



**JANICE K. BREWER**  
GOVERNOR

**ALBERTO GUTIER**  
DIRECTOR  
GOVERNOR'S HIGHWAY SAFETY REPRESENTATIVE

**DATE:** December 17, 2014

**TO:** Sheriff Clarence W. Dupnik  
Pima County Sheriff's Department  
1750 E. Benson Highway  
Tucson, Arizona 85714

**FROM:** Alberto Gutier, Director  
Governor's Highway Safety Representative  
Governor's Office of Highway Safety

**TRANSMITTAL:** Change Order Number: 2015-012  
Effective Date: December 17, 2014  
Revision Number: 1  
Project Coordinator: Vanessa Martin  
Contract Number: 2015-PT-029  
Program Area: 402 – Police Traffic Services (PT)

**NARRATIVE:**

The purpose of this Change Order is to increase the budget by \$14,754.00 to purchase Capital Outlay: Six (6) LIDARS; which are \$2,459.00 each. Pima County Sheriff's Department will utilize the Six (6) LIDARS to assist in traffic related enforcement and traffic related details throughout Pima County.

There is a \$14,754.00 increase in Federal funds because of this Change Order.

**DISTRIBUTED**

to: Chief Woolridge  
12/29/14 cgu

**Contract Number: 2015-PT-029**  
**Change Order Number: 2015-012**

Currently, there is no other Capital Outlay within the original contract number 2015-PT-029; subsequently, the following addendum is included into the original contract:

**EQUIPMENT:**

**Six (6) LIDARS**

Agencies receiving funding for Capital Outlay (major equipment) such as DUI Processing Vans, marked and unmarked enforcement sedans and marked enforcement motorcycles shall schedule a press conference that includes the Director of the Governor's Office of Highway Safety. The purpose of this press conference will be to present the equipment to the community.

The Pima County Sheriff's Department shall immediately notify GOHS if any equipment purchased under this contract ceases to be used in the manner described in this contract. In such event, the Pima County Sheriff's Department further agrees to dispose of this equipment using the Pima County Sheriff's Department's, city, town or county ordinance, code or rule regarding disposal of equipment.

In the absence of an ordinance, code or rule regarding the disposal of the property, the Pima County Sheriff's Department can refer to that of the state. The Pima County Sheriff's Department shall maintain or cause to be maintained for its useful life, any equipment purchased under this contract. The Pima County Sheriff's Department shall incorporate any equipment purchased under this Contract into its inventory records. The Pima County Sheriff's Department shall insure any equipment purchased under this Contract for the duration of its useful life. Self-insurance meets this requirement.

**Administrative and Maintenance Costs:**

The Pima County Sheriff's Department shall be responsible for all administrative, maintenance, operational costs and the costs of any damage relating to the [Six (6) LIDARS].

**Decals:**

The Governor's Office of Highway Safety shall provide the Pima County Sheriff's Department with decals depicting the Governor's Office of Highway Safety logo. These decals shall be affixed to the equipment before being placed in service.

**Equipment Purchase:**

The equipment purchased under this contract shall be ordered, received, training completed, and placed in service prior to the end of the project period.

If the Agency cannot meet this requirement, the Agency must submit a letter of explanation signed by the Project Director on the Agency's letterhead via mail or hand delivered to the Director of the Governor's Office of Highway Safety within sixty (60) days before the end of the project period.

The application of USDOT "Common Rule" and Circular A-102 requires that:

Grantees and sub grantees will use their own procurement procedures, which reflect applicable state and local laws and regulations, provided that the procurement procedures conform to applicable federal laws and standards. The most stringent purchasing requirement at each level must be met. If the Agency does not have a procurement process, the Agency may use the State Procurement process.

Original Purpose of Equipment:

**Contract Number: 2015-PT-029**  
**Change Order Number: 2015-012**

Pursuant to 23 CFR §1200.21, all equipment purchased under this contract is to be used for the original purpose intended under this contract. All equipment shall be used for the originally authorized grant purposes for as long as needed for those purposes and neither the State nor the Agency (sub-grantees) or contractors shall encumber the title or interest while such need exists.

The Governor's Office of Highway Safety may reserve the right to transfer title to equipment acquired under this the Section 402 program to the Federal Government or to a third party when such third party is otherwise eligible under existing statutes.

Furthermore, 49 CFR §18.32.c.1 states that equipment (acquired under this grant) shall be used by the grantee in the program or project for which it was acquired as long as needed, whether or not the project or program continues to be supported by Federal funds. When no longer needed for the original program or project, the equipment may be used in other activities currently or previously supported by a Federal agency.

Insurance:

It is agreed that the Pima County Sheriff's Department shall adequately insure all capital equipment purchased under this contract for repair or replacement.

#### **SPECIFIC REQUIREMENTS:**

##### **SPEED DETECTION EQUIPMENT –**

###### **Requirements for Speed Detection Devices:**

The Pima County Sheriff's Department will be responsible for providing all personnel the appropriate training for using the speed detection devices purchased under this contract implementing a National Highway Traffic Safety Administration (NHTSA) approved training course.

The Pima County Sheriff's Department will maintain written documentation (copy of the training certificates) which will be available for review by GOHS.

##### **PROFESSIONAL AND OUTSIDE SERVICES/PUBLIC INFORMATION/MEDIA-**

###### **Requirements for Professional and Outside Services:**

A copy of all contracts for "Professional and Outside Services" must be submitted to the GOHS Director for written approval before execution.

###### **Requirements for Public Information and Education Materials:**

Prior to the printing and distribution of public information and education materials, a sample will be provided to the GOHS Director for review and written approval.

###### **Requirements for Paid Media:**

All paid media must be pre-approved by the GOHS Director to ensure that consistent messages are sent statewide. Requests for paid media must include, *at a minimum*, scripts, description of target audience (to include methodology for identifying target audience), type of media to be utilized (electronic, print), campaign schedule, and budget. Additional information may be requested on a case by case basis.

#### **METHOD OF PROCUREMENT:**

The application of USDOT "Common Rule" and Circular A-102 requires that:

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Grantees and sub grantees will use their own procurement procedures which reflect applicable state and local laws and regulations, provided that the procurement procedures conform to applicable federal laws and standards. The most stringent purchasing requirement at each level must be met. If the Agency does not have a procurement process, the Agency may use the State Procurement process.

A clear audit trail must be established to determine costs charged against this contract. Substantiation of costs shall, where possible, be made utilizing the Pima County Sheriff's Department documentation consisting of, but not limited to, copies of time sheets, purchase orders, copies of invoices, and proof of payment.

The Project Director shall retain copies of all documentation in the project file.

**State Contract:**

Procurement may be made using an open state contract award. Documents submitted to substantiate purchase using an open state contract must bear the contract number.

Contract Number: 2015-PT-029  
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Arizona Governor's Office of Highway Safety  
Capital Outlay (Equipment) Record  
Equipment \$5,000.00 or more

Contract Number: 2015-PT-029  
Reporting Agency: Pima County Sheriff's Department

Equipment Description	Make/Model	Serial Number	Date Ordered	Date Received	Cost Per Unit
Six (6) LIDARS					

Note: Photographs of all Capital Outlay (Equipment) must be submitted with form

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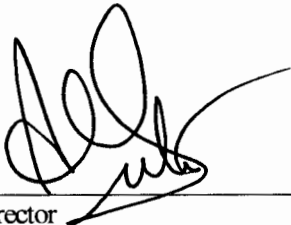
**ESTIMATED COSTS:**

	<u>From</u>	<u>To</u>
I. Personnel Services (includes overtime)	\$21,429.00	\$21,429.00
II. Employee Related Expenses	\$8,571.00	\$8,571.00
III. Professional and Outside Services	\$0.00	\$0.00
IV. Travel In-State	\$0.00	\$0.00
V. Travel Out-of-State	\$0.00	\$0.00
VI. Materials and Supplies	\$0.00	\$0.00
VII. Capital Outlay Six (6) LIDARS \$14,754.00	\$0.00	\$14,754.00
<b>TOTAL ESTIMATED COSTS</b>	<b><u>\$30,000.00</u></b>	<b><u>\$44,754.00</u></b>

\*Includes all applicable training, tax, freight, and advertising costs. The GOHS reserves the right to limit reimbursement of Employee Related Expenses from zero (0) to a maximum rate of 40 percent. This is the maximum ERE amount to be reimbursed. It is agreed and understood that the Pima County Sheriff's Department shall absorb any and all expenditures in excess of \$44,754.00.

**AGREEMENT AND AUTHORIZATION TO PROCEED**

by State Official responsible to the Governor for the  
administration of the State Highway Safety Agency.



Alberto Gutier, Director  
Governor's Highway Safety Representative  
Governor's Office of Highway Safety

12-19-14

Date

**PIMA COUNTY**

\_\_\_\_\_  
Chair, Board of Supervisors

\_\_\_\_\_  
Date

\_\_\_\_\_  
Clerk of the Board

\_\_\_\_\_  
Date

**APPROVED AS TO FORM**

  
\_\_\_\_\_  
Deputy County Attorney

1/15/15  
\_\_\_\_\_  
Date