



City of Kingman, Arizona

NOTICE OF FORMAL SOLICITATION

SOLICITATION TYPE: REQUEST FOR PROPOSAL (RFP)

SERVICES SOUGHT: Sign Manufacture and Installation

SOLICITATION INVITATION NO.: PW22-0015 Electronic Message Board Construction

RESPONSE DUE DATE AND TIME: April 28, 2022 @ 3:00 P.M.

LOCATION: City of Kingman
City Clerk's Office
310 N.4th Street.
Kingman, Arizona 86401

Notice is hereby given that the City of Kingman (City) is conducting a Request for Proposal to select one (1) contracting firm to manufacture and install electronic message boards at predetermined locations within the limits of the city. This is a qualifications-based selection process for Construction Services pursuant to A.R.S. § 34- 601 *et seq.* The initial activity will involve an evaluation and ranking of Contractors' qualifications and experience with similar contracting options through a review and evaluation of qualifying Statements of Qualifications (SOQ). The City, at its sole discretion, may make its determination of the final contractor and rank of the final contractor solely on the SOQ review and evaluation. The City may select the highest ranked Contractor for interviews and make its determination of the final contractor on the combined results of the SOQ review and evaluation and the interview.

The term of this contract will be for time necessary to manufacture and install signs at the locations predetermined by the City of Kingman.

Solicitation documents are available by email by contacting Curtis Larsen at clarsen@cityofkingman.gov or hard copies can be picked up at the City of Kingman, Public Works Department located at 3700 E. Andy Devine Ave., Kingman, AZ 86401. Documents can also be obtained through the City of Kingman website:

<https://www.cityofkingman.gov/government/advanced-components/list-detail-pages/rfp-posts-list>

Qualified contractors are invited to review the information and to submit their Statements of Qualifications and Pricing in accordance with the criteria established within this Request for Proposal (RFP). All questions regarding this RFP must be received in **writing** by the City of Kingman Public Works Department Project Manager no later than seventy-two (72) business hours prior to the due date and time cited above and may be emailed to Curtis Larsen at clarsen@cityofkingman.gov . Questions will be responded to by written addenda to this document. **Any oral questions, answers, statements or instructions shall not in any way constitute an amendment to this RFQ.**

Responses to this solicitation will be received by the City Clerk's Office 310 N. 4th Street, Kingman, Arizona 86401, until the time and date cited above. Responses received by the correct time and date will be opened publicly at the City Council Chambers.

Responses must be submitted in a sealed envelope with the solicitation invitation number and the Applicant's name and address clearly indicated on the envelope. All responses must be completed in ink or typewritten. Additional instructions for preparing your responses are provided on the following pages.

Responses must be in the actual possession of the City Clerk's Office and stamped by a member of the Administrative Services staff on or prior to the exact time and date indicated above. Late responses or unsigned responses **will not** be considered under any circumstances.

The City of Kingman reserves the right to reject any or all responses, or to withhold the award for any reason it may determine, and to waive or not to waive any informalities in any response. All information regarding the content of the specific responses will remain confidential until a contract is finalized or all responses are rejected.

Pre-Submittal Meeting via ZOOM will be held for registered package holders on **April 21, 2022 at 9am.**

Publish Date: Kingman Daily Miner –**April 17, 2022 and April 24, 2022.**

PUBLISHERS AFFIDAVIT REQUIRED