



BOARD OF SUPERVISORS AGENDA ITEM REPORT
AWARDS / CONTRACTS / GRANTS

☒ Award ☐ Contract ☐ Grant

Requested Board Meeting Date: 10/04/2022

* = Mandatory, information must be provided

or Procurement Director Award: ☐

***Contractor/Vendor Name/Grantor (DBA):**

Diamond Transportation Arizona, LLC dba Diamond Transportation
Mountain View Tours, Inc.
Citizen Tours, LLC dba Gray Line Tours
Bee Line Bus Transportation, LLC

***Project Title/Description:**

Transportation Services for Asylum Seekers

***Purpose:**

Amendment of Award: Master Agreement No. MA-PO-21-171, Amendment No. 04. This Amendment exercises the annual renewal option to extend the termination date to 04/11/2023 and increases the shared not-to-exceed contract amount by \$500,000.00 for a cumulative not-to-exceed contract amount of \$1,050,000.00. One (1) six-month renewal option remains.
Administering Department: Fleet Services.

***Procurement Method:**

Pursuant to Pima County Procurement Code 11.12.060, Emergency and other limited competition procurement, on 04/12/2021, the Procurement Director approved an award of contract for an initial term of six (6) months and a shared not-to-exceed contract amount of \$250,000.00 (including sales tax) with four (4) six-month renewal options.

Effective 10/12/2021, the Procurement Officer processed Amendment No. 01, which extended the termination date to 04/11/2022. No additional funding was added and the shared not-to-exceed contract amount remained at \$250,000.00. Three (3) six-month renewal options remained.

On 12/21/2021, the Board of Supervisors approved Amendment No. 02, which extended the termination date to 10/11/2022 and added the shared amount of \$300,000.00 for a cumulative not-to-exceed contract amount of \$550,000.00. Two (2) six-month renewal options remained.

On 07/28/2022, the Procurement Director approved Amendment No. 3, which expanded the scope for Diamond Transportation Arizona, LLC dba Diamond Transportation and Mountain View Tours, Inc. to include interstate travel.

PRCUID: 409917

Attachments: Master Agreements.

***Program Goals/Predicted Outcomes:**

Provide safe transportation for migrants from pick-up point to destination.

***Public Benefit:**

Passengers are safely transported to destinations as needed.

***Metrics Available to Measure Performance:**

Transport services are timely; passengers arrive at destination at scheduled time.

***Retroactive:**

No.

FD:LOB 9-15-22⁽¹⁾
Vers: 12
pgs: 9

THE APPLICABLE SECTION(S) BELOW MUST BE COMPLETED

Click or tap the boxes to enter text. If not applicable, indicate "N/A". Make sure to complete mandatory (*) fields

Contract / Award Information

Document Type: _____ Department Code: _____ Contract Number (i.e., 15-123): _____
 Commencement Date: _____ Termination Date: _____ Prior Contract Number (Synergen/CMS): _____
☐ Expense Amount \$ _____ * ☐ Revenue Amount: \$ _____

***Funding Source(s) required:** _____

Funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

Contract is fully or partially funded with Federal Funds? ☐ Yes ☐ No

If Yes, is the Contract to a vendor or subrecipient? _____

Were insurance or indemnity clauses modified? ☐ Yes ☐ No

If Yes, attach Risk's approval.

Vendor is using a Social Security Number? ☐ Yes ☐ No

If Yes, attach the required form per Administrative Procedure 22-10.

Amendment / Revised Award Information

Document Type: MA Department Code: PO Contract Number (i.e., 15-123): 21-171

Amendment No.: 04 AMS Version No.: 12

Commencement Date: 10/12/2022 New Termination Date: 04/11/2023

Prior Contract No. (Synergen/CMS): _____

☒ Expense ☐ Revenue ☒ Increase ☐ Decrease

Amount This Amendment: \$ 500,000.00

Is there revenue included? ☐ Yes ☒ No If Yes \$ _____

***Funding Source(s) required:** FY2022 Emergency Food and Shelter (EFSP) National Board Program, pursuant to the DHS Appropriations Act, 2022, Title V, Section 543

Funding from General Fund? ☐ Yes ☒ No If Yes \$ _____ % _____

Grant/Amendment Information (for grants acceptance and awards)

☐ Award ☐ Amendment

Document Type: _____ Department Code: _____ Grant Number (i.e., 15-123): _____

Commencement Date: _____ Termination Date: _____ Amendment Number: _____

☐ Match Amount: \$ _____ ☐ Revenue Amount: \$ _____

***All Funding Source(s) required:** _____

*Match funding from General Fund? ☐ Yes ☐ No If Yes \$ _____ % _____

*Match funding from other sources? ☐ Yes ☐ No If Yes \$ _____ % _____

*Funding Source: _____

***If Federal funds are received, is funding coming directly from the Federal government or passed through other organization(s)?**

Contact: Procurement Officer: Kelsey Braun-Shirley Digitally signed by Kelsey Braun-Shirley
Date: 2022.09.08 10:48:20 -0700 Division Manager: Troy McMaster Digitally signed by Troy McMaster
Date: 2022.09.08 11:11:51 -0700

Department: Acting Procurement Director: Ana Wilber Digitally signed by Ana Wilber
Date: 2022.09.08 11:25:48 -0700 Telephone: 520-724-7466

Department Director Signature: Ray Ochotorena Digitally signed by Ray Ochotorena
Date: 2022.09.14 11:33:19 -0700 Date: _____

Deputy County Administrator Signature: _____ Date: 9/14/22

County Administrator Signature: _____ Date: 9/15/2022



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES
CONTRACT EXECUTION

Master Agreement No: 21000000000000000171

MA Version: 12

Page: 1 of 9

Description: Transportation Services for Asylum Seekers

| | | | |
|----------------------------|--------------------------------------|--|-----------------------------|
| I S S U E R | Pima County Procurement Department | T E R M S | Initiation Date: 10-12-2022 |
| | 150 W. Congress St. 5th Fl | | Expiration Date: 04-11-2023 |
| | Tucson AZ 85701 | | |
| | Issued By: Kelsey Braun-Shirley | | |
| | Phone: 5207247466 | | |
| | Email: kelsey.braun-shirley@pima.gov | | |
| | | <div>NTE Amount: Used Amount: \$170,931.25</div> | |

| | | |
|----------------------------|--------------------------------|--------------------------------------|
| V E N D O R | MOUNTAIN VIEW TOURS INC | Contact: Rebecca M Keyes |
| | PO BOX 91890 | Phone: 520-292-1183 |
| | TUCSON AZ 85752 | Email: becky.k@mountainviewtours.com |
| | | Terms: 0.00 % |
| | | Days: 30 |
| | | |

| | |
|---|---------------------------|
| Shipping Method: | Vendor Method |
| Delivery Type: | |
| FOB: | FOB Dest, Freight Prepaid |
| Modification Reason Amendment No. 04, exercises the annual renewal option to extend the termination date to 04/11/2023 and increases the shared not-to-exceed contract amount by \$500,000.00 for a cumulative not-to-exceed contract amount of \$1,050,000.00. One (1) six-month renewal option remains. | |

This Master Agreement incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this agreement. All transactions and conduct are required to conform to these documents.



MASTER AGREEMENT DETAILS

Master Agreement No: 2100000000000000171

MA Version: 12

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| Line | Description | | | | | |
|------|---|------|------------|------------|-----|-----|
| 1 | Bus: Pick-up within 150 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$1,200.00 | | | |
| 2 | Bus: Pick-up within 75 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$790.00 | | | |
| 3 | Bus: Pick-up within 40 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$745.00 | | | |
| 4 | Bus: Hourly wait time in excess of 30 minutes | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | HOUR | \$95.00 | | | |
| 5 | Bus: 3 Hour Minimum for local transports | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | EA | \$625.00 | | | |
| 6 | Bus: Excess Time for local transports (15 min ea over min) | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | EA | \$26.25 | | | |
| 7 | 3-hour minimum for interstate transports | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | EA | \$675.00 | | | |
| 8 | Each additional hour for interstate transports | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | HOUR | \$110.00 | | | |
| 9 | Day rate of up to 12 hours of use for interstate transports | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | DAY | \$1,230.00 | | | |
| 10 | Interstate transports mileage (if greater than hourly/day) | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | MI | \$4.40 | | | |
| 11 | Interstate transports fuel surcharge | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | MI | \$0.50 | | | |



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

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CONTRACT EXECUTION

Master Agreement No: 2100000000000000171

MA Version: 12

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Description: Transportation Services for Asylum Seekers

| | | | |
|----------------------------|--------------------------------------|-----------------------|--|
| I S S U E R | Pima County Procurement Department | T E R M S | Initiation Date: 10-12-2022 |
| | 150 W. Congress St. 5th Fl | | Expiration Date: 04-11-2023 |
| | Tucson AZ 85701 | | |
| | Issued By: Kelsey Braun-Shirley | | |
| | Phone: 5207247466 | | |
| | Email: kelsey.braun-shirley@pima.gov | | |
| | | | <div>NTE Amount:</div> <div>Used Amount: \$68,919.10</div> |

| | | |
|----------------------------|---------------------------------|---------------------------|
| V E N D O R | Bee Line Bus Transportation LLC | Contact: Joe Crews |
| | PO BOX 17391 | Phone: 520-760-8784 |
| | TUCSON AZ 85731-7391 | Email: info@beelineaz.com |
| | | Terms: 2.00 % |
| | | Days: 10 |
| | | |

| | |
|---|---------------------------|
| Shipping Method: | Vendor Method |
| Delivery Type: | |
| FOB: | FOB Dest, Freight Prepaid |
| Modification Reason | |
| Amendment No. 04, exercises the annual renewal option to extend the termination date to 04/11/2023 and increases the shared not-to-exceed contract amount by \$500,000.00 for a cumulative not-to-exceed contract amount of \$1,050,000.00. One (1) six-month renewal option remains. | |

This Master Agreement incorporates the attached documents, and by reference all instructions, Standard Terms and Conditions, Special Terms and Conditions, and requirements that are included in or referenced by the solicitation documents used to establish this agreement. All transactions and conduct are required to conform to these documents.



MASTER AGREEMENT DETAILS

Master Agreement No: 2100000000000000171

MA Version: 12

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| Line | Description | | | | | |
|------|---|--------|------------|------------|-----|-----|
| 1 | Passenger Van: Pick-up within 150 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$621.25 | | | |
| 2 | Passenger Van: Pick-up within 75 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$480.63 | | | |
| 3 | Passenger Van: Pick-up within 40 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$415.00 | | | |
| 4 | Passenger Van: Hourly wait time in excess of 30 minutes | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | HOURLY | \$50.00 | | | |
| 5 | Bus: Pick-up within 150 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$790.00 | | | |
| 6 | Bus: Pick-up within 75 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$565.00 | | | |
| 7 | Bus: Pick-up within 40 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$460.00 | | | |
| 8 | Bus: Hourly wait time in excess of 30 minutes | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | HOURLY | \$60.00 | | | |



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES
CONTRACT EXECUTION

Master Agreement No: 2100000000000000171

MA Version: 12

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Description: Transportation Services for Asylum Seekers

| | | | |
|--|---|----------------------------------|--|
| I S S U E R | Pima County Procurement Department 150 W. Congress St. 5th Fl Tucson AZ 85701 Issued By: Kelsey Braun-Shirley Phone: 5207247466 Email: kelsey.braun-shirley@pima.gov | T E R M S | Initiation Date: 10-12-2022 Expiration Date: 04-11-2023 <div>NTE Amount: Used Amount: \$108,405.00</div> |
|--|---|----------------------------------|--|

| | | |
|--|--|---|
| V E N D O R | Diamond Transportation Arizona LLC DBA: Diamond Transportation 6885 N Oracle Rd Suite F Tucson AZ 85704 | Contact: Stephen Pedersen Phone: 520-825-8888 Email: reservations@diamondtransportation.com Terms: 0.00 % Days: 30 |
|--|--|---|

Shipping Method: Vendor Method

Delivery Type:

FOB: FOB Dest, Freight Prepaid

Modification Reason
Amendment No. 04, exercises the annual renewal option to extend the termination date to 04/11/2023 and increases the shared not-to-exceed contract amount by \$500,000.00 for a cumulative not-to-exceed contract amount of \$1,050,000.00. One (1) six-month renewal option remains.

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MASTER AGREEMENT DETAILS

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| Line | Description | | | | | |
|------|---|------|------------|------------|-----|-----|
| 1 | Passenger Van: Pick-up within 150 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$700.00 | | | |
| 2 | Passenger Van: Pick-up within 75 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$400.00 | | | |
| 3 | Passenger Van: Pick-up within 40 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$350.00 | | | |
| 4 | Passenger Van: Hourly wait time in excess of 30 minutes | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | HOUR | \$100.00 | | | |
| 5 | Bus: Pick-up within 150 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$1,400.00 | | | |
| 6 | Bus: Pick-up within 75 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$800.00 | | | |
| 7 | Bus: Pick-up within 40 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$700.00 | | | |
| 8 | Bus: Hourly wait time in excess of 30 minutes | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | HOUR | \$175.00 | | | |
| 9 | Mini Coach: Pick-up within 150 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$875.00 | | | |
| 10 | Mini Coach: Pick-up within 75 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$500.00 | | | |
| 11 | Mini Coach: Pick-up within 40 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$400.00 | | | |
| 12 | Mini Coach: Hourly wait time in excess of 30 minutes | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | HOUR | \$125.00 | | | |
| 13 | SUV: Pick-up within 75 Miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$300.00 | | | |
| 14 | SUV: Hourly wait time in excess of 30 minutes | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | HOUR | \$90.00 | | | |
| 15 | SUV: Trips greater than 300 miles RT and Interstate | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | HOUR | \$112.50 | | | |
| 16 | Passenger Van: Trips greater than 300 miles RT & Interstate | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | MI | \$3.00 | | | |
| 17 | Passenger Van: Cleaning fee | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | EA | \$50.00 | | | |
| 18 | Mini Coach: Trips greater than 300 miles RT and Interstate | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | MI | \$4.25 | | | |
| 19 | Coach/Bus: Trips greater than 300 miles RT and Interstate | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | MI | \$5.00 | | | |



MASTER AGREEMENT DETAILS

Master Agreement No: 21000000000000000171

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| Line | Description | | | | | |
|------|--------------------------|-----|------------|------------|-----|-----|
| 20 | Mini Coach: Cleaning fee | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | EA | \$75.00 | | | |
| 21 | Coach: Cleaning fee | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | EA | \$100.00 | | | |



MASTER AGREEMENT

PIMA COUNTY, ARIZONA

THIS IS NOT AN ORDER - TRANSMISSION CONSTITUTES
CONTRACT EXECUTION

Master Agreement No: 2100000000000000171

MA Version: 12

Page: 8 of 9

Description: Transportation Services for Asylum Seekers

| | | | |
|----------------------------|--------------------------------------|-----------------------|---|
| I S S U E R | Pima County Procurement Department | T E R M S | Initiation Date: 10-12-2022 |
| | 150 W. Congress St. 5th Fl | | Expiration Date: 04-11-2023 |
| | Tucson AZ 85701 | | |
| | Issued By: Kelsey Braun-Shirley | | |
| | Phone: 5207247466 | | |
| | Email: kelsey.braun-shirley@pima.gov | | |
| | | | <div> NTE Amount: Used Amount: \$59,039.00 </div> |

| | | |
|----------------------------|----------------------|--------------------------------------|
| V E N D O R | Citizen Tours LLC | Contact: Carolyn Andersen |
| | DBA: Gray Line Tours | Phone: 520-906-2014 |
| | 3594 E Lincoln St | Email: candersen@graylinearizona.com |
| | Tucson AZ 85714 | Terms: 3.00 % |
| | | Days: 15 |

| | |
|---|---------------------------|
| Shipping Method: | Vendor Method |
| Delivery Type: | |
| FOB: | FOB Dest, Freight Prepaid |
| Modification Reason Amendment No. 04, exercises the annual renewal option to extend the termination date to 04/11/2023 and increases the shared not-to-exceed contract amount by \$500,000.00 for a cumulative not-to-exceed contract amount of \$1,050,000.00. One (1) six-month renewal option remains. | |

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MASTER AGREEMENT DETAILS

Master Agreement No: 2100000000000000171

MA Version: 12

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| Line | Description | | | | | |
|------|---|------|------------|------------|-----|-----|
| 1 | Passenger Van: Pick-up within 150 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$599.00 | | | |
| 2 | Passenger Van: Pick-up within 75 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$525.00 | | | |
| 3 | Passenger Van: Pick-up within 40 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$460.00 | | | |
| 4 | Passenger Van: Hourly wait time in excess of 30 minutes | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | HOUR | \$45.00 | | | |
| 5 | Bus: Pick-up within 150 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$1,200.00 | | | |
| 6 | Bus: Pick-up within 75 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$969.00 | | | |
| 7 | Bus: Pick-up within 40 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$845.00 | | | |
| 8 | Bus: Hourly wait time in excess of 30 minutes | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | HOUR | \$45.00 | | | |
| 9 | School Bus: Pick-up within 75 miles of Tucson | | | | | |
| | Discount | UOM | Unit Price | Stock Code | VPN | MPN |
| | 0.0000 % | TRIP | \$575.00 | | | |