



Bid Pamphlet

for

THATCHER RECREATION COMPLEX – SOCCER FIELD LIGHTING

Town of Thatcher Project # TH 23-24-02

Mayor

Randy Bryce

Council Members

Jenny Howard – Vice Mayor

Ashley Smith

Eddy Carlton

Mark Vining

Ryan Rapier

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Town Manager

Heath Brown

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INVITATION TO BID

The Town of Thatcher, Arizona will receive sealed bids on a general contract for the Thatcher Recreation Complex - Soccer Field Lighting, TOT Project No. 23-24-02.

Description of Work:

The project is located in the Town of Thatcher in Graham County, Arizona. The project includes providing all materials and installing field lighting at the Thatcher Recreation Complex sports fields, as depicted in the project plans and specifications. The lighting includes six (6) poles and eight (8) fixture banks.

Bid due date: Sealed bids for the described work will be received by the Deputy Town Clerk at Town Hall, 3700 West Main Street, Thatcher, Arizona 85552 until 3:00 p.m. Arizona time on **Thursday, March 7th, 2024** at which time they will be opened and read aloud.

Bid Documents: Project plans, Specifications, Addenda and other related documents are available by contacting Heath Brown, Town Manager via e-mail at hbrown@thatcher.az.gov or via telephone at 928-428-2290, ext. 2242. Any questions should also be addressed to Mr. Brown.

The Town of Thatcher reserves the right to reject any and all bids and to waive minor irregularities and informalities therein and further reserves the right to award the contract to the lowest most responsive and responsible bidder.

This invitation to bid is published by order of the Thatcher Town Council.

SCHEDULE OF EVENTS

The following is a proposed schedule of events. Dates other than bid opening are tentative and subject to minor changes. Bid opening date may be changed by addendum only.

Event	Date	Time	Location
Call for bids announced	2/7/24	-	-
Bids due & bid opening	3/7/24	3:00 pm	Thatcher Town Hall
Town Council review of bids	3/18/24	6:30 pm	Town Hall Council Chambers
Notice to Proceed	3/19/24	-	-
Final Completion Deadline	9/30/24	-	-

INSTRUCTIONS TO BIDDERS

Copies of Bid Pamphlet

Complete sets of bid pamphlet shall be used in preparing Bids. This shall include all addenda issued. The Town of Thatcher assumes no responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bid pamphlet. The Town, in making copies of bid pamphlet available on the above terms, do so only for the purpose of obtaining Bids for the Work and do not authorize or confer a license for any other use.

Qualifications of Bidders

The Bidder shall complete the attached BIDDER'S QUALIFICATION STATEMENT and shall submit it with the bid (if Bidder has not done work, or completed a qualifications statement, for the Town in the past 36 months). Bidders shall be experienced in the kind of work to be performed, shall have the necessary equipment, and shall possess sufficient capital to properly execute the work within the time allowed. Bids received from Bidders who have previously failed to complete work within the time required, or who have previously performed similar work in an unsatisfactory manner, may be rejected.

A Bid may be rejected if the Bidder cannot show that he has the necessary ability, plan, and equipment to commence the work at the time prescribed and, thereafter, to prosecute and complete the work at the rate within the time specified. A bid may be rejected if Bidder is already obligated for performance of other work that could delay the commencement, prosecution, or completion of the work. Low Bidders may be asked to furnish additional data to demonstrate competency.

Each bid must contain evidence of Bidder's qualification to do business in the State of Arizona. In addition, Bidder shall be a holder of a State of Arizona Contractor's License. Bidder is advised to carefully review those portions of the Bid Form requiring Bidder's representations and certifications.

Examination of Bid Pamphlet and Site

It is the responsibility of each Bidder before submitting a bid to:

- a. examine and carefully study the bid pamphlet, and other related data identified in the bid pamphlet;
- b. visit the Site and become familiar with and satisfy the Bidder as to the general, local, and Site conditions that may affect cost, progress, and performance of the Work;
- c. become familiar with and satisfy Bidder as to all federal, state, and local Laws and Regulations that may affect the cost, progress, and performance of the Work;
- d. consider the information known to Bidder; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the bid pamphlet; and the Site-related reports and drawings identified in the bid pamphlet, with respect to the effect of such information, observations and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying any specific means, methods, techniques, sequences, and procedures of construction expressly required by the bid pamphlet; and (3) Bidder's safety precautions and programs;
- e. agree at the time of submitting its bid that no further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of its Bid for performance of the Work at the price(s) bid and within the times required, and in accordance with the other terms and conditions of the bid pamphlet;
- f. become aware of the general nature of the work to be performed by Owner and others at the Site that relates to the Work as indicated in the bid pamphlet;
- g. promptly give Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder discovers in the bid pamphlet and confirm that the written resolution thereof by Engineer is acceptable to Bidder, and
- h. determine that the bid pamphlet is generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the work.

Pre-bid Conference

A formal Pre-Bid Conference will not be held for this project. However, the Town would be happy to meet potential Bidder's on site to review the site and project with scheduled appointment.

Interpretations and Addenda

All questions about the meaning or intent of the bid pamphlet are to be submitted to Town Engineer in writing. Interpretations or clarifications considered necessary by Engineer in response to such questions will be issued by Addenda. Bidders are responsible for ensuring they are on the plans holder list to ensure receipt of addenda. Questions received less than 3 working days prior to the date of the opening of Bids may not be answered. Only questions answered by addenda will be binding. Oral and other interpretations or clarifications will be without legal effect.

Addenda may be issued to clarify, correct, or change the bid pamphlet as deemed advisable by the Town.

Bid Security

Bid Security will not be required for this project.

Subcontractors

The form entitled, "List of Subcontractors" (found elsewhere in this pamphlet) shall be completely filled out along with the Subcontractors Contractor's License. Failure to do so may disqualify the bid. Show on this form the Items of work the Subcontractor will be accomplishing. The portion of work assigned to the Subcontractors shall not exceed 50% of the contract bid price.

Permits, Fees, Taxes and Required License

The successful bidder shall have such contractor's license as may be required by the State of Arizona to do the work required in the bid. The successful bidder and any sub-contractors must have or shall obtain a Town of Thatcher business license. The contractor shall secure and pay for all taxes, fees, licenses, or permits necessary to do the work and all such shall be included in the contractor's bid price.

Preparation of Bid

The Bid Schedule is included in the bid pamphlet. All blanks on the Bid Schedule shall be completed in ink and the Bid Schedule signed in ink. Erasures or alterations shall be initialed in ink by the person signing the Bid Schedule. A bid price shall be indicated for each bid item listed therein. In the case of optional alternatives the words "No Bid" may be entered. All names shall be printed in ink below the signatures.

The Bid shall contain an acknowledgment of receipt of all Addenda, the numbers of which shall be filled in on the Bid Form. Postal and e-mail addresses and telephone number for communications regarding the Bid shall be shown.

The Bid shall contain evidence of Bidder's authority and qualification to do business in the state where the Project is located, or Bidder shall covenant in writing to obtain such authority and qualification prior to award of the Contract and attach such covenant to the Bid. Bidder's state contractor license number, shall also be shown on the Bid Form.

Basis of Bid; Comparison of Bids

The engineer's estimate of quantities is given solely for the purpose of indicating the scope of the work and comparing bids for unit price contracts. The estimated quantities may not accurately indicate the proper measure of materials for the Contractor to purchase. The contractor shall make his estimate from the construction plans or inquire of the engineer to minimize shortages or excesses of materials.

The unit prices in the bid are binding on the Contractor unless there is a gross error in the estimated quantities. If the estimated quantities shown on the engineer's estimate are grossly in error with measured quantities, a readjustment of the contract unit price to that portion of the quantities that is more or less than 20% of the estimated quantity may be renegotiated.

Submittal of Bid

The following items must be completed and accompany each Bid Submittal:

- a. Completed and signed Bid Tab (please place at the TOP of the submitted bid package)
- b. Bid Submittal;
- c. A Non-Collusion Affidavit form completed and signed;
- d. List of Subcontractors form completed and signed;
- e. Bidders Qualification Statement (if not submitted in the last 36 months)

A Bid shall be submitted no later than the date and time prescribed and at the place indicated in the invitation to bid or addenda and shall be enclosed in a plainly marked package with the following on the outside, lower right-hand corner marked as follows:

Sealed Bid of _____, Contractor

***For: Street Preservation Project
Town of Thatcher Project #23-24-02***

The bid shall be accompanied by all required documents. If a Bid is sent by mail or other delivery system, the sealed envelope containing the Bid shall be enclosed in a separate package plainly marked on the outside with the notation "BID ENCLOSED." A delivered or mailed Bid shall be addressed to:

Deputy Town Clerk, Town of Thatcher, 3700 W. Main Street, Thatcher, AZ 85552

Modification and Withdrawal of Bid

A Bid may be modified or withdrawn by an appropriate document duly executed in the same manner that a Bid must be executed and delivered to the place where Bids are to be submitted prior to the date and time for the opening of Bids.

A bid may be withdrawn at any time before it is formally opened for consideration in the award of the contract. After a bid is opened, the bidder is bound by the offer and is obligated to accept the contract if the bid should be the successful bid.

Opening of Bids

Bids will be opened at the time and place indicated in the Invitation to Bid or addenda and read aloud publicly.

Evaluation of Bids and Award of Contract

Owner reserves the right to reject any or all Bids, including without limitation, nonconforming, nonresponsive, unbalanced, or conditional Bids. Owner further reserves the right to reject the Bid of any Bidder whom it finds, after reasonable inquiry and evaluation, to not be responsible. Owner may also reject the Bid of any Bidder if Owner believes that it would not be in the best interest of the Project to make an award to that Bidder. Owner also reserves the right to waive all informalities not involving price, time, or changes in the Work and to negotiate contract terms with the Successful Bidder.

In evaluating Bidders, the Town will consider the qualifications of Bidders and may consider the qualifications and experience of Subcontractors, Suppliers, and other individuals or entities proposed. The Town may conduct such investigations as it deems necessary to establish the responsibility, qualifications, and financial ability of Bidders, proposed Subcontractors, Suppliers, individuals, or entities proposed for those portions of the Work in accordance with the Contract Documents.

This contract will be awarded to the lowest responsible bidder eligible to participate if the lowest bid does not exceed the amount of funds available by the Town to finance the contract. The lowest bid shall be considered by the Town to be the lowest of base bids plus or minus any selected alternates. If such lowest bid exceeds available funding, the Town may reject all bids. Staff recommends to the Town Council whom should be awarded the contract; the Council makes the final decision in a public meeting. The date of that meeting is shown on the Schedule of Events. The Town may reject any or all bids it deems inconsistent with these instructions.

CONTACT INFORMATION

The contract administrator for this project is:

Mr. Heath Brown
Town Manager, Town of Thatcher
3700 W. Main St.
Thatcher, AZ 85552
(928) 428-2290 x 2242
hbrown@thatcher.az.gov

Normal business hours at the Thatcher Town Hall are 7:00 AM to 6:00 PM, Monday through Thursday. Candidate contractors should feel free to contact the Town Manager with questions or concerns.

BID FORM

This bid is submitted to:

Town of Thatcher
3700 W. Main Street
Thatcher, AZ 85552

The undersigned Bidder proposes and agrees, if this Bid is accepted, to enter into an Agreement with Owner in the form included in the Bidding Documents to perform all Work as specified or indicated in the Bidding Documents for the prices and within the times indicated in this Bid and in accordance with the other terms and conditions of the Bidding Documents.

Bidder's Acknowledgements

Bidder accepts all of the terms and conditions of the Instructions to Bidders, including without limitation those dealing with the disposition of Bid security. This Bid will remain subject to acceptance for 60 days after the Bid opening, or for such longer period of time that Bidder may agree to in writing upon request of Town.

Bidder's Representations

In submitting this Bid, Bidder represents that Bidder has examined and carefully studied the Bidding Documents, other related data identified in the Bidding Documents, and the following Addenda, receipt of which is hereby acknowledged:

Addendum No.

Addendum Date

Bidder has visited the Site and become familiar with and is satisfied as to the general, local, and

Site conditions that may affect cost, progress, and performance of the Work. Bidder is familiar with and is satisfied as to all Laws and Regulations that may affect cost, progress, and performance of the Work.

Bidder has considered the information known to Bidder; information commonly known to contractors doing business in the locality of the Site; information and observations obtained from visits to the Site; the Bidding Documents; and the Site-related reports and drawings identified in the Bidding Documents, with respect to the effect of such information, observations, and documents on (1) the cost, progress, and performance of the Work; (2) the means, methods, techniques, sequences, and procedures of construction to be employed by Bidder, including applying the specific means, methods, techniques, sequences, and procedures of construction expressly required by the Bidding Documents; and (3) Bidder's safety precautions and programs.

Bidder does not consider that further examinations, investigations, explorations, tests, studies, or data are necessary for the determination of this Bid for performance of the Work at the price(s) bid and within the times required, and in accordance with the other terms and conditions of the Bidding Documents.

Bidder has given Engineer written notice of all conflicts, errors, ambiguities, or discrepancies that Bidder has discovered in the Bidding Documents, and the written resolution thereof by Engineer is acceptable to Bidder.

The bidding documents are generally sufficient to indicate and convey understanding of all terms and conditions for the performance of the Work for which this Bid is submitted.

Bidder's Certification

Bidder certifies that:

- a. This Bid is genuine and not made in the interest of or on behalf of any undisclosed individual or entity and is not submitted in conformity with any collusive agreement or rules of any group, association, organization, or corporation;
- b. Bidder has not directly or indirectly induced or solicited any other Bidder to submit a false or sham bid;
- c. Bidder has not solicited or induced any individual or entity to refrain from bidding; and

- d. Bidder has not engaged in corrupt, fraudulent, collusive, or coercive practices in competing for the Contract. For the purposes of this Paragraph, “corrupt practice” means the offering, giving, receiving, or soliciting of anything of value likely to influence the action of a public official in the bidding process; “fraudulent practice” means an intentional misrepresentation of facts made to influence the bidding process to the detriment of Owner, to establish bid prices at artificial non-competitive levels, or to deprive Owner of the benefits of free and open competition; “collusive practice” means a scheme or arrangement between two or more Bidders, with or without the knowledge of Owner, a purpose of which is to establish bid prices at artificial, non-competitive levels; and “coercive practice” means harming or threatening to harm, directly or indirectly, persons or their property to influence their participation in the bidding process or affect the execution of the Contract.

Basis of Bid

Bidder will complete the Work in accordance with the Contract Documents for the amounts shown on the attached Bid Schedule.

Bidder understands that the Owner reserves the right to reject any or all bids and to waive any informalities in the bidding.

Bidder acknowledges that estimated quantities are not guaranteed, and are solely for the purpose of comparison of Bids, and final payment for all unit price Bid items will be based on actual quantities, determined as provided in the Contract Documents.

Time of Completion

Bidder agrees that the Work will be substantially complete and will be completed and ready for final payment in accordance with the Schedule of Events contained in the bid pamphlet.

Attachments to this Bid

The following documents are submitted with and made a condition of this Bid:

- a. Completed and Signed Bid Tab (Please place at the TOP of the submitted bid package)
- b. Completed Bid Submission Form (Pages 9 thru 13)
- c. A Non-Collusion Affidavit form completed and signed
- d. List of Subcontractors form completed and signed
- e. Bidder’s Qualification Statements (if not submitted in the last 36 months)

Bid Submittal

This Bid is submitted by:

If Bidder is:

An Individual

Name (typed or printed): _____

By: _____
(Individual's signature)

Doing business as: _____

A Partnership

Partnership Name: _____

By: _____
(Signature of general partner -- attach evidence of authority to sign)

Name (typed or printed): _____

A Corporation

Corporation Name: _____ (SEAL)

State of Incorporation: _____

Type (General Business, Professional, Service, Limited Liability): _____

By: _____
(Signature -- attach evidence of authority to sign)

Name (typed or printed): _____

Title: _____

Attest: _____

Date of Qualification to do business in Arizona is _____ / _____ / _____.

Bidder's Business Address: _____

Phone No.: _____

E-mail: _____

SUBMITTED this _____ day of _____, 20_____.

State Contractor License No.: _____

License Class: _____

NON-COLLUSION AFFIDAVIT

I certify that this bid is genuine, and is not collusive in any manner; that the bid is not made with the intent to restrict or prohibit competition; that the firm is submitting the bid has not revealed the contents of the bid to, or in any way colluded with, any other firm which may compete for the contract; and that no other firm which may compete for the contract has revealed the contents of a bid to, or in any way colluded with, the firm submitting the bid.

Name of Firm Submitting Bid: _____

Address: _____

Telephone Number: _____

Authorized Signature
Contractor's License No.

STATE OF _____)
)ss.
 COUNTY OF _____)

On this _____ day of _____ 20 _____, before me, the subscriber, a Notary Public in and for said State and County, personally appeared before me _____ of _____,

known or identified to me to be the person whose name is subscribed to the within instrument, and in due form of law acknowledged that he/she is authorized on behalf of said company to execute all documents pertaining hereto and acknowledged to me that he/she executed the same as his/her voluntary act and deed on behalf of said company.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed my seal in said State and County on the day and year last above written.

Notary Seal	
	(Signature of Notary)
	My Commission Expires:

This affidavit is required pursuant to A.R.S. 34-253. Failure to submit this affidavit signed at the time of bid opening is grounds for disqualification of the bid.

LIST OF SUBCONTRACTORS

In compliance with the Instructions to Bidders, the undersigned submits the following names of all subcontractors to be used in performing the contract. The bidder certifies that all subcontractors listed are eligible to perform work on public projects pursuant to A.R.S. 34-241.B.

Note: If additional space is needed, the other side of this sheet may be utilized.

Company Name	City	State	Type of Work	% of Total \$

Contractor's Authorized Signature

BIDDER'S QUALIFICATION STATEMENTS

(if Contractor has not performed work for the Town or submitted this form to the Town in the past 36 months)

DATE SUBMITTED: _____

SUBMITTED TO: Town of Thatcher, 3700 W. Main Street, Thatcher, AZ 85552

SUBMITTED FOR: Street Preservation Project (Town of Thatcher Project # 23-24-01)

SUBMITTED BY: _____

The undersigned certifies under oath the truth and correctness of all statements and all answers to questions made hereinafter. Failure to provide complete and accurate information on the Bidders Qualification Statements shall be grounds for rejecting the contractor's bid as non-responsible, or cancellation of the contract.

(Note: Attach Separate Sheets as Required)

How many years has your organization been in business as a Contractor? _____

How many years has your organization been in business under its present name? _____

If a corporation, answer the following:

Date of Incorporation: _____

State of Incorporation: _____

President's name: _____

Vice President's name(s): _____

Secretary's or Clerk's name: _____

Treasurer's name: _____

If individual or partnership, answer the following:

Date of organization: _____

Name and address of all partners (State whether general or limited partnership):

If other than corporation or partnership, describe organization and name principals:

Has any construction contract to which you have been a party been terminated by the owner; have you ever terminated or on a project prior to its completion for any reason; has any surety which issued a performance bond on your behalf ever completed the work in its own name or financed such completion on your behalf; has any surety expended any monies in connection with a contract for which they furnished a bond on your behalf? _____

If the answer to any portion of this is "yes", please furnish details of all such occurrences including name of owner, architect or engineer, and surety, and name and date of project. Attach additional sheets as necessary.

Has any officer or partner in your organization ever been an officer or partner of another organization that had any construction contract terminated by the owner; terminated work on a project prior to its completion for any reason; had any surety which issued a performance bond complete the work in its own name or financed such completion; or had any surety expended monies in connection with a contract for which they furnished a bond? _____

If the answer to any portion of this question is "yes", please furnish details of all such occurrences including name of owner, architect or engineer, and surety, and name and date of the project. Attach additional sheets as necessary.

List name of project, owner, architect or engineer, contract amount, percent complete and schedule of completion of the major construction projects your organization has in process on this date. Attach additional sheets as necessary.

List name of project, owner, architect or engineer, contract amount, date of completion and percent of work with own forces of the major projects of the same general nature as this project which your organization has completed in the past five years. Attach additional sheets as necessary.

List name, address and telephone number of a reference for each project listed under the two paragraphs above. Attach additional sheets as necessary.

List name and construction experience of the key individuals in your organization who would be involved in this project.

List the states and categories of construction in which your organization is legally qualified to do

business. Include license numbers.

List name, address, and telephone number of an individual who represents each of the following and whom the Town of Thatcher may contact for financial reference:

A surety:

A bank:

A major potential supplier:

Attach a financial statement, prepared on an accrual basis, in a form that clearly indicates Bidder's assets, liabilities, and net worth.

Date of financial statement: _____