



**INVITATION FOR BID**

IFB # 26-PW-57, Project # 2533753

Sedona Airport Helicopter Six-Pack Reconstruction

<b>IFB Issue Date</b>	May 19, 2026
<b>Pre-Bid Conference (Non-Mandatory)</b>	<p>June 3, 2026, 9:00am 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>
<b>Deadline for Questions</b>	June 9, 2026, 1:30pm
<b>Final Day for Addendum</b>	June 11, 2026, 1:30pm
<b>Bid Due Date</b>	June 18, 2026, 1:30pm
<b>Anticipated Award</b>	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-Eight (28) Calendar Days 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, 9:00am  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 Helicopter Six-Pack Reconstruction*

Sedona Airport (SEZ) is located at the top of Table Top Mountain within the City of Sedona, Arizona. The Airport is owned by Yavapai County and operated by the Sedona-Oak Creek Airport Authority (SOCAA). The airport covers an area of approximately 220 acres, and is at an elevation of 4830.4 feet above Mean Sea Level (MSL).

SEZ is a general aviation facility with approximately 35,000 annual operations and, according to the Airport Master Record (Airport 5010) (updated 2022), has 57 based aircraft consisting of single and multi-engine piston aircraft. The 2017 Airport Master Plan identifies 92 based aircraft, as reported by SOCAA in March 2014. In 2019 SOCAA reported 81 based aircraft. The airfield

consists of one runway (Runway '3-21'), one parallel taxiway (Taxiway 'A'), eight connector taxiways (Taxiways 'A1' through 'A8'), and Taxiway 'B' that serves the helicopter parking area. Runway (RW) '3-21' is 5,132 feet in length with parallel Taxiway 'A' to the northwest at a 252-foot centerline-to-centerline separation. See Attachment F for the Airport Layout Plan (Coffman Associates 2017). The area in focus for this project is a 3,200 square yard area of asphalt surrounded by 6 helicopter landing pads, which is referred to as the "Six-Pack."

The major items of work associated with the project include the mill and overlay of the asphalt concrete apron, joint and spall repair on the concrete helicopter pads, pavement millings, new pavement markings, and electrical improvements including the replacement of the wind cone, heliport lights, power cables, and convenience outlets.

This Construction Phasing and Safety Plan (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
<b>CIVIL</b>					

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	Contractor Quality Control Program (CQCP)	1	LS		
2	Stormwater Pollution Prevention Plan	1	LS		
3	Mobilization (10% Max)	1	LS		
4	Location of Underground Utilities	1	LS		
5	Airfield Safety and Security	1	LS		
6	Scarify, Grade, and Compact Existing Aggregate Base Course (MAG 310)	3,207.55556	SY		
7	Place, Grade, and Compact Existing Millings for Service Road	1,147	SY		
8	Asphalt Surface Course, (MAG 321, ½-Inch Mix, PG64-22)	3,207.55556	SY		
9	Pavement Removal, Cold Milling, Full Depth (+/- 3-inch)	3,208	SY		
10	Sawcut Existing Asphalt Pavement (Full Depth)	66	LF		
11	PCCP Spall Repair	100	SF		
12	Unclassified Excavation	195	CY		
13	PCCP Joint Sealing Filler (ASTM D5893)	1,440	LF		
14	PCCP/AC Joint Sealing Filler (ASTM D6690)	560	LF		
15	Permanent Pavement Markings (Yellow)	1,800	SF		
16	Temporary Pavement Markings (Yellow)	1,800	SF		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
17	Permanent Pavement Markings (Black)	1,020	SF		
<b>ELECTRICAL</b>					
18	Remove and Salvage Existing Floodlight, Receptacle, and Concrete Base	4	EA		
19	Excavate and Remove Existing Conductor Back to Panel (600LF). Abandon Existing Conduit	600	LF		
20	Provide and Install New Siemens, 20Amp, 120V Circuit Breaker in Existing Panel	3	EA		
21	New 20A, 120V, 4-Plex, GFCI Power Pedestal, Nema 3R	4	EA		
22	New Timeclock and 240V, 3 Pole Lighting Contactor to Replace Existing for New Wind Cone	1	LS		
23	Grounding Electrode Resistant Testing	1	LS		
24	Remove and Salvage Existing Lighted Wind Cone and Concrete Base	1	EA		
25	New L-806(L) LED, Size 1, Internally Lighted Wind Cone with Obstruction Light on New Concrete Foundation	1	EA		
26	L-824, Type C, 2/C #8 AWG, 5kV Cable with Counterpoise	860	LF		
27	4-#6 THWN, #6 GND	410	LF		
28	4-#10 THWN, #10 GND	80	LF		
29	2-#10 THWN, #10 GND	100	LF		
30	2-#6 THWN, #6 GND	100	LF		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
31	2-#12 THWN, #12 GND	210	LF		
32	Ground Rod (10' x 3/4" diameter) Installed (Contingency if Needed to Replace Existing)	7	EA		
33	Single-way, (1) - 2" Conduit, Direct Buried with #6 Solid Copper Counterpoise Conductor	795	LF		
34	Single-way, (1) - 1" Conduit, Direct Buried	475	LF		
35	Multiple-way, (2) - 1" Conduit, Direct Buried	65	LF		
36	New L-867B 12" Diameter Junction Can with Blank Cover	2	EA		
37	New Green LED Elevated Perimeter Heliport Light (EHP-L) and Isolation Transformer on New L-867 Light Base	33	EA		
38	New Low-Profile Surface Mounted Solar LED L-853 Retro-Reflective Edge Marker, Installed	72	EA		
39	New Low-Profile Surface Mounted Solar LED L-853 Retro-Reflective Edge Marker (Spares)	7	EA		
40	New Green LED Elevated Perimeter Heliport Light (EHP-L) w/ Stems, Frangible Couplings and Isolation Transformer (Spares)	3	EA		
<b>TOTAL</b>					

#### 4. REQUIRED DOCUMENTS FOR BID

##### 4.1. SUBMITTALS

###### 1. Proposal\*

The following proposal is made for Sedona Airport Helicopter Six-Pack Reconstruction, 26-PW-57, Project # 2533753, 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-Eight (28) Calendar Days 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-57, Project # 2533753. 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