



# City of Kingman, Arizona

## NOTICE OF FORMAL SOLICITATION

**SOLICITATION TYPE:** REQUEST FOR QUALIFICATIONS (RFQ)

**SERVICES SOUGHT:** Job Order Contracting for: Landscaping

**SOLICITATION INVITATION NO.:** PW21-0010

**RESPONSE DUE DATE AND TIME:** SEPTEMBER 23, 2021 @ 3:00 P.M.

**LOCATION:**  
City of Kingman  
City Clerk's Office  
310 N.4<sup>th</sup> Street.  
Kingman, Arizona 86401

Notice is hereby given that the City of Kingman (City) is conducting a Request for Qualifications to retain up to three (3) Contractors (for each of the trades specified above) for a Job Order Contract (JOC) to provide annual services for the City of Kingman. Individual job orders could be up to Two-million dollars (\$2,000,000). This is a "one-step" 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 list and rank of the final list solely on the SOQ review and evaluation. The City may select three (3) to five (5) of the highest ranked Contractors for interviews and make its determination of the final list on the combined results of the SOQ review and evaluation and the interview.

The term of this contract will be two (2) years with three (3) additional one-year renewal options. However, services will be requested on an as-needed and if-needed basis and the resultant contract is neither exclusive nor is there commitment by the City that the Contractor's services will be required. Any work issued via a JOC will be estimated at the time of letting and prices will be negotiated one Contractor at a time. If a price cannot be mutually agreed on, the City may contact another qualified Contractor for pricing. There will be no opportunity to re-open negotiations for the specific project with the previous Contractor.

Solicitation documents are available by email by contacting Andy Bullock at [abullock@cityofkingman.gov](mailto:abullock@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 in accordance with the criteria established within this Request for Qualifications (RFQ). All questions regarding this RFQ 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 Andy Bullock, at [abullock@cityofkingman.gov](mailto:abullock@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. 4<sup>th</sup> 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 September 7, 2021 at 9am.

Publish Date: Kingman Daily Miner – August 29, 2021 & September 5, 2021

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PUBLISHERS AFFIDAVIT REQUIRED