

CITY OF HOLBROOK
 CITY HALL
 465 1ST AVENUE
 HOLBROOK, Az 86025
 TEL: (928)524-6225

FAX: (928)524-2159

INFORMAL BID REQUEST NO: 110-25-7
 DATE: AUGUST 20,2025
 DUE DATE:AUGUST 28, 2025
 TIME: 2:00 P.M. (LOCAL AZ TIME)
 PLEASE SUBMIT ALL BID
 DOCUMENTS TO LISA HUNT,
 CLERK OF THE COURT
lhunt@holbrookaz.gov

CDBG SSP 110-25 EXHIBIT “ 7 ”
ALL LINES BELOW MUST BE COMPLETED FOR AWARD CONSIDERATION

VENDOR NAME: _____

MAILING ADDRESS: _____

CITY, STATE, ZIP: _____

PHONE: _____

FAX: _____

INFORMAL BID REQUEST		
ITEM	QTY	THE CONTRACTOR IS RESPONSIBLE FOR EXACT MEASUREMENTS. MEASUREMENTS IN SCOPE OF WORK BELOW ARE APPROXIMATE ONLY
1.	JOB	<p align="center">CDBG SSP 110-25 EXHIBIT “ 7 ”</p> <p align="center">CITY OF HOLBROOK, <u>EMALIA POLICY, 819 N. 14TH AVENUE, HOLBROOK, AZ</u></p> <p><u>CONTRACTORS ARE REQUIRED TO ATTEND MANDATORY JOB WALK TO BE ELIGIBLE TO BID ON HOUSING REHAB PROJECTS.</u></p> <p>The contractor shall, without additional expense to the City, be responsible for obtaining any necessary licenses and permits, and for complying with Federal, State, and Municipal laws, codes, and regulations applicable to the performance of the work. Contractor shall be responsible for all damages to persons and/or property that occur because of Contractor’s fault or negligence. The contractor shall also be responsible for all work performed until completion and acceptance of the entire work, except for a completed unit of work which may have been accepted under the contract.</p> <p>Contractor’s Note: All technical questions regarding this exhibit shall be directed to Barbara Blythe, Program Coordinator at (928)524-6225 or bblythe@holbrookaz.gov</p> <p>This exhibit shall become part of the Contract if the City accepts the bid.</p> <p>As this is an informal bidding process, emailed or faxed bids received PRIOR to the posted deadline are acceptable. The City’s facsimile machine’s date and time transmission received read-out appearing on the incoming Informal Bid Request will serve as the date/time receipt or the email date and time indicator.</p> <p><u>THIS BID SHALL BE DELIVERED TO:</u> City of Holbrook – City Hall Att: Lisa Hunt, Clerk of the Court 465 1st Avenue, Holbrook AZ 86025</p>

 Printed Name

 Title

 Authorized Signature

 Phone Number

CDBG SSP 110-25- EXHIBIT “7”

Owner: EMALIA POLICY	Area: HOLBROOK, CITY OF
Address: 819 N 14TH AVENUE	Phone #: 928-589-7686

The Contractor will prepare a fixed fee in sufficient detail to allow the City to conduct a meaningful evaluation of the Contractor’s cost for this project.

Unless the bidder states otherwise, or unless otherwise provided within the IBR, the City reserves the right to award by individual line item, by group of line items, or as a total, whichever is deemed most advantageous to the City.

Notwithstanding any other provision of the IBR, the CITY reserves the right to:

- Waive any immaterial defect or informality; or
- Reject any or all bids, or portions thereof; off
- Reissue the IBR

In consideration of the performance of the services described in the Scope of Services, the City shall pay the Contractor in accordance with the approved fixed fee, and the Contractor shall charge the City only in accordance with those same rates detailed in the fixed fee.

The City will pay the Contractor following the submission of itemized invoice(s) for the construction services rendered. No payment shall be issued prior to receipt of material or services and correct invoice. Each itemized invoice must bear written approval by both the Rehab Technician and the Program Coordinator confirming the construction services for which payment is requested.

THE CITY’S OWNER-OCCUPIED HOUSING REHAB SINGLE FUNDED PROJECT SHALL NOT EXCEED **\$45,000**. PROJECT FUNDING ALSO ENCOMPASSES CITY EMPLOYEE TRAVEL, PER DIEM AND ETC. IF A SINGLE PROJECT EXCEEDS **\$45,000**, THE CITY MAY REJECT ALL BIDS AND REVISE THE SCOPE OF WORK.

10% RETENTION APPLIED TO CONTRACTOR BID RECEIVING AWARD

PLEASE NOTE: Responding contractor(s) shall take note of the following retention policy for City rehab projects utilizing grant monies.

Under the grant-funded programs, the City shall retain ten percent (10%) for each draw check per line item. Upon final completion of one hundred percent (100%) of the project specified work and submission of lien waiver from Contractor, final inspection from Rehab Technician and final sign-off and acceptance from homeowner, the City Program Coordinator shall approve final draw plus retainers.

The Arizona Department of Housing combines HOME and Housing Trust Funds into a single housing program called the State Housing Fund (SHF).

The HOME Investment Partnerships Program (HOME) is administered by the Arizona Department of Housing. It was created by the National Affordable Housing Act of 1990 (NAHA).

The CDBG program is a federally funded program through the Department of Housing and Urban Development (HUD) and authorized by Title 1 of the Housing and Community Development Act of 1974.

The City of Holbrook City Council’s approval of receipt of these specified grant funds requires the City of Holbrook to apply the retention specified herein when these grant funds are utilized for rehab projects administered by them.

DUNS & CAGE CODE REQUIREMENT

Contractor/Applicant shall have a DUNS number and be registered in the Central Contractor Registry (“CCR”), located at www.sam.gov. Contractor/Applicant must submit their DUNS and CAGE code within their submitted application. The City shall verify Contractor/Applicant’s DUNS and CAGE codes upon application submission.

Specified Scope of Work this Rehab Project
CDBG SSP Exhibit “7”

Emalia Policy, 819 N. 14th Avenue, City of Holbrook,

Line Item	Description of Work CONTRACTOR IS RESPONSIBLE FOR EXACT MEASUREMENTS. MEASUREMENTS IN SCOPE OF WORK ARE APPROXIMATE ONLY	COLUMN 1 Cost per Line Item	COLUMN 2 10% Retention	COLUMN 3 Cost per Line Item LESS 10%
1.	Kitchen: Bottom of sink cabinet needs replaced and cleared of any mold. Make sure everything is sealed. Clear kitchen sink drain. Replace fridge with like,(same size) with new energy star refrigerator with freezer.			
2.	Laundry Room: Finish drywall behind washer and paint. Replace back door with new pre-hung solid core door with half window. Replace water heater with electric 40 gallon ≤ .95EF. Do all plumbing and electric to code, T&P to the outside. Remove copper gas line and cap off and repair drywall and paint. Replace dryer with new energy efficient dryer which must meet the following specifications: (1) Minimum 7.0 cubic ft. capacity, (2) Sensor Dry System, (3) Five Temperature levels.			
3.	Living Room: Check bathroom fan that was installed on living room ceiling. If it serves no purpose, remove and seal, patch, and paint ceiling as close as possible. Replace front door with pre hung solid core door.			
4.	Flooring: Remove all old flooring and replace it with new 10-year waterproof vinyl plank flooring throughout whole house.			
5.	Bathrooms: Hall Bathroom: Replace shower valve stem in shower. Install new vanity light. Master Bath: Replace vanity with countertop, faucet and all new plumbing and supply lines. Replace stem in shower.			
6.	Smoke Alarms: Install new smoke alarms to meet code.			
7.	Insulation: Blow in insulation as needed to bring to R38.,or batt insulation with same R value.			
8.	Handrail & Gutters Install new handrail and paint to match on back steps. Clean out gutters			
	Project subtotal (Line Items 1-8)	\$	\$	\$
	Taxes – Materials & Goods Only	\$	\$	\$
	Project Total (Subtotal & Taxes)			

PLEASE NOTE: All listed Line-Item Costs must add up correctly to Total Cost of Project

Contractor shall present the City and homeowner with all warranties and permits at final walk thru.

Project must be completed by October 15, 2025.

Contractors Note: Questions regarding the Scope of Work specified herein should be directed to:

- Barbara Blythe, Program Coordinator, bblythe@holbrookaz.gov cell: (928) 414-3834 OR
- Richard Tissaw, Housing Rehab Technician, rtissaw@holbrookaz.gov cell: (928) 414-3828

OFFER PAGE
CDG SSP 110-25 – EXHIBIT “7”

TO CITY OF HOLBROOK:

The undersigned hereby offers and agrees to furnish the material or service in compliance with all terms, conditions, specifications, and amendments in the Informal Bid Request and any written exceptions in the offer.

DELIVERY: Delivery is promised within 15 days after receipt of an order (based on delivery time).

SALES TAX PERCENT: _____ %

CONFLICT OF INTEREST: For the purpose of determining any possible conflict of interest, all bidders **must disclose** if any current City of Holbrook employee is also an owner, corporate officer, or employee of your business. Indicate either “Yes” (city employee is associated with your business), or “No.” If “Yes,” provide the name(s) of the City employee(s) and the position(s) city employee(s) holds within your business.

_____ No _____ Yes (Include additional pages as necessary)

City Employee Name

Position Held within Your Company

For clarification of this Offer, contact

Company Name

Name: _____

Company Address

Telephone: _____

City/State/Zip

Fax: _____

Signature Authorized Person to Sign

Email: _____

Printed Name

Title: _____

ACCEPTANCE OF OFFER:

The Offer is hereby accepted.

The Contractor is now bound to provide the materials and/or services listed in this Exhibit, including all terms, conditions, specifications, amendments, etc., and the Contractor’s Offer as accepted by the City.

The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until the Contractor receives this signed sheet, or written Notice to Proceed.

Awarded this _____ day of _____, 2025. _____

Authorized Signature