IFB - Title 34 # 2027-508

JAY LIVELY ICE CHILLER REPLACEMENT AND MAINTENANCE PROJECT

Issued by:
Emily Markel
Email: emarkel@flagstaffaz.gov

Submittal Deadline
Date: Thursday, November 12, 2026 at 12:00 pm

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Attachments:

A - Exhibit A - Jay Lively Project Narrative & Special Provisions

B - Exhibit B - Revision to MAG (1)

C - Exhibit C - Jay Lively Bid Tabulation Form (PDF for organization only 6. Price Proposal is the only accepted bid submission)

D - Exhibit D - Final Plans - Piping Replacement Permit Drawings

E - Exhibit E - COF Record Drawings Checklist

F - Exhibit F - Statutory Bond

G - Exhibit G – Labor and Materials Bonds

H - Exhibit H - Sample Construction Contract

1. Legal Notice

CITY OF FLAGSTAFF

NOTICE OF INVITATION FOR BIDS

Jay Lively Ice Chiller Replacement and Maintenance Project

NO VALUE

The City of Flagstaff will accept competitive bids from qualified contractors for Jay Lively Ice Chiller Replacement and Maintenance Project. The scope of work involves construction.

Bids must be submitted in via the City's e-Procurement System, OpenGov at https://procurement.opengov.com/portal/flagstaffaz. Bids shall be received until Thursday, November 12, 2026 before 12:00 pm Arizona Time, at which time the bids shall be opened and the name and pricing of each responding firm shall be reviewed in a closed City staff meeting.

The solicitation documents may be obtained by downloading them at the following URL: https://procurement.opengov.com/portal/flagstaffaz. Should you have any issues accessing the documents, please email: emarkel@flagstaffaz.gov

Advertised in Arizona Daily Sun October 20th & 31st, 2026

2. Introduction

Summary

The City of Flagstaff is requesting bids from qualified Contractors for Jay Lively Ice Chiller Replacement and Maintenance Project, 2027-508 to be received no later than Thursday, November 12, 2026 at 12:00 pm Arizona time. All bids received after bid response deadline will not be accepted.

This Project will consist of

The project is located at the Jay Lively Activity Center in Flagstaff, AZ. The scope of work includes selective demolition of existing water-cooled chillers, evaporative coolers, pumps, air control devices, and piping, and the installation of two new air-cooled chillers, primary chilled water pumps, air control devices, and a hydronic reheat loop. New equipment shall be connected to existing chilled water piping. The new reheat loop shall be connected to the existing heat exchanger HX-2. New controls devices, wiring, and programming shall be provided to integrate all new equipment into the existing BAS system. New chillers shall have BACnet communication.

Note, new chilled water supply and return mains to the new chillers and pumps are designed at 6”, based on the design flow rate of the new chilled water pumps. The existing chilled water mains (installed under the separate piping project) are designed at 8” to accommodate the existing chilled water pump’s higher flow rate. The new 6” pipe will be connected to the existing 8” mains with reducers.

A new 1000 amp main electrical switchboard will be provided and installed by the owner to feed the building. An electrical service upgrade will be required to support the new equipment. The City of Flagstaff will coordinate all requirements with the local utility to implement the service upgrade.

It shall be the Contractor's responsibility to complete the work specified herein and on the project plans. The contractor shall supply and/or provide any incidental services or accessories necessary to make the work complete and perfect in all respects and ready for operation. Any apparatus, appliance, material, or work not mentioned in the Specifications, or vice versa, or any incidental appurtenances necessary for the system to operate as to the intent of these Specifications, even if not particularly specified, shall be included in the bid price and furnished, delivered, and installed by the Contractor without additional expense to the City of Flagstaff.

Contact Information

1. Procurement Agent:Emily Markel - Purchasing Manager - emarkel@flagstaffaz.gov

Timeline

1. Release Project Date: Thursday, October 15, 2026
2. Question Submission Deadline: Thursday, November 5, 2026, 12:00 pm
3. Bid Submission Deadline: Thursday, November 12, 2026, 12:00 pm
4. Bid Opening (Internal review): Thursday, November 12, 2026

3. Information for Bidders

Bid Submission

The City of Flagstaff will accept competitive bids from qualified contractors to NO VALUE.

Bids must be submitted in electronic form via the City's e-Procurement Portal, OpenGov https://procurement.opengov.com/portal/flagstaffaz. Bids shall be received until Thursday, November 12, 2026 at 12:00 pm Arizona time, at which time the bids shall be opened and reviewed by project management team.

Late bids shall not be accepted.

Inquiries

All questions related to this IFB shall be submitted in writing through the OpenGov Question/Answer Tab via the City's e-Procurement portal, on or before, Thursday, November 5, 2026 by 12:00 pm Arizona time. Please include the section title for each question, if applicable, in order to ensure that questions asked are responded to correctly. All questions submitted and answers provided shall be electronically distributed to bidders following this solicitation on the City's e-Procurement Portal.

Addenda

Any changes to the bid documents will be distributed to all bidders in the form of an Addendum. Verbal discussions or comments will not change the official bid docs unless provided in a written Addendum. Addenda shall be posted on the City's e-Procurement Portal. Addenda notifications will be emailed to all persons on record as following this IFB. Failure of any bidder to receive any such addenda or interpretation shall not relieve such bidder from any obligation under their bid as submitted. All addenda so issued shall become part of the contract documents.

Bid Withdrawal

Bids may be withdrawn through the City's e-Procurement Portal, the responding firm may "unsubmit" their proposal in OpenGov. After withdrawing a previously submitted proposal, the responding firm may submit another proposal at any time up to the deadline for submitting proposals prior to the bid opening.

No bidder may withdraw his bid for a period of NO VALUEdays following the bid openings.

Contractor Requirements

Each bidder shall denote the related Arizona State Contractor's License Number and Classification as evidence that the bidder is qualified to contract and perform the work as indicated in the specifications and plans.

Contract Award

The contract(s) shall be awarded to the lowest responsive/responsible bidder.

The City reserves the right to waive any informality in bids received, and to accept, increase, or reduce the quantities of any or all items of any bid proposal, unless the bidder qualifies such bid by specific limitation.

The City may condition award of any successful bid upon payment of any and all required taxes, license fees, or other monies due to the City of Flagstaff or another governmental agency.

Bid Security

Each bid shall be submitted in OpenGov under the Section titled "Bid Pricing," to the specifications and shall be accompanied by a bid bond acceptable to the City of Flagstaff for a sum of not less than ten percent (10%) of the amount of the bid made payable to the order of the City of Flagstaff.

Release of Project Information

The Owner will provide the release of all public information concerning the Project, including selection announcements and contract awards. Release of submissions, selection results and contract award will not take place until after the formal award by the City Council and the relevant contracts have been fully executed by both parties. Those desiring to release information to the public must receive prior written approval from the Owner.

Contact with City Employees and Contractors

All persons and/or Contractors that are interested in this Project (including the Contractor's employees, representatives, agents, lobbyists, attorneys, and subcontractors) will refrain, under penalty of disqualification, from direct or indirect contact for the purpose of influencing the selection or creating bias in the selection process with any person who may play a part in the selection process. This includes but is not limited to the evaluation panel, the City Manager, Assistant City Manager(s), Deputy City Manager(s), Department Directors, or other staff. This policy is intended to create a level playing field for all potential Contractors, assure that contract decisions are made in public, and to protect the integrity of the selection process. All contact on this selection process should be addressed to the authorized Procurement Section representative identified above.

Contact with Elected Officials (Mayor and City Council)

Any contact pertaining to this selection process with elected officials must be scheduled, in person, through the Flagstaff City Clerk's Office, 211 W. Aspen Avenue, Flagstaff AZ 86001, and are posted by the City Clerk at least twenty-four (24) hours prior to the scheduled meeting. The Clerk's posting shall include and detail the participants and the subject matter and shall invite the public to participate. No contacts made by telephone, other than to schedule a public meeting, are permitted. Copies of contacts made by letter, facsimile, e-mail, or other written method shall be made available to the public, press, and all submitting Contractors, upon written request to the City Clerk.

Reservation of Rights

There shall be no express or implied intent to contract until expressly stated in writing by the Owner, an award is made, and all conditions stated herein are satisfied. The Owner reserves the right to reject any or all SOQs, or to withhold the award for any reason it may elect, and to waive or decline to waive irregularities in any proposal.

Protests

Any protest shall be in writing and shall be filed with the Purchasing Director. A protest of an Invitation for Bids shall be received by the Purchasing Director before the Bid opening date. A protest of an award or of a proposed award shall be filed within fourteen (14) days after the protester knows or should have known the basis of the protest. A protest shall include:

- The name, address and telephone number of the protestor.
- The signature of the protestor or its representative.

- Identification of the Invitation for Bids or contract number.
- A detailed statement of the legal and factual grounds of protest including copies of relevant documents.
- The form of relief requested.

4. Scope of Work

The project is located at the Jay Lively Activity Center in Flagstaff, AZ. The scope of work includes selective demolition of existing water-cooled chillers, evaporative coolers, pumps, air control devices, and piping, and the installation of two new air-cooled chillers, primary chilled water pumps, air control devices, and a hydronic reheat loop. New equipment shall be connected to existing chilled water piping. The new reheat loop shall be connected to the existing heat exchanger HX-2. New controls devices, wiring, and programming shall be provided to integrate all new equipment into the existing BAS system. New chillers shall have BACnet communication.

Note, new chilled water supply and return mains to the new chillers and pumps are designed at 6", based on the design flow rate of the new chilled water pumps. The existing chilled water mains (installed under the separate piping project) are designed at 8" to accommodate the existing chilled water pump's higher flow rate. The new 6" pipe will be connected to the existing 8" mains with reducers.

A new 1000 amp main electrical switchboard will be provided and installed by the owner to feed the building. An electrical service upgrade will be required to support the new equipment. The City of Flagstaff will coordinate all requirements with the local utility to implement the service upgrade.

The Scope of Work and other documents are in the "Attachments" section.

A – Project Narrative & Special Provisions (PDF Engineer)

B – Revisions to MAG (PDF)

C – Bid Tabulation Form (PDF for vendor organization only, #6 Pricing Proposal is the legal submitted bid)

D – Final Plans - Piping Replacement Permit Drawings (PDF Engineer)

E – COF Record Drawings Checklist (PDF City)

F – Statutory Bond

G – Labor and Materials Bond

H – Sample Construction Contract

The Bid Schedule in the Attachments section is for organizational purposes only. All bid prices must be entered into the OpenGov software "Pricing Proposal" spreadsheet.

5. Bid Terms and Conditions

General Conditions Overview

A. Reference is made to the current Uniform Standard Specifications and Details for Public Works Construction sponsored and distributed by the Maricopa Association of Governments (MAG), by this reference hereby made part of these specifications. Copies of the MAG specifications are available for review in the Engineering and Procurement Departments.

B. Additionally, the City of Flagstaff has amended certain portions of the MAG specifications through its Special Provisions.

Eligibility and Preference

Any bidder interested in submitting a bid proposal shall obtain a bid packet via the City's e-Procurement Portal, OpenGov. No other bids may be reviewed outside of the OpenGov platform submissions.

Proposal Forms

No bid proposal shall be read unless accompanied by the required forms.

Statutory Bid Bond

1. Each Bidder shall submit with their Bid, a Bid Bond for an amount of not less than ten (10) percent of the gross amount of the Bid, payable to the order of the City of Flagstaff. The Bid Bond shall be provided by a surety company holding a certificate of authority to transact business in the State of Arizona in accordance with the requirements of A.R.S. § 34-201.
2. An unconditional certified check or cashier's check may be submitted instead of a bid bond.
3. A Bid Bond is required as a guarantee that the Bidder will enter into a Contract to perform the project in accordance with the plans and specifications, or as compensation to the Owner for damages incurred as provided by A.R.S. § 34-201 in the event of failure or refusal of the Bidder to enter into the Contract.
4. The Bid Bond will be returned to the contractors whose Bids are not accepted, and to the successful Bidder, upon execution of a satisfactory Contract, and receipt of Insurance Certificate, Performance Bond and Payment Bond.

Disqualification Of Bidders

The following reasons shall be considered as being sufficient for the disqualification of a bidder and the rejection of a bid proposal:

1. Receipt of more than one bid proposal for the same work from an individual, partnership or corporation under the same or different names.
2. Evidence of collusion among bidders or assistance from any Officer of the City of Flagstaff or of any Division thereof.
3. Failure to submit a proposal form.
4. Failure to submit a statutory bid bond.
5. Failure to register with and obtain bid packets from the Procurement Agent.

Award of Contract

No bid proposal shall be withdrawn for a period of NO VALUEdays after opening without consent of the City of Flagstaff through the body or agent duly authorized to accept or reject the bid proposal except that in the case of Federally assisted projects or other projects award of which is conditioned on the approval of an agency not under the control of the City of Flagstaff, withdrawal shall not be made within a period of NO VALUEdays after opening without such consent. The successful bidder shall be furnished a Notice of Award on to the address shown on the bid proposal.

Pre-Construction Conference

A Pre-Construction Conference will be held with the successful Bidder after the Notice of Award is issued. The date and time of the Conference will be agreed upon between the Bidder and the Engineer. The meeting will be held electronically via Microsoft Teams to be setup by the assigned Project Manager. The purpose of the meeting is to outline specific construction items and procedures that the City feels require special attention on the part of the Bidder. The Bidder may also present any variations in procedures that they feel may improve the workability of the Project, reduce the cost, or reduce inconvenience to the public.

Certification for Federal Aid Contracts

The prospective participant certifies by signing and submitting this bid or proposal to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid by or on behalf of the undersigned to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a member of Congress, an officer or employee of Congress, or an employee of Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering this transaction imposed by Section 1352, Title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.
4. The prospective participant also agrees by submitting his or her bid or proposal that he or she shall require that the language of this certification be included in all lower tier subcontracts which exceed $100,000 and that all such sub-recipients shall certify and disclose accordingly.

6. Pricing Proposal

REMOVAL ITEMS

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
1	MECHANICAL EQUIPMENT & PIPE DEMOLITION		LOT		
2	ELECTRICAL DEMOLITION		LOT		
3	SAW CUT, CORE DRILL, AND REMOVE CONCRETE		SF		
4	PUMP OUT AND DISPOSE OF GLYCOL FROM EXISTING PIPING		LOT		
TOTAL					

MECHANICAL ITEMS

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
5	CHILLERS		EA		
6	HYDRONIC PUMPS		EA		
7	GLYCOL MAKEUP UNIT		EA		
8	VFDS		EA		
9	AIR SEPARATORS AND EXPANSION TANKS		EA		
10	REHEAT WATER PIPING		LF		
11	CHILLED WATER PIPE		LF		
12	SUB SLAB HEATING WATER PIPE		LF		
13	PIPE SUPPORTS		EA		
14	NEW GLYCOL FILL		GAL		
15	PIPE INSULATION		LF		

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
16	DRAINAGE FROM NEW TRENCH TO EXISTING CATCH BASIN		LF		
17	BAS CONTROLS		SUB		
18	TEST & BALANCE		SUM		
TOTAL					

STRUCTURAL ITEMS

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
19	FABRICATE & ERECT NEW HSS BEAMS		EA		
20	EXCAVATE NEW TRENCH		LF		
21	FORMWORK & CONCRETE FOR NEW TRENCH		CY		
22	STEEL GRATE & SUPPORTS ABOVE TRENCH		EA		
23	CHILLER SUPPORTS & DELEGATED DESIGN		SUB		
TOTAL					

ELECTRICAL ITEMS

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
24	NEW SWITCHBOARD (OFCI)		EA		
25	ELECTRICAL WIRING, FEEDERS, INSTALLATION		SUB		
26	CONRETE PAD FOR NEW SWITCHBOARD		SUB		
TOTAL					

OVERHEAD & CONTINGENCY

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
27	SUPERVISION & STARTUP		HR		
28	RENTAL EQUIPMENT, PERMITS, MISC TOOLS		LOT		
29	OWNER CONTINGENCY		LOT		
TOTAL					

MISCELLANEOUS

Fill out the descriptions

Line Item	Description	Quantity	Unit of Measure	Unit Cost	Total
30	Other Costs:		lump		
TOTAL					

8. BID PACKET DOWNLOAD ACKNOWLEDGEMENT

(Items below are required documents as part of the entire Contract Specification packet)

All documents below must be initialed, and form signed in order for bid to be considered. Failure to complete any portion of this form will result in rejection of bid due to non-responsiveness.

PROJECT NAME: Jay Lively Ice Chiller Replacement and Maintenance Project
PROJECT NUMBER: 2027-508 **BID NUMBER:** 2027-508

Initial	Document Description
_____	**Table of Contents:** I have downloaded, read and understand all information contained in the Table of Contents.
_____	**Bidding Requirements:** I have downloaded, read and understand all information contained in the Bidding Requirements document.
_____	**Bid Schedule:** I have downloaded, read and understand all information contained in the Bidding Schedule document.
_____	**Sample Contract:** I have downloaded, read and understand all information contained in the Sample Contract document.
_____	**MAG Revisions:** I have downloaded, read and understand all information contained in the MAG Revisions document.
_____	**Specifications:** I have downloaded, read and understand all information contained in the Specifications document(s) (including any and all attachments/appendices/exhibits/etc.).
_____	**Plan Sets:** I have downloaded, read and understand all information contained in the Plan Set documents.
_____	**Grant Provisions (if applicable):** I have downloaded, read and understand all information contained in the Grant Provisions document(s) (including any and all attachments/appendices/exhibits/etc.).

I understand and agree that all documents above are part of the whole Contract Specification bid packet, and I agree to all information, terms and conditions contained within those documents. I understand that it is my (Bidder's) responsibility to examine the entire Bid Package and seek clarification in writing of any item or requirement that may not be clear and to check all responses for accuracy before submitting a Bid. Negligence in preparing a Bid confers no right of withdrawal after due time and date.

Signature _____ Printed _____ Date _____

9. REQUIRED FORMS - IFB CONSTRUCTION

Bidder Questionnaire*
Please complete the Questionnaire document and re-upload.

- SUBMITTER_QUESTIONNAIRE_fil...

*Response required

References *
Please complete the References document and re-upload.

- REFERENCES_fillable.pdf

*Response required

References *
Please download the below documents, complete, and upload.

- REFERENCES_fillable.pdf

*Response required

References (copy)*
Please complete the References document and re-upload.

- REFERENCES_fillable.pdf

*Response required

Disclosure *
Please complete the Disclosure document and re-upload.

- DISCLOSURE_fillable.pdf

*Response required

Exceptions *
Notations: Any strikeouts, notes or modifications to the Solicitation documents shall be initialed in ink by the authorized person who signs a Bid. If notations are made, they must be submitted with a Bid and are considered Exceptions.

Exceptions: In addition to any notations on the Solicitation documents, please identify and list any exceptions to the Solicitation, by section/paragraph, on this Exceptions Form. The City reserves the right to reject, accept or further negotiate Exceptions. Exceptions may render a Bid non-responsive.

Exceptions to Form of Contract: A Bidder may request changes to the form of contract (including any Standard or Special Terms and Conditions or Insurance Requirements) on the Exceptions Form. A Bidder may also submit its own form of contract. The City will consider these in the same manner as any other exceptions.

A Bidder must indicate any and all exceptions taken to the requirements, specifications, and/or terms and conditions of this Solicitation, including the form of contract. If "Yes" is selected, please upload a document detailing the exception.

☐ Yes
☐ No

*Response required

Confidential Materials*
Pursuant to Section 11.3(A)(7) of the Procurement Code Manual, information provided in a Bid shall be confidential so as to avoid disclosure of contents prejudicial to competing Bidders during the process for evaluation. Bids shall be open for public inspection after Contract award. Except to the extent a Bidder designates, and the Director of Procurement concurs, trade secrets or other proprietary data contained in the Bid documents shall remain confidential.

If a Bidder believes that part of a Bid is a trade secret or contains other proprietary data, a Bidder shall mark the page(s) “CONFIDENTIAL” and isolate the pages as an attachment to this form. A Bidder shall also include an explanation why the information is a trade secret or contains other proprietary data.

Requests to deem the entire Bid as confidential will not be considered.

A Bidder must provide notice if it would like confidential information returned after final Contract award (and a Bidder is not selected for contract award). A Bidder is responsible for pick-up.

Upon City Council Contract award, information submitted in response to a Solicitation is subject to disclosure pursuant to the Arizona Public Records Law. A.R.S. § 39-121, et seq. If a Bidder has clearly marked its trade secrets or other proprietary information as “confidential”, the City will endeavor to notify the Bidder prior to release of such information.

☐ Yes
☐ No

*Response required

Declaration Related to Solvency*
Is Bidder currently involved in an ongoing bankruptcy as a debtor, or in a reorganization, liquidation, or dissolution proceeding, or has a trustee or receiver been appointed over all or a substantial portion of the property of Bidder under federal bankruptcy law or any state insolvency law?

☐ Yes
☐ No

*Response required

Declaration Related to Gratuities*
I hereby verify and declare that, to the best of my knowledge, neither the Bidder nor anyone associated with the Bidder has given, offered to give, or intends to give at any time hereafter any economic opportunity, future employment, gift, loan, gratuity, special discount, trip, favor, or service to a public servant in connection with the Proposal (“Gratuities”).

☐ Please confirm

*Response required

Declaration of Non-Collusion*
I hereby verify and declare that:

The pricing for this Proposal has been arrived at independently and without consultation, communication or agreement with any other Bidder who may submit a Proposal.

The pricing for this Proposal has not been disclosed to any other Bidder who may submit a Proposal, and will not be, prior to the Closing Date and Time.

Bidder has made no attempt and will make no attempt to induce any Bidder person to refrain from submitting a Proposal, or to submit a proposal with higher pricing than this Proposal, or to submit an intentionally high or noncompetitive proposal or other form of complementary proposal.

This Proposal is made in good faith and not pursuant to any agreement or discussion with, or inducement from, any other Bidder or person to submit a complementary or other noncompetitive proposal.

In the past five (5) years, neither Bidder, its affiliates, subsidiaries, officers, directors, nor employees have been under investigation, convicted or found liable by any governmental agency for allegations of conspiracy or collusion, including, specifically, related to procurement of a public contract.

☐ Please confirm

*Response required

Declaration Related to Adverse Position *
I hereby verify and declare that, to the best of my knowledge, neither the Bidder nor anyone associated with the Bidder have ever made a claim against the City of Flagstaff, filed suit against the City of Flagstaff, or taken an adverse position in a lawsuit filed against the City of Flagstaff.

If the Bidder has ever made a claim, filed suit, or taken an adverse position in a lawsuit against the City of Flagstaff, identify the name of the parties, the year the action was taken, the court where the lawsuit was filed and the case number. Provide a brief description of the adverse position.

Failure to provide this information may result in a rejection of the Bid.

*Response required

Exhibit E - Record Drawing Checklist*
Please download the below documents, complete, and upload.

- Exhibit_E_-_Record_Drawings...

*Response required