



# City of Cottonwood, Arizona

## NOTICE OF FORMAL SOLICITATION

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| <b>SOLICITATION TYPE:</b>           | <b>INVITATION FOR BIDS</b>  |
| <b>COMMODITY/SERVICE SOUGHT:</b>    | <b>Replacement of Library Rooftop Package Units</b>   |
| <b>SOLICITATION INVITATION NO.:</b> | <b>2012-PW-8</b>  |
| <b>BID DUE DATE AND TIME:</b>       | <b>October 27, 2011 – 04:00 pm local Arizona time</b>   |
| <b>LOCATION:</b>                    | <b>City of Cottonwood<br/>Administrative Services Department<br/>Purchasing Division<br/>816 N. Main Street<br/>Cottonwood, Arizona 86326</b> |

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 the replacement of two (2) ten ton rooftop package units on the City Library located at 100 East 6<sup>th</sup> Street, Cottonwood, Arizona 86326, (the “Project”).

Bids shall be enclosed in a sealed envelope clearly identified as **Replacement of Library Rooftop Package Units**. 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 4:00 PM on Thursday, October 27, 2011**, 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 proposals may obtain compact discs with PDFs of the plans and specifications, and other information pertaining to the Project from the **City of Cottonwood, Purchasing Division, 816 N Main Street, Cottonwood, AZ 86326**. There is no charge for the compact discs. Information may be obtained via email by calling the **Purchasing Division at 928-340-2714**. A complete set of the plans and specifications is also available for on-site review at the Purchasing Division Office address listed above.

A pre-bid meeting will be held on Tuesday, October 18, 2011, at 1:00 p.m. at the project site located at 100 East 6<sup>th</sup> Street, Cottonwood, Arizona 86326. Attendance of this meeting is mandatory, all firms bidding shall attend.

Every proposal 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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