

**CITY OF PRESCOTT  
 INVITATION TO BID  
 Remodel/Renovation (HUD 1)  
 724 4<sup>th</sup> Street  
 Prescott, AZ  
 CDBG Grant #B-06-MC04-0512**

The CITY of Prescott hereinafter referred to as CITY, through a FEDERALLY FUNDED COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) from the U.S. Department of Housing and Urban Development will accept bids from qualified firms or individuals with a minimum of a B-02 General Small Commercial Contractor License as registered with the Arizona Registrar of Contractors to perform the following services:

**PROJECT DESCRIPTION/SCOPE OF WORK**

- A. Bid shall include Unit prices
- B. Development of plans, drawings and specifications necessary to gain all required building permits.
- C. **Bid all individual items below for 4<sup>th</sup> Street Apartments**

Apartment A

- 1. Remove and replace carpet on stairs. \_\_\_\_\_
- 2. Install new A/C units. \_\_\_\_\_

Apartment B

- 3. Replace kitchen VCT with sheet vinyl flooring \_\_\_\_\_
- 4. Remove and replace carpet on stairs. \_\_\_\_\_
- 5. Install new A/C units. \_\_\_\_\_

Apartment C

- 6. Replace kitchen VCT with sheet vinyl flooring \_\_\_\_\_
- 7. Remove and replace carpet on stairs. \_\_\_\_\_
- 8. Remove and replace bathroom vanity cabinet, sink, faucet (replace vanity with similar unit to match countertop) \_\_\_\_\_
- 9. Install new A/C units \_\_\_\_\_

Apartment D

- 10. Remove and replace carpet on stairs. \_\_\_\_\_
- 11. Replace kitchen VCT with sheet vinyl flooring. \_\_\_\_\_
- 12. Install new A/C units \_\_\_\_\_
- 13. Both Bathrooms - replace VCT with sheet vinyl \_\_\_\_\_
- 14. Re-shingle all roof areas. \_\_\_\_\_
- 15. Electrical Upgrade Allowance Fund 15,000
- 16. General Allowance Fund. This item is to be used with the approval of the Grants Administrator. 5,000

**TOTAL OF ALL ITEMS** \_\_\_\_\_

The Contractor shall furnish all materials, labor, equipment, services, transportation and perform all the work for the CITY project known as the 4<sup>th</sup> Street Apartments. The proposer should prepare a detailed time schedule for completion. The successful proposer should be prepared to comply with all local, state and federal safety and environmental requirements. The project shall be accomplished in accordance with all federal program and state statutory requirements to include Executive Orders, Administrative Rules and Regulations.

## **PROPOSALS**

To be considered, one (1) original and two (2) copies of the proposal must be provided and in accordance with the Instructions to Bidders included in the bid package.

Sealed bids will be received in the office of the City Clerk, City of Prescott, 201 S. Cortez Street, Prescott, AZ 86302, until 2:00 p.m., Mountain Standard Time on Monday, 09 April 2007 at which time all bids received will be opened and the amount of the total bid and alternates read aloud. Failure of the proposer to complete all of the bid documents may result in rejection of the proposal. All bids should be identified as

"Sealed Proposal  
724 N. 4<sup>th</sup> Street

The City will conduct a pre-bid conference and site inspection on **Wednesday, March 28, 2007, at 10:00 a.m. @ 724 4<sup>th</sup> Street**. Individuals with special accessibility needs, may contact the City of Prescott at (928) 777-1143, 928-777-1100 (TDD Relay), or e-mail to [linda.hartmann@cityofprescott.net](mailto:linda.hartmann@cityofprescott.net) at least 72 hours prior to the meeting.

Prospective bidders desiring to see the property prior to the pre-bid date may call West Yavapai Guidance Clinic Maintenance Department and Speak with Larry Pier @ 445-5211 extension 129. Law requires that the tenants receive a 48 hour notice of entry. Mr. Pier will handle the notice.

The project shall be accomplished in accordance with all federal program and state statutory requirements to include Executive Orders, Administrative Rules and Regulations.

If information of a material matter is provided in response to any correspondence or question, or if a clarification is issued by the City, a copy of the question and answer will be provided to all prospective bidders who have requested such information. This response shall serve as an addendum to the advertised call for bids and become part of the City's approved plans.

Correspondence, questions, and/or clarifications of the bidding procedure should be directed to: Linda Hartmann, Grants Administrator, City of Prescott 201 S. Cortez Street, Prescott, AZ 86302, 928-777-1143 or e-mail at [linda.hartmann@cityofprescott.net](mailto:linda.hartmann@cityofprescott.net).

The City of Prescott reserves the right to accept the lowest, responsible bid; to consider alternatives; to reject any or all bids; and to waive irregularities or information in any bid. Bids received after the specified time of closing will be returned unopened. The City of Prescott also reserves the right to hold any or all bids for a period of thirty (30) days after the date of opening. Bidders will not be allowed to withdraw submitted bids during the thirty- (30) day period.

City of Prescott is an Affirmative Action/Equal Opportunity Employer

**Dated this 18 March 2007**  
City of Prescott  
Rowle P. Simmons, Mayor