | 350 | 0 | Loan | 0 | rontiveros |
| <hr style="border-top: 1px dashed black;"/> | | | | | |
| 02/26/2021 | 610.000.0000.0100.000 | CASH ACCOUNT | | \$0.00 | (\$8,739.23) |
| 14 | 350 | 0 | Loan | 0 | rontiveros |
| <hr style="border-top: 1px dashed black;"/> | | | | | |
| 02/26/2021 | 616.000.0000.0100.000 | CASH ACCOUNT | | \$4,948.94 | \$0.00 |
| 15 | 350 | 0 | Loan | 0 | rontiveros |
| <hr style="border-top: 1px dashed black;"/> | | | | | |
| 02/26/2021 | 616.000.0000.2200.000 | DUE TO OTHER FUNDS | | \$0.00 | (\$4,948.94) |
| 16 | 350 | 0 | Loan | 0 | rontiveros |
| <hr style="border-top: 1px dashed black;"/> | | | | | |
| 02/26/2021 | 617.000.0000.0100.000 | CASH ACCOUNT | | \$3,790.29 | \$0.00 |
| 17 | 350 | 0 | Loan | 0 | rontiveros |
| <hr style="border-top: 1px dashed black;"/> | | | | | |
| 02/26/2021 | 617.000.0000.2200.000 | DUE TO OTHER FUNDS | | \$0.00 | (\$3,790.29) |
| 18 | 350 | 0 | Loan | 0 | rontiveros |
| <hr style="border-top: 1px dashed black;"/> | | | | | |
| Balance: | | | \$0.00 | | |
| | | | Totals: | | \$66,482.24 (\$66,482.24) |

End of Report

**GREENLEE COUNTY BOARD OF SUPERVISORS
AGENDA INFORMATION FORM**



MEETING DATE: 02 Mar 2021
DEPARTMENT: Engineering (Greenlee County Airport)

REQUESTED BY: Reed Larson
TELEPHONE #: 928-865-4762

1. Insert brief description of proposal and requested Board action:

Request approval to execute Task Order No 6 for \$114,855.00 for drainage improvement design with airport consultant Morrison-Maierle under master agreement dated 02 August 2016. This design project is 90% funded through ADOT grant number E0S2I.

2. Continued from meeting of: N/A
Discussed in meeting of: N/A

3. Publication requirements:

Does this require publication in the official county newspaper? Yes No
This department to cause publication Clerk of the Board to cause publication

4. Financial Impact:

Expenditure: Is this a budgeted expense? Yes No Project Code #: _____

Fund 206237 \$ 600,000.00 Actual Not to exceed
Fund _____ \$ _____ Actual Not to exceed

*\$600,000 is the total project funded amount consisting of \$540k state grant and \$60k local match.
If not budgeted, how will this expense be funded? _____

Grants/Contracts:

Federal State Other _____
CFDA # (Federal grants only) _____ State # E0S2I
Fund 237 \$ 540,000.00
Matching funds required? Yes No Fund 237 \$ 60,000.00

5. Legal Review: Does this item require County Attorney review and approval as to form and within powers granted under the laws of the State of Arizona to the Greenlee County Board of Supervisors?

Yes No

Date of County Attorney approval: 11 February 2021 (by Robert Gilliland)

6. Board of Supervisors action taken:

Approved Amended Disapproved Tabled

Original backup documentation must accompany this form!

Exhibit A –Task Order No.: 06
Phase 1 Drainage Improvement Project Design

**For Master Agreement between the Owner, Greenlee County, Arizona
and the Engineer, Morrison-Maierle, Inc.**

Task Order No.: 06

In accordance with the **Master Agreement for Professional Airport Planning and Engineering Services** for the **Clifton/Morenci Greenlee County Airport** between **Owner and Engineer** dated **August 2, 2016 (Agreement)**, **Owner and Engineer** agree as follows:

Section A1 - SPECIFIC PROJECT DATA

A1.01 Effective Date of Task Order: January 1, 2020

A1.02 Project Title: Phase 1 Drainage Improvement Project Design

A1.03 Project Description: The purpose of this project is to provide Design for the ADOT Grant No. E0S2I Drainage Improvement Project. The project consists of the design and construction of five detention/retention basins, a diversion channel south of SR 78 ROW to control offsite storm runoff and protect drainage systems from damage, and reconstruction of four airport entrances.

The drainage basins will control offsite runoff flows, keep sediment from being carried offsite and protect the Runway/Taxiway grading from erosion. It will bring the airport into compliance with Gila River Water Quality Standards.

Project design and bidding of the Project will be completed by late summer 2021. It is expected that construction of the project will be completed in 2022.

Project Construction Administration will be contracted under a separate Task Order

A1.04 Funding: Funding is an ADOT FY 2020 Grant No. E0S2I. The project budget is \$600,000 Greenlee with the ADOT share being 90% (\$540,000) and the County share 10% (60,000).

Section A2 - SERVICES OF ENGINEER

A2.01 The Proposed Services described below replace the Master Agreement services described in Section 2.01B Phase I Programming and Pre-Design Activities for the Project, Phase II Preliminary Design and 30% Design Review for the Project, Phase III Final Design and 100% Review for the Project, Phase IV Assistance in the Bidding Process, Phase V Construction Phase Services, Phase VI, Project Closeout Services; Section 2.01 C. Airport Layout Plan Update Project; and Section 2.01 D. Airport Master Plan Update Project.

A2.02 Basic Services

The **Engineer** agrees to provide normal professional engineering and planning services for the Project as set forth below:

Phase I – Programming and Pre-Design Activities for the Project:

1. Develop Project Scope and prepare a Task Order for the professional services, including the development of:
Task Order No. 6

- ✓ Phase I Programming and Pre-Design Activities for the Project
- ✓ Phase II Preliminary Design Engineering for the Project
- ✓ Phase III Final Design Engineering for the Project

2. Attend **Pre-Design Meeting** with Airport officials and ADOT to discuss scope of the project, design and, construction bid schedules, projected bid opening dates, and construction period.

3. **CATEX Documentation Submittal:** The FAA approved a CATEX for the project on September 1, 2016.

4. Assist in the preparation of supporting data for the **ADOT Aeronautics Grant Agreement**. Develop a project schedule for completion of design elements and project milestones, preliminary and final plan completion, review periods, and bidding dates. Use ADOT Aeronautics Checklists to develop a tentative project schedule.

5. Prepare work scopes for Consultant and subconsultant services required by the project work scope, and solicit those services. The following Consultants were identified by the **Engineer** and the **Owner** and selected based on their familiarity with Greenlee Municipal Airport and work completed for Greenlee County.

- **Bowman Consulting Group, Ltd.**, Land Surveying Consultants from Safford, AZ
- **JE Fuller/Hydrology & Geomorphology, Inc.**, Hydrology and Hydraulics Consultants, Tempe, AZ
- **Soils Investigations – Force Account by Greenlee Public Works**

In general, Consultants for other services that may be required will be subconsultants on the Greenlee County on-call list or from subconsultant firms currently working with the **Engineer**. Any subconsultants selected for the project and their work scope are subject to the approval of the **Owner**.

a. Subconsultants' Work Scope Topographic Surveys:

Topographic Field Surveys will be completed by **Bowman Consulting Group (BCG)** using UAV technology to photograph and map the North ½ Section 36, T 5 S, R 30 E; Lots 1 and 2 of Section 31, T 5 S, R 31 E and the Runway Protection Zone in Section 35, T 5 S, R 30 E. This effort will include utilizing the existing PACS and SACS as ground control for use during construction and topographic field data collection to provide a detailed construction base map that will be used for final design and quantity calculations.

The scope of work submitted by BCG includes:

(i) **Aerial Ground Control Points:** BCG will place and survey the temporary ground control points throughout the project site. BCG will set the necessary number of panels required to accurately place the aerial imagery and surface data. BCG will use the list and location of existing benchmarks in the preferred datum as provided to us by the client in Georeferencing of this project. BCG Crews will also take sufficient shots to ground proof the Topographic Mapping.

(ii) **UAV Flights:** BCG will preplan the flight layout based on the mapping limits provided by the client. BCG will calculate the number of flights and altitudes based on a ground sampling distance (GSD) of 1.5" pixel resolution. BCG will employ standard operating procedures to ensure compliance to the specified national map accuracy standards for all flights for the intention of gathering topographic data.

(iii) **UAV Post Flight Processing:** After collection of all flight data, BCG will download and georeferenced all captured images. BCG will perform a rapid initial processing in Pix4D to verify that the proper amount of imagery was captured during the flights.

(iv) **Orthorectified Imagery:** BCG will fully process the UAV flight data in Pix4D and create an orthorectified image and image tiles for the project site. File image resolution based upon the agreed Ground Sampling Distance for the flight.

(v) **Topographic Mapping:** AutoCAD will be utilized to create a ground surface model and resulting contours derived from the processed UAV point cloud. The accuracy of the ground model will be based upon the National Map Accuracy Standards of a 1-foot contour interval. Only those planimetric details that have been agreed upon will be included in the AutoCAD files.

(vi) **Survey Allowance:** An allowance will be included in the Survey budget for additional surveys required during design. An example could be locating test pits for soils investigations at retention basin sites as well as test pits along the routes of drainage channels during the 30% and 100% design phases.

b. Subconsultants' Work Scope Hydrology, Hydraulic and Sediment Related Design:

(i) **Introduction: JE Fuller/Hydrology & Geomorphology, Inc., (JEF)** will update hydrology, hydraulic and sediment related design work previously performed by JEF, C&S Companies (C&S), and Prestige Engineering (Prestige). This design work included Analyses and Design for Drainage and Erosion Control Improvements. The previous work by Prestige included pre- and post-development hydrology design and was completed in 2008. C&S performed an update to Prestige's work in 2015. JEF worked on both teams. For the purposes of this scope of work, JEF has been asked to do the following:

- Update the hydrologic, hydraulic, and sedimentation modeling.
- Investigate the feasibility of modifying the drainage plan to drain basins 200 & 202 to the floodway east of the airport instead of the current plan that basins will drain to the east. If this is feasible, modify the plan to reflect this change and identify possible next steps to allow this to occur.
- Split the large retention basin north of the Airport into three smaller basins.
- Design the channel along State Route 78 to the west end of the airport.
- Review Phase II (Five Year Plan) for future drainage improvements.

The scope of work is described more fully as follows:

(ii) **Project Management:** JE Fuller Hydrology and Geomorphology, Inc. (JEF) shall provide overall project coordination with the **Engineer**. JEF will communicate regularly with the **Engineer** on all design related issues who then will coordinate with the County so that the final design will include the necessary elements for construction. JEF will be knowledgeable of the progress and have responsible charge of the progress of each phase of the project. JEF will be responsible for all administrative issues, technical direction of the work, scheduling, and budgetary oversight for the project as well as coordination and reporting as it concerns the work performed by JEF.

- **Project Schedule:** The project schedule is estimated to be no more than approximately 8 weeks.
- **Meetings:** Participation in project meetings will include preparation and attendance for the following required meetings:
 - ✓ **Project Kick-off Meeting** on site as soon as a contract is in place and notice to proceed has been provided.

- ✓ **Project Progress meetings** as needed via conference call and/or WebEx. These can also occur on site if necessary for the success of the project.
- **Project Coordination:** Project coordination includes ongoing coordination through telephone conversations and written correspondence with **Engineer** and **Owner** staff.
- **Permits:** Any required permits and associated fees will be obtained by others unless specifically identified within this scope of work.

(iii) **Data Collection:**

- **Site Visits:** A site visit will be made in conjunction with the scheduled project kickoff meeting.
- **Data and Reports:** Existing data and reports not previously provided by the **Owner, Engineer,** or already in hand by JEF will be provided by the **Engineer** and the **Owner.** Such data and reports may include:
 - ✓ Updated airport drainage master plan data
 - ✓ Latest plans and schedules for future airfield expansion
 - ✓ Plans, specifications, and geotechnical reports for any recent construction activities
 - ✓ The updated SWPPP
 - ✓ AutoCAD drawings that include alignment/envelopes of planned airport improvements that have changed, e.g., access roads, taxi ways, parking lots and buildings,
 - ✓ Any other necessary AutoCAD drawings, in electronic format, that may be necessary for completing the project.
- **Survey, Photogrammetry, & Mapping:** Any new survey, mapping, and aerial photography will be provided by the **Engineer** and/or the **Owner.**

(iv) **Updated Hydrology, Hydraulic and Sediment Analysis:** Based on our understanding gotten from an initial review of existing plans, reports and recent meeting notes provided by Morrison, JEF shall perform the following supplemental hydrologic and hydraulic analyses:

- Update hydrology to determine peak inflows at new concentration points associated with additional planned detention basins (as indicated by meeting notes provided by Morrison and the County),
- Determination of additional detention volume requirements,
- Updated hydraulics associated with planned detention basin additions/changes. Such hydraulic analyses will be for sizing culverts and inlet/outlet channels,
- Updating the Drainage Improvements Report performed by JEF in March 2015,
- Investigating the feasibility of diverting flow from the west to the east into the floodplain that is east of the airport,
- Including the design of the channel along State Route 78 to the west end of the airport,
- And reviewing Phase II (Five Year Plan) for the future drainage improvements.

New analyses will be supplemental, and as such, will rely on methodologies previously employed by the previous studies, including Rational Method rainfall/runoff computations using ADOT IDF relationships, normal depth channel hydraulic calculations and HY8 culvert analyses.

Supplemental sedimentation calculations will include the following:

- Updated Sediment Yield (MUSLE) calculations based on additional/revised sub-basin delineations and planned/revised envelopes of paved/improved surfaces and locations of new/modified detention basins.

The deliverable for this task shall include updated discharge and sediment yield summary tables with attendant hydrologic/hydraulic calculations, new basin delineation map and summary documentation of procedures and results.

- **Design Documents:** *JEF shall provide revised and new hydrology, hydraulic and design documents to the **Engineer**. The design documents shall include written specifications and plan/profile sheets of similar detail to those provided by JEF in past phases of this work (2008, 2010, and 2015). Specifically, such specifications will include locations of planned detention basins and attendant culvert and catch basin alignments along with grading plans of sufficient detail to ensure the proper detention volume may be achieved.*

*It is understood that the **Engineer** will use these plans and specifications to produce construction documents such as detailed grading and staking plans, quantity take offs, rip rap specifications and final details for drainage feature such as catch basins, culverts, detention basins etc.*

- **30%, 90% and Final Plan Submittal:** *JEF will provide a set of improvement plans that can be constructed by an experienced contractor. These improvement plans will conform to Local, State, County, and generally accepted regulations and standards.*

Submittals will be made for ADOT and County review at the 30% and 90% plan level. A final plan submittal will then be made addressing any review comments from the 90% submittal.

- **Specifications & Estimates:** *Construction Special Provisions (CSP) to the same or similar detail as was provide previously by JEF in 2010 and 2015, will be provided the **Engineer** by JE Fuller to be included in the bid package which will be prepared by the **Engineer**. This work will not include estimates of construction.*
- **Design Reports:** *The final design will be documented in a revised design report which will include calculations, assumptions, and governing criteria. The 30% will include a draft narrative of the proposed improvements. The 90% and final reports will include any revisions required by review comments.*
- **Deliverables:** *The following deliverables are included in this scope of work:*
 - ✓ *30% interim submittals (1 electronic PDF file)*
 - ✓ *90% interim submittals (1 electronic PDF file)*
 - ✓ *Final Plans (1 set sealed reproducible, 3 hard copy print sets, 1 electronic PDF file)*
 - ✓ *Construction Special Provisions & Quantity (1 electronic copy)*
 - ✓ *Updated Design Report (3 hard copies, 1 electronic PDF file)*

c. Subconsultants' Work Scope Soils Investigations: *This effort will be completed by Greenlee Public Works (GPW) on a force account basis. Previous soils investigations have indicated that the soils at Greenlee County Airport are an expansive clayey gravel underlaid by a layer of caliche or hardpan at varying depths. This investigation will a series of backhoe test pits and/or a series of field borings to depth of 2-ft below proposed grades of drainage channels and retention basins. If it is determined during design that soils need to be logged and classified a Geotechnical firm will be retained to log and classify soils. In that case, soil sampling will be conducted in accordance with the latest edition of FAA Advisory Circular 150/5320-6 Pavement*

Design. Geotechnical investigations for buildings will be conducted in accordance with applicable building codes. The cost of the Soils investigations will be force account item in the engineering budget.

Phase II – Preliminary Design and 30% Design Review for the Project:

1. Perform investigative services and identify and evaluate the alternate solutions available to the **Owner** as listed in the Task Order. Information from the current *Airport Master Plan, AC 150/5300-13A (Airport Design), AC 150/5320-5D (Airport Drainage Design), AC 150/5320-6F (Airport Pavement Design), AC 150/5370-10G (Standards for Specifying Construction of Airports), and other applicable FAA Advisory Circulars (ACs)* as of the date of the Task Order will be used as the basis for determining alternatives.
2. The investigative services include the evaluation of the Airport drainage system affected by the project, completion of field surveys required for the project and verification of record drawings and drainage reports by the design team. Soils investigations will be deferred until the final design phase.
3. Obtain field surveys of site topography and other field information, as required, to refine cost estimates and to use in the final design process. Utility mapping will be based on information obtained from utility owners, Blue Stake or Airport records.
4. Develop an existing features drawing including contours (as appropriate) from data provided by the field topographic survey for use in refining cost estimates and the preparation of preliminary and final plans. Utility mapping will be based on information obtained from utility owners, Blue Stake or Airport records.
5. Review existing storm drainage and develop storm drainage plan for the project.
6. Prepare schematic development plans for the project, update **Engineer's** opinion of total project costs for alternative layouts. Evaluate alternatives for phasing of construction to minimize impacts to airport users and enhance airport safety and operations. Prepare schematic phasing plans and meet with the **Owner** and Airport Users (Stakeholders) to discuss alternate layouts and phasing alternatives.
7. Develop Project construction plans and specifications to approximately 30% completion and update the **Engineer's** opinion of total project costs. Specifications shall be limited to a draft table of contents.
8. Prepare a 30% Design Report in accordance with ADOT Aeronautics requirements. Print the 30% Design Report, review plans and specifications and submit to **Owner**, AZ State Lands, FAA and ADOT Aeronautics for a 30% design review. Review 30% plans with the Airport, AZ State Lands, FAA and ADOT Aeronautics.
9. Develop a Draft Airport Construction Safety and Phasing Plan (CSPP) in accordance with FAA AC 150/5370-2F Operational Safety on Airports During Construction. The construction Contractor is responsible for complying with the CSPP and a contractor prepared Safety Plan Compliance Document (SPCD) describing how they will comply with the requirements of the CSPP and supplying any details that could not be determined before contract award. Preparation of the draft CSPP will be coordinated with the **Owner**, airport users, and other applicable stakeholders. The Draft CSSP will be part of the 30% design submittal.

10. Assist the **Owner** in submitting the Draft Airport Construction Operations and Phasing Plan for the project to the FAA and ADOT Aeronautics, and requesting their approval of the Plan.

Phase III - Final Design and 100% Design Review for the Project:

1. Following the 30% review of the Phase II Preliminary Design by the **Owner**, AZ State Lands, FAA, and ADOT and based on their acceptance, modification and direction, prepare final plans and specifications indicating the scope, extent and character of the Work to be performed and furnished by the Contractor(s).

2. Obtain soils information required for the design of drainage facilities.

3. Develop the Project construction plans and specifications to approximately 100% completion and update the **Engineer's** opinion of total project costs. Intermediate submission of plans and specifications will be required at the 90% stage.

4. Include in the Project Manual (Specifications) the approved Construction Safety and Phasing Plan (CSPP) prepared in accordance with FAA AC 150/5370-2F Operational Safety on Airports During Construction and submitted to the FAA for approval. The construction Contractor is responsible for complying with the CSPP and a contractor prepared Safety Plan Compliance Document (SPCD) describing how they will comply with the requirements of the CSPP and supplying any details that could not be determined before contract award. The final draft CSPP will be coordinated with the **Owner**, airport users, and other applicable stakeholders.

5. Update the **Engineer's** opinion of total project costs. Revise the Design Report submitted for the 30% review as required to identify items of proposed work, levels of federal and state funding requested and project impacts. Identify items of work which will be bid as alternative bid items. The design report will be completed in accordance with ADOT Aeronautics Checklists which are in effect as of the date of Task Order.

6. Provide an electronic copy (PDF) for 100% review plans and specifications (Project Manual), Final Design Report and CSPP to **Owner** for transmittal to AZ State Lands, FAA and ADOT Aeronautics for a 100% review.

7. Participate in a 100% Review meeting with ADOT Aeronautics, AZ State Lands, the FAA and the **Owner**.

8. Following review of the 100% submittal by the **Owner**, AZ State Lands, FAA, and ADOT Aeronautics and based on their acceptance, modification and direction prepare final plans and specifications and update the **Engineer's** opinion of total project costs based on the final plans and specifications.

9. Provide final copies of plans and Specifications and bid package to **Owner** for their files. Two sets are anticipated unless otherwise stated in the Task Order. Electronic (PDF) copies will be furnished to the Owner, AZ State Lands, FAA and ADOT.

10. Attend meetings with AZ State Lands, the FAA and ADOT Aeronautics as required, to update Project progress. The maximum of meetings with the FAA and ADOT shall be as specified in the Task Order.

Grant Management:

1. Prepare and submit monthly Request for Reimbursements, Invoice Summary and Summary of Project Costs to the **Owner** for review. This will include all the backup required for the **Owner** to process pay applications through ADOT's Grant Reimbursement Request process.
2. Prepare ADOT monthly, quarterly and annual updates for the Owner to submit to ADOT in accordance with their Grant Agreement. This includes standard financial forms.
3. The cost of Grant Management is included as a line item in the budget for each phase.

Section A3 – OWNER'S RESPONSIBILITY

The provisions of **Section 3 Owner's Responsibilities** from the Master Agreement are hereby incorporated by reference.

Section A4 - TIMES FOR RENDERING SERVICES

| <u>Phase</u> | <u>Completion Date</u> |
|---|---------------------------|
| Phase I – Programming and Pre-Design Activities | March 28, 2021 |
| Phase II – Preliminary Design Engineering | June 30, 2021 |
| Phase III – Final Design Engineering | September 30, 2021 |

Section A5 - PAYMENTS TO ENGINEER

A5.01 Effective Rates for this Task Order

- A. The approved federal overhead rate in effect on the date of this Task Order is 199.28%.
- B. Per Diem, Subsistence and Transportation rate shall be as set forth in the State of Arizona Travel Regulations.
- C. Hourly rates are as shown in the Exhibit B Engineering Budget.
- D. Compensation items and totals based in whole or in part on Hourly Rates or Direct Labor are estimates only. Lump sum amounts and estimated totals included in the breakdown by phases incorporate Engineer's labor, overhead, profit, reimbursable expenses (if any), and Consultants' charges, if any. For lump sum items, Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services rendered, but shall not exceed the total lump sum compensation amount unless approved in writing by the Owner.

Hourly rate and cost-plus-a-fixed-fee are subject to a Not-to-Exceed contract ceiling which shall not be exceeded without the written agreement of the Owner. Engineer may alter the distribution of compensation between individual phases (line items) to be consistent with services rendered if the contract ceiling is not exceeded.

- E. See the total estimated compensation for services in the following Table.

A5.02. Summary of Total Compensation

The total compensation estimated for services identified under this Task Order is \$114,855.00. This total compensation shall not be exceeded without written agreement of the **Owner**.

| Phase | Method of Payment | | Estimated Compensation |
|---|--|---|-------------------------------|
| Phase I – Programming & Pre-Design Activities | Lump Sum | \$15,300.00 | \$15,300.00 |
| Phase II – Preliminary Design Services | Lump Sum | \$44,436.00 | \$44,436.00 |
| Phase III – Final Design Services | Lump Sum | \$49,619.00 | \$49,619.00 |
| Phase II and III Allowance Items | Phase II and III Design Surveys Phase II and III Soils Investigations | \$1,500.00 <u>\$4,000.00</u> \$5,500.00 | \$5,500.00 |
| TOTAL DESIGN SERVICES COMPENSATION THIS TASK ORDER | | | \$114,855.00 |

Section A6 - CONSULTANTS:

Bowman Consulting Group, Ltd., Land Surveying Consultants from Safford, AZ
JE Fuller/Hydrology & Geomorphology, Inc., Hydrology and Hydraulics Consultants, Tempe, AZ
Soils Investigations – Force Account by Greenlee Public Works

Section A7- OTHER MODIFICATIONS TO MASTER AGREEMENT:

None.

Section A8 - ATTACHMENTS:

A. Exhibit B – Engineering Budget

Section A9 - DOCUMENTS INCORPORATED BY REFERENCE:

The provisions of **Section 6 General Provisions** from the Master Agreement are hereby incorporated by reference.

Section A10 - APPROVAL AND ACCEPTANCE:

A10.01 Approval and Acceptance of this Task Order, including the attachments listed above, shall incorporate this document as part of the Master Agreement. Engineer is authorized to begin performance of Programming and Pre-Design Activities on the Project upon receipt of a copy of this Task Order signed by **Owner**.

The Effective Date of this Task Order is as written in Section A1.01 above.

MORRISON-MAIERLE, Inc. (ENGINEER)

GREENLEE COUNTY, AZ (OWNER)

Scott T Bell 2/14/2021
Signature Date

Signature Date

Scott T. Bell
Name

Name

Vice President
Title

Title

DESIGNATED REPRESENTATIVE
FOR TASK ORDER:

DESIGNATED REPRESENTATIVE
FOR TASK ORDER:

Scott T. Bell
Name

Reed Larson
Name

Vice President
Title

County Engineer
Title

2880 Technology Blvd. West
Bozeman, Mt 59718
Address

253 Fifth Street
Clifton, AZ 85533
Address

sbell@m-m.net
E-Mail Address

rlarson@greenlee.az.gov
E-Mail Address

406-922-6812 Work, 406-581-1642 Cell
Phone

928-865-4762 Work
Phone

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ENGINEERING BUDGET
 GREENLEE COUNTY AIRPORT (CFT)
 ADOT Grant No. 6 E0S2I
 TASK ORDER-06
 Phase 1 Drainage Improvement Project Design

Date: 31-Aug-20
 Revised Date: TBD

Entry Cells

Fringe Rate 65.83% 1.6583
 Overhead Rate 80.47% 1.3344
 Fee 15.00% 2.9927
 Breakeven: _____
 Multiplier: 3.4416

| LABOR RATES | PROJECT MANAGER | QA ENGINEER | SR. DESIGN ENGINEER | DESIGN ENGINEER | ENGINEER INTERN | CADD | CADD TECHNICIAN | RPR | PROJECT COORDINATOR |
|---|-----------------|-------------|---------------------|-----------------|-----------------|----------|-----------------|---------|---------------------|
| | BELL | BELDEN | MORRISON | Galen | Tanascu | Squires | Johnson | Estep | STANDIFORD |
| Direct Hourly Rate | \$66.84 | \$44.57 | \$43.25 | \$34.55 | \$26.44 | \$32.89 | \$20.00 | \$29.02 | \$24.31 |
| Direct Hourly Rate + Fringe Rate + Overhead Rate | \$110.84 | \$73.91 | \$71.72 | \$57.29 | \$43.85 | \$54.54 | \$33.17 | \$48.12 | \$40.31 |
| Hourly Rate less profit | \$200.03 | \$133.39 | \$129.44 | \$103.40 | \$79.13 | \$98.43 | \$59.85 | \$86.85 | \$72.75 |
| Profit | \$30.01 | \$20.01 | \$19.42 | \$15.51 | \$11.87 | \$14.76 | \$8.98 | \$13.03 | \$10.91 |
| Full Rate with profit | \$230.04 | \$153.39 | \$148.85 | \$118.91 | \$91.00 | \$113.20 | \$68.83 | \$99.88 | \$83.67 |

| DIRECT EXPENSES (ADOT ALLOWABLE) | UNIT | COST |
|---|------------|----------|
| Vehicle (Company) | Mile | \$0.445 |
| Commercial Vehicle Rental (Actual Cost) | Day | \$60 |
| Air Travel (Commercial) | Round Trip | \$500 |
| Air Travel (Charter) | Trip | \$2,500 |
| Meals | Person/Day | \$45 |
| Lodging | Night | \$94 |
| Printing B&W 8.5 x 11 | Each | \$0.10 |
| Printing Color 8.5 x 11 | Each | \$0.20 |
| Printing B&W 11 x 17 | Each | \$0.20 |
| Printing Color 11 x 17 | Each | \$0.40 |
| Printing B&W Full Size Plans | Each | \$5.00 |
| Printing Color Full Size Plans | Each | \$6.00 |
| Survey Equipment | Day | \$240.00 |
| Survey Supplies | Lump Sum | \$200.00 |

TASK ORDER-06
GREENLEE COUNTY AIRPORT (CFT)

Phase 1 Drainage Improvement Project Design

ADOT Grant No. 6 E0S2I



Summary of Professional Service Fees

August 31, 2020

| | <u>Labor</u> | <u>*Expense</u> | <u>Fee</u> | <u>Total</u> |
|----------------------------------|--------------|-----------------|------------|-------------------|
| <u>LUMP SUM FEE</u> | | | | |
| PRE-DESIGN ACTIVITIES | \$ 12,549 | \$ 868 | \$ 1,882 | \$ 15,300 |
| PRELIMINARY (30% DESIGN) | \$ 20,376 | \$ 21,004 | \$ 3,056 | \$ 44,436 |
| FINAL DESIGN | \$ 25,007 | \$ 20,861 | \$ 3,751 | \$ 49,619 |
| SUBTOTAL LUMP SUM FEES | | | | \$ 109,355 |
| <u>ALLOWANCE EXPENSES</u> | | | | |
| 30% SOILS INVESTIGATION | | \$ 2,000 | \$ - | \$ 2,000 |
| FINAL DESIGN SURVEY | | \$ 1,500 | \$ - | \$ 1,500 |
| FINAL DESIGN SOILS INVESTIGATION | | \$ 2,000 | \$ - | \$ 2,000 |
| SUBTOTAL ALLOWANCE ITEMS | | | | \$ 5,500 |
| Project Total | | | | \$ 114,855 |

***Expense - Allowance Items Itemized Separately**

PROGRAMMING AND PRE-DESIGN ACTIVITIES

| WORK DESCRIPTION | SITE VISITS | PROJECT MANAGER | QA ENGINEER | SR. DESIGN ENGINEER | DESIGN ENGINEER | ENGINEER INTERN | CADD | CADD TECHNICIAN | RPR | PROJECT COORDINATOR | TOTAL LABOR HOURS | TOTAL LABOR COST |
|--|-------------|-----------------|-------------|---------------------|-----------------|-----------------|----------|-----------------|----------|---------------------|-------------------|---------------------|
| PROGRAMMING AND PRE-DESIGN ACTIVITIES | | | | | | | | | | | | |
| 1.1 Develop Project Scope | | 4 | | 4 | | | | | | | 8 | \$ 1,317.88 |
| 1.2 Attend Pre-Design Meeting | 1 | 8 | | 8 | | | | | | | 16 | \$ 2,635.76 |
| 1.3 Prepare CAT Ex Documentation Submittal (Simple Written Record - N/A) | | | | | | | | | | | 0 | \$ - |
| 1.4 Prepare Initial Grant Cash Flow Analysis | | | | 4 | 4 | | | | | | 8 | \$ 931.34 |
| 1.5 Deliverables Due from Pre-Design Meeting | | | | | | | | | | | 0 | \$ - |
| a. Draft Design and CA Task Order (May 2020) | | 2 | | 8 | | | | | | | 10 | \$ 1,435.55 |
| i. Subconsultants Work Scope and Fee Proposals | | 1 | | 4 | | | | | | | 5 | \$ 717.78 |
| b. Consultant Fee Negotiations | | 2 | | 2 | | | | | | | 4 | \$ 658.94 |
| i. Consultant Fee Proposal | | 2 | | 8 | | | | | | | 10 | \$ 1,435.55 |
| ii. Independent Fee Template for IFE Use | | | | 2 | | | | | | | 2 | \$ 258.87 |
| iii. Price Analysis and Record of Negotiations | | 2 | | 4 | | | | | | | 6 | \$ 917.81 |
| iv. Recommendation Letter Re Approval of Task Orders and Fees | | 2 | | | | | | | | | 2 | \$ 400.07 |
| v. Revised Project Design Schedule | | | | 2 | | | | | | | 2 | \$ 258.87 |
| 1.6 Prepare and Assist Greenlee in ADOT Grant Administration | | | | | | | | | | | 0 | \$ - |
| a. Complete Backup for ADOT Grant Reimbursement Request | | 1 | | 4 | | | | | | 1 | 6 | \$ 790.53 |
| b. Complete ADOT Progress and Financial Reports as Required by Grant | | 1 | | 4 | | | | | | 1 | 6 | \$ 790.53 |
| SUBTOTAL | 1 | 25 | 0 | 54 | 4 | 0 | 0 | 0 | 0 | 2 | 85 | \$ 12,549.49 |
| TOTAL LABOR HOURS | 0 | 25 | 0 | 54 | 4 | 0 | 0 | 0 | 0 | 2 | 85 | \$ 12,549.49 |

| SUMMARY OF ESTIMATED LABOR COSTS PROGRAMMING AND PRE-DESIGN ACTIVITIES | HOURS | LABOR RATE | TOTAL COST |
|---|-----------|------------|---------------------|
| PROJECT MANAGER | 25 | \$ 200.03 | \$ 5,000.86 |
| QA ENGINEER | 0 | \$ 133.39 | \$ - |
| SR. DESIGN ENGINEER | 54 | \$ 129.44 | \$ 6,989.53 |
| DESIGN ENGINEER | 4 | \$ 103.40 | \$ 413.60 |
| ENGINEER INTERN | 0 | \$ 79.13 | \$ - |
| CADD | 0 | \$ 98.43 | \$ - |
| CADD TECHNICIAN | 0 | \$ 59.85 | \$ - |
| RPR | 0 | \$ 86.85 | \$ - |
| PROJECT COORDINATOR | 2 | \$ 72.75 | \$ 145.51 |
| TOTAL LABOR COSTS | 85 | | \$ 12,549.49 |

| SUMMARY OF DIRECT EXPENSES | | | | |
|---|-----|------------|-------------|------------------|
| PROGRAMMING AND PRE-DESIGN ACTIVITIES | QTY | UNIT | RATE | TOTAL COST |
| Number of Project Site Visits | 1 | Visits | | |
| Round Trip Mileage Per Site Visit | 380 | Mile | | |
| Vehicle (Company) | 380 | Mile | \$ 0.445 | \$ 169.10 |
| Commercial Vehicle Rental (Actual Cost) | 0 | Day | \$ 60.00 | \$ - |
| Air Travel (Commercial) | 1 | Round Trip | \$ 500.00 | \$ 500.00 |
| Air Travel (Charter) | 0 | Trip | \$ 2,500.00 | \$ - |
| Meals | 2 | Person/Day | \$ 45.00 | \$ 90.00 |
| Lodging | 1 | Night | \$ 94.00 | \$ 94.00 |
| Printing B&W 8.5 x 11 | 50 | Each | \$ 0.10 | \$ 5.00 |
| Printing Color 8.5 x 11 | 20 | Each | \$ 0.20 | \$ 4.00 |
| Printing B&W 11 x 17 | 10 | Each | \$ 0.20 | \$ 2.00 |
| Printing Color 11 x 17 | 10 | Each | \$ 0.40 | \$ 4.00 |
| Printing B&W Full Size Plans | 0 | Each | \$ 5.00 | \$ - |
| Printing Color Full Size Plans | 0 | Each | \$ 6.00 | \$ - |
| Survey Equipment | 0 | Day | \$ 240.00 | \$ - |
| Survey Supplies | 0 | Lump Sum | \$ 200.00 | \$ - |
| TOTAL - DIRECT EXPENSES | | | | \$ 868.10 |

| OUTSIDE SERVICES (SUBCONSULTANTS) | | | | |
|---------------------------------------|-----|------|------|-------------|
| PROGRAMMING AND PRE-DESIGN ACTIVITIES | QTY | UNIT | RATE | TOTAL COST |
| | 0 | LS | \$ - | \$ - |
| TOTAL - OUTSIDE SERVICES | | | | \$ - |

| FEE SUMMARY | |
|--|---------------------|
| PROGRAMMING AND PRE-DESIGN ACTIVITIES | |
| TOTAL LABOR COSTS | \$ 12,549.49 |
| TOTAL DIRECT EXPENSES | \$ 868.10 |
| TOTAL OUTSIDE SERVICES | \$ - |
| TOTAL COSTS | \$ 13,417.59 |
| PROPOSED FEE | \$ 1,882.42 |
| TOTAL FEE - PROGRAMMING AND PRE-DESIGN ACTIVITIES | \$ 15,300.02 |

ENGINEERING BUDGET
 GREENLEE COUNTY AIRPORT (CFT)
 ADOT Grant No. 6 E052I
 TASK ORDER-06
 Phase 1 Drainage Improvement Project Design



PRELIMINARY DESIGN AND 30% DESIGN REVIEW

| WORK DESCRIPTION | SITE VISITS | PROJECT MANAGER | QA ENGINEER | SR. DESIGN ENGINEER | DESIGN ENGINEER | ENGINEER INTERN | CADD | CADD TECHNICIAN | RPR | PROJECT COORDINATOR | TOTAL LABOR HOURS | TOTAL LABOR COST |
|--|-------------|-----------------|-------------|---------------------|-----------------|-----------------|----------|-----------------|----------|---------------------|-------------------|---------------------|
| PRELIMINARY DESIGN AND 30% DESIGN REVIEW | | | | | | | | | | | | |
| 2.0 Project Management (Meetings and Coordination) | | | | | | | | | | | 0 | \$ - |
| a. Project Coordination | | 2 | | 2 | | | | | | | 4 | \$ 658.94 |
| b. 30% Pre-Design Meeting(s) | 1 | 8 | | 2 | | | | 2 | | 2 | 14 | \$ 2,124.36 |
| 2.1 Investigative Services | | | | | | | | | | | 0 | \$ - |
| a. Review Master Plan, ACIP and Previous Drainage Projects | | 2 | | 2 | | | | | | | 4 | \$ 658.94 |
| b. NTP Survey Consultant - Bowman | | | | 1 | | | | | | | 1 | \$ 129.44 |
| c. NTP - Hydrology and Hydraulics Consultant - JE Fuller | | | | 1 | | | | | | | 1 | \$ 129.44 |
| 2.2 Existing Site Conditions - Topo Survey Aerial Photo and CADD Files | | | | 2 | | | | 8 | | | 10 | \$ 737.71 |
| 2.3 H-H Study | | | | | | | | | | | 0 | \$ - |
| a. Basin Delineation | | | | | | | | | | | 0 | \$ - |
| b. Hydrologic Calculations | | | | | | | | | | | 0 | \$ - |
| c. Detention/Retention Sizing | | | | | | | | | | | 0 | \$ - |
| d. Culvert Analysis | | | | | | | | | | | 0 | \$ - |
| e. H-H Design Report | | 2 | 4 | 2 | | | | 2 | | 2 | 12 | \$ 1,457.70 |
| 2.3 30% Design | | | | | | | | | | | 0 | \$ - |
| a. Develop Schematic Plans | | 1 | | 1 | | | | | | | 2 | \$ 329.47 |
| b. Evaluate Phasing Alternatives to Minimize Impact to Users | | 1 | | 1 | | | | | | | 2 | \$ 329.47 |
| c. Update Total Estimated Project Costs | | | | 4 | | | | | | | 4 | \$ 517.74 |
| 2.4 Develop Project Plans and Specifications to 30% Completion | | 2 | 2 | | | | | | | | 4 | \$ 666.84 |
| a. Develop Specification Table of Contents | | | | 2 | | | | | | 1 | 3 | \$ 331.62 |
| b. Cover (1) | | | | 1 | | | | 1 | | | 2 | \$ 189.29 |
| c. General Notes (1) | | | | 1 | | | | 2 | | | 3 | \$ 249.15 |
| d. Construction Safety and Phasing Plan (CSPP) (2) | | | | 2 | | | | 16 | | | 18 | \$ 1,216.55 |
| e. Soils Investigation Test Pits | | | | | | | | 1 | | | 1 | \$ 59.85 |
| f. Ditch Plan & Profile (5) | | | | | | | | | | | 0 | \$ - |
| g. Ditch Cross Sections (4) | | | | | | | | | | | 0 | \$ - |
| h. Retention Basin Layout (4) | | | | | | | | | | | 0 | \$ - |
| i. Retention Basin Cross Sections (2) | | | | | | | | | | | 0 | \$ - |
| j. Details (4) | | | | | | | | | | | 0 | \$ - |
| 2.5 30% Design Report including 30% Opinion of Probable Cost | | 2 | | | | | | | | | 2 | \$ 400.07 |
| a. Submit 30% Design Report and Plans to Greenlee, ADOT and FAA for Review | | | | 2 | 16 | | | 2 | | 4 | 24 | \$ 2,323.98 |
| b. 30% Review Meeting with Sponsor, ADOT and FAA | 1 | 8 | | 2 | | | | | | | 10 | \$ 1,859.15 |
| 2.6 Develop Draft CSPP and CSPP Plan for Approval | | | | | | | | | | | 0 | \$ - |
| a. Complete FAA Form 7460-1 Notice of Proposed Construction | | | | | | | | 2 | | 2 | 4 | \$ 265.22 |
| b. Complete CSPP to Near Final Form | | 1 | | 1 | 12 | | | | | | 14 | \$ 1,570.26 |
| c. Submit Draft CSPP and Form 7460 to Greenlee, ADOT and FAA for Review | | | | 1 | | | | | | | 1 | \$ 129.44 |
| d. Revise and Submit CSPP and Form 7460 to FAA OE/AAA for Approval | | 1 | | | 4 | | | 2 | | 2 | 9 | \$ 878.85 |
| 2.7 Development of a DBE Plan and Goals is Not Required for this Project | | | | | | | | | | | 0 | \$ - |
| 2.8 Prepare and Assist Greenlee in FAA and ADOT Grant Administration | | | | | | | | | | | 0 | \$ - |
| a. Complete Backup for ADOT Grant Reimbursement Request | | 2 | | 8 | | | | | | 2 | 12 | \$ 1,581.06 |
| b. Complete ADOT Progress and Financial Reports as Required by Grant | | 2 | | 8 | | | | | | 2 | 12 | \$ 1,581.06 |
| SUBTOTAL | 2 | 34 | 6 | 46 | 32 | 0 | 0 | 38 | 0 | 17 | 173 | \$ 20,375.58 |
| TOTAL LABOR HOURS | | 34 | 6 | 46 | 32 | 0 | 0 | 38 | 0 | 17 | 173 | \$ 20,375.58 |

| SUMMARY OF ESTIMATED LABOR COSTS PRELIMINARY DESIGN AND 30% DESIGN REVIEW | | | |
|--|-------|------------|---------------------|
| | HOURS | LABOR RATE | TOTAL COST |
| PROJECT MANAGER | 34 | \$ 200.03 | \$ 6,801.17 |
| QA ENGINEER | 6 | \$ 133.39 | \$ 800.32 |
| SR. DESIGN ENGINEER | 46 | \$ 129.44 | \$ 5,954.04 |
| DESIGN ENGINEER | 32 | \$ 103.40 | \$ 3,308.77 |
| ENGINEER INTERN | 0 | \$ 79.13 | \$ - |
| CADD | 0 | \$ 98.43 | \$ - |
| CADD TECHNICIAN | 38 | \$ 59.85 | \$ 2,274.48 |
| RPR | 0 | \$ 86.85 | \$ - |
| PROJECT COORDINATOR | 17 | \$ 72.75 | \$ 1,236.81 |
| TOTAL LABOR COSTS | | | \$ 20,375.58 |

| SUMMARY OF DIRECT EXPENSES PRELIMINARY DESIGN AND 30% DESIGN REVIEW | | | | |
|--|-----|------------|-------------|--------------------|
| | QTY | UNIT | RATE | TOTAL COST |
| Number of Project Site Visits | 2 | Visits | | |
| Round Trip Mileage Per Site Visit | 380 | Mile | | |
| Vehicle (Company) | 760 | Mile | \$ 0.445 | \$ 338.20 |
| Commercial Vehicle Rental (Actual Cost) | 0 | Day | \$ 60.00 | \$ - |
| Air Travel (Commercial) | 2 | Round Trip | \$ 500.00 | \$ 1,000.00 |
| Air Travel (Charter) | 0 | Trip | \$ 2,500.00 | \$ - |
| Meals | 4 | Person/Day | \$ 45.00 | \$ 180.00 |
| Lodging | 2 | Night | \$ 94.00 | \$ 188.00 |
| Printing B&W 8.5 x 11 | 100 | Each | \$ 0.10 | \$ 10.00 |
| Printing Color 8.5 x 11 | 40 | Each | \$ 0.20 | \$ 8.00 |
| Printing B&W 11 x 17 | 20 | Each | \$ 0.20 | \$ 4.00 |
| Printing Color 11 x 17 | 20 | Each | \$ 0.40 | \$ 8.00 |
| Printing B&W Full Size Plans | 0 | Each | \$ 5.00 | \$ - |
| Printing Color Full Size Plans | 0 | Each | \$ 6.00 | \$ - |
| Survey Equipment | 0 | Day | \$ 240.00 | \$ - |
| Survey Supplies | 0 | Lump Sum | \$ 200.00 | \$ - |
| TOTAL - DIRECT EXPENSES | | | | \$ 1,736.20 |

| OUTSIDE SERVICES (SUBCONSULTANTS LUMP SUM FEE) PRELIMINARY DESIGN AND 30% DESIGN REVIEW | | | | |
|--|-----|------|--------------|---------------------|
| | QTY | UNIT | RATE | TOTAL COST |
| Bowman Topographical Survey | 1 | LS | \$ 6,372.00 | \$ 6,372.00 |
| JE Fuller Preliminary Design | 0.4 | LS | \$ 32,240.00 | \$ 12,896.00 |
| TOTAL - LUMP SUM OUTSIDE SERVICES | | | | \$ 19,268.00 |

| OUTSIDE SERVICES (SUBCONSULTANTS ALLOWANCE FEES) PRELIMINARY DESIGN AND 30% DESIGN REVIEW | | | | |
|--|-----|------|-------------|--------------------|
| | QTY | UNIT | RATE | TOTAL COST |
| Soils Investigation - Public Works Test Pits (Force Account Allowance) | 1 | AL | \$ 2,000.00 | \$ 2,000.00 |
| TOTAL - ALLOWANCE OUTSIDE SERVICES | | | | \$ 2,000.00 |

| FEE SUMMARY PRELIMINARY DESIGN AND 30% DESIGN REVIEW | |
|---|---------------------|
| TOTAL LABOR COSTS | \$ 20,375.58 |
| TOTAL DIRECT EXPENSES | \$ 1,736.20 |
| TOTAL LUMP SUM OUTSIDE SERVICES | \$ 19,268.00 |
| TOTAL ALLOWANCE OUTSIDE SERVICES | \$ 2,000.00 |
| TOTAL COSTS | \$ 41,379.78 |
| PROPOSED FEE | \$ 3,056.34 |
| TOTAL FEE - PRELIMINARY DESIGN AND 30% DESIGN REVIEW | \$ 44,436.12 |

ENGINEERING BUDGET
 GREENLEE COUNTY AIRPORT (CFT)
 ADOT Grant No. 6 E0S2I
 TASK ORDER-06
 Phase 1 Drainage Improvement Project Design



FINAL DESIGN AND 100% DESIGN REVIEW

| WORK DESCRIPTION | SITE VISITS | PROJECT MANAGER | QA ENGINEER | SR. DESIGN ENGINEER | DESIGN ENGINEER | ENGINEER INTERN | CADD | CADD TECHNICIAN | RPR | PROJECT COORDINATOR | TOTAL LABOR HOURS | TOTAL LABOR COST |
|--|-------------|-----------------|-------------|---------------------|-----------------|-----------------|----------|-----------------|----------|---------------------|-------------------|---------------------|
| FINAL DESIGN AND 100% DESIGN REVIEW | | | | | | | | | | | | |
| 3.0 Project Management (Meetings and Coordination) | | | | | | | | | | | 0 | \$ - |
| a. Project Coordination | | 2 | | 2 | | | | 2 | | | 6 | \$ 778.65 |
| b. Intermediate Design Meeting(s) | | 2 | | 2 | | | | 2 | | | 6 | \$ 778.65 |
| c. 100% Design Meeting(s) | 1 | 8 | | 2 | | | | 2 | | | 12 | \$ 1,978.86 |
| 3.1 100% Project Specific Specifications | | 2 | 2 | | | | | | | | 4 | \$ 666.84 |
| a. Bid Package (Bid Forms and Certifications) | | | | 1 | 4 | | | | | 2 | 7 | \$ 688.54 |
| b. Front End Specifications | | | | 4 | | | | | | 2 | 6 | \$ 663.25 |
| c. Wage Rates (Not Applicable This Project) | | | | | | | | | | | 0 | \$ - |
| d. General Conditions | | | | 1 | | | | | | 4 | 5 | \$ 420.45 |
| e. Special Provisions | | | | 2 | 4 | | | | | 2 | 8 | \$ 817.97 |
| f. Technical Provisions | | | | 2 | 8 | | | | | 4 | 14 | \$ 1,377.08 |
| 3.2 100% Construction Plans | | 2 | 2 | 4 | 8 | | | | | | 16 | \$ 2,011.78 |
| a. Cover (1) | | | | | | | | 2 | | | 2 | \$ 119.71 |
| b. General Notes (1) | | | | | | | | 4 | | | 4 | \$ 239.42 |
| c. Construction Safety and Phasing Plan (CSPP) (2) | | | | | | | | 4 | | | 4 | \$ 239.42 |
| d. Soils Investigation Test Pits | | | | | | | | 4 | | | 4 | \$ 239.42 |
| e. Ditch Plan & Profile (5) | | | | | | | | 1 | | | 1 | \$ 59.85 |
| f. Ditch Cross Sections (4) | | | | | | | | 1 | | | 1 | \$ 59.85 |
| g. Retention Basin Layout (4)g | | | | | | | | 1 | | | 1 | \$ 59.85 |
| h. Retention Basin Cross Sections (2) | | | | | | | | 1 | | | 1 | \$ 59.85 |
| i. Details (4) | | | | | | | | 1 | | | 1 | \$ 59.85 |
| 3.3 Update CSPP - Include in Project Manual as an Appendix | | | | | | | | | | | 0 | \$ - |
| a. Submit Updated CSPP and Form 7460 to FAA OE/AAA for Approval | | 1 | | 1 | 4 | | | 2 | | 4 | 12 | \$ 1,153.79 |
| 3.4 100% Design Report Including Opinion or Probable Project Cost | | | | | | | | | | | 0 | \$ - |
| a. Submit 100% Design Report, Plans, Project Manual (Specifications) including CSPP to Greenlee, ADOT and FAA for Review | | 2 | | 2 | 8 | | | | | 2 | 14 | \$ 1,631.64 |
| 3.5 100% Design Report Including Opinion or Probable Project Cost | | | | | | | | | | | 0 | \$ - |
| a. Submit 100% Design Report, Plans, Project Manual (Specifications) including CSPP to Greenlee, ADOT and FAA for Review | | 2 | | 4 | 8 | | | | | 2 | 16 | \$ 1,890.51 |
| 3.6 100% Review Meeting with Sponsor, ADOT and FAA | 1 | 8 | | 2 | | | | | | | 10 | \$ 1,859.15 |
| 3.7 Following Review - Update Project Plans, Project Manual, CSPP and Reports | | 2 | 2 | | | | | | | | 4 | \$ 666.84 |
| a. Bid Package (Bid Forms and Certifications) | | | | 1 | 1 | | | | | | 2 | \$ 232.83 |
| b. Project Manual (Specifications) | | | | 1 | 1 | | | | | | 2 | \$ 232.83 |
| c. Plans | | | | 1 | 1 | | | | | | 2 | \$ 232.83 |
| d. CSPP | | | | 1 | 1 | | | | | | 2 | \$ 232.83 |
| e. Design Report Including Opinion of Probable Project Cost. | | | | 1 | 1 | | | | | | 2 | \$ 232.83 |
| f. Technical Provisions | | | | 1 | 1 | | | | | | 2 | \$ 232.83 |
| 3.8 Submit Final Bidding Documents to Greenlee, FAA and ADOT | | 1 | | | | | | | | 2 | 3 | \$ 345.54 |
| 3.9 Prepare and Assist Greenlee in ADOT Grant Administration | | | | | | | | | | | 0 | \$ - |
| a. Complete Backup for ADOT Grant Reimbursement Request | | 3 | | 12 | | | | | | 3 | 18 | \$ 2,371.59 |
| b. Complete ADOT Progress and Financial Reports as Required by Grant | | 3 | | 12 | | | | | | 3 | 18 | \$ 2,371.59 |
| SUBTOTAL | 2 | 38 | 6 | 59 | 50 | 0 | 0 | 27 | 0 | 30 | 210 | \$ 25,006.96 |
| TOTAL LABOR HOURS | | 38 | 6 | 59 | 50 | 0 | 0 | 27 | 0 | 30 | 210 | \$ 25,006.96 |

| SUMMARY OF ESTIMATED LABOR COSTS FINAL DESIGN AND 100% DESIGN REVIEW | | | |
|---|-------|------------|---------------------|
| | HOURS | LABOR RATE | TOTAL COST |
| PROJECT MANAGER | 38 | \$ 200.03 | \$ 7,601.30 |
| QA ENGINEER | 6 | \$ 133.39 | \$ 800.32 |
| SR. DESIGN ENGINEER | 59 | \$ 129.44 | \$ 7,636.71 |
| DESIGN ENGINEER | 50 | \$ 103.40 | \$ 5,169.95 |
| ENGINEER INTERN | 0 | \$ 79.13 | \$ - |
| CADD | 0 | \$ 98.43 | \$ - |
| CADD TECHNICIAN | 27 | \$ 59.85 | \$ 1,616.08 |
| RPR | 0 | \$ 86.85 | \$ - |
| PROJECT COORDINATOR | 30 | \$ 72.75 | \$ 2,182.60 |
| TOTAL LABOR COSTS | | | \$ 25,006.96 |

| SUMMARY OF DIRECT EXPENSES FINAL DESIGN AND 100% DESIGN REVIEW | | | | |
|---|-----|------------|-------------|--------------------|
| | QTY | UNIT | RATE | TOTAL COST |
| Number of Project Site Visits | 0 | Visits | | |
| Round Trip Mileage Per Site Visit | 380 | Mile | | |
| Vehicle (Company) | 760 | Mile | \$ 0.445 | \$ 338.20 |
| Commercial Vehicle Rental (Actual Cost) | 0 | Day | \$ 60.00 | \$ - |
| Air Travel (Commercial) | 2 | Round Trip | \$ 500.00 | \$ 1,000.00 |
| Air Travel (Charter) | 0 | Trip | \$ 2,500.00 | \$ - |
| Meals | 4 | Person/Day | \$ 45.00 | \$ 180.00 |
| Lodging | 2 | Night | \$ 94.00 | \$ 188.00 |
| Printing B&W 8.5 x 11 | 200 | Each | \$ 0.10 | \$ 20.00 |
| Printing Color 8.5 x 11 | 100 | Each | \$ 0.20 | \$ 20.00 |
| Printing B&W 11 x 17 | 0 | Each | \$ 0.20 | \$ - |
| Printing Color 11 x 17 | 32 | Each | \$ 0.40 | \$ 12.80 |
| Printing B&W Full Size Plans | | Each | \$ 5.00 | \$ - |
| Printing Color Full Size Plans | 16 | Each | \$ 6.00 | \$ 96.00 |
| Survey Equipment | 0 | Day | \$ 240.00 | \$ - |
| Survey Supplies | 0 | Lump Sum | \$ 200.00 | \$ - |
| TOTAL - DIRECT EXPENSES | | | | \$ 1,516.80 |

| OUTSIDE SERVICES (SUBCONSULTANTS LUMP SUM FEES) FINAL DESIGN AND 100% DESIGN REVIEW | | | | |
|--|-----|------|--------------|---------------------|
| | QTY | UNIT | RATE | TOTAL COST |
| JE Fuller Final Design | 0.6 | LS | \$ 32,240.00 | \$ 19,344.00 |
| TOTAL - LUMP SUM OUTSIDE SERVICES | | | | \$ 19,344.00 |

| OUTSIDE SERVICES (SUBCONSULTANTS ALLOWANCE FEES) FINAL DESIGN AND 100% DESIGN REVIEW | | | | |
|---|-----|------|-------------|--------------------|
| | QTY | UNIT | RATE | TOTAL COST |
| Bowman Topographical Survey (Locate Test Pits Allowance) | 1 | AL | \$ 1,500.00 | \$ 1,500.00 |
| Soils Investigation - Public Works Test Pits (Force Account Allowance) | 1 | AL | \$ 2,000.00 | \$ 2,000.00 |
| TOTAL - ALLOWANCE OUTSIDE SERVICES | | | | \$ 3,500.00 |

| FEE SUMMARY FINAL DESIGN AND 100% DESIGN REVIEW | |
|--|----------------------|
| TOTAL LABOR COSTS | \$ 25,006.96 |
| TOTAL DIRECT EXPENSES | \$ 1,516.80 |
| TOTAL LUMP SUM OUTSIDE SERVICES | \$ 19,344.00 |
| TOTAL ALLOWANCE OUTSIDE SERVICES | \$ 3,500.00 |
| TOTAL COSTS | \$ 49,367.76 |
| PRPOPOSED FEE | \$ 3,751.04 |
| TOTAL FEE - FINAL DESIGN AND 100% DESIGN REVIEW | \$ 102,486.56 |

**GREENLEE COUNTY BOARD OF SUPERVISORS
AGENDA INFORMATION FORM**



MEETING DATE: 3/2/21 REQUESTED BY: Karen Soohy
 DEPARTMENT: County Library TELEPHONE #: 928-687-1096

1. Insert brief description of proposal and requested Board action:

The goal of this project is to create a lending library of basic literacy skills and manipulative skills backpacks for children ages 2-5 and their families--emphasizing early literacy and school readiness. Funds will be used to purchase a collection of age appropriate books, supplies for activities, backpacks, educational toys and manipulative items and to hire a professional consultant for the project.

2. Continued from meeting of: _____

Discussed in meeting of: _____

3. Publication requirements:

Does this require publication in the official county newspaper? Yes No
 This department to cause publication Clerk of the Board to cause publication

4. Financial Impact:

Expenditure: Is this a budgeted expense? Yes No Project Code #: _____
 Fund _____ \$ _____ Actual Not to exceed
 Fund _____ \$ _____ Actual Not to exceed

If not budgeted, how will this expense be funded? Grant funds

Grants/Contracts:

Federal State Other _____
 CFDA # (Federal grants only) _____ State # _____
 Fund 196 (LSTA) \$ 33,500.00
 Matching funds required? Yes No Fund _____ \$ _____

5. Legal Review: Does this item require County Attorney review and approval as to form and within powers granted under the laws of the State of Arizona to the Greenlee County Board of Supervisors?

Yes No

Date of County Attorney approval: _____

6. Board of Supervisors action taken:

Approved Amended Disapproved Tabled

Original backup documentation must accompany this form!

Library Name
Greenlee County Library System
Library Address
22 Blue Jay Drive
City
Duncan
State
AZ Zip Code
85534
Website Address
www.greenleelibraries.org
DUNS Number
07-025-1319

PROJECT SUMMARY = RAISING READERS

Briefly summarize the project, by completing the following:

The goal of this project is to create an updated collection to support the 1000 Books before Kindergarten program and a lending library of basic literacy skills and manipulative skills backpacks for children ages 2-5 and their families emphasizing early literacy and school readiness.

Funds will be used to purchase a collection of age appropriate books, supplies to create consumable activity kits, backpacks, educational toys and manipulative items, promotion materials and to hire a professional consultant for the project.

Community members will benefit because fundamental skills learned in the first five years of life help shape the foundation of a child's future. This leads to increased learning achievement at school, healthy attitudes in the future and positive effects in life in general.

NEEDS ASSESSMENT

What audiences are you targeting with this project and why?

The audience this project will target will be children ages 0-5. This age group has been engaged in a variety of other programming with great success and this grant will allow the libraries to explore different avenues through an innovative approach we have not tried yet.

What community need or opportunity does your project address?

Rural communities like those located in Greenlee County need help to create and increase early literacy skills for children, many of whom are from low-income families. This program would help prepare children for Kindergarten readiness and long-term academic success.

How do you know this is a need?

The Greenlee County Library System has met with Kindergarten teachers, First Things First Representatives, local librarians who have early literacy StoryTimes and Head Start teachers for discussions on the needs of the community. The emphasis on this grant idea came from those meetings.

How does this project relate to your library's mission or other plans?

The Greenlee County Library System Mission Statement states that it "fosters an environment, which promotes literacy, active and informed communities, and supports formal and informal education." The recently updated Strategic Plan contains two goals that relate to this grant request. The first goal is to update current collections. This grant will allow the purchase of books focused on the 0-5 age group and add to our Library of Things by allowing the libraries to fund and create backpacks for basic literacy and manipulative skills recommended prior to children entering kindergarten. The second goal is to collaborate with organizations that provide services to our community. This grant will allow the libraries to work collaboratively with Head Start, local school districts, First Things First and the Imagination Library programs.

PROJECT OUTCOMES

What specific changes do you intend to achieve with this project?

Both parts of the project will work toward helping children become ready for kindergarten so they can demonstrate success as they begin their formal education. Through continued discussions with our support partners and participating families, the libraries hope to achieve increased literacy and readiness skills in the upcoming years. This grant will also allow the libraries to increase circulation and gain new markets within the community.

Briefly explain why you have selected this outcome, tying it to one of the Needs Assessment provided.

Rural communities and libraries must work together to use their limited resources to create opportunities to improve literacy among young children.

PROJECT ACTIVITIES

What will you do, and how will you do it? Give specific information about the types of activities, number of programs, or resources you'll make available.

There are two components to the grant request. First, the Greenlee County Library System will join and promote 1000 Books Before Kindergarten. This program is free to the library and families who wish to participate. In order to promote and work toward this goal, the library will purchase a collection of

books, backpacks and shelving to set up a special section to showcase the program. This part of the grant request will also require promotion and publicity costs such as mass mailings, banners, flier, handouts, etc. Books for this program can either be checked out by the child and family individually or they can get a backpack of 10 books that are prepacked based on the age of the child. Participants can either get books in person or through curbside service depending on the COVID protocols in place at the libraries. There will be recognition incentives in place for every 100 books read culminating with a Kindergarten celebration with the principal.

The second component of the grant request will be to develop a backpack checkout program focusing on literary skills and basic skills necessary to entering kindergarten. This part of the project will require the purchase of backpacks, racks for backpack storage, promotional and publicity costs, books focused on skills required, manipulative education toys/AWE Tablet/iPads (AWE Tablets and iPads are already available at the libraries so no purchase is required for those) and items to reinforce the skills, parent tip sheets, and a variety of supplies to create a make it activity that the child keeps when done with the backpack. There will be a series of backpacks on each skill so a family can check out different packs to reinforce each skill. The creation of the backpacks, parent tip sheets and the make it activities will be the responsibility of a professional educational consultant. Participants can either check out backpacks in person or through curbside service depending on the COVID protocols in place at the libraries.

What steps has your library taken to prepare for this project?

The librarians have held meetings with local kindergarten and preschool teachers, First Things First staff, and representatives from 1000 Books Before Kindergarten to discuss needs and planning required. The librarians have evaluated space requirements and collection purchases for the required materials. The County Librarian has researched prices for the budget and set a salary for the consultant fee. Discussion on incentives and sponsors for the completion levels for the 1000 Books program was held but not acted upon.

Why did you choose this approach for your project? Did you consider any alternative approaches?

The libraries chose this approach using backpacks because we have had success with backpacks in previous grants. This will allow for family involvement and let them create a focused and structured time at home to work with children that they may not have the supplies to do on their own. The 1000 Books program works with this approach as well since the books in the backpack can be counted as books read or listened to for their reading goals. This will encourage setting a structured reading time for families that they may not have in place at this point.

No other alternative approaches were considered.

List at least one product or activity that will help you meet the outcome. All products and activities that are a part of your project should be linked to an outcome.

Since family or parental involvement is key to academic success in children, having a focused family reading time with the 1000 Books Before Kindergarten program will lead to early literacy improvement in the children involved.

PROJECT EVALUATION

Describe what tools or methods you will use to evaluate each product or activity listed. Examples include pre and post assessments, surveys focus groups, interviews and observations.

Evaluation of the program will be surveys of families who complete the 1000 Books Before Kindergarten program. Increased skill assessments will be through observations by kindergarten teachers and Head Start staff and surveys of families who use the backpack program.

PROJECT PERSONNEL

Provide a list of the names of project personnel, the organization they represent and their title and a description of their duties for this project. If the project requires a consultant, provide a brief resume for any consultant for whom you are requesting LSTA funds and upload

Jacqueline Sanchez, Jenni Romero, Rachel Griffin – candidates for consultant position – background in early education/literacy/art – Will determine which skills should be covered through the program/will make suggestions on materials to be included and purchased for the backpacks/will create parent tip sheets/"lessons" that encourage the skill sets development, manipulative toy use/suggestions, and will create multiple activity kits that are "make" it in nature using purchased supplies/will create evaluation sheets for program/will put the backpacks together for the libraries including check-in/checkout sheets for librarian/parent use. The consultant hired for the grant must have a background in early education or early literacy and must be able to meet deadlines in a timely manner.

Shari Elkins - First Things First/Imagination Library – In Kind support from Imagination Library books; provide skill set ideas/promotional items for backpacks

Annette Griffin – First Things First/Imagination Library - In Kind support from Imagination Library books; provide skill set ideas/promotional items for backpacks

Cami Rhinehart – Imagination Library Manager – Greenlee and Graham County/Safford Library – provide access to the Imagination Library data base for promotional mailing addresses; provide books from the Imagination Library if needed

Tracy Wiggins - Head Start – Greenlee County - provide skill set ideas

Amanda Calloway – Head Start – Greenlee County - provide skill set ideas

Jen Ross – Head Start – Greenlee County - provide skill set ideas

Yesica Castro – Head Start – Greenlee County – provide skill set ideas

Jenni Romero - Morenci School District Early Learning Center – provide skill set ideas

Sabrina Dumas – Clifton Librarian – add books to collections; set up backpack lending policies; maintain backpacks; work with the consultant to create evaluations for the program; collect and evaluate data for grant

Ashlee Germaine – Duncan Librarian - add books to collections; set up backpack lending policies; maintain backpacks; work with the consultant to create evaluations for the program; collect and evaluate data for grant

Melanie Hilton - Kindergarten teacher - Duncan School District - provide skill set ideas

Mark Borghese – 1000 Books Before Kindergarten – provide in-kind original promotional items

Charlie Luh - – 1000 Books Before Kindergarten – provide in-kind original promotional items

Karen Soohy – Greenlee County Librarian – write and file final report on grant; purchase items related to grant; collect evaluation materials at the end of the grant timeframe; create timelines for grant

Identify the project director and explain why she is appropriate for this project.

Karen Soohy will be the project director. She has implemented all past GCLS grants and submitted all required reports in a timely manner.

TIMELINE/SCHEDULE OF ACTIVITIES

January 2021 – attend LSTA grant workshop; research ideas for program; meet with local partners to get ideas and finalize grant request plan; gather letters of support; get resumes from consultant applicants; determine budget for grant.

February 2021 – write and submit grant by March 5, 2021 deadline

May 3, 2021 – if grant is received, announce grant to local press

May 14, 2021 – attend grant meeting; request funds

June 2021 – interview and hire consultant

July 2021– purchase items for grant and distribute grant items as they arrive; develop evaluation plans for grant; place all items in collection records; label and mark items; develop plan for backpack organization and distribution; begin creation of activity packs for backpacks as well as creation of parent tip pages and direction sheets. Copy all required forms for 1000 Books Before Kindergarten and basic skills backpacks. Promotional blitz through social media, local newspapers, Head Start, home school groups, and local public schools websites and newsletters, direct mailing, fliers and pamphlets

August 2021 – begin backpack checkout program for 1000 Books Before Kindergarten

October 2021 – begin backpack checkout program for basic skills

November 2021 – June 2022 – continue to develop activity packets and new backpacks over the course of the grant

July 2022 – August 2022 – All funds encumbered by August 5, 2022; collect and analyze data for evaluation. Complete final grant report and submit by deadline of September 2, 2022.

SUSTAINABILITY

If successful, will you continue this project once the grant period has ended? If so, how will you sustain it?

This project will be continued since all the items necessary will be purchased through the grant. Any replacement items needed because of loss or damage will be the responsibility of each individual library and will be included in their future budgeting process.

BUDGET INFORMATION

| Salary | Local Match | Description |
|------------------------------|-------------|--|
| 0 | 1000 | Salary for County Librarian hours and local library hours to write and implement grant |
| Consultant Fees Requested | | |
| 10,000 | 0 | Salary for consultant @\$40/hour for 250 hours |
| Travel Requested | | |
| 0 | 50 | Mileage for any required travel |
| Supplies/Materials Requested | | |
| \$23,506 | 3500 | Books, manipulative toys and kits, backpacks, promotional items, activity creation supplies. InKind value of iPads and AWE tablets supplied by the libraries |
| Equipment requested | | |
| 0 | 0 | |
| Indirect costs | | |
| 0 | 0 | |
| Total Grant budget | | |
| 33,506 | 4550 | |

BENEFICIARIES

The targeted age group is children ages 0-5.

RISK SELF-ASSESSMENT

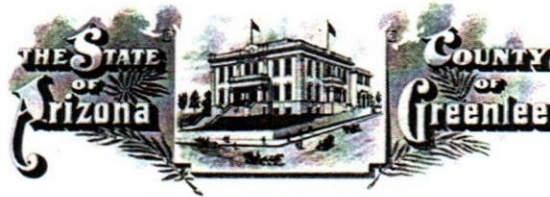
How many years of experience does the project manager have specifically managing grants?

More than 5 years on all of them

Yes

DEREK D. RAPIER
County Administrator
Clerk of the Board
(928) 865-2072

FACSIMILE (928) 865-9332



BOARD OF SUPERVISORS
P.O. BOX 908
253 5TH STREET
CLIFTON, AZ 85533

DAVID GOMEZ
District 1

RON CAMPBELL
District 2

RICHARD LUNT
Chairman - District 3

March 2, 2021

Greenlee County Library System
22 Blue Jay Drive
Duncan, AZ 85534

Dear Karen Soohy,

We are pleased to support the Greenlee County Library System's mission to create an environment which promotes literacy both through formal and informal education efforts at the Blue, Duncan, and Clifton Public Libraries. As we understand it, this grant will enhance and support childhood literacy for children ages 0-5 by providing access to books and activities and promotional backpacks that promote reading, oral, and writing skills.

We recognize that early literacy preparation and social skills development are essential to early school success and that library programs such as Story Time and resources from outside organizations, make it possible for libraries to help children become lifelong learners. We support literacy activities for Greenlee County residents, especially our youngest, and we believe that such programs should be a community priority. Public libraries are great places for these activities to occur.

Thank you for your efforts towards early childhood literacy. We support your efforts and wish the library the greatest success in these projects.

Sincerely,

GREENLEE COUNTY BOARD OF SUPERVISORS
Richard Lunt, Chairman

**GREENLEE COUNTY BOARD OF SUPERVISORS
AGENDA INFORMATION FORM**



MEETING DATE: 3/2/21
DEPARTMENT: County Library

REQUESTED BY: Karen Soohy
TELEPHONE #: 928-687-1096

1. Insert brief description of proposal and requested Board action:

The goal of this project is to fund the purchase of a new Integrated Library System (ILS) for the Clifton and Duncan Libraries. The funds will be used to replace the current online checkout/catalog/searching system with one specifically designed for small rural libraries. It will also include a communication component for patron contact and allow patrons in the county to search and check out items from either library using one new card.

2. Continued from meeting of: _____

Discussed in meeting of: _____

3. Publication requirements:

Does this require publication in the official county newspaper? Yes No
This department to cause publication Clerk of the Board to cause publication

4. Financial Impact:

Expenditure: Is this a budgeted expense? Yes No Project Code #: _____
Fund _____ \$ _____ Actual Not to exceed
Fund _____ \$ _____ Actual Not to exceed

If not budgeted, how will this expense be funded? Grant funds

Grants/Contracts:

Federal State Other _____
CFDA # (Federal grants only) _____ State # _____
Fund 196 (LSTA) \$ 20,000.00
Matching funds required? Yes No Fund _____ \$ _____

5. Legal Review: Does this item require County Attorney review and approval as to form and within powers granted under the laws of the State of Arizona to the Greenlee County Board of Supervisors?

Yes No

Date of County Attorney approval: _____

6. Board of Supervisors action taken:

Approved Amended Disapproved Tabled

Original backup documentation must accompany this form!

Library Name
Greenlee County Library System
Library Address
22 Blue Jay Drive
City
Duncan
State
AZ
Zip Code
85534
Website Address
www.greenleelibraries.org
DUNS Number
07-025-1319

PROJECT SUMMARY

Briefly summarize the project, by completing the following:

The goal of this project is to replace the Follett/Destiny ILS with Apollo which is more user-friendly and was created specifically for smaller public libraries.

Funds will be used to purchase a new ILS which will include transfer fees and features necessary for a more patron-friendly online catalog experience. Funds will also be used to purchase any peripheral items needed, dedicated desktop, new county-wide access library cards, and creation of a GCLS logo.

Community members will benefit because online searching will be much easier and will give them access to books in both the county libraries that use the ILS.

NEEDS ASSESSMENT

What audiences are you targeting with this project and why?

The audience this project will target will be all county residents with a library card, with the hope of expanding the patron base and circulation numbers with a user-friendly ILS.

What community need or opportunity does your project address?

Patrons need to be able to search an easy to navigate ILS in order to find books rather than having to call the librarian at the desk. They also benefit by having expanded access to the other libraries' collections within the county. Easy communication of overdue items, new selections, programs, etc., would be a new opportunity for the libraries with a new ILS.

How do you know this is a need?

Since 2003, the ILS currently used has proved cumbersome and not user friendly for small public library use. Patrons do not use the online catalog in great numbers and the librarians agree that it is not meant for public library use. Each year, discussions are held about making a change to a vendor that meets small public library needs but funds never available in the budget. The lack of a communication feature was the biggest determining factor this year. With patrons no longer permitted in the libraries during the pandemic, there was a definite problem with communicating with them. The old ILS has no such feature. Even doing curbside service was a process because patrons did not understand how to search for books online and therefore, had to contact the librarian by phone and have them search for the books they requested. A change in ILS is the solution to this and this grant will provide the libraries the ability to make that positive change.

How does this project relate to your library's mission or other plans?

The Greenlee County Library System Strategic Plan has two goals that address this grant. The first goal is to provide access to collections through resource sharing. Two objectives of this goal that will be met with this grant will be to continue regular delivery service between the Duncan and Clifton libraries as needed and to improve circulation systems and communication at all libraries.

The old ILS system did not allow checkout from another county library. The new ILS will allow patrons of each library to access the collections of other libraries within the county through an easier search feature. The use of a new county wide card will allow this crossover and add access to all patron records from any library location. The new ILS will also allow direct communication with patrons on a number of issues.

The second goal in the Strategic Plan is to increase digital resources available to the public. The new ILS will enable easier access to our e-book/e-audio book provider by combining those selections into our collections.

The Greenlee County Library System Technology Plan has specific goals on maintaining an online catalog that offers easy searching for the public and training for the staff. Follett/Destiny has not proven to meet either of those goals. Trying to create easy to use patron features such as reserving books through a personal account is not possible. Searching the catalog is very complicated and most patrons would rather call the desk than use the online search feature. Follett/Destiny training is a cumbersome process and many times non-existent. For these reasons, a new ILS vendor is being considered through the grant.

PROJECT OUTCOMES

What specific changes do you intend to achieve with this project?

By changing to a new ILS vendor and creating a county wide library card, the grant will allow the libraries to have a product that is much easier to navigate and promote. Communication features will make our current non-existent contact with patrons a reality. The new ILS interface is very user friendly and this

will achieve increased use of our online catalog feature. Increased use will lead to higher circulation numbers for the libraries.

Briefly explain why you have selected this outcome, tying it to one of the Needs Assessment provided.

By having a more user-friendly interface, patrons will be more willing to access the online catalog feature. This new ease of use will lead to increased circulation. With the promotion of this new ILS, hopefully the number of patrons will also increase.

PROJECT ACTIVITIES

What will you do, and how will you do it? Give specific information about the types of activities, number of programs, or resources you'll make available.

The new Apollo system will be promoted within the community through publicity, social media and patron technology training. Handouts will be available as well as other promotional items within the libraries. A "Get Your New Card" event will be held once the new ILS is in place. No programming will be held.

What steps has your library taken to prepare for this project?

The librarians have had numerous discussions about the Follett/Destiny system over the years. It was put into place by a school librarian when the Greenlee County Library System was implemented in 2003. The ILS is not user friendly for small rural public libraries. By attending conferences and gathering information on other ILS vendors, it was decided to change the current ILS to a more intuitive model.

With the onset of the COVID pandemic, communication with the patrons has become a major issue. The current ILS has no direct contact features available. This was another mitigating factor in the decision to move to a new vendor.

The librarians have researched vendors and settled on one that fits the needs of the libraries using ILS within Greenlee County. They have worked with a trial setup and are very happy with all the features. They have looked into all the needed items necessary to complete the transfer process to the new system and included them in the grant budget.

Why did you choose this approach for your project? Did you consider any alternative approaches?

This approach was chosen because a new ILS has been discussed in the past but funds were always the issue so it was put off until later. The lack of communication the libraries have had with their regular patrons this pandemic year really led to the decision that it could no longer continue to be a viable product for the libraries to use. It was decided to request LSTA grant funding to finally change our ILS to something that would benefit both the libraries and the community.

No other alternative approaches were considered.

List at least one product or activity that will help you meet the outcome. All products and activities that are a part of your project should be linked to an outcome.

Library online catalog use will be promoted to patrons before they resort to calling the desk. Increased online catalog use and circulation will meet one of the grant outcomes.

PROJECT EVALUATION

Describe what tools or methods you will use to evaluate each product or activity listed. Examples include pre and post assessments, surveys focus groups, interviews and observations.

Evaluation of the program will be observations and conversations with staff and patrons on their perceptions of the new ILS and its components. Catalog usage numbers, crossover patron use, communication responses, as well as new library card signups will be tracked once the new ILS is in place.

PROJECT PERSONNEL

Provide a list of the names of project personnel, the organization they represent and their title and a description of their duties for this project. If the project requires a consultant, provide a brief resume for any consultant for whom you are requesting LSTA funds and upload

Identify the project director and explain why she is appropriate for this project.

Sabrina Dumas – Clifton Librarian – Research and identify vendor for new ILS system, research and choose items needed for budget to complement and promote the new ILS; set up staff training and develop an evaluation method for the grant; collect and summarize evaluations for final reporting; create plan for community awareness of new ILS and its use by the public.

Ashlee Germaine – Duncan Librarian - Research and identify vendor for new ILS system, research and choose items needed for budget to complement and promote the new ILS; set up staff training and develop an evaluation method for the grant; collect and summarize evaluations for final reporting; create plan for community awareness of new ILS and its use by the public.

Barbara Blackburn – Duncan Library staff – receive training on the new ILS

Margaret Ronnerud – Clifton Library Staff – receive training on the new ILS

Amy Valenzuela – Clifton Library Staff – receive training on the new ILS

Jill Stiffler – Graphic Designer – create logo for county wide library card

Karen Soohy – Greenlee County Librarian – write and file final report on grant; purchase items related to grant; collect evaluation materials at the end of the grant timeframe; create timelines for grant

Karen Soohy will be the project director. She has implemented all past GCLS grants and submitted all required reports in a timely manner.

TIMELINE/SCHEDULE OF ACTIVITIES

January 2021 – attend LSTA grant workshop; research ILS vendors; meet with local vendors and finalize grant request plan; budget for grant.

February 2021 – write and submit grant by March 5, 2021 deadline

May 3, 2021 – if grant is received, announce grant to local press

May 14, 2021 – attend grant meeting; request funds

July 2021– purchase items for grant and distribute grant items as they arrive; develop evaluation plans for grant; provide staff training; work with vendor to transfer all items and implement new ILS system within the libraries

September 2021 – fully implement new ILS system across the county libraries and help patrons become familiar with all the options available to the public.

October 2021 – June 2022 - continue to promote the new ILS system

July 2022 – August 2022 – All funds encumbered by August 5, 2022; collect and analyze data for evaluation based on staff and community responses.

September 2, 2022 - Complete final grant report and submit by deadline

SUSTAINABILITY

If successful, will you continue this project once the grant period has ended? If so, how will you sustain it?

This project will be continued and sustained in the future. Any replacement items needed because of damage or consumption will be the responsibility of each individual library and will be included in their future budgeting process. Annual payment of future ILS invoices will be made from individual library budgets.

BUDGET INFORMATION

| Salary | Local Match (in kind) | Description |
|--------|-----------------------|--|
| 0 | 2000 | Salary for County Librarian hours and local librarian hours to write and implement grant; Local librarian and staff hours for research and training to implement new ILS system. |

Consultant Fees Requested

| | | |
|-----|---|---|
| 200 | 0 | Graphic Design Consultant for Library card logo |
|-----|---|---|

Supplies/Materials Requested

| | | |
|-------|---|--|
| 20000 | 0 | New ILS System, peripheral items for scanning/printing/cataloging, new library cards |
|-------|---|--|

Travel Requested

| | | |
|---|----|---------------------------------|
| 0 | 50 | Mileage for any required travel |
|---|----|---------------------------------|

Equipment requested

| | | |
|---|---|--|
| 0 | 0 | |
|---|---|--|

Indirect costs

| | | |
|---|---|--|
| 0 | 0 | |
|---|---|--|

Total Grant budget

| | | |
|--------|-------|--|
| 20,000 | 2,050 | |
|--------|-------|--|

BENEFICIARIES

General Population

RISK SELF-ASSESSMENT

How many years of experience does the project manager have specifically managing grants?

More than 5 years on all of them

Yes



GREENLEE COUNTY EMPLOYEE TRANSACTION FORM

This form must be completed, including signatures, before any action regarding an employee's status can take effect.

SECTION 1: Employee Information

| | | |
|-----------------|------------|----------------|
| Morales | Bianca | Middle Initial |
| Last Name | First Name | |
| 103 Catclaw | Morenci | Arizona |
| Mailing Address | City | State |
| | | 85540 |
| | | Zip |

SECTION 2: Transaction Information

EFFECTIVE DATE: 2/28/2021

| | | |
|---|---|--|
| HIRES: New Hire – Full Time <input type="checkbox"/> New Hire – Part Time <input type="checkbox"/> Temporary (explain) <input type="checkbox"/> | CHANGES: Promotion <input checked="" type="checkbox"/> Demotion <input type="checkbox"/> Raise <input type="checkbox"/> Other (explain below) <input type="checkbox"/> | SEPARATION: Resignation <input type="checkbox"/> Retirement <input type="checkbox"/> Terminated <input type="checkbox"/> End of Contract <input type="checkbox"/> Other (explain below) <input type="checkbox"/> |
|---|---|--|

COMMENTS: Promoted into vacant Admin Assistant

| Employee's Current Status | Proposed: New Hire, Change |
|--|--|
| Clerk I | Administrative Assistant |
| Position Title | Position Title |
| Board of Supervisors | Board of Supervisors |
| Department | Department |
| Non-Exempt <input checked="" type="checkbox"/> | Non-Exempt <input checked="" type="checkbox"/> |
| Hourly Rate <u>\$12.15</u> | Hourly Rate <u>\$15.86</u> |
| Exempt <input type="checkbox"/> | Exempt <input type="checkbox"/> |
| Annual Rate <u>\$</u> | Annual Rate <u>\$</u> |

SECTION 3: POSITION FUNDING INFORMATION

| FUND | PROGRAM CODE | OBJECT CODE | PAY LEVEL | % | AMOUNT |
|------|--------------|-------------|-----------|-----|---------|
| 101 | 008 | 5150 | | 100 | \$15.86 |
| | | | | | |
| | | | | | |

SECTION 4: SIGNATURES (REQUIRED)

| | |
|--|--|
| Employee Signature <u>02/24/2021</u> Date _____ Chairman of the Board of Supervisors | Elected/Appointed Official <u>02/24/2021</u> Date _____ Date |
|--|--|

For Office Use Only: (Payroll)

Date Entered: _____ By: _____