



INVITATION FOR BID

CITY OF KINGMAN

Tourism

2026-IFB-011

POWERHOUSE WINDOW REPLACEMENT PROJECT

ISSUE DATE: August 20, 2026

BID DUE DATE: September 23, 2026, 6:00 pm (Arizona Time)

CONTACT PERSON:

Josh Noble, Tourism Services Manager
(928) 718-2581
jnoble@cityofkingman.gov

RESPONSES MUST BE SUBMITTED ELECTRONICALLY TO:

<https://secure.procurenow.com/portal/cityofkingman>

PLEASE NOTE: Bidder is responsible for obtaining any addenda and acknowledging it through the procurement portal.

CITY OF KINGMAN

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1. INTRODUCTION

1.1. Summary

The intent of this Invitation for Bid (IFB) is to obtain all labor, materials, and equipment necessary to provide complete window replacement in accordance with project specifications.

Unless otherwise noted herein, this IFB is for the purchase of items listed herein with the intent of receiving all items and quantities listed in the Pricing Worksheet by no later than January 31, 2027.

Bids should only be submitted for items that Bidders can affirmatively source to the City. Do not submit a bid if your company does not have current inventory stock or an affirmed delivery of stock within the timeframes specified herein.

1.2. Contact Information

Josh Noble

Tourism Services Manager

120 W Andy Devine Ave

Kingman, AZ 86401

Email: jnoble@cityofkingman.gov

Phone: (928) 718-2581

1.3. Questions

Questions regarding this solicitation must be submitted online through the OpenGov portal. Questions must be received by no later than the date and time specified in the timeline included in this IFB (Questions Due From Proposers).

2. MINIMUM QUALIFICATIONS

Bidders must demonstrate that they have the resources and capability to provide the materials and services as described herein. All Bidders must submit the documentation requested. Failure to provide any of the required documentation may cause the bid to be deemed non-responsive and/or non-responsible and rejected.

2.1. Contractors License (AZ ROC)

Bidders shall provide proof of a minimum B-2 commercial license as registered with the Arizona Registrar of Contractors.

2.2. Contractor's Qualification Statement

Bidders shall provide, a contractor's qualification statement.

3. SPECIFICATIONS

Powerhouse Window Replacement Project: all labor, materials, and equipment necessary to provide complete window replacement in accordance with project specifications.

The Bidder shall provide the goods requested.

3.1. Scope of Work

The project scope consists of the removal and proper disposal of the existing windows and associated construction materials as required to facilitate installation of the new windows, including but not limited to post-construction framed materials, drywall, corrugated metal, framing studs, trim, flashing, sealants, and other related components. The Contractor shall furnish and install new Marvin wood windows in accordance with the provided rough specifications and verified field dimensions. All replacement windows shall include factory-applied extruded aluminum exterior cladding to protect the wood window components from weather exposure, moisture, ultraviolet degradation, and other environmental elements while providing a durable, low-maintenance exterior finish. The Contractor shall install all windows in accordance with the manufacturer's published installation requirements, ensuring each unit is plumb, level, square, properly flashed, insulated, sealed, and weather-tight. Any interior or exterior finishes disturbed during construction shall be repaired or replaced to match existing conditions. Exposed window frames and repaired surfaces shall be painted using Sherwin-Williams paint products, or an approved equal, to match the existing building color and finish. Upon completion of the work, the Contractor shall ensure all windows operate properly, provide all applicable manufacturer warranties, remove all construction debris and waste from the site, and leave the project area in a clean, safe, and fully operational condition.

If the total cost of all bid items exceeds the funds available for this project, the City reserves the right to award less than the full scope of work. The City may eliminate one or more window replacement bid items and award only those items that can be completed within the available project budget. The determination of which bid items will be awarded shall be made solely by the City and shall be in the best interest of the City.

The total bid amount shall include an Owner's Contingency equal to ten percent (10%) of the total value of the bid items. When determining the bid items that can be awarded within the available project budget, the City shall account for the required Owner's Contingency and may eliminate one or more bid items as necessary to ensure the total Contract Amount remains within the available project budget. The Owner's Contingency shall be controlled solely by the City and is not guaranteed compensation to the Contractor. The Contractor shall not perform work against the Owner's Contingency without prior written authorization from the City. Any unused portion of the Owner's Contingency shall remain with the City and shall be deducted from the final Contract Amount.

3.2. Window Specifications

Specifications for Replacement Windows:

1. **Windows A & B - Ultimate Wood Casement Picture Window**
 - **Rough Opening (RO):** 62" x 147"
 - Currently corrugated metal exterior, drywall interior, metal and/or wood studded framing.
2. **Window C - Ultimate Wood Casement Picture Window**
 - **Rough Opening (RO):** 77" x 191 1/2"
 - Currently corrugated exterior, drywall interior, metal and/or wood studded framing.

3. **Window D** - Ultimate Wood Direct Glaze Rectangle Window
 - **Rough Opening (RO):** 68 3/4" x 78 1/2"
 - Currently corrugated exterior, drywall interior, metal and/or wood studded framing.
4. **Window E** - Ultimate Wood Direct Glaze Rectangle Window
 - **Rough Opening (RO):** 52" x 39"
 - Currently Picture Frame window.
5. **Window F** - Ultimate Wood Casement Picture Window
 - **Rough Opening (RO):** 62" x 147"
 - Currently corrugated metal exterior, drywall interior, metal and/or wood studded framing. Window overlaps a lower open space floor and upper office space floor.
6. **Window G** - Ultimate Wood Casement Picture Windows
7. **Windows H & I** - Ultimate Wood Casement Picture Window

4. TERMS AND CONDITIONS

4.1. Bid Guarantee

No bid guarantee required.

4.2. Firm Pricing

Bid price must be firm for City acceptance for a minimum of 90 days from the bid opening date.

4.3. Quantities

The quantities specified in the Pricing Table are minimum quantities to be ordered. In the event that additional quantities are needed beyond those contained herein, the Bidder shall provide those additional quantities at the same prices and terms as stated in this IFB.

4.4. Use of Brand Names

Unless otherwise provided in this IFB, the name of a certain brand, make or manufacturer does not restrict bidders to the specific brand, make or manufacturer named; it conveys the general style, type, character, and quality of the article desired, and any article which the City, *in its sole discretion*, determines to be the equal of that specified, considering quality, workmanship, economy of operation, and suitability for the purpose intended, shall be accepted. Any catalog, brand name or manufacturer's reference used in the IFB is descriptive – NOT restrictive – it is provided to generally indicate the type and quality desired, unless otherwise notes.

Bids on brands of like nature and quality will be considered for those items listed in the Scope of Work. If the bid is based on offering other than the referenced or specified items, the bid must show the name of the manufacturer, brand or trade name, catalog number, etc., of article offered. If other than the brand(s) specified is offered, descriptive literature must be submitted with bid. Samples may be required. Bidders

must certify that item(s) offered meet and/or exceed specifications. If an item considered as being equal by the bidder is offered and not accepted, the bid shall be rejected. If a bidder makes no other offer and takes no exception to specifications or reference data, it will be required to furnish the brand names, numbers, etc., as specified.

4.5. Substitutions

No substitutions or alterations will be accepted.

4.6. Defective Products

All defective products shall be replaced and exchanged by the bidder. The cost for shipping, transporting, and other like expenses shall be paid by the bidder.

4.7. Subcontractors

Bidder must include in their submittal a list of any subcontractors that will be utilized in the performance of the work awarded under this procurement. Bidder must describe the subcontractors qualifications in detail in their response.

4.8. Basis for Award

The City intends to award the bid to the lowest responsible, responsive bidder (after applying any applicable preference under Section CC-249 of the Procurement Code which is referenced in Section 8), based on the total cost using the minimum quantities listed and the ability to provide the minimum quantities listed by the stated delivery date.

If the total cost of all bid items exceeds the funds available for this project, the City reserves the right to award less than the full scope of work. The City may eliminate one or more window replacement bid items and award only those items that can be completed within the available project budget. The determination of which bid items will be awarded shall be made solely by the City and shall be in the best interest of the City.

The total bid amount shall include an Owner's Contingency equal to ten percent (10%) of the total value of the bid items. When determining the bid items that can be awarded within the available project budget, the City shall account for the required Owner's Contingency and may eliminate one or more bid items as necessary to ensure the total Contract Amount remains within the available project budget. The Owner's Contingency shall be controlled solely by the City and is not guaranteed compensation to the Contractor. The Contractor shall not perform work against the Owner's Contingency without prior written authorization from the City. Any unused portion of the Owner's Contingency shall remain with the City and shall be deducted from the final Contract Amount.

4.9. Rejection of Bids

The City reserves the right to waive technical defects, discrepancies and minor irregularities in a response. The City reserves the right to re-seal any response that was opened prematurely; the City has determined this event as a minor irregularity. The Deputy City Manager/Finance Director shall be notified and shall log the event and place it in the procurement file.

The City reserves the right to award any alternatives set forth in the IFB documents at its sole discretion. Bids may be rejected if there are any alterations to the required forms, additions not called for, conditional bids, incomplete bids, or irregularities of any kind. The City reserves the right to reject any bid not in

compliance with the IFB documents, or prescribed public bidding procedures and requirements. Written notice of rejection of all bids shall be sent to all Bidders.

4.10. Reissuance of IFB

The City reserves the right to re-issue a subsequent procurement for this service at any time if deemed to be in the best interest of the City.

4.11. Protest of Award

A protest of award must be physically delivered to the Purchasing Officer within seven (7) business days of the notice of award date. Our office is open Monday through Thursday from 7:00 am to 6:00pm (closed on holidays). Packages containing protests shall be marked as follows:

RFB Award Protest - 2026-IFB-011

Attn: Tina D. Moline, Deputy City Manager/Finance Director

310 N. Fourth Street

Kingman, AZ 86401

4.12. Disputes

In the event any doubt or differences of opinions exist as to the items or service to be furnished hereunder, or from evaluation and/or testing of substitutes, or the interpretation of the provisions of this procurement, the decision of the City of Kingman shall be final and binding upon all parties.

4.13. Collusion

Upon evidence that collusion exists among Bidders, none of the bids of participants in such collusion will be considered. All involved bids shall be rejected.

4.14. Conflicts of Interest

A. Notify. Prior to taking an action in connection with a City contract, every employee shall, in writing, notify the employee's supervisor, the City Attorney, and Purchasing Officer of any actual or potential conflict of interest of such employee. City employees shall comply with A.R.S. Title 38 regarding conflicts of interest in the purchasing of and contracting for goods, services, and construction for the City.

B. Review potential conflict of interest. Upon receiving notice of an actual or potential conflict of the interest, the City Attorney or designated representative shall review the purchasing procedures for compliance with applicable laws and regulations.

C. Determination of conflict of interest. If the City Attorney determines that an employee has an actual or potential conflict of interest in connection with a purchase, no contract shall be awarded without City Council review and approval.

4.15. Extension of Time

Prior to proposal opening, the City shall have the authority to extend the deadline for the submittal of proposals when unforeseen circumstances arise. If this occurs, the City will post an addenda at a minimum of five (5) business days prior to the proposal's original opening date.

4.16. Confidentiality

A. All documents, reports, proposals, submittals, responses, or other materials submitted to the City by firms shall become the sole and exclusive property of the City and become a public record.

B. Responses shall be opened publicly at the time and place designated in the RFQ. The name of each Respondent and such other relevant information as is specified by rule shall be publicly read and recorded. The responses shall be open for public inspection after contract award, if any.

C. To the extent the Respondent designates, trade secrets or other proprietary data contained in the response documents shall remain confidential. The City of Kingman is subject to the Arizona Revised Statutes, Title 39, Chapter 1, relating to public records.

4.17. (ADA) The Americans with Disabilities Act

The bidder shall comply with all applicable provisions of the Americans with Disabilities Act of 1990 and the Arizonans with Disabilities Act of 1992.

4.18. Transaction Privilege Tax (TPT)

The City is not exempt from Transaction Privilege Tax (TPT); Bidder must include tax in the pricing proposal, when applicable.

4.19. Licenses

Bidder will maintain, in current status, all Federal, State, and local licenses and permits required for the operation of the business.

Pursuant to the Kingman Municipal Code, Chapter 8, Article 1.5, **Business Licenses**, Vendors conducting business within the City of Kingman with a permanent or temporary physical business location within the city limits must apply for a business license and pay the applicable license fee, unless exempted under section 8-13. The full municipal code can be found on the City's website or at the following link: <https://www.codepublishing.com/AZ/Kingman/>.

For details regarding how to submit an application, pay the license fee, etc., please visit our website at: <https://www.cityofkingman.gov/government/departments/city-clerk/business-licenses>.

5. **INSURANCE REQUIREMENTS**

5.1. Required Insurance Policies

All insurance, with the exception of Workers Compensation and Professional Liability, must name the City as additional insured before a final contract can be executed. The City reserves the right to request a copy of the full policy for review. A copy of additional insured endorsement will be required prior to contract execution. Insurance must be primary and include a waiver of subrogation. Proposer agrees to obtain and maintain the following insurance coverage from insurers licensed to do business in the state of Arizona that have an "A.M. Best" rating of not less than "A-VII" with the following minimum insurance required:

5.2. Commercial General Liability

Policy must include Bodily Injury, Property Damage, Personal Injury and Broad Form Contractual Liability with coverage limits of not less than:

- A. Each Occurrence: \$1,000,000
- B. General Aggregate: \$2,000,000

5.3. Commerical Automobile Liability

\$1,000,000 Commercial Auto (can be waived, depending on circumstances)

5.4. Worker's Compensation

Per Occurrence: statutory requirement

5.5. Other and Professional Liability

\$1,000,000 - Applicable to design services (architects or engineers).

Pollution, where necessary.

Builders Risk (for new construction). Bid bonds may be required and if awarded, payment and performance bonds. All bonds must be verified before work can begin.

5.6. Minimum Limits

The City in no way warrants that the minimum limits contained herein are sufficient to protect the contractor from liabilities that might arise out of the performance of work under this contract/agreement. The contractor is free to purchase such additional insurance as may be determined necessary.

6. INSTRUCTIONS TO BIDDERS

6.1. Submission of Bids

Bids must be received by 6:00 pm, Arizona time, on Wednesday, September 23, 2026, submitted directly through the OpenGov procurement portal.

Mailed, faxed, hand-delivered, and e-mailed responses will not be accepted. Mailed responses will be disposed of, unopened, and will not be returned to the Respondent.

Bidders wishing to submit responses must register for a free OpenGov account at: <https://procurement.opengov.com/signup>. To receive notification of future solicitations, please subscribe to the City of Kingman OpenGov solicitations by clicking here: <https://procurement.opengov.com/portal/cityofkingman>. For detailed instructions on how to register and subscribe, you can also visit the City of Kingman's website at: <https://www.cityofkingman.gov/government/advanced-components/list-detail-pages/rfp-posts-list>.

Requests for extensions of this time and date will not be granted, unless deemed to be in the City's best interest. Bids or unsolicited amendments to Bids received by the City after the acceptance date and time will not be considered.

Any bid may be withdrawn at any time prior to the specified date and time for IFB closing.

6.2. Documents to be Included with Bid

- A. Bidder Signature Page (IFB Signature Page)

- B. Bid Guarantee (if required)
- C. Bid Response
- D. Subcontractor List (if applicable)
- E. Materials List (if applicable)
- F. New Vendor Application (if not already a registered vendor)
- G. W-9 Form

6.3. Subcontractors and Materials List

Bidders shall submit subcontractor and materials list with bid response.

6.4. Mandatory Pre-Bid Meeting

A Mandatory Pre-Bid Meeting will be held at 10:00 am, Arizona time, on Thursday, September 10, 2026 at Powerhouse Visitors Center, 120 W. Andy Devine Ave, Kingman, AZ 86401. The purpose of this meeting is to clarify the contents of the solicitation. Statements made by City representatives during pre-selection meetings are not binding unless the City has confirmed through written addendum.

6.5. Taxes

The City is not exempt from Transaction Privilege Tax (TPT) or Sales Tax. All applicable taxes should be included in the Bidder's quote.

6.6. Questions and Inquiries

Questions and inquiries, will be accepted from any and all Bidders through the procurement portal. Unauthorized contact with other City staff regarding the IFB may result in the disqualification of the Bidder. Inquiries pertaining to the IFB must list the IFB number and title. Material questions will be answered in writing with an Addendum provided.

All questions must be received by 6:00 pm, on Monday, September 14, 2026.

6.7. Addenda

All addenda shall be issued no later than five (5) business days prior to the IFB closing date.

It is the responsibility of the Bidder to ensure that they have received all Addendums. Solicitation Addenda will be posted on the City's link to the online bidding website. Vendors that have registered at <https://procurement.opengov.com/portal/cityofkingman> and who also follow the City of Kingman will receive email notifications of addenda.

6.8. Vendor Registration

Bidders must properly fill out and complete a City Vendor Application and IRS W-9 Form, and file the documents with the City's Finance Department. Forms are included in the attachments section of this IFB.

7. **BID OPENING AND AWARD**

7.1. Bid Opening

1. Bids shall be opened electronically through the OpenGov portal.
2. The amount of each bid and such other relevant information as may be specified by the Purchasing Officer or using department's director, together with the name of each offeror shall be recorded. This record shall be open to public inspection after the offer opening and will be posted to the bid on the OpenGov portal. Confidential, trade secrets or other proprietary data designated in the offers will remain confidential unless otherwise required by the public records law.
3. Bids shall be evaluated based on the requirements set forth in the IFB, which may include criteria to determine acceptability such as inspection, testing, quality, workmanship, delivery, and suitability for a particular purpose. Those criteria that will affect the bid price and considered in evaluation for award, shall be objectively measurable. No criteria may be used in bid evaluations that are not set forth in the IFB.

7.2. Bid Award

The bid shall be awarded to the lowest responsible, responsive bidder, after applying any applicable preference under CC 2-349. The successful offeror shall submit all required information and documents as a condition of final award of the contract. The winning bidder will be notified by email.

IFB results will be posted on the City of Kingman's OpenGov portal.

7.3. Commencement of Work

Bidder will not perform any billable work, provide any material or service under this contract until the Bidder receives a purchase order, or is otherwise directed to do so in writing by the City of Kingman.

8. **PREFERENCE IN PURCHASING**

Preference in Purchasing (City of Kingman, Procurement Code, 2-349):

A. Resident bidders. When evaluating a bid, except for procurement of construction services, the applicable amount of the City's transaction privilege taxes shall not be included when the City is evaluating an award to be made between a City of Kingman bidder and an Arizona based non-City of Kingman bidder. This section may be utilized for non-bid purchases as well.

B. Non-resident bidders; award of identical offers. When a department receives offers identical in price, fitness, availability, and quality, and chooses to award a contract, the department shall award the contract based on the following order of precedence:

1. The department shall award the contract to the offeror among those submitting identical offers that is offering goods and/or services that have been manufactured or produced in Arizona.
2. If 2 or more offerors submit identical offers, and they offer goods and/or services manufactured or produced in Arizona, the department shall award the contract by drawing lots among the identical offers offering goods and/or services that have been manufactured or produced in Arizona. The department may request either in the solicitation document, following closing of the solicitation or at any other time deemed appropriate, any information

needed to determine if the goods and/or services in the solicitation are manufactured or produced in Arizona. The offerors that submitted the identical offers subject to the drawing of lots shall be given notice and an opportunity to be present when the lots are drawn.

3. If the department receives identical offers, and none of the identical offers offer goods and/or services manufactured or produced in Arizona, and then the department shall award the contract by drawing lots among the identical offers. The offerors that submitted the identical offers subject to the drawing of lots shall be given notice and an opportunity to be present when the lots are drawn.

C. Determining if offers are identical. A department shall consider offers identical in price, fitness, availability, and quality as follows:

1. Bids received in response to an invitation to bid (IFB) or request for quotation are identical in price, fitness, availability, and quality if the bids are responsive and offer the goods and/or services described in the IFB or request for quotation at the same price.

2. Proposals received in response to a request for proposals (RFP) are identical in price, fitness, availability, and quality if they are responsive and achieve equal scores when scored in accordance with the evaluation criteria set forth in the RFP.

3. Evaluating each offeror's performance of previous work history for the City.

D. Procedure for drawing lots. In any instance when this section calls for the drawing of lots, the department shall draw lots by a procedure that affords each offeror subject to the drawing a substantially equal probability of being selected, and that does not allow the person making the selection the opportunity to manipulate the drawing of lots to increase the probability of selecting 1 offeror over another.

9. VENDOR QUESTIONNAIRE

9.1. Bidder Response (Bid Package)*

Vendors must upload their bid response package here.

*Response required

9.2. For the purpose of applying 2-349 Preference in Purchasing, is your company/agency located within the City of Kingman city limits?*

☐ Yes

☐ No

*Response required

9.3. New Vendor Application/Existing Vendor Verification Form*

Please download the below documents, complete, and upload. If you are a new vendor, please complete the New Vendor Application. If you are already a vendor with the City of Kingman, please complete the Vendor Verification Form.

- [Vendor Verification Form.pdf](#)
- [New Vendor Application.pdf](#)

*Response required

9.4. Bids must be signed by a duly authorized representative of the Bidder. If a bid is signed by an agent of the Bidder, a Power of Attorney showing the authority of the agent to sign must be submitted with the bid or the bid will be rejected. FAILURE TO SIGN AND SUBMIT THE BIDDER SIGNATURE PAGE SHALL RESULT IN REJECTION OF THE BID.*

Please download the below documents, complete, and upload.

- [IFB Signature Page.docx](#)

*Response required

9.5. References*

Please download the below documents, complete, and upload.

- [REFERENCES.pdf](#)

*Response required

9.6. Bidder Addenda Confirmation *

Bidder hereby acknowledges it is the responsibility of the Bidder to ensure they have received all Addendums and responses to questions. Solicitation Addenda will be posted to the IFB on the City's OpenGov procurement portal where the IFB is posted. Vendors that have registered at <https://procurement.opengov.com/portal/cityofkingman> and who also follow the City of Kingman will receive email notifications of addenda.

All addenda shall be issued no later than five (5) business days prior to the IFB closing date.

☐ Please confirm

*Response required

9.7. Contractor's Qualification Statement (Only If Applicable)

Please download the below documents, complete, and upload. Contractors can also use AIA Document A305)

- [City of Kingman - Contracto...](#)

9.8. Will this project be classified as MRRA or Modification for the purposes of determining TPT (Transaction Privilege Tax) requirements?

Please select the type of project.

- ☐ MRRA
- ☐ Modification

9.9. If the project is MRRA, do not include TPT (Transaction Privilege Tax) in your bid. If this project is a Modification project, please ensure you have included TPT in your bid price.*

Please check the box acknowledging you have read this question and understand the requirements.

☐ Please confirm

*Response required

9.10. Equal Employment Opportunity

Please download the below documents, complete, and upload.

- [EQUAL EMPLOYMENT OPPORTUNIT...](#)

9.11. Arizona Statutory Bid Bond (If Applicable)

Please download the below documents, complete, and upload.

- [Bid Bond.pdf](#)

9.12. (Optional) Vendor EFT Form

Please download the below documents, complete, and upload.

- [Vendor EFT form, FAQ and in...](#)

9.13. W-9*

Please download the below documents, complete, and upload.

- [W-9.pdf](#)

*Response required

9.14. Please upload a copy of your City of Kingman business license (if applicable)

9.15. Please attach a purchasing contract/service agreement.*

*Response required