

## NOTICE TO BIDDERS

**Sealed Bids are due on or before April 10, 2012 at 2:30 p.m.**

**Sealed Bid Package to be marked:**

**"Town of Camp Verde - Town Campus Painting Project  
Project" #12-099**

The following items must be completed by the bidding contractor and submitted for this bid to be considered responsive. Any and all deficiencies of items listed below will be considered adequate reason to reject the bid in its entirety.

- Bidder Information Sheet:
- Bid Proposal Forms
- Payment & Performance Bond Information

**Mandatory Pre-Bid Conference:** on **Tuesday, April 3<sup>rd</sup> at 9:30 a.m.** In the Kitchen of the Public Works building located at 395 South Main Street, Camp Verde, AZ 86322. The meeting will begin promptly at 9:30 a.m., bidders who arrive past 9:40 a.m. will not be allowed to bid. It is the bidder's responsibility to fully inform himself/herself of the conditions and requirements relating to the project and furnishing all labor, materials, equipment, taxes, licenses, insurance and bonds for the work by personally examining the site and by taking such other action necessary to provide him/her with all pertinent information.

**Bid Proposal:** shall be in a sealed envelope with the words "Town of Camp Verde Town Campus Painting Project #12-099". Sealed Bids are due at Public Works Department, 395 S. Main Street, Camp Verde, AZ 86322, no later than 2:30 p.m., Tuesday, April 10, 2012. Bids will be opened and publicly read at 2:45 p.m. in the Town of Camp Verde Conference Room at 395 S. Main Street, Camp Verde, AZ 86322

**Town Business License:** Prior to "Notice to Proceed" being issued, the successful bidder must have or obtain a current Town of Camp Verde Business License. A Town Business License may be obtained through the Town Clerk at 473 S. Main Street #102, Camp Verde, AZ 86322 ; 928-567-6631

**Insurance:** The successful bidder will be required to provide a Certificate of Insurance (including Workmen's Compensation coverage) with limits as specified in the "Example Agreement, Exhibit "A, Item 3". The Town of Camp Verde must be named as additional insured. Proof of such insurance must be submitted to the Town immediately following the Award of the bid by the Mayor and Common Council, prior to execution of the Agreement for this work.

**Bid Bond:** A Bid Bond in the amount of 10% of the written, submitted bid shall be included in your bid package.

**Performance and Payment Bonds:** A Performance and Payment Bond, each in the amount of 100% of the contract price, with a Corporate Surety, approved by the Town, will be required for the Project. *Payment and Performance Bonds must be executed and approved within 10 days of the contract award.*

## Information for Bidders

**Examination of the Site:** It is the bidder's responsibility to fully inform himself/herself of the conditions and requirements relating to the project and furnishing of labor, materials, and equipment for the work by personally examining the site, and by taking such other action necessary to provide him/her with all pertinent information regarding the work.

**A MANDATORY** pre-bid conference will be held on Tuesday, April 3, 2012, at 9:30 a.m. in the Kitchen of the Public Works building located at 395 S. Main Street, Camp Verde, AZ. The pre-bid meeting begins promptly at 9:30 a.m., bidders arriving after 9:40 a.m. will not be allowed to bid.

**Interpretation of Documents:** If any person contemplating submitting a bid for the proposed contract is in doubt as to the true meaning of any part of the information provided or other proposed Contract Documents, he/she may submit to the Public Works Director of the Town of Camp Verde, a *written* request for an interpretation or correction thereof. E-Mail requests will be accepted at [deb.ranney@campverde.az.gov](mailto:deb.ranney@campverde.az.gov). The person submitting the request will be responsible for its prompt delivery. Any interpretation or corrections of the proposed documents will be made only by addendum duly issued and a copy of each such addendum will be e-mailed or delivered to each person receiving a set of such documents. The Town of Camp Verde will not be responsible for any other explanation or interpretation of the proposed documents.

**Securing Bid Documents:** Copies of the Information for Bidders may be obtained through the Town web site: [www.campverde.az.gov](http://www.campverde.az.gov), [Public Works – Notice of Bids](#), picked up at the Public Works Office located at 395 S. Main Street, Camp Verde, AZ 86322, (928) 567-0534, or email request to [deb.ranney@campverde.az.gov](mailto:deb.ranney@campverde.az.gov).

**Interpretation of Quoted Prices:** **The project will be awarded to the lowest responsive and responsible bidder for the Base Bid plus any Additive(s) Selected by the Town.** The Mayor and common Council of the Town of Camp Verde serve the right to accept or reject any or all bids and to waive informalities. In case of a difference in written words and figures in the Proposal, the amount stated in written words shall govern.

**Award:** The Town Council will award the contract to the lowest responsive and responsible bidder for the total amount of the base bid plus any Additive(s) selected by the Town. The *anticipated* Award date is April 18, 2012, during the regular meeting of Mayor and Council at the Town of Camp Verde, 473 S. Main Street, Camp Verde, AZ 86322.

**Notice to Proceed:** on the project will not be executed prior to receipt of said, License, Insurance and Bonds

**Final payment:** The Town of Camp Verde will make all payments in accordance to Exhibit "A, Item 5" of the Sample Contract. Final payment will be made to the CONTRACTOR within sixty (60) days following project completion and filing Notice of Completion of the Agreement. This final payment will be made only following acceptance of work done by the contractor.

#### **Schedule of Statement Deadlines:**

Advertise for Services: March 14, 2012 (begin)

**Mandatory** Pre-Bid Meeting: **April 3, 2012, 9:30 a.m.** in the Kitchen of the Public Works building located at 395 S. Main Street, Camp Verde, AZ 86322  
*Meeting starts promptly – bidders arriving after 9:40 will not be allowed to bid.*

Bid Package Due: April 10, 2012, at 2:30 p.m. – Sealed Bids are to be delivered to Public Works, 395 S. Main Street, Camp Verde, AZ 86322 and clearly marked Town Campus Painting Project #12-099. Bid opening will be in public at 2:45 p.m. in the Town of Camp Verde, Public Works Conference Room, 395 S. Main Street, Camp Verde, AZ.

## Bidder Information Sheet

**COMPLETE AND RETURN WITH YOUR BID SUBMISSION**

Sealed Bids are due on or before Tuesday, April 10, 2012 at 2:30 p.m.  
Package to be marked "Town of Camp Verde Town Campus Painting Project Bid #12-099

Bidder Information:

Company Name: \_\_\_\_\_XXXXXXXXXXXXXXXXXXXXXXXXXX\_\_\_\_\_

Mailing Address: \_\_\_\_\_XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX  
\_\_\_\_\_XXX\_\_\_\_\_

Telephone: \_\_\_\_\_XXXXXXXXXX\_\_\_\_\_ Fax: \_\_\_\_\_xxxxxXXXXXxxxX\_\_\_\_\_

Contact Person: \_\_\_\_\_X\_\_\_\_\_

Contractor's License Number(s) and type: \_\_\_\_\_X\_\_\_\_\_

Insurance Information: \_\_\_\_\_X\_\_\_\_\_

Policy Number: \_\_\_\_\_X\_\_\_\_\_

Workmen's Compensation Carrier: \_\_\_\_\_X\_\_\_\_\_

Agent's Telephone Number: \_\_\_\_\_X\_\_\_\_\_

\*The successful bidder will be required to submit Payment and Performance Bonds, evidence of a Town of Camp Verde Business License and a Certificate of Insurance naming the Town of Camp Verde as additional insured *after the contract is awarded and prior to the "Notice to Proceed" is issued.*

**Please complete the highlighted information for your bid submission. The actual Payment and Performance Bond, to be issued by your Surety provider, shall be required from the successful bidder prior to the final execution of the Agreement and Notice To Proceed issued by the Town.**

## Payment & Performance Bond Information

X  
\_\_\_\_\_  
(Name of Contractor)

X  
\_\_\_\_\_  
(Address of Contractor)

a (Corporation), (Partnership), or (Individual), hereinafter called PRINCIPAL and

X  
\_\_\_\_\_  
(Name of Surety)

X  
\_\_\_\_\_  
(Address of Surety)

**TOWN OF CAMP VERDE PUBLIC WORKS DEPARTMENT  
BID CERTIFICATION**

**COMPLETE AND RETURN WITH YOUR BID PACKAGE**

---

PROJECT IDENTIFICATION: Town Camp Painting Project

AGREEMENT IDENTIFICATION NUMBER: **BID #12-099**

THIS BID IS SUBMITTED TO: *The Town of Camp Verde  
Public Works Department  
Maintenance Division  
395 South Main Street  
Camp Verde, Arizona 86322*

1. The undersigned bidder proposes and agrees, if this bid is accepted, to enter into an Agreement with the *Town of Camp Verde* in the form included in the bid documents to perform and furnish all work as specified or indicated in the contract documents for the contract price and within the time indicated in this bid and in accordance with the other terms and conditions of the contract documents.
2. Bidder accepts all of the terms and conditions of the Request for Bids, Attachments and Addenda. This bid will remain subject to acceptance for 30 days after the day of bid opening. The successful Bidder will sign and submit the Agreement with the Performance Bond and other documents required by the bid requirements within 10 days after the date of Notice of Award.
3. In submitting this bid, Bidder represents, as more fully set forth in the Agreement that:
  - a. Bidder has examined copies of all of the bidding documents and of the following Addenda (Receipt of which is hereby acknowledged):

DATE	ADDENDUM NUMBER
_____	_____
_____	_____
_____	_____

- b. Bidder has familiarized himself/herself with the nature and extent of the Request for Bid Documents, scope of work, site locality, and all local conditions and laws and regulations that in any manner may affect cost, progress, performance, or furnishing of the work.
  - c. Bidder acknowledges that the *Town of Camp Verde and the Project Manager* do not assume responsibility for the accuracy or completeness of information and data shown or indicated in the bidding documents with respect to facilities at or contiguous to the site. Bidder has obtained and examined (or assumes responsibility for having done so) all such additional or supplementary examinations or investigations concerning conditions (surface and subsurface) at or contiguous to the site or otherwise which relate to any

aspect of the means, and procedures of construction to be employed by Bidder and safety precautions and programs incident thereto. Bidder does not consider that any additional examinations, tests, studies or data are necessary for the determination of this bid for performance and furnishing of the work in accordance with the times, price and conditions of the bid documents.

- d. Bidder has provided the *Project Manager* written notice of all conflicts, errors, ambiguities or discrepancies that Bidder has discovered in the bid documents and the written resolution thereof by *Project Manager* is acceptable to the Bidder, and the bid documents are generally sufficient to indicate and convey understanding of all terms and conditions for performing and furnishing the work for which this bid is submitted.
- e. This bid is genuine and not made in the interest of or on behalf of any undisclosed person, firm, or corporation and is not submitted in conformity with any agreement or rules of any group, association, organization or corporation; Bidder has not directly or indirectly induced or solicited any other bidder to submit a false or sham bid; Bidder has not solicited or induced any person, firm or corporation to refrain from bidding; and Bidder has not sought by collusion to obtain for himself/herself any advantage over any other bidder or over the *Town of Camp Verde*.

4, Bidder will complete the work in accordance with the bid documents for the following price:

\_\_\_\_\_ X \_\_\_\_\_

5. Communications concerning this bid shall be addressed to:

Name: \_\_\_\_\_ X \_\_\_\_\_

Address: \_\_\_\_\_ X \_\_\_\_\_

\_\_\_\_\_ X \_\_\_\_\_

\_\_\_\_\_ X \_\_\_\_\_

Phone: \_\_\_\_\_ X \_\_\_\_\_

Submitted on \_\_\_\_\_ X \_\_\_\_\_, 2012

State Contractor License No.: \_\_\_\_\_ X \_\_\_\_\_

## Town of Camp Verde – Public Works Department Town Campus Painting Project

---

### Bid #12-099 Submission Checklist\*

Bid Opening Checklist

- |                                   |       |       |
|-----------------------------------|-------|-------|
| • Bidder Information Sheet        | _____ | _____ |
| • Bid Bond                        | _____ | _____ |
| • Payment Bond – Surety Info.     | _____ | _____ |
| • Performance Bond – Surety Info. | _____ | _____ |
| • Bid Schedule                    | _____ | _____ |
| • Contractor’s Project Schedule   | _____ | _____ |
| • Bid Certification               | _____ | _____ |

**PLEASE PLACE THIS CHECKLIST AS THE FIRST DOCUMENT IN YOUR BID PACKAGE.**

