



INVITATION FOR BID

IFB # 26-PW-58, Project # 2555021

Sedona Airport Infield RSA Drainage Improvements

IFB Issue Date	May 19, 2026
Pre-Bid Conference (Non-Mandatory)	<p>June 3, 2026, 10:00am A pre-bid conference will be held in person, at the location below:</p> <p>Sedona Airport Airport Terminal Conference Room 235 Air Terminal Dr, Sedona, AZ 86336</p>
Deadline for Questions	June 9, 2026, 1:30pm
Final Day for Addendum	June 11, 2026, 1:30pm
Bid Due Date	June 18, 2026, 1:30pm
Anticipated Award	July 15, 2026

1. UNIFORM INSTRUCTIONS FOR BIDS

1.1. GENERAL INFORMATION

Location for Submission: The County requires electronic submission of Bids. Please submit electronic responses via the OpenGov Procurement Portal. All submissions made through the OpenGov Procurement Portal will be locked and digitally encrypted until the submission deadline.

Submission Opening Details: Bids are due no later than 1:30 pm MST and will be electronically opened at 2:00 pm MST on Thursday, June 18, 2026, on the OpenGov Procurement Portal.

In accordance with Yavapai County procurement policies and Arizona law, competitive sealed Bids for the materials and services specified herein will be received by Yavapai County, at the above specified location, until the time and date cited.

Bids may be received up to but not later than 1:30 pm on Thursday, June 18, 2026 via the OpenGov Procurement Portal. The OpenGov Procurement Portal clock is the official clock for the determination of all deadline dates and times. Responses will not be accepted after the submission deadline regardless of any technical difficulties such as poor internet connections.

BIDDERS ARE STRONGLY ENCOURAGED TO CAREFULLY READ THE ENTIRE SOLICITATION. THE SPECIMEN CONTRACT CONTAINS IMPORTANT TERMS THAT BIDDERS AGREE TO UNLESS THEY TAKE EXCEPTIONS ACCORDING TO THIS SOLICITATION.

Yavapai County makes every effort to ensure a successful solicitation process. However, it is ultimately Bidder's responsibility to obtain, complete, and submit the required paperwork and documentation in accordance with this Solicitation. Failure to do so may result in rejection of the Bid, in Yavapai County's sole and absolute discretion. By submitting a Bid, Bidder acknowledges and agrees that: (1) Bidder has read, understands, and agrees to be bound by the terms of this Solicitation; (2) Bidder is solely responsible for submitting a Bid in compliance with this Solicitation and all Solicitation Addenda as may be posted to the OpenGov Procurement Portal and (3) if Bidder's submission does not comply in all respects with this Solicitation, Bidder shall hold Yavapai County harmless for any and all losses that may result from the rejection of Bidder's submission or from Yavapai County awarding the Contract to another individual or entity.

Bidders shall submit all inquiries regarding this Bid via the OpenGov Procurement Portal. Please note the deadline for submitting inquiries. All answers to inquiries will be posted on the OpenGov Procurement Portal. Bidders may also click "Follow" on this Bid to receive an email notification when answers are posted. It is the responsibility of the Bidder to check the OpenGov Procurement Portal for answers to inquiries.

1.2. DEFINITION OF TERMS

As used in these instructions and the Solicitation, the terms listed below are defined as follows:

1.2.1. Addendum

Means a supplement to any of the Solicitation documents issued, in writing, after advertisement of but prior to the opening of Bids for a contract.

1.2.2. Award

Means the selection of one or more successful Bidders in connection with this Solicitation.

1.2.3. Bid

Means the response to this Solicitation that offers to provide the requested goods, services or both.

1.2.4. Bid Deadline

Means the final date and time for submission of Bids to this Solicitation.

1.2.5. Bidder

Means a person or corporate entity who responds to this Solicitation by submission of a Bid.

1.2.6. Business Days

Means days when Yavapai County is open for business and does not include weekends or the following holidays recognized by Yavapai County: New Year's Day, Civil Rights Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day

1.2.7. Contract

Means the executed contract entered into pursuant to this Solicitation along with this Solicitation, including any Addendum, Exhibits, the Special Requirements of Solicitation, and the Scope of Work; the conforming Bid and any best and final offers; and any amendments to this Solicitation or the Contract; and any terms applied by law.

1.2.8. Contractor

Means any successful Bidder who has entered into a Contract with Yavapai County pursuant to this Solicitation.

1.2.9. County or Yavapai County

Means Yavapai County, a political subdivision of the State of Arizona.

1.2.10. Days

Means calendar days unless otherwise specified.

1.2.11. Exhibits

Means all items attached as a part of this Solicitation.

1.2.12. Finance Director

Means the County employee responsible for the Finance Department of Yavapai County.

1.2.13. Liquidated Damages

Are a sum of money specified in some contracts that are to be paid by one party to another as compensation for intangible losses.

1.2.14. Plans

Means the graphic portion of the Solicitation prepared by licensed professionals, illustrating the scope, layout, and intent of the work. Plans include, but are not limited to, drawings, diagrams, schedules, details, and notes. All information contained in the Plans is legally binding.

1.2.15. Procurement Supervisor

Means the County employee responsible for the Procurement division of the Finance Department of Yavapai County.

1.2.16. Professional Engineer

Means a person who has a current engineering registration granted by the Arizona State Board of Technical Registration in one or more branches of engineering recognized by the board.

1.2.17. Responsible Bidder

Means a Bidder who has the capability to perform the contract requirements and the integrity and reliability which will assure good faith performance and as further clarified in the pricing sheet and scope of work.

1.2.18. Responsive Bidder

Means a Bidder who submits a Bid which conforms in all material respects to the Invitation for Bids and as further clarified in the pricing sheet and scope of work.

1.2.19. Solicitation, Invitation for Bids, or IFB

Refers to this document with the Solicitation Number listed on the cover page and all terms and conditions and Exhibits herein, including any Solicitation Addendum subsequently issued.

1.2.20. Solicitation Contact Person

Means Amanda Cronkhite Yavapai County Public Works Department, who may be contacted during the Solicitation process for questions and answers on the Solicitation. If the Solicitation Contact Person is unavailable, any supervisor in the Solicitation Contact Person's department may perform the functions assigned to the Solicitation Contact Person.

1.2.21. Solicitation Number

Refers to the unique number designated on the cover page to this Solicitation.

1.2.22. Specifications

Means the written portion of the Solicitation that describe the materials, products, systems, equipment, standards, and workmanship required for the project. Specifications define how the work is to be performed and what quality is expected and are legally binding. Specifications may follow CSI MasterFormat (commonly used in facility and building projects) or agency standards such as the MAG Uniform Standard Specifications and Details or the ADOT Standard Specifications for Road and Bridge Construction (used in public works and transportation projects). Specifications are used in addition to the Plans to fully define the scope, quality, and execution of the work.

1.2.23. Subcontract

Means any agreement, expressed or implied, between Contractor and another party or between a subcontractor and another party for performance of any work or furnishing of any material or any service required for the performance of the Contract.

1.2.24. Supplemental Provisions

Means additional terms, conditions, or requirements for the execution of the project.

1.2.25. Supporting Documents

Means the reference materials provided by the County to assist Bidders in understanding existing site conditions, design assumptions, or project context. These may include, but are not limited to, geotechnical reports, topographic or boundary surveys, utility records, environmental assessments, and engineering calculations. Supporting Documents are not part of the Plans and Specifications and are not contractually binding unless they are explicitly incorporated by reference in the Contract. Bidders are responsible for reviewing these materials and conducting their own due diligence as needed.

1.2.26. Working Days

Means ten hours a day four days a week, exclusive of Fridays, Saturdays, Sundays, and the following holidays recognized by Yavapai County: New Year's Day, Civil Rights Day, President's Day, Memorial Day, Independence Day, Labor Day, Veteran's Day, Thanksgiving Day, Day After Thanksgiving, and Christmas Day.

1.3. PRE-BID INQUIRIES

1.3.1. Duty to Examine

It is the responsibility of Bidder to examine the entire Solicitation, seek clarification in writing, consult with Bidder's legal, financial, tax, and technical experts and check its Bid for accuracy before submitting a Bid. Lack of care in preparing a Bid shall not be grounds for withdrawing a Bid after the Bid Deadline.

1.3.2. Submission of Inquiries

Bidders shall submit all inquiries regarding this Bid via the OpenGov Procurement Portal. Please note the deadline for submitting inquiries. All answers to inquiries will be posted on the OpenGov Procurement Portal. Bidders may also click "Follow" on this Bid to receive an email notification when answers are posted. It is the responsibility of the Bidder to check the OpenGov Procurement Portal for answers to inquiries

1.3.3. Requests for Exceptions

A Bidder may submit a request for an unsubstantial, non-material exception or deviation to a specific term, condition, or other provision in this Solicitation. Requests for an exception must identify the specific condition, term, or other provision to be excepted or modified and clearly state any proposed substitutions or modifications.

A requested exception that substantially or materially alters a term, condition, or other provision may be rejected. Solicitation Contact Person shall determine, whether an exception is substantial or material and advise Bidder of the decision in the questions and answers section of the OpenGov Procurement Portal.

If a Bidder submits a preprinted contract, the preprinted contract shall be rejected.

A request for exception should be submitted through the question and answer section of the OpenGov Procurement Portal. Exceptions must be received no later than 1:30 pm on Tuesday, June 9, 2026. A request for exceptions shall not be accepted, in whole or in part, except in writing, per section Submission of Inquiries.

The County may extend the deadline for submittal through an Addendum, if any substantial change is made as a result of a request for exception.

If Bidder does not receive a written response to a request for exceptions prior to the Bid Deadline, Bidder may restate the request for an unsubstantial and nonmaterial exception in its Bid. A request for exceptions in a Bid will be considered by County when evaluating the Bid. If the request for exceptions is not acceptable, County may reject the Bid in County's sole and absolute discretion. Bids taking exception to the Special Requirements of Solicitation stated within this Solicitation may cause the Bid to be considered nonresponsive and rejected.

1.3.4. Timeliness

Any inquiry shall be submitted through the OpenGov Procurement Portal no later than 1:30 pm on Tuesday, June 9, 2026. Failure to do so will result in the inquiry not being answered.

1.3.5. No Reliance on Verbal Responses

Any inquiry that results in changes to this Solicitation shall be answered solely through a written response through the OpenGov Procurement Portal in questions and answers or a Solicitation Addendum. A Bidder may not rely on verbal responses from Solicitation Contact Person to inquiries.

1.4. BID PREPARATION

1.4.1. Examination by Bidders

Examination by Bidders. At its own expense and prior to submitting its Bid, each Bidder shall (a) examine the full IFB including all Plans and Specifications, provisions, Specifications and specimen Contract, (b) visit the site and determine the local conditions which in any way may affect the performance of the work, including prevailing wages and other pertaining cost factors, (c) familiarize himself with all Federal, State, and local laws, ordinances, rules, regulations and codes affecting the performance of the work, including the cost of permits and licenses required for the work, (d) make such surveys and investigation, including investigation of subsurface or latent physical conditions at the site where the work is to be performed, as may be reasonably necessary for performance of the work, at its Bid price within the terms of the Contract, (e) determine the character, quality, and quantities of the work to be performed and the materials and equipment to be provided, and (f) correlate its observations, investigations, and determinations with the requirements of the Contract. The Contract contain the conditions, surveys, and other data used in the design of the work.

Payment shall be made only for the number of units/items actually used to complete the job and shall be compensation in full for furnishing all overhead, labor, materials, devices, equipment and appurtenances, as are necessary to complete the work under this contract. All work will be reviewed and found in a satisfactory manner as indicated in the Contract and as otherwise implied or required to fulfill the objective of this IFB. It is the intent of the Contract that maximum payments shall not exceed the agreed upon unit price(s) without duly authorized change orders, in the manner specified in the Contract. Each item, fixture, piece of equipment, work, etc., as indicated in the Contract, or specified anywhere in these documents, shall be completed with all necessary connections and appurtenances for the satisfactory use and operation of said item, and the total system or systems.

Any and all patents, license fees, permits, insurance premiums, etc., for the right to use equipment or processes included in this contract shall be included in the Bid price, and shall include all applicable taxes.

Cost of testing, and other incidental operations, profit and overhead cost, including the cost of supervision, temporary field offices, move-in, move-out, insurance, taxes, equipment not a permanent part of the job, and other incidental items, shall be included in the Bid price.

Alternative Bids will not be considered unless specifically called for. If a Bidder is in doubt as to the true meaning of any part of the Plans and Specifications, or finds discrepancies in, or omissions from the Plans and Specifications, they should submit these questions or observations through the OpenGov Procurement Portal no later than 1:30 pm on Tuesday, June 9, 2026, for an interpretation or correction thereof. The person submitting the request will be responsible for its prompt delivery.

Any interpretation or correction of the Solicitation will be made only by an Addendum duly issued by the County and posted on the OpenGov Procurement Portal, no later than no later than 1:30 pm on Thursday, June 11, 2026. The County will not be responsible for any other explanations or interpretations of the documents.

1.4.2. Forms

It is Bidder's responsibility to download this Solicitation from the OpenGov Procurement Portal. County will not supply Bidder with hard copies of this Solicitation, except for cause and in the sole and absolute discretion of Yavapai County. It is Bidder's responsibility to check the OpenGov Procurement Portal for any inquiries, responses to inquiries, Solicitation Addenda, revisions, and other changes or clarifications to this Solicitation. A Bid must comply with this Solicitation and be submitted with all information requested in this Solicitation. If a substitute document is used for any supplied documents or forms such as the questionnaire or any Exhibits to this Solicitation, then the substitute documents must be legible and contain the same information requested in any such supplied documents or forms.

1.4.3. Non-Collusion Affidavit

The Non-Collusion Affidavit within this Solicitation shall be submitted with a Bid through the [SUBMITTALS](#) section and shall include a signature by a person authorized to sign the Non-Collusion Affidavit. Failure to submit this form may result in rejection of the Bid, in County's sole and absolute discretion.

1.4.4. Electronic Signatures

The County follows State and Federal guidelines for electronic signatures. An electronic signature shall be unique to the person using it, shall be capable of reliable verification and shall be linked to a record in a manner so that if the record is changed the electronic signature is invalidated.

1.4.5. Subcontractors

A Bidder shall clearly list any proposed subcontractors and the subcontractor's proposed responsibilities in the Bid.

1.4.6. Cost of Bid Preparation

To the fullest extent permitted by law, County will not reimburse a Bidder for the cost of responding to this Solicitation.

1.4.7. Incurring Costs

Yavapai County is not liable for any costs, expenses, fees, etc. incurred by Bidder prior to issuance of a Contract.

1.4.8. Solicitation Addendum

Unless otherwise stated in this Solicitation, each Solicitation Addendum shall be acknowledged through the OpenGov Procurement Portal no later than the Bid Deadline. Failure to acknowledge the Solicitation Addendum or to follow the instructions for acknowledgment of the Solicitation Addendum may result in rejection of a Bid, in the sole and absolute discretion of County.

1.4.9. Tax Identification Numbers

A Bidder must provide his or her Arizona Transaction Privilege Tax number and/or Federal Employer Identification number, if applicable, in the space provided on the proposal and provide the tax rate and amounts where applicable in the Bid.

1.4.10. Taxes

County is exempt from paying federal excise tax and state property taxes. County is not exempt from state and local transaction privilege (sales) taxes. The amount of any applicable transaction privilege or use tax of a political subdivision of the State is not a factor in determining an Award.

1.4.11. Order of Precedence

For this Solicitation the following documents are listed in their order of precedence:

1. Addenda;
2. Construction Contract/Agreement;
3. Federal Contract Provisions;
4. FAA General Contract Provisions;
5. Technical Specifications, FAA Standard Specifications for Construction of Airports;
6. Special Provisions;
7. MAG Uniform Standard Specifications and Details for Public Works Construction;
8. Plans/Drawings;
9. Supplemental Provisions;
10. Special Requirements of Solicitation;
11. Uniform Instructions for Bid;
12. Pricing Sheet;

In the event of conflicts or discrepancies among the foregoing Solicitation documents, the document with a higher position (lower number) has a higher order of precedence.

1.4.12. Form of Contract

The Contract will be in substantially the form of the included Specimen Contract. Any proposed contracts submitted with Bids will be rejected. If a Bidder objects to any term in the Specimen

Contract, that Bidder must present that objection as an exception in the Bid for that objection to be considered, as outlined in section “Requests for Exceptions”.

1.5. SUBMISSION OF BIDS

1.5.1. Required Submission

The County requires electronic submission of all Bids. Please submit electronic responses via the OpenGov Procurement Portal. All submissions made through the OpenGov Procurement Portal will be locked and digitally encrypted until the submission deadline.

1.5.2. Bid Withdrawal

Bidder may withdraw a Bid any time prior to the Bid Deadline. The Bid may not be amended or withdrawn after the Bid Deadline, except as otherwise provided by law or court order.

1.5.3. Bid Guarantee

A copy of the certified check, cashier's check or surety bond in the amount of ten percent (10%) of the Bid shall be submitted with the Bid through the OpenGov Procurement Portal. The original must be mailed to Public Works, Attn: Amanda Cronkhite, 1100 Commerce Drive, Prescott, AZ 86305, within five (5) business Days after Bid opening. The Bid guarantee shall be in accordance with A.R.S. § 34-201(A)(3).

1.5.4. Plans and Specifications

Plans, Specifications, and all other documents required by Bidders may be obtained by electronic download from the OpenGov Procurement Portal. It is Bidder's responsibility to check this website on or after 1:30 pm on Thursday, June 11, 2026, prior to the scheduled Bid opening, to check for addenda and review the final project Plans and Specifications for revisions prior to submitting their Bid. If a revision of the project Plans and Specifications is needed, they will be posted online by 1:30 pm on Thursday, June 11, 2026, prior to the scheduled Bid opening.

Pursuant to A.R.S. § 34-201(A)(2), Contractors desiring to submit Bids may obtain copies of full or partial sets of Plans and Specifications for estimate on request or by appointment. The return of the Plans and Specifications shall be guaranteed by a deposit of \$50.00 that shall be refunded on return of the Plans and Specifications in good order.

1.5.5. Arizona Contractor's License

Prior to submission of Bids, Bidders must have a valid Arizona Contractor's License of a type which meets all criteria and requirements to perform the work as specified in the Contract in accordance with the Arizona Registrar of Contractors. A copy of Contractor's License shall be submitted with other required documents.

1.5.6. Interpretation of Plans and Specifications

If any person contemplating submitting a Bid for the proposed Contract is in doubt as to the true meaning of any part of the Plans, Specifications, Contract or other proposed documents, or finds discrepancies in or omission from those documents, they shall submit via the OpenGov Procurement Portal a request for an interpretation or correction thereof no later than 1:30 pm on Tuesday, June 9, 2026, prior to the scheduled Bid opening. Any interpretation or correction of the proposed documents will be made and posted to the OpenGov Procurement Portal.

1.6. ADDITIONAL BID INFORMATION

1.6.1. Unit Price Prevails

In the case of discrepancy between the unit price or rate and the extension of that unit price or rate, the unit price or rate shall govern.

1.6.2. Confirmation

Solicitation Contact Person may contact Bidder to confirm understanding of the Bid. Such contact shall occur after the Bid Deadline, after opening of Bids, and prior to Award. County shall seek written confirmation from Bidder and shall retain the request and confirmation, if obtained, in the procurement file.

1.6.3. Bid Acceptance Period

Bidder shall hold its Bid open for a minimum of One Hundred and Twenty (120) Days from the Bid Deadline.

1.6.4. Rights of Waiver, Rejection, and Cancellation

Pursuant to A.R.S. § 34-201(A)(4), the County may reject any or all Bids or withhold the Award for any reason the County determines.

1.7. CONFIDENTIAL INFORMATION

1.7.1. Bids are Not Confidential

All information submitted with a Bid, including but not limited to pricing and cost information, is not confidential and any request for confidentiality of information submitted to Solicitation Contact Person shall not be protected from disclosure after Award notification. Requests to protect information or the entire Bid from disclosure will be denied.

1.7.2. Public Records

All contents of a Bid submitted in response to this Solicitation are subject to disclosure under Arizona Public Records Law (ARS § 39-121, et. seq.) after Award notification.

1.8. CERTIFICATIONS OF BIDDER

- A. Bidder has examined, understands, and agrees to be bound by the terms, conditions, scope of work, and all Exhibits of this Solicitation.
- B. The Bid is genuine and not made in the interest of, or on behalf of, any persons not herein named. Bidder, including its owners, employees, and agents, have not directly or indirectly induced, or solicited:
 - 1. A Bidder to put in a sham Bid.
 - 2. Any other person, firm, or corporation to refrain from submitting a Bid; or
 - 3. In any other manner sought to secure for itself an advantage over any other Bidder or to produce a deceptive show of competition in the matter of the Bid or Award of a Contract under this Solicitation.
- C. Bidder has not given, has not offered to give, or does not intend to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to any official or employee of County in connection with this Solicitation.

- D. Bidder, including its owners, employees, and agents directly involved in obtaining contracts with the State of Arizona, or any agency or subdivision of the State of Arizona, has not been convicted of false pretenses, attempted false pretenses, or conspiracy to commit false pretenses, bribery, attempted bribery, or conspiracy to bribe under any state or federal laws for acts or omissions after January 1, 1985.
- E. If awarded a Contract, Bidder shall provide the equipment, commodities, and/or services in accordance with the terms, conditions, scope of work, Specifications, and Exhibits of this Solicitation.

1.9. AWARD AND EXECUTION OF CONTRACT

An Award will be made as described below:

Pre-Award Conference - A pre-award conference may be scheduled by the County. Attendance of the Contractor is required at the scheduled place and time. Telephone conferences will not be considered.

1.9.1. Basis of Award

The Contract will be awarded to the lowest Responsible and Responsive Bidder complying with these instructions and with the Invitation for Bids. Notwithstanding any contrary or inconsistent provision in the Contract, Yavapai County reserves the right to accept or reject any or all Bids if it deems it in the best interests of the County. Yavapai County reserves the right, but is not obligated, to waive any lack of formal compliance in the Bids received. Deviations from County Specifications may result in rejection of Bid(s). The Award, if made, will be within One Hundred and Twenty (120) Calendar Days after the opening of Bids.

1.9.2. Bid Tabulations and Opening Records

Bid tabulations and opening records will be posted to the OpenGov Procurement Portal within 2 business Days from the opening date.

1.9.3. Formation of Contract

A Bid submitted in response to this Solicitation is an offer to contract with County based upon the terms, conditions, scope of work, and Plans and Specifications contained in this Solicitation. A Bid does not become a Contract unless and until County makes an Award. A Contract is formed when the Yavapai County Board of Supervisors signs the Contract on behalf of County, subject to the resolution of protests, if any, as specified in Section 9.1. No work may commence, or products be delivered until a work order or purchase order has been issued to Contractor.

1.9.4. Assignment of Payments

The Contractor shall not assign payments of a Contract or any portion thereof without approval of surety and written consent of the County.

1.9.5. Notice to Proceed

The Contractor or subcontractor shall not work on any part of the project or incur any expenses or obligations until a Notice to Proceed has been issued by the County. The County is not responsible for any costs incurred prior to issuance of the Notice to Proceed. The Notice to Proceed will be sent to the Contractor via email or delivered to the Contractor in person.

1.9.6. Assignment of Contract

Any attempted partial or full assignment by the Contractor of any Contract to be entered into hereunder, or any part thereof, or of funds received there-under by the Contractor, will have no legal effect nor will it be recognized by the County unless such assignment has had prior written approval of the Yavapai County Board of Supervisors and surety has been given due notice of such assignment in writing and has consented thereto in writing.

1.9.7. Non-Performance of Work Tasks by the Contractor

If the Contractor fails, neglects, or refuses to perform work tasks necessary for the completion of the total job; to replace defective work or to repair or resurface, in a manner that is acceptable to the Department Director; public rights-of-way disturbed by his work which are a nuisance, hazard, impedes or endangers vehicular traffic and the public; the Department Director may serve written notice upon the Contractor if its intention to have the work performed by others. Unless, within three (3) calendar Days after the service of such notice, the Contractor has made such arrangement and scheduled the accomplishment of said work tasks to the satisfaction of the Department Director, The County will proceed to have the work accomplished by others or by itself and deduct the costs thereof from amounts due to the Contractor.

1.10. PROTESTS

- A. Any Bidder may file a protest. To be timely, a protest must be submitted, in writing, to the Finance Department no later than 5:00 p.m. on the tenth calendar day after the date that the notice of intent to Award was sent.

A Bidder may request an extension of the time limit for filing a protest by submitting in writing a request for extension for good cause. The Finance Director shall approve or deny the request in writing. If the extension is approved, a new date for submission should be determined. Protests that are not submitted in a timely manner to the Finance Director shall be rejected.

A protest shall contain all of the following (failure to provide any of the following is grounds for the Finance Director to reject a submitted protest):

1. Name, mailing address and telephone number of the Bidder;
2. Identification of the Solicitation or Contract giving rise to the protest;
3. A detailed statement of the legal and factual grounds of the protest including copies of relevant documents;
4. The signature of the Bidder or the Bidder's representative; and
5. The form of relief requested.

- B. The Finance Director shall not consider a protest unless the protest contains facts and evidence that, if true, would establish one or more of the following:
1. A material violation of the issued solicitation;
 2. A material violation of this Section;
 3. A failure to correctly apply the criteria set forth in the solicitation
 4. A failure to correctly apply or calculate the scoring of responsive Bids that were not rejected by either the evaluator or the Procurement Supervisor; and/or
 5. A bias exercised by evaluator or the Procurement Supervisor in the solicitation process, excluding a bias that arose during the evaluation process due to how well one or more Bids met the criteria established in the solicitation.
- C. The Finance Director shall not consider a protest if:
1. The protest is based on a rejection by the evaluator or the Procurement Supervisor for failure to conform in all material respects to the requirements of the issued solicitation or other reasonable grounds set forth by the evaluator or the Procurement Supervisor; or
 2. The protest is based on a rejection by the Procurement Supervisor for failure to attend a mandatory pre-Bid conference.
- D. If the Finance Director determines that a protest is timely and otherwise complies with this Section and other applicable law, the Finance Director shall:
1. Dismiss the protest without holding a hearing and issue a corresponding written dismissal if the Finance Director determines that the facts and/or evidence in the protest, even if true, are insufficient to uphold the protest;
 2. Uphold the protest without holding a hearing and issue a corresponding written decision if the Finance Director determines that the undisputed facts of the protest establish that the protest should be upheld; or
 3. Hold a hearing on the protest if there are genuine issues of fact or law that need to be resolved in order to determine whether the protest should be denied or upheld, and, subsequently, issue a written decision in response to the protest.
- E. If the Finance Director dismisses or denies a protest pursuant to this section or other applicable law, Yavapai County may enter into a Contract with the vendor who was issued

the applicable notice of intent to engage in Contract negotiations.

If the Finance Director upholds a protest, the Finance Director shall also determine how Yavapai County shall proceed regarding the issued solicitation, including, but not limited to, directing the evaluator or the Procurement Supervisor to engage in the evaluation process once again with specific directions to engage in or omit certain actions, re-issue the solicitation, or cancel the solicitation.

The Finance Director shall promptly issue a written decision regarding any protest and disseminate the written decision by mail, email, or otherwise furnish a copy of the written decision to the protestor.

Notwithstanding anything in this Section to the contrary, Yavapai County and the protestor may settle a protest by mutual agreement.

2. SPECIAL REQUIREMENTS OF SOLICITATION

2.1. GENERAL INFORMATION

All defined terms in the Uniform Instructions for Bids shall have the same meanings when used in the Special Requirements of Solicitation, Supplemental Provisions, Special Provisions, and Technical Specifications, unless otherwise noted.

2.2. PROPOSAL

All standard Specifications and details, unless otherwise noted, shall conform to "Uniform Standard Specifications for Department Construction".

2.3. PRICING

Submitted pricing must identify and include all costs of the proposed project including but not limited to all equipment, supplies, and labor, site assessment, project management, documentation, travel, and taxes. All capital and non-recurring costs must be disclosed up front and identified in the Bid.

Submitted pricing must include all items and services identified in the Scope of Work in the quantities specified; no partial quotes will be accepted unless specified within the Scope of Work.

2.4. CONTRACT AWARD

Contract Award(s) will be made based on the criteria in this Solicitation. Solicitation Contact Person shall recommend an Award or no Award, subject to approval of a majority vote of the County Board of Supervisors.

2.5. TERM OF CONTRACT

The Contractor will complete the work within Twenty (20) Calendar Days for Phase 1, Five (5) Calendar Days for Phase 2, Thirty (30) Calendar Days for Phase 3, and Five (5) Calendar Days for Phase 4 after the date of the written notice to proceed, subject to such extensions of time as are provided by a fully executed amendment.

2.6. ESTIMATED TIMELINE

IFB Issue Date:	May 19, 2026
Pre-Bid Conference (Non-Mandatory):	June 3, 2026, 10:00am A pre-bid conference will be held in person, at the location below: Sedona Airport Airport Terminal Conference Room 235 Air Terminal Dr, Sedona, AZ 86336
Deadline for Questions:	June 9, 2026, 1:30pm
Final Day for Addendum:	June 11, 2026, 1:30pm
Bid Due Date:	June 18, 2026, 1:30pm
Anticipated Award:	July 15, 2026

Please review the enclosed requirements, Contract, and terms of the entire Solicitation carefully. County reserves the right to accept or reject, cancel, postpone any or all Bids, waive minor irregularities, and/or accept any Bid deemed to be in the best interest of County.

Bidders are encouraged to seek clarification on any item within this Solicitation. Responses will be posted as described in this Solicitation. The submission of a Bid indicates that Bidder understands the requirements and Specifications and agrees to the terms and conditions set forth herein.

All information will be made available for public inspection after Award. The above timeline is an estimate only.

3. SPECIFICATIONS

3.1. SCOPE OF WORK

3.1.1. *Sedona Airport Infield RSA Drainage Improvements*

Sedona Airport (SEZ or Airport) is located at the top of Table Top Mountain overlooking the City of Sedona, Arizona. The Airport is owned by Yavapai County and operated by Sedona Oak Creek Airport Authority (SOCAA), covering an area of approximately 220 acres, and is at an elevation of 4830.4-feet above Mean Sea Level (MSL). The Airport is a general aviation facility with approximately 35,000 annual operations and, has 66 based aircraft consisting of single and multi-engine piston, turboprop and jet aircraft and helicopters according to the current Airport Master Record.

The airfield consists of one runway (Runway '3-21'), one parallel taxiway (Taxiway 'A'), eight connector taxiways (Taxiways 'A1' through 'A8'), and one partial parallel taxiway (Taxiway 'B'). Runway '3-21' is 5,132 feet in length with parallel Taxiway 'A' to the northwest at a 250-foot centerline-to-centerline separation.

This project includes grading and drainage improvements within the infield areas located between Runway '3-21' and Taxiway 'A' from Connector Taxiways A8 to A2. The open drainage ditch and culvert system will be replaced with a new underground storm drain system and stabilized outfall channel.

Construction activities will take place within the Runway Safety Area (RSA), Runway Object Free Area (ROFA), Taxiway Safety Area (TSA), and Taxiway Object Free Area (TOFA).

The limits of the project areas are shown in Attachment F – Construction Phasing Plan, which is appended to this document.

The major items of work associated with the project include:

- Trenching and Removal of Asphalt Concrete Pavement
- Removal of Existing Pipe Culverts Beneath Taxiway Connectors
- New Storm Drain Rubber Gasket Reinforced Concrete Pipe (RGRCP)
- New Storm Drain Catch Basins with Concrete Aprons
- New Storm Drain Manholes
- New Triple Pipe Concrete Headwall
- Replacement of PVC Edge Drain Outlet Pipes
- Regrading of Unpaved Infield Areas
- Realignment of Stabilized Airport Service Road
- New Grouted Riprap and Dumped Riprap Outfall Protection
- Replacement of Impacted Taxiway Lighting and Airfield Guidance Signage Bases and Ductbanks
- Replacement of Aggregate Base, Asphalt Concrete Pavement, and Pavement Markings
- Hydroseeding of unpaved infield areas

This Construction Safety and Phasing (CSPP) provides specific information to the Contractor and Subcontractors selected to carry out the construction contract for this project. This plan includes the requirements and procedures for accident prevention, safety requirements, and security considerations at the Airport. The Airport's safety objective is to achieve accident-free construction projects. Furthermore, the Contractor must be in full compliance with FAA Advisory Circular (AC) 150/5370-2G – Operational Safety on Airports During Construction. The CSPP and project safety and phasing requirements will be discussed in detail at the Pre-Bid and Pre-Construction Conferences. The Contractor is required to submit a Safety Plan Compliance Document (SPCD) to Airport Staff describing how the Contractor will comply with the requirements set forth in the CSPP.

The Contractor and Subcontractors shall conduct their operations in a manner that will provide safe working conditions for all employees, the protection of the public and all others who may be affected by construction activities. Nothing contained in this plan is intended to relieve the Contractor, Subcontractor, or suppliers of the obligations assumed by the Contractor under contract with the

Airport or as required by law. The Contractor shall be required to submit a SPCD to the Airport describing how they will comply with the requirements set forth in the CSPP.

Safety must be an integral part of the job. Full participation, cooperation, and support are necessary to ensure the safety and health of all persons and property involved in the project. The purpose of phasing, marking, barricading, and lighting of airside construction areas is to delineate hazardous areas and prevent unauthorized incursions into the areas by personnel, vehicles, equipment, and aircraft during construction; and to positively separate construction activity from aircraft operations.

3.2. PRICING SHEET

Pricing sheet totals will be rounded to the nearest cent.

PRICING SHEET

Pricing sheet totals will be rounded to the nearest cent.

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
CIVIL					
1	Contractor Quality Control Program (CQCP)	1	LS		
2	Stormwater Pollution Prevention Plan	1	LS		
3	Mobilization	1	LS		
4	Location of Underground Utilities	1	LS		
5	Airfield Safety and Security	1	LS		
6	Scarify, Add Additional Base Material, Grade, and Compact Existing Aggregate Base Course (MAG 310)	458	SY		
7	Aggregate Base Course with Acrylic Polymer Stabilizer, 6-Inch Thick (MAG 310 / 792)	1,114	SY		
8	Aggregate Base Course, 12-Inch Thick (MAG 310)	388	SY		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
9	Asphalt Surface Course, 5-inch Thick (MAG 321, ½-Inch Mix, PG64-22, Two 2.5-Inch Lifts)	846	SY		
10	Grouted Riprap Slope Protection w/ Geosynthetic Filter Fabric, D50=4-Inch, 8-Inch Thick	16	CY		
11	Grouted Riprap Channel w/ Geosynthetic Filter Fabric, D50=10-Inch, 18-Inch Thick	84	CY		
12	Dumped Riprap Channel w/ Geosynthetic Filter Fabric, D50=6-Inch, 12-Inch Thick	474	CY		
13	Sawcut Asphalt Concrete Pavement (Full Depth)	518	LF		
14	Remove Existing Concrete Headwall	1	EA		
15	Remove Asphalt Concrete Pavement (Full Depth)	846	SY		
16	Remove Existing 24-Inch HDPE Pipe End Sections, Slurry Backfill Existing 24-Inch HDPE Culvert	1	LS		
17	Remove Existing 18-Inch HDPE Culvert	198	LF		
18	Remove Existing 24-Inch HDPE Culvert	202	LF		
19	Remove Existing 6-Inch PVC Edge Drain Within Grading Limits	593	LF		
20	Clearing and Grubbing	11.9	AC		
21	Unclassified Excavation	7,850	CY		
22	Borrow (Onsite)	3,303	CY		
23	Rock Excavation	1,570	CY		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
24	Temporary Pavement Markings	1,203	SF		
25	Permanent Pavement Markings	1,203	SF		
26	18-Inch RGRCP Storm Drain Pipe, Class IV	145	LF		
27	24-Inch RGRCP Storm Drain Pipe, Class IV	240	LF		
28	36-Inch RGRCP Storm Drain Pipe, Class IV	2,658	LF		
29	42-Inch RGRCP Storm Drain Pipe, Class IV	284	LF		
30	6-Inch PVC Edge Drain Pipe	784	LF		
31	Catch Basin, MAG Std Det 538, Type 'H', Double Grate	4	EA		
32	Storm Drain Manhole, MAG Std Det 520 & 522	8	EA		
33	Concrete Junction Structure with Double Grate	1	EA		
34	Catch Basin Concrete Apron	4	EA		
35	Triple Culvert Headwall, MAG Std Det 501, 'U Type' Modified	1	EA		
36	Concrete Collar, MAG Std Det 505	2	EA		
37	Dual 24-Inch Concrete Collar	1	EA		
38	Dissimilar Pipe Coupler	2	EA		
39	Seeding	11.25	AC		
ELECTRICAL					
40	Remove Existing Conduit(s) & Conductor(s)	1,175	LF		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
41	Remove Existing Concrete Encased Ductbank & Conductor(s)	83	LF		
42	Remove and Salvage Taxiway Edge Light and Isolation Transformer, Dispose of Base Can	11	EA		
43	Remove and Salvage Taxiway Guidance Sign and Isolation Transformer, Dispose of Concrete Sign Base	5	EA		
44	Remove Existing Base Can	1	EA		
45	Install Temporary Airfield Jumpers (5KV L-824, Type 'C')	1	LS		
46	Install Temporary AWOS Power	1	LS		
47	L-824, Type 'C', 2/C, #8 AWG, 5kV Cable	871	LF		
48	2-#2, #2 Neutral, #2 Ground – AWOS Feeder	198	LF		
49	L-824, Type 'C', 5/C #8 AWG, 5kV Cable, #8 Green Ground Cable - REIL21/PAPI21; L-824, Type 'C', 5/C #8 AWG, 5kV Cable, #8 Green Ground Cable - REIL3/PAPI3; L-824, Type 'C', 4/C #8 AWG, 5kV Cable - RW3-21/Windcone	253	LF		
50	1 - 2"C Direct Earth Buried	789	LF		
51	2 - 2"C Direct Earth Buried	171	LF		
52	2 - 2"C Concrete Encased	82	LF		
53	4- 4"C Direct Earth Buried	253	LF		
54	Install Salvaged L-861T Taxiway Edge Light and Isolation Tranformer on New L-867 Base	11	EA		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
55	Install Salvaged L-858, Size 2, 3 Module Taxiway Guidance Sign and Isolation Tranformer on New Sign Base	5	EA		
TOTAL					

4. REQUIRED DOCUMENTS FOR BID

4.1. SUBMITTALS

1. Proposal*

The following proposal is made for Sedona Airport Infield RSA Drainage Improvements, 26-PW-58, Project # 2555021, in the County of Yavapai in the State of Arizona.

The Bidder certifies that the approved solicitation addenda, special requirements of Solicitation; including general submission instructions including all forms, scope of work, solicitation attachments and Exhibits, special provisions, Plans and Specifications, Supplemental Provisions, uniform instructions for Bid, pricing sheet and bonds authorized by the County of Yavapai and constituting essential parts of this proposal, have been carefully examined, and that the site of the work has been personally inspected. The undersigned declares that the amount and nature of the work to be done is understood and that at no time will misunderstandings of the documents or conditions to be overcome be plead.

The Bidder, further proposes to perform all extra work that may be required on the basis provided in the Specifications.

The Bidder further proposes to execute the specimen Contract and furnish the satisfactory labor and materials bond and performance bond within ten (10) calendar Days from the date of Notice of Award, time being of the essence. The Bidder further proposes to begin the work as specified in the Contract attached hereto, and to complete the work within Twenty (20) Calendar Days for Phase 1, Five (5) Calendar Days for Phase 2, Thirty (30) Calendar Days for Phase 3, and Five (5) Calendar Days for Phase 4 after the date of the written notice to proceed, and maintain at all times the bonds approved by the County, in an amount equal to one hundred (100) percent of the total Bid. These bonds shall serve not only to guarantee the completion of the work on the part of the Bidder, but also to guarantee the excellence of both workmanship and material and the payment of all obligations incurred, until the work is accepted.

The Bidder hereby offers and agrees to furnish the material, service and/or construction in compliance with all terms and conditions in the Solicitation. By confirming below, Bidder also certifies understanding and compliance with the Solicitation. Bidder certifies that prices offered were independently developed without consultation with any other Bidder or potential Bidder.

Bidder, by and through the submitting representative, acknowledges and accepts all terms and conditions of 26-PW-58, Project # 2555021. As used in this form, "Terms and Conditions of Solicitation" means all terms, conditions, specifications, certifications, and warranties set forth in

the documents that comprise the Solicitation, including, but not limited to, the Uniform Instructions for Offers, Special Rules for Offers (if any), General Terms and Conditions of Contract, Special Requirements of Solicitation, Scope of Work, Solicitation Addendums (if any).

Please confirm

*Response required

2. *Arizona Transaction Privilege (Sales) Tax License No.:**

*Response required

3. *Please upload your Contractor's License.**

*Response required

4. *Federal Employer Identification No.:**

*Response required

5. *Is your Company a Corporation?**

Yes

No

*Response required

When equals "Yes"

5.1. *If a corporation provide the following:**

Name of President, Secretary, and Treasurer if applicable.

*Response required

6. *Is your Company a Firm or Partnership?**

Yes

No

*Response required

When equals "Yes"

6.1. *Please provide Name and Address of each Member:**

*Response required

7. *Is your Company a Limited Liability Company?**

Yes

No

*Response required

When equals "Yes"

7.1. *Please provide your Address:**

*Response required

8. *If your Company is not a Corporation, Firm, Partnership, or Limited Liability Company please list your Company's classification below along with your Company Address.**

If not applicable, please type in N/A.

*Response required

9. *Will you be using Subcontractors?**

Yes

No

*Response required

When equals "Yes"

9.1. *Please submit your Subcontractor List.**

Please download the below document, complete, and upload.

- [Subcontractor List.pdf](#)

*Response required

10. *Please submit your Non Collusion Affidavit.**

Please download the below document, complete, and upload.

- [Affidavit of No Collusion.pdf](#)

*Response required

11. *Please submit your Bid Guarantee.**

If submitting a surety bid bond, please download the below document, complete, and upload. If submitting another form of Bid Guarantee, please upload a copy of the Bid Guarantee to this section. The original must be mailed to the address noted in section 1.5.3. Bid Guarantee, within five business Days after Bid opening.

- [Surety Bid Bond.pdf](#)

*Response required

12. *Please confirm that you will mail the original Bid Guarantee to the address noted in section 1.5.3. Bid Guarantee, within five business Days after Bid opening.**

Please confirm

*Response required

13. *Please submit your A3.1 Certification of Compliance with FAA Buy American Preference – Construction Projects.**

*Response required

14. *Please submit your A3.2 Certification of Compliance with FAA Buy American Preference – Equipment/Building Projects.**

*Response required

15. *Please submit your A21 Tax Delinquency and Felony Convictions Certification of Offeror/Bidder Regarding Tax Delinquency and Felony Convictions.**

*Response required