



City of Cottonwood, Arizona

NOTICE OF FORMAL SOLICITATION

SOLICITATION TYPE:
COMMODITY/SERVICE SOUGHT:
SOLICITATION INVITATION NO.:
BID DUE DATE AND TIME:
LOCATION:

INVITATION FOR BIDS
Cottonwood Youth Center Improvements
2017-PR-04
June 19th, 2017 10:00 AM local Arizona time
City of Cottonwood
Administrative Services Department
Purchasing Division
816 N. Main Street
Cottonwood, Arizona 86326

Pursuant to Arizona Revised Statutes Section 34-201, notice is hereby given that the City of Cottonwood (“City”) will accept bids with the intention of entering into a contract for: Cottonwood Youth Center Improvements, (the “Project”). The facility is located at 215 E. Pima Street, Cottonwood, Arizona 86326.

Bids shall be enclosed in a sealed envelope clearly identified as **Cottonwood Youth Center Improvements**. The name and address of the entity submitting the Bid shall also be clearly marked on the sealed envelope. It is the sole responsibility of the entity submitting the bid to see that his/her bid is received at the proper time. The bid shall be submitted to the **City of Cottonwood, Purchasing Division, 816 N Main Street, Cottonwood, AZ 86326 by 10:00 AM on Friday, June 19th, 2017**, at which time all bids shall be opened and the name of each Bidder and the amount of its bid shall be publicly read. Late bids will not be considered and will be returned unopened.

Contractors desiring to submit bids may obtain PDF versions of the plans and specifications and other information pertaining to the Project via email by contacting the Purchasing Division at jcook@Cottonwoodaz.gov. Documents can also be obtained through the Public Purchase website at www.publicpurchase.com.

A pre-bid meeting will be held on Thursday, June 1st 2017, at 10:00 a.m. and will be held at the facility site located at 215 E. Pima Street, Cottonwood, Arizona, 86326. **Attendance at this meeting is not-mandatory, but is recommended. The City does not have plans/drawings for the renovations inside the Youth Center so attendance is strongly encouraged as an explanation of what is needed will be provided at this meeting.**

Every bid shall be accompanied by a certified check, cashier’s check or surety bond for ten percent (10%) of the amount of the bid as a guarantee that if selected, the Bidder will enter into a contract to construct the Project in accordance with the plans and specifications. Any surety bond submitted in compliance with this requirement shall be executed by a surety company or companies holding a certificate of authority to transact surety business in this state issued by the director of the Department of Insurance pursuant to Arizona Revised Statutes Title 20, Chapter 2, Article 1; shall follow the form prescribed in Arizona Revised Statutes Section 34-201; and all liabilities on the bond shall be determined in accordance with that section as if it were copied at length therein.

The City of Cottonwood will select a vendor based on the lowest responsible and responsive bid. In accordance with Arizona Revised Statutes Section 34-201(A) (4), the City reserves the right to reject any or all bids or to withhold the award for any reason the City determines.

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