

**Maintenance/Repair Contract for Parkway Improvement District  
No. 07-06 Circle G Meadows III  
Common Area Wall Repair and Painting Improvements Project**

**Information for Bidders and Bidding Requirements**

**Project:** Common Area Wall Repair and Painting Improvements  
**Contract No.:** PKID 319001091  
**Date:** April 02, 2019

1. General

1.1 Contracting with Contractors shall be governed by the provisions of Title 34 and Title 48 of the Arizona Revised Statutes, as amended.

1.2 Eligibility of Contractor

1.2.1 The Bidder must have a minimum of five (5) years’ experience in similar projects. A “similar project” is one that is similar in both nature and scope to this Project. At least two (2) of the Bidder’s Key Personnel must have a minimum of three (3) years’ experience in similar projects. The Bidder must demonstrate successful completion of at least two (2) similar projects, one of which must have a dollar value of at least seventy-five percent (75%) of the total bid for this Project as set forth in the Bid Schedule, both within the past five (5) years. Total bid price does not include any Gilbert allowances identified. The Bidder must demonstrate that it has an experienced employee who will serve as the scheduler, who is dedicated to this Project, and who has successfully employed scheduling techniques appropriate for this Project. “Key Personnel” is defined as individuals who will be directly assigned to this Project and includes, but is not limited to, the owner, the Principals of the Bidder, the Project Manager, the Project Superintendent, the scheduler, the Bidder’s engineer, and supervisory personnel such as the foremen who will be directly assigned to this Project. Resumes of Key Personnel shall be submitted upon request by Gilbert. “Successful completion” means completion of a project within the established schedule and budget.

1.2.2 Gilbert desires to receive feedback on past performance of your projects. Mail or fax a copy of the attached Past Performance Verification form (“PPVF”) for which you have substantially completed similar work, to fill out a copy of the PPVF for three (3) similar projects. Provide this form to the Owner, or Owner’s representative, directly responsible for oversight of the project to complete and submit via mail or fax prior to the date and time listed on the form. If your company has completed previous similar work for the Town of Gilbert it is recommended that you utilize this experience. If your company has not completed prior projects with Gilbert you will not be penalized.

It is the responsibility of the bidder to ensure that Gilbert receives all of the Past Performance Verification Forms prior to the deadline.

1.2.3 Gilbert may also conduct any investigation it deems necessary to determine the Bidder's ability to perform the Work required by the Contract Documents. The purpose for requiring these documents is to assist Gilbert in evaluating the ability of a potential Contractor to perform the Work in accordance with the Contract Documents in a safe manner.

1.2.4 References provided by Contractor are an integral part of Bidder's qualifications. References must be accurate. Bidder authorizes Gilbert's representative to verify any and all information from references contained herein and hereby releases all those concerned providing information as a reference from any liability in connection with any information they give.

1.3 Pre-Bid Conference. A pre-bid conference will be held on **Tuesday, April 09, 2019, at 1 p.m., MST, at the Town of Gilbert, 50 East Civic Center Drive, Room 233.** It is highly recommended that Bidders, Contractors, and other interested parties attend this conference that will be conducted by Gilbert to answer questions. Bidder responsibility issues will be discussed, along with Project requirements.

1.4 This is an improvement district project and Funds for the Work are limited to the amount of the assessment for Parkway Improvement District No. **07-06 Circle G Meadows III**. Change orders shall not cause the cost of the Work to exceed the assessments available for payment of costs for the Work.

2. Submitting Bids. Bids to receive consideration shall be made in accordance with the following instructions:

2.1 Before submitting a bid, Bidders shall carefully examine the Plans, read the Specifications and all other Contract Documents, visit the site of the Work, fully inform themselves as to all existing conditions and limitations, and shall include sums in the bid covering the cost of each item included in the Contract.

2.2 Bidder shall include in the Contract Sum all applicable taxes, permit fees and other costs to Bidder.

2.3 Bidder shall include in the total bid price all Contractors' allowances stated in the Bid Schedule of the Contract Documents. Any required allowances are set forth in the Bid Schedule. Unless otherwise provided in the Contract Documents:

2.3.1 Allowances shall cover the cost to the Contractor (less any applicable trade discount) of the Materials including equipment required by the allowance, delivered at the site, and all applicable taxes, overhead, profit handling and other General Condition costs, unless Bid Unit Rates are available in the Bid Schedule. Unit Bid Rates from the Bid Schedule shall be used to determine the cost of a change to be paid from an Allowance, when applicable.

2.3.2 Any remaining Allowance Amount shall be returned to the Gilbert at the end of the project by deductive change order.

2.3.3 Whenever the cost is more or less than the allowance, the Contract Price shall be adjusted accordingly by Change Order, the amount of which will recognize changes, if any, overhead, profit and other expenses.

2.4 Lump Sum and Unit Prices bid shall include overhead, profit, taxes, handling and other General Condition costs.

2.5 No bid will be considered unless it is made upon the bid forms contained in the book of Contract Documents. No bid shall be considered which is deemed as an irregular bid or which fails to conform in all material respects to the Plans, Specifications and Contract Documents. Bids may be deemed irregular and may be considered non-responsive for any of the following reasons:

A. If the bid is on a form other than that furnished by Gilbert or if the form is altered.

B. If the Bidder does not supply, or has improper or inadequate state contractor's license(s), to perform the Work.

C. If there are unauthorized additions, statements, interlineations, alterations, conditional or alternate bids or other irregularities of any kind.

D. If the Bidder adds any provisions reserving the right to accept or reject an Award or to enter into a Contract pursuant to an Award.

E. If the Bidder fails to submit with the bid any document listed in Section 2.9 or any documents or information requested pursuant to Section 2.10.

F. If numbers are not stated both in writing and in figures where so required. In case of a difference in written words and figures in a bid, the amount stated in written words shall govern unless obviously in error.

G. If the bid contains a summary or restatement of the Work to be done.

2.6 Bids shall be delivered to the office of the **Purchasing Department, 50 East Civic Center Drive, Gilbert, Arizona 85296**, on or before the day and hour set for the opening of bids in the Notice and Call for Bids as published. Bids shall be submitted in a sealed envelope, which shall be marked as indicated in the Notice and Call for Bids. It is the sole responsibility of the Bidder to see that his bid is received in proper time. Any bids received after the scheduled closing time for receipt of bids will be returned to the Bidder unopened.

- 2.7 Each and every provision of law and clause required by law to be inserted in the Contract shall be deemed to be inserted so that the Contract shall be read and enforced as though it were included therein.
- 2.8 Bidders shall familiarize themselves with the provisions of the laws, codes and regulations of the State of Arizona, Maricopa County, local agencies and municipalities that have jurisdiction at the location of the Site. Contractors shall comply with, and require all Subcontractors to comply with, all state and local contractor’s license laws.
- 2.9 The following documents **shall** be submitted with the bid:
- A. Completed and signed Bid Forms
  - B. Bid Bond
  - C. No Collusion Affidavit
  - D. Authorized Signature Form
  - E. Bidder’s Questionnaire
  - F. Past Performance Verification Form
  - G. Copy(s) of Bidder’s State of Arizona Contractor’s License(s).
- 2.10 **If requested by Gilbert**, the three apparent lowest Bidders shall submit the following documentation for Gilbert’s review and Gilbert may base its award of a Contract on the information submitted:
- A. Evidence of loss history and underwriting criteria
  - B. Bidder’s safety program, including Experience Modifier (EMR)
  - C. List of Subcontractors
  - D. CPA certified audits for the past three fiscal years of operations
  - E. List of references
  - F. Similar documents deemed necessary by Gilbert

The documents shall be submitted to Gilbert no later than 72 hours following the request of Gilbert.

- 2.11 Bids must remain valid until **August 31, 2019** following the bid opening.

3. Bid Security. Each bid shall be accompanied by a certified check, cashier's check or bid bond from a surety company holding a certificate of authority to transact surety business in the State of Arizona issued by the Director of the Department of Insurance pursuant to Title 20, Chapter 2, Article 1 of the Arizona Revised Statutes, and any amendments thereto. The bonds shall be made payable and acceptable to Gilbert. The bid bond shall be for an amount equal to at least ten percent (10%) of the bid, payable without condition to Gilbert as a guarantee that the Bidder, if awarded the Contract, will promptly execute such Contract in accordance with the bid and in manner and form required by these Contract Documents and will furnish good and sufficient bond for the faithful performance of the same. The surety bond shall not be executed by an individual surety or sureties. The check or bid bond of the successful Bidder will be retained until the Contract is signed and satisfactory bonds and certificates of insurance furnished, or other disposition made thereof. The check or bid bond of the Bidders whose proposal are not accepted by the Town of Gilbert Council will be returned promptly.

4. Special Notice. Bidders are required to inform themselves fully of the conditions relating to the Work will be or is now being performed.

5. Withdrawal of Bid. Any Bidder may withdraw or revise his bid by telegraphic or written request (but not electronic mail), at any time prior to the expiration of the time for the opening of bids as set forth in the Notice and Call for Bids. Any withdrawal or revision must be done on a copy of the bid form and must be signed by the person indicated on the Authorized Signature Form.

6. Addenda

Any Addenda issued during the time of bidding, shall become a part of the documents used by the Bidder for the preparation of his bid, shall be covered by the bid and shall be made a part of the Contract Documents. It is the sole responsibility of the Bidder to ensure that they have received and reviewed all Addenda, and that receipt of such Addenda is duly acknowledged on the Bid Form.

7. Award or Rejection of Bids

7.1 The Contract will be awarded to the lowest responsible Bidder determined from the Base Bid, plus any combination of Bid Alternates that Gilbert may select, which comply with these instructions and with the Notice and Call for Bids. Gilbert, however, reserves the right to accept or reject any or all bids, to waive any informality or irregularity in the bids received or to withhold the Award for any reason Gilbert determines. Bids will be received until the time and date designated in the Notice and Call for Bids. Bids received after the designated time set will be returned to the Bidders unopened.

7.2 Bids shall be opened in public and the amount of the bid read aloud. After the bid opening, Gilbert shall analyze the bids and notify all Bidders of the name of the apparent low bidder or (2) if the analysis results in a recommendation to award the Contract to a Bidder other

than the apparent low Bidder, the Bidder who's recommended for award of the Contract. This will be done by issuing a Notice of Apparent Lowest Responsible Bidder. Such notice shall be given at least four (4) days prior to the date set for the Award of the Contract.

8. Bid Protests. The protest policy of the Town of Gilbert is available at the Town Clerk's office at 50 E. Civic Center Drive, Gilbert, Arizona 85296.
9. Award
  - 9.1 As soon as practicable after the date of opening the bids, the Gilbert Town Council will Award the Contract to the lowest responsible and responsive Bidder or will reject all bids.
  - 9.2 A Notice of Award will be sent to the successful Bidder by certified mail and shall be considered issued on the day sent.
  - 9.3 The low bid will be determined by the lowest net total from a fully qualified and responsible Bidder arrived at by combining the Bidder's lump sum and unit price totals or lump sum base bid price and the bid prices of the alternates that are selected and accepted by Gilbert. Gilbert may accept or reject any or all alternates.
10. Execution of Contract
  - 10.1 The contract shall be executed immediately thereafter and the Contractor must provide required bonds and insurance within five (5) days after receipt of notice. In the event that the Town Council finds there is merit to the objections, Gilbert may correct any error and/or rebid the Work. If Contractor fails or refuses to enter into the Contract within the time stated, Gilbert may declare a forfeiture of his Bid Security as liquidated damages for failure to enter into the Contract.
  - 10.2 Execution of the Contract by Contractor is a representation that Contractor has visited the Site, become familiar with the local conditions under which the Work is to be performed, and has correlated personal observations with the requirements of the Contract Documents.

**Solicitation Transparency Policy:** Beginning on the date this Solicitation is issued and continuing until either the date a contract is awarded or this Solicitation is withdrawn by Gilbert, all persons or entities who respond or intend to respond to this Solicitation, including without limitation their employees, agents, representatives, partners, subcontractors, consultants, joint venturers, members, lobbyists, or attorneys (collectively, "Proposers"), shall only discuss matters associated with this Solicitation with the Procurement Officer designated in this Solicitation and shall not have any direct or indirect contact about this Solicitation with any other Town staff or Town official, including, without limitation, members of the evaluation panel, the Town Manager, Deputy Town Managers, the Mayor, or any member of the Gilbert Town Council. As long as the subject matter of the Solicitation is not discussed, Proposers may continue to conduct business with Gilbert. Notwithstanding the foregoing, Proposers may discuss this Solicitation with the Mayor or a member of the Gilbert Town Council, provided such meetings are scheduled through the Procurement Officer listed on this Solicitation, conducted in person at 50 E. Civic Center Drive, Gilbert, Arizona 85296, and are posted as open meetings by the Town Clerk at least twenty-four (24) hours prior to the

scheduled meetings. The posted notice shall identify the participants and the subject matter, as well as invite the public to participate.

This policy is intended to create a level playing field for all Proposers, assure that contracts are awarded in public, and protect the integrity of the selection process. **Proposers who violate this policy shall be disqualified from participating in this Solicitation.**

**ATTACHMENTS:**

- Bid Form
- Bid Schedule/Sheet
- Bid Bond Form
- No Collusion Affidavit Form
- Authorized Signature Form
- Bidder's Questionnaire
- Past Performance Verification Form
- Contract Form

**Bid Form**

For: Town of Gilbert  
50 East Civic Center Drive  
Gilbert, Arizona 85296

Bid of \_\_\_\_\_,

Contractor’s License No. \_\_\_\_\_

A corporation organized and existing under the laws of the State of \_\_\_\_\_; or a partnership consisting of \_\_\_\_\_, partners; or an individual conducting business as hereinafter called the Bidder.

To: The Honorable Mayor and Council  
Town of Gilbert  
50 East Civic Center Drive  
Gilbert, Arizona 85296

The undersigned acknowledges that he has received and familiarized himself with the following:

- Contract Documents
- Project Manual and Details
- Drawings
- Addenda No. \_\_\_\_ dated \_\_\_\_\_; No. \_\_\_\_ dated \_\_\_\_\_  
 No. \_\_\_\_ dated \_\_\_\_\_; No. \_\_\_\_ dated \_\_\_\_\_  
 No. \_\_\_\_ dated \_\_\_\_\_; No. \_\_\_\_ dated \_\_\_\_\_

The undersigned further acknowledges that he has visited the site and has familiarized himself with local conditions affecting the cost of the Work at the place where the Work is to be done. The undersigned further acknowledges that if his bid is accepted he shall be bound by the terms of the Contract Documents.

In submitting this Bid, the undersigned agrees:

1. To furnish all material, labor, tools, expendable and equipment, and all utility and transportation services necessary to furnish and install, in a workmanlike manner, all Work at the Project listed herein in strict conformity with the Contract Documents prepared by \_\_\_\_\_ for the consideration hereinafter set forth.
2. To hold his Bid open for until **August 31, 2019** after the receipt of Bids and to accept the provisions of the instructions to Bidders regarding disposition of Bid Security.



3. To enter into and execute a Contract if awarded on the basis of this Bid within ten (10) days after Award of the Bid, and to furnish a Performance Bond, a Labor & Material Payment Bond and certificates of insurance in accord with the General Conditions and General Requirements of this Contract and to deliver executed Bonds and Insurance Certificates to Gilbert's representative within ten (10) working days following the issuance of the Notice of Award.
4. To utilize the subcontractors and suppliers attached to this Bid Form unless authorized by Gilbert to substitute another subcontractor or supplier.
5. To achieve substantial completion and final completion within the time period stated in the Contract Documents taken from the date of Notice to Proceed or the date otherwise established for the commencement of Work.
6. The undersigned agrees that time is of the essence and Gilbert will suffer financial damages due to Contractor's failure to complete the Work within the Contract Time. The liquidated damages shall be as follows for each calendar day beyond the Contract Time for which Contractors shall fail to complete the Work:  
  
    Substantial completion - \$280 per calendar day  
    Final completion - \$ 280 per calendar day
7. The undersigned has attached the required Bid Security and other items required in the Instructions to Bidders. The Bid Security shall become the property of Town of Gilbert, Arizona, as liquidated damages for the delay and additional Work caused thereby in the event the Contract and Bonds are not executed within the time set forth above.

**Town of Gilbert  
Bid Schedule**

**INSTRUCTIONS FOR BIDDERS:**

The Town is bidding **FY19-20 Common Area Wall Repairs and Painting Improvements for PKID 07-06-Circle G Meadows III**. The Bid includes wall surface repairs and painting within the common areas as shown on the Wall Plans. The Town reserves the right to reduce the scope of work or eliminate some items in this contract.

**BID SHEET**

Name of Bidder: \_\_\_\_\_

**PK 07-06 Circle G Meadows III - FY19-20 Improvements**

Item / Description: WALL REPAIR/PAINTING	Size / Unit	Qty.	Unit Cost	Total Cost
<b>Location: Common Areas per Wall Plans</b>				
<b>Items / Descriptions</b>				
<b>ENTRY MONUMENTS</b>				
Pressure Wash, Replace, Repair Brick	L.S.	1	\$ _____	\$ _____
Pressure Wash, Replace, Repair Stucco	L.S.	1	\$ _____	\$ _____
<b>Subtotal Stucco Walls</b>			\$ _____	\$ _____
<b>STUCCO WALLS</b>				
Plant Trimming	L.S.	1	\$ _____	\$ _____
Pull Back / Replace DG	L.S.	1	\$ _____	\$ _____
Power Wash	S.F.		\$ _____	\$ _____
Remove Peeling Stucco	S.F.		\$ _____	\$ _____
New Stucco	S.F.		\$ _____	\$ _____
Moisture Barrier	S.F.		\$ _____	\$ _____
Paint	S.F.		\$ _____	\$ _____
<b>Subtotal Stucco Walls</b>			\$ _____	\$ _____
<b>TOTAL Bid- for PKID 07-06</b>			\$ _____	\$ _____

In evaluating Bids, discrepancies in the multiplication of units of work and unit prices will be resolved in favor of the unit prices. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

Bidders are required to fill in all blank spaces with an entry. Bids submitted with blank spaces may be considered “Non-Responsive”.

Quantities shown in this bid schedule are approximate only, and are used for the purpose of bid comparison.

In submitting this Bid, it is understood that the right to reject any and all Bids and to waive irregularities in the Bidding has been reserved by Gilbert.

The undersigned hereby certifies that the information submitted herewith, including any attachment is true to the best of his knowledge and belief.

Dated this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_.

\_\_\_\_\_  
Name of Bidder (Company)

\_\_\_\_\_  
Address of Bidder

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
Area Code/Telephone Number

\_\_\_\_\_  
Authorized Officer/Title

\_\_\_\_\_  
Authorized Officer Signature

(I) (We), the undersigned (Corporate Secretary) (Partners), hereby certify that the above-named Officer is hereby authorized to execute all documents relative this bid and the administration of this bid for and on behalf of the Company named above.

\_\_\_\_\_  
Corporate Secretary (signature) Or

\_\_\_\_\_  
Partner Signature

\_\_\_\_\_  
Partner Signature

**Copy(s) of Bidder’s State of Arizona Contractor’s License(s)**

Attach copy of required license(s)

**Bid Bond**  
(Surety Bond)

Know All Men By These Presents:

That we, \_\_\_\_\_, (hereinafter “Principal”), and the \_\_\_\_\_, a corporation duly organized under the laws of the State of \_\_\_\_\_, duly licensed in and holding a certificate of authority to transact surety business in the State of Arizona issued by the Director of the Department of Insurance pursuant to Title 20, Chapter 2, Article 1, (hereinafter “Surety”), as Surety, are held and firmly bound unto Town of Gilbert, a municipal corporation as Obligee, in the sum of ten percent (10%) of the amount of the bid included in the proposal, submitted by the Principal to the Mayor and Council of Town of Gilbert, for the Work described below, for the payment of which sum, well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, and administrators, successors and assigns, jointly and severally, firmly by these presents, and in conformance with A.R.S. § 34-201.

Whereas, the Principal is herewith submitting its Bid for \_\_\_\_\_.

Now, Therefore, if Town of Gilbert shall accept the Proposal of the Principal and the Principal shall enter into a Contract with Town of Gilbert, in accordance with the terms of such proposal and give the Bonds and Certificates of Insurance as specified in the Specifications with good and sufficient surety for the faithful performance of the Contract and for the prompt payment of labor and material furnished in the prosecution of the Contract, or in the event of the failure of the Principal to enter into the Contract and give the Bonds and Certificates of Insurance, if the Principal pays to Town of Gilbert the difference not to exceed the penalty of the bond between the amount specified in the Proposal and such larger amount for which Town of Gilbert may in good faith Contract with another party to perform the Work covered by the Proposal, then this obligation is void. Otherwise it remains in full force and effect provided, however, that this Bond is executed pursuant to the provisions of Section 34-201, Arizona Revised Statutes, and all liabilities on this Bond shall be determined in accordance with the provisions of the Section to the extent as if it were copied at length herein.

This Surety Bond shall not be executed by an individual surety or sureties, even if the requirements of A.R.S. Section 7-101 are satisfied.

Witness:

\_\_\_\_\_

\_\_\_\_\_  
Surety

\_\_\_\_\_  
Title

Witness:

\_\_\_\_\_

Address of Surety:

\_\_\_\_\_

\_\_\_\_\_

\* Attach Power of Attorney

**Affidavit by Contractor  
Certifying That There Was  
No Collusion in Bidding for Contract**

State of Arizona        )  
                                  ) ss.  
Town of Gilbert        )

\_\_\_\_\_  
(Name of Individual)

Being Duly Sworn, Deposes and Says:

That he is \_\_\_\_\_ of \_\_\_\_\_.  
(Title) (Name of Business)

That pursuant to Section 34-253 of the Arizona Revised Statutes, he certifies as follows:

That neither he nor anyone associated with the said \_\_\_\_\_ (Name of Business) has directly, or indirectly entered into any agreement, participated in any collusion or otherwise taken any action in restraint of free competitive bidding in connection with this Project.

And further that Contractor has not expended nor will expend any money to influence any member of the Town Council of the Town of Gilbert, a Gilbert department or a Gilbert employee in connection with the award of this Contract.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
(Title)

\_\_\_\_\_  
(Name of Business)

Subscribed and sworn to before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

My commission expires:  
\_\_\_\_\_

**Town of Gilbert, Arizona  
Authorized Signature Form**

Whereas, \_\_\_\_\_, an \_\_\_\_\_ corporation, is required to execute certain documents which are necessary for the prompt and efficient execution of the corporate business;

Now, therefore, be it resolved, by the Board of Directors of the \_\_\_\_\_, that

\_\_\_\_\_  
(Corporate Name)                      (Name of Parties Authorized)

is/are authorized to execute and sign on behalf of said corporation/company the following documents:

- |                 |                                      |
|-----------------|--------------------------------------|
| 1. The Contract | 5. Change Orders                     |
| 2. The Bond     | 6. All other papers necessary        |
| 3. Payrolls     | for the conduct of the corporation's |
| 4. Claims       | affairs and the execution of the     |
|                 | Contract                             |

The above-named person(s) is/are granted the authority and duties herein referenced for the duration of the Contract for this Project or until express notice of revocation has been duly given in writing, whichever is the lesser period.

Dated and passed by the Board of Directors this \_\_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

(Signature of Persons Authorized to Sign)                      (Title)                      (Document No.)

**Bidders' Questionnaire**  
**[To be submitted with Bid]**

**Organizational Information**

Bidder: \_\_\_\_\_  
(Bidder's name)

Submitted by:

Name of Organization: \_\_\_\_\_

Name of Individual: \_\_\_\_\_

Title: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Telephone: (\_\_\_\_) \_\_\_\_\_

**Bidder's General Business Information**

Check If: [ ] Corporation [ ] Partnership [ ] Joint Venture [ ] Sole Proprietorship

**If Corporation:**

a. Date and State of Incorporation:  
\_\_\_\_\_  
\_\_\_\_\_

b. List of Executive Officers:

Name	Title
_____	_____
_____	_____
_____	_____



**If Partnership:**

a. Date and State of Organization:

---

---

b. List of Current General Partners:

Name

Title

---

---

---

---

c. Type of Partnership:

General  Publicly Traded  Limited

Other (describe): \_\_\_\_\_

**If Joint Venture:**

a. Date and State of Organization:

---

---

b. Name and Address of Owner or Owners:

---

---

Is your organization a member of a controlled group of corporations as defined in IRC Sec. 1563?

Yes  No

If yes, show names and addresses of affiliated companies:

---

---

---

Furnish the following information with respect to an accredited banking institution familiar with your organization:

Name of Bank: \_\_\_\_\_

Address: \_\_\_\_\_  
\_\_\_\_\_

Account Manager: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

**Similar Projects**  
**(Use Separate Sheets as Needed)**

**Provide information for at least two (2) similar projects successfully completed within the last five (5) years. (See Section 1.1.2.)**

Bidder: \_\_\_\_\_  
(Bidder's name)

a. Name of Similar Project #1: \_\_\_\_\_

b. Contracting Party (Owner):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

c. If Joint Venture, names of each participant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. Contract Price: \_\_\_\_\_

e. Description of Similar Project #1: \_\_\_\_\_

(Briefly describe here, and attach a copy of the description in the Contract. Technical specifications may be requested by Gilbert.)

f. Construction Manager(s) during the Similar Project #1:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_\_) \_\_\_\_\_

g. Start date (notice to proceed issued): \_\_\_\_\_

h. Completion date provided for in the Contract: \_\_\_\_\_

i. Substantial completion date (approved by Owner): \_\_\_\_\_

j. Reasons why work was completed early, or why delays occurred:

\_\_\_\_\_  
\_\_\_\_\_

- k. Final price paid by Owner for the Similar Project #1: \_\_\_\_\_
  
- l. If final price was 10% less or more than the original Contract Price, describe why:  
\_\_\_\_\_  
\_\_\_\_\_
  
- m. Describe any large cost over-runs (claims in excess of \$\_\_\_\_\_) disputed or contested by the Owner, the reasons for dispute, and ultimate resolution of the dispute:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- n. Did Owner file a lawsuit against Bidder concerning performance?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If so, what was the result? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- o. Following final payment on the Similar Project, has Bidder voluntarily or otherwise provided any additional work or repairs, or made any payments to the Owner to cure defects or fulfill warranties made to the Owner concerning the quality of the performance/or the work involved in the Similar Project? Describe:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_
  
- p. Has your company undergone a major change in ownership, management, size, or expertise since the time of this Similar Project? Yes \_\_\_\_\_ No \_\_\_\_\_ Describe:  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**All answers should be complete and informative. Attach additional sheets if needed to give a full answer. Gilbert may in its discretion request Bidder to provide additional information concerning this Similar Project as part of its evaluation of the responsibility of the Bidder prior to award of the Contract.**

**Similar Projects**  
**(Use Separate Sheets as Needed)**

**Similar Project #2**

Bidder: \_\_\_\_\_  
(Bidder's name)

a. Name of Similar Project #2: \_\_\_\_\_

b. Contracting Party (Owner):

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

c. If Joint Venture, names of each participant:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

d. Contract Price: \_\_\_\_\_

e. Description of Similar Project #2: \_\_\_\_\_

\_\_\_\_\_  
(Briefly describe here, and attach a copy of the description in the Contract. Technical specifications may be requested by Gilbert.)

f. Construction Manager(s) during the Similar Project #2:

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone Number: (\_\_\_\_) \_\_\_\_\_

g. Start date (notice to proceed issued): \_\_\_\_\_

h. Completion date provided for in the Contract: \_\_\_\_\_

i. Substantial completion date (approved by Owner): \_\_\_\_\_

j. Reasons why work was completed early, or why delays occurred:

\_\_\_\_\_  
\_\_\_\_\_

- k. Final price paid by Owner for the Similar Project #2:\_\_\_\_\_
  
- l. If final price was 10% less or more than the original Contract Price, describe why:  
\_\_\_\_\_  
\_\_\_\_\_
  
- m. Describe any large cost over-runs (claims in excess of \$\_\_\_\_\_) disputed or contested by the Owner, the reasons for dispute, and ultimate resolution of the dispute:  
\_\_\_\_\_  
\_\_\_\_\_
  
- n. Did Owner file a lawsuit against Bidder concerning performance?  
Yes \_\_\_\_\_ No \_\_\_\_\_ If so, what was the result? \_\_\_\_\_  
\_\_\_\_\_
  
- o. Following final payment on the Similar Project, has Bidder voluntarily or otherwise provided any additional work or repairs, or made any payments to the Owner to cure defects or fulfill warranties made to the Owner concerning the quality of the performance/or the work involved in the Similar Project? Describe:  
\_\_\_\_\_  
\_\_\_\_\_
  
- p. Has your company undergone a major change in ownership, management, size, or expertise since the time of this Similar Project? Yes\_\_\_\_\_ No\_\_\_\_\_ Describe:  
\_\_\_\_\_  
\_\_\_\_\_

**All answers should be complete and informative. Attach additional sheets if needed to give a full answer. Gilbert may in its discretion request Bidder to provide additional information concerning this Similar Project as part of its evaluation of the responsibility of the Bidder prior to award of the Contract**

**Personnel/Subcontractor Qualifications**

Bidder: \_\_\_\_\_  
(Bidder's name)

a. List details of the experience of the Key Personnel (as defined in Paragraph 1.1.2 of the Contract Documents) directly involved in similar maintenance/repair activities:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

b. Does Bidder have an adequate workforce to complete the Work if awarded the Contract? Describe, including general types of work performed with your own work force:

\_\_\_\_\_

c. What additional personnel may need to be hired by Bidder as employees, if awarded the Contract? \_\_\_\_\_

\_\_\_\_\_

d. What other major projects is Bidder currently under contract to perform? (Describe the projects, completion dates)

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

e. Are subcontractors proposed by Bidder ready, willing, and able to perform the work? Yes \_\_\_\_\_ No \_\_\_\_\_. (Gilbert may request additional information concerning subcontractors' past performance, personnel, equipment, licenses, and other pending projects)

f. If proposed subcontractors are not available, how does Bidder propose to replace the subcontractors?

\_\_\_\_\_  
\_\_\_\_\_

- g. If Bidder requires additional or replacement personnel and/or subcontractors to complete the Work, and there is a labor shortage due to high volume of similar work occurring in the Phoenix metropolitan area, is Bidder able to complete the Work on time, as required by the Contract Documents? Yes\_\_\_\_\_ No\_\_\_\_\_. Please describe. (Gilbert does not consider mere labor shortage to qualify as force majeure.)

---

---

---

- h. Has any corporate officer, partner, joint venture participant or proprietor ever failed to complete a similar contract awarded to him or her in their own name or when acting as a principle of another organization? Yes\_\_\_\_\_ No \_\_\_\_\_. If yes, described circumstances:

---

---

---



**Equipment**

Bidder: \_\_\_\_\_

(Bidder's name)

a. Does Bidder own equipment necessary to complete the work if awarded the Contract? Explain:

\_\_\_\_\_  
\_\_\_\_\_

b. Will any equipment need to be rented or leased by Bidder? Explain:

\_\_\_\_\_  
\_\_\_\_\_

**Certificate**

State of \_\_\_\_\_ )  
 ) ss.  
County of \_\_\_\_\_ )

I, \_\_\_\_\_ of the \_\_\_\_\_, a corporation, do hereby certify that the above is a true and correct copy of a resolution adopted by the Board of Directors of said corporation, at a meeting of said Board held on \_\_\_\_\_, 20\_\_\_\_, and that the same is in full force and effect at this time.

Dated \_\_\_\_\_, 20\_\_\_\_

\_\_\_\_\_  
(Officer of Corporation)

(Seal of Corporation)

State of \_\_\_\_\_ )  
 ) ss.  
County of \_\_\_\_\_ )

This instrument was acknowledged before me this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_ by \_\_\_\_\_, appearing before the undersigned Notary Public, and stated that he executed such instrument on behalf of said corporation for the purpose and consideration therein expressed.

\_\_\_\_\_  
Notary Public

My Commission Expires:

\_\_\_\_\_

**PAST PERFORMANCE VERIFICATION FORM (PPVF)**

Directions: Request Public/Private Agencies, for which you have **substantially completed similar work**, to fill out a copy of the PPVF for three (3) similar projects. Provide this form to the Owner or Owner’s representative **directly responsible** for oversight of the project to complete and submit via mail or fax prior to the date and time listed below. If the form is received after the date and time specified it will not be accepted. If your company has completed previous similar work for the Town of Gilbert it is recommended that you list that project(s). If your company has not completed prior projects with Gilbert you will not be penalized. By submitting this form, you waive any claim against the agency listed for providing information regarding a project.

SOQ Due Date and Time: **Tuesday, April 23, 2019, at 10 a.m., MST**

PROJECT NAME: \_\_\_\_\_

NAME OF COMPANY TO BE EVALUATED: \_\_\_\_\_

NAME OF AGENCY SUBMITTING EVALUATION: \_\_\_\_\_

NAME/PHONE NUMBER OF PERSON SUBMITTING EVALUATION: \_\_\_\_\_

NAME OF PROJECT AND DATE SUBSTANTIALLY COMPLETED: \_\_\_\_\_

**QUESTIONS:**

1. Has the above referenced project reached substantial completion? (circle one)     **Yes**     **No**  
What type of services did this firm provide on the project referenced?

\_\_\_\_\_

\_\_\_\_\_

2. On a scale of 1 to 10 (1 being lowest, 10 highest), rate this company’s performance on the following:
- a. How would you rate work performed by this company on your project?
  - b. Was the project completed on time?
  - c. Was the project completed within budget?
  - d. What was the quality of the work performed?

- e. Was staff proactive in solving problems that may have occurred on your project?
- f. What was the extent of staff turnover? (*10 = low staff turnover, 1 = high staff turnover*)
- g. Would you be willing to contract with this firm again? (*10 = Yes, 1 = No*)

**TOTAL POINTS**

Any additional comments. \_\_\_\_\_

\_\_\_\_\_

**Please email to Ernestine Tesarek, [Ernestine.tesarek@gilbertaz.gov](mailto:Ernestine.tesarek@gilbertaz.gov) by the date/time shown above.**

# EXHIBIT A

## PAST PERFORMANCE VERIFICATION EVALUATION SUBMITTALS

### LIST OF THOSE AGENCIES WHO WILL BE SUBMITTING EVALUATIONS TO TOWN

Please list the agency or firm name, address, phone number and contact information for the firms that will be providing the Past Performance Verification Form. It is the **responsibility of the bidder** to ensure that Gilbert receives all of the Past Performance Verification Forms prior to the SOQ submittal deadline. Failure to provide evaluations by date and time specified will result in no score for that specific evaluation.

1. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

2. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

3. \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_