

# BID SIGNATURE PAGE

Type or Print the following information.

PROSPECTIVE CONTRACTOR'S INFORMATION					
Company:	Four Season's Civil Process				
Address:	111 Tennessee St.				
City:	West Helena	State:	Ar	Zip Code:	72390
Business Designation:	<input type="checkbox"/> Individual	<input checked="" type="checkbox"/> Sole Proprietorship	<input type="checkbox"/> Public Service Corp		
	<input type="checkbox"/> Partnership	<input type="checkbox"/> Corporation	<input type="checkbox"/> Nonprofit		
Minority and Women-Owned Designation*:	<input type="checkbox"/> Not Applicable	<input type="checkbox"/> American Indian	<input type="checkbox"/> Service Disabled Veteran		
	<input checked="" type="checkbox"/> African American	<input type="checkbox"/> Hispanic American	<input type="checkbox"/> Women-Owned		
	<input type="checkbox"/> Asian American	<input type="checkbox"/> Pacific Islander American			
AR Certification #: _____ * See Minority and Women-Owned Business Policy					

PROSPECTIVE CONTRACTOR CONTACT INFORMATION			
Provide contact information to be used for bid solicitation related matters.			
Contact Person:	John H Hoff Jr.	Title:	Owner
Phone:	870-753-8826	Alternate Phone:	870-816-5328
Email:	JH Hoff 64 @ Yahoo. com		

CONFIRMATION OF REDACTED COPY
<input type="checkbox"/> YES, a redacted copy of submission documents is enclosed. <input type="checkbox"/> NO, a redacted copy of submission documents is <u>not</u> enclosed. I understand a full copy of non-redacted submission documents will be released if requested.
Note: If a redacted copy of the submission documents is not provided with Prospective Contractor's response packet, and neither box is checked, a copy of the non-redacted documents, with the exception of financial data (other than pricing), will be released in response to any request made under the Arkansas Freedom of Information Act (FOIA). See Bid Solicitation for additional information.

ILLEGAL IMMIGRANT CONFIRMATION
By signing and submitting a response to this Bid Solicitation, a Prospective Contractor agrees and certifies that they do not employ or contract with illegal immigrants. If selected, the Prospective Contractor certifies that they will not employ or contract with illegal immigrants during the aggregate term of a contract.

ISRAEL BOYCOTT RESTRICTION CONFIRMATION
By checking the box below, a Prospective Contractor agrees and certifies that they do not boycott Israel, and if selected, will not boycott Israel during the aggregate term of the contract.
<input checked="" type="checkbox"/> Prospective Contractor does not and will not boycott Israel.

**An official authorized to bind the Prospective Contractor to a resultant contract must sign below.**

The signature below signifies agreement that any exception that conflicts with a Requirement of this Bid Solicitation will cause the Prospective Contractor's bid to be rejected:

Authorized Signature: John H Hoff Jr. Title: Owner  
Use Ink Only.

Printed/Typed Name: John H Hoff Jr. Date: 3-24-20

**Official Bid Price Sheet**  
SP-19-0050 Process Server Services

**STATEWIDE COVERAGE**

<b>Table A: Primary Service Types</b> (To be used in determining lowest cost.)					
Service Type	Cost Per Successful Service	Estimated Successful Serves Per Year	Cost Per Unsuccessful Service	Estimated Unsuccessful Serves Per Year	Extended Cost
Standard Service	50. <sup>00</sup>	2800 <sup>140,000</sup>	35. <sup>00</sup>	1900 <sup>60,500</sup>	\$0.00
Rush Service	85. <sup>00</sup>	300 <sup>25,500</sup>	70. <sup>00</sup>	200 <sup>14,000</sup>	\$0.00
Expedited Service	85. <sup>00</sup>	300 "	70. <sup>00</sup>	200 "	\$0.00
Urgent Service	85. <sup>00</sup>	300 "	70. <sup>00</sup>	200 "	\$0.00
Estimated Total for Table A					\$0.00
<b>Table B: Secondary Service Types</b> (To be used in determining lowest cost.)					
Service Type	Cost Per Add-On to the Primary Service Type	Estimated Number of Add-Ons Per Year	Extended Cost		
Substitute Service	50. <sup>00</sup>	200 <sup>10,000</sup>	\$0.00		
Standby Service	50. <sup>00</sup>	200 <sup>10,000</sup>	\$0.00		
Multiple Address Service	50. <sup>00</sup>	400 <sup>20,000</sup>	\$0.00		
Estimated Total for Table B					\$0.00
<b>Estimated Grand Total for the Initial Contract Term</b> (Totals combined from Tables A and B)					\$0.00

200,500  
39,500  
"  
"  
325,000

40,000  
365,000

<b>Table C: Other Service Types</b> (NOT to be used in determining lowest cost.)	
Service Type	Cost Per Service
Skip Trace / Attempt to Locate	
Court Hearing / Testimony	

**REGION SELECTION CHECKLIST**

**For Statewide Coverage:** Check the blue box next to Statewide Coverage below if your company intends to serve legal process in all Regions.

**For Regional Coverage:** Check each blue box in the Selected Region(s) column for each Region in which your company intends to serve legal process.

Statewide Coverage			
Selected Region(s)	Region Number	Counties included in Region	Judicial Districts included in Region
	1	Benton, Carroll, Washington, Madison (only Sherriff can serve Madison County)	4, 19W, 19E
	2	Boone, Newton, Marion, Baxter	14
	3	Fulton, IZard, Stone, Cleburne, Independence	16
	4	Sharp, Randolph, Lawrence, Jackson	3
	5	Clay, Greene, Craighead, Poinsett, Mississippi, Crittenden	2
	6	Crawford, Sebastian, Franklin, Johnson, Pope	5, 12, 21
	7	Searcy, Van Buren, Faulkner	20
	8	White, Lonoke, Prairie	17, 23
✓ 9	✓ 9	Woodruff, Monroe, Cross, St. Francis, Lee, Phillips	✓ 1
	10	Logan, Scott, Yell, Conway	15
	11	Perry, Saline, Pulaski	6, 22
	12	Polk, Montgomery, Garland, Hot Spring, Grant	7, 18W, 18E
	13	Jefferson, Arkansas, Lincoln	11W, 11E
	14	Little River, Sevier, Howard, Pike, Clark	9W, 9E
	15	Miller, Lafayette, Hempstead, Nevada	8S, 8N
	16	Dallas, Cleveland, Ouachita, Calhoun, Columbia, Union	13
	17	Bradley, Drew, Desha, Ashley, Chicot	10



IN THE CIRCUIT COURTS OF THE FIRST JUDICIAL CIRCUIT OF ARKANSAS  
DIVISIONS I, II, III, IV, AND V

IN THE MATTER OF THE APPOINTMENT OF:

TO SERVE LEGAL PROCESS IN  
THE FIRST JUDICIAL CIRCUIT OF ARKANSAS

1JCPS- 2006-01

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RENEWAL ORDER OF APPOINTMENT AS PROCESS SERVER  
IN THE FIRST JUDICIAL CIRCUIT OF ARKANSAS

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Pursuant to Rule 4(a), Arkansas Rules of Civil Procedure, and in accordance with the Orders filed in the First Judicial Circuit, the Judges of the above-captioned courts having considered the renewal application submitted for appointment to serve legal process in the First Judicial Circuit of Arkansas, find that the application is hereby approved in accordance with the provisions of that order. The above-named individual is hereby appointed to serve civil process in the First Judicial Circuit until 11:59 p.m., **December 31, 2020**, unless terminated earlier by court order.

The name, process server number, address, phone numbers, *et cetera*, are as follows:

Name of Process Server: ~~JERRY HOFF~~ JERRY HOFF Jr.

Process Server Number: ~~2006-01~~ 2006-01

Address: 111 Tennessee West Helena, Ar 72390

Phone number: 870-753-8826

Fax number:

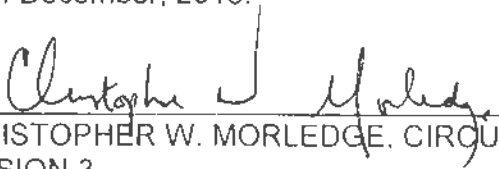
Electronic mail address: JHHuff64@yahoo.com

**FILED**  
**JAN 2 2019**  
TIME 2:30 P.M.  
BETTE S. GREEN, CLERK  
ST. FRANCIS COUNTY

The approved applicant listed above shall comply with all the terms of the Courts' orders entered in Case Number 1JCPS-2003-1 and shall include the number designated above as the "Process Server Number" on all returns.

That the undersigned Circuit Judge has the authority to sign for the other four Circuit Judges of the First Judicial Circuit.

Entered this 31 day of December, 2018.

  
CHRISTOPHER W. MORLEDGE, CIRCUIT JUDGE  
DIVISION 3  
Post Office Box 1225  
Forrest City, AR 72336



**Official Bid Price Sheet**  
SP-19-0050 Process Server Services

**STATEWIDE COVERAGE**

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Rush Service	85. <sup>00</sup>	300	70. <sup>00</sup>	200	\$0.00
Expedited Service	85. <sup>00</sup>	300	70. <sup>00</sup>	200	\$0.00
Urgent Service	85. <sup>00</sup>	300	70. <sup>00</sup>	200	\$0.00
Estimated Total for Table A					\$0.00
<b>Table B: Secondary Service Types</b> (To be used in determining lowest cost.)					
Service Type	Cost Per Add-On to the Primary Service Type	Estimated Number of Add-Ons Per Year	Extended Cost		
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Standby Service	50. <sup>00</sup>	200	\$0.00		
Multiple Address Service	50. <sup>00</sup>	400	\$0.00		
Estimated Total for Table B					\$0.00
<b>Estimated Grand Total for the Initial Contract Term</b> (Totals combined from Tables A and B)					<b>\$0.00</b>

<b>Table C: Other Service Types</b> (NOT to be used in determining lowest cost.)	
Service Type	Cost Per Service
Skip Trace / Attempt to Locate	
Court Hearing / Testimony	

## CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM

Failure to complete all of the following information may result in a delay in obtaining a contract, lease, purchase agreement, or grant award with any Arkansas State Agency.

SUBCONTRACTOR:  Yes  No SUBCONTRACTOR NAME: \_\_\_\_\_

TAXPAYER ID NAME: 429-43-1211 IS THIS FOR:  Goods?  Services?  Both?

YOUR LAST NAME: Huff, Jr. FIRST NAME: John M.I.: H.

ADDRESS: 111 Tennessee

CITY: West Helena STATE: AR ZIP CODE: 72390 COUNTRY: \_\_\_\_\_

**AS A CONDITION OF OBTAINING, EXTENDING, AMENDING, OR RENEWING A CONTRACT, LEASE, PURCHASE AGREEMENT, OR GRANT AWARD WITH ANY ARKANSAS STATE AGENCY, THE FOLLOWING INFORMATION MUST BE DISCLOSED:**

### FOR INDIVIDUALS \*

Indicate below if: you, your spouse or the brother, sister, parent, or child of you or your spouse is a current or former: member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee:

Position Held	Mark (√)		Name of Position of Job Held <small>[senator, representative, name of board/ commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and how are they related to you? <small>[i.e., Jane Q. Public, spouse, John Q. Public, Jr., child, etc.]</small>	
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Relation
General Assembly							
Constitutional Officer							
State Board or Commission Member							
State Employee							

None of the above applies

### FOR AN ENTITY (BUSINESS) \*

Indicate below if any of the following persons, current or former, hold any position of control or hold any ownership interest of 10% or greater in the entity: member of the General Assembly, Constitutional Officer, State Board or Commission Member, State Employee, or the spouse, brother, sister, parent, or child of a member of the General Assembly, Constitutional Officer, State Board or Commission Member, or State Employee. Position of control means the power to direct the purchasing policies or influence the management of the entity.

Position Held	Mark (√)		Name of Position of Job Held <small>[senator, representative, name of board/commission, data entry, etc.]</small>	For How Long?		What is the person(s) name and what is his/her % of ownership interest and/or what is his/her position of control?		
	Current	Former		From MM/YY	To MM/YY	Person's Name(s)	Ownership Interest (%)	Position of Control
General Assembly								
Constitutional Officer								
State Board or Commission Member								
State Employee								

None of the above applies



## Contract and Grant Disclosure and Certification Form

Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this contract. Any contractor, whether an individual or entity, who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the agency.

As an additional condition of obtaining, extending, amending, or renewing a contract with a state agency I agree as follows:

1. Prior to entering into any agreement with any subcontractor, prior or subsequent to the contract date, I will require the subcontractor to complete a **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM**. Subcontractor shall mean any person or entity with whom I enter an agreement whereby I assign or otherwise delegate to the person or entity, for consideration, all, or any part, of the performance required of me under the terms of my contract with the state agency.

2. I will include the following language as a part of any agreement with a subcontractor:

*Failure to make any disclosure required by Governor's Executive Order 98-04, or any violation of any rule, regulation, or policy adopted pursuant to that Order, shall be a material breach of the terms of this subcontract. The party who fails to make the required disclosure or who violates any rule, regulation, or policy shall be subject to all legal remedies available to the contractor.*

3. No later than ten (10) days after entering into any agreement with a subcontractor, whether prior or subsequent to the contract date, I will mail a copy of the **CONTRACT AND GRANT DISCLOSURE AND CERTIFICATION FORM** completed by the subcontractor and a statement containing the dollar amount of the subcontract to the state agency.

I certify under penalty of perjury, to the best of my knowledge and belief, all of the above information is true and correct and that I agree to the subcontractor disclosure conditions stated herein.

Signature John H Huff Jr Title Process Server Date 3-24-20  
Vendor Contact Person John H Huff Jr Title Process Server Phone No. 870-753-8826

Agency use only

Agency Number \_\_\_\_\_ Agency Name \_\_\_\_\_ Agency Contact Person \_\_\_\_\_ Contact Phone No. \_\_\_\_\_ Contract or Grant No. \_\_\_\_\_

## Attachment C Example Service Type Menu Form

- Authorized Entity must include this form in the Referral for Service Packet sent to the Contractor.
- Authorized Entity must indicate one (1) Primary Service Type.
- Authorized Entity may indicate one (1) or more Secondary Service Types when a Primary Service Type is chosen above.
- Contractors must provide Service Attempts for Secondary Service Types in accordance with the Requirements of the Primary Service Type chosen.

### Primary Service Types

**Standard Service**

- *Includes three (3) Service Attempts within ten (10) calendar days of Contractor's receipt of the Referral for Service Packet.*

**Rush Service**

- *Includes three (3) Service Attempts within five (5) calendar days of Contractor's receipt of the Referral for Service Packet.*

**Expedited Service**

- *Includes three (3) Service Attempts within eight (8) to twenty-four (24) hours of Contractor's receipt of the Referral for Service Packet.*

**Urgent Service**

- *Includes three (3) Service Attempts within zero (0) to eight (8) hours of Contractor's receipt of the Referral for Service Packet.*

### Secondary Service Types

**Substitute Service**

- *Substitutes service from the originally intended recipient of the legal process documents whereby Contractor leaves a copy of the legal process documents with a person who is at least eighteen (18) years of age, is related to the individual listed in the Referral for Service Packet, and resides in the same place as the originally intended recipient of the legal process documents.*

**Standby Service**

\_\_\_\_\_ **Number of 15 Minute Increments**

- *After each unsuccessful Service Attempt, Contractor waits for the recipient of the documents in 15-minute increments as instructed by the Authorized Entity.*

**Multiple Address Service**

\_\_\_\_\_ **Number of additional addresses (Primary address not included in total.)**

- *Provides an option for providing Service Attempts to address(s) in addition to the one (1) address included in a Primary Service Type.*
- *Authorized Entity should list additional addresses on the Service Information Form included in the Referral for Service Packet.*

**Skip Trace / Attempt to Locate Services**

- *Includes services to attempt to locate a person.*

STATE OF ARKANSAS



Asa Hutchinson  
*Governor*

Department of Career Education  
Arkansas Rehabilitation Services  
D. Alan McClain, *Commissioner*

Charisse Childers, Ph.D.  
*Director*

**Equal Opportunity Policy Disclaimer**

**ATTENTION VENDORS**

Act 2157 of 2005 of the Arkansas Regular Legislative Session requires that any business or person bidding, who is responding to a formal bid request, Request for Qualifications or qualifications, or negotiating a contract with the state for professional or consultant services, submit their most current equal opportunity policy (EO Policy).

Although bidders are encouraged to have a viable equal opportunity policy, a written response stating the bidder does not have such an EO Policy will be considered that bidder's response and will be acceptable in complying with the requirement of Act 2157.

**Note: This is a mandatory requirement when submitting an offer as described above.**  
If you have any questions regarding this requirement, please contact by calling 501-296-1666.

Company Name or Individual: Four SEASON'S Civil Process

Title: Process Server Date 3-24-20

Signature John H. Huff Jr.



# Western Surety Company

## CONTINUATION CERTIFICATE

Western Surety Company hereby continues in force Bond No. 70053115 briefly described as PROCESS SERVER

for JOHN HENRY HUFF JR., as Principal,

in the sum of \$ TEN THOUSAND AND NO/100 Dollars, for the term beginning January 01, 2020, and ending January 01, 2021, subject to all the covenants and conditions of the original bond referred to above.

This continuation is issued upon the express condition that the liability of Western Surety Company under said Bond and this and all continuations thereof shall not be cumulative and shall in no event exceed the total sum above written.

Dated this 19th day of September, 2019.



WESTERN SURETY COMPANY

By Paul T. Bruhat  
Paul T. Bruhat, Vice President

**THIS "Continuation Certificate" MUST BE FILED WITH THE ABOVE BOND.**



### Submission Confirmation

**Thank you for your submission. This submission is valid for one year.**

We have recorded your submission. Please click [here](#) to return to the home page.

Print Disclosure Submission

**Disclosure forms are valid for one year.**

**Vendor:** Four season/Civil process

**Tax ID:** 4188

**Disclosure Statement:** I certify that I **DO NOT** employ or contract with an illegal immigrant.

**Contact E-mail:** jhhuff64@yahoo.com

**Submitted on:** 03-30-20

**Valid through:** 03-29-21