

**SCHOOL DISTRICT:**

**BID #** 2023-002

**Project Name** JHS DRAINAGE

**Conflict of Interest Disclosure Form**

**Note:** A potential or actual conflict of interest exists when commitments and obligations are likely to be compromised by the Bid Opening Team and/or Selection Committee Member's other material interests, or relationships (especially economic), particularly if those interests or commitments are not disclosed.

This Conflict of Interest Form should indicate whether the nominated Bid Opening Team and/or Selection Committee Member has an economic interest in, or acts as an officer or a director of, any outside entity whose financial interests would reasonably appear to be affected by the addition of the nominated Selection Committee Member to the Selection Committee.

Printed name:

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

- ☒ I have no conflict of interest to report.
- ☐ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:

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

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

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

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

11/23/2022

**SCHOOL DISTRICT:**

**BID #** 2023-002

**Project Name** JHS DRAINAGE

**Conflict of Interest Disclosure Form**

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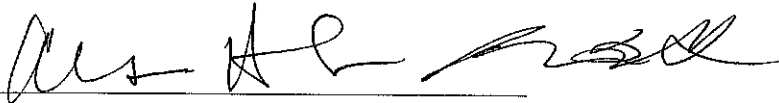
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**Printed name:** Allison Surano, FMS.  
& MADDIE BARRETT

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

- ☒ I have no conflict of interest to report.
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  - 1. \_\_\_\_\_
  - 2. \_\_\_\_\_
  - 3. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

**Signature:** 

**Date:** 11/3/22



BID # 2023-002. BID OPENING

[illegible]

**SCHOOL DISTRICT:**

**BID #** 2023.02

**Project Name** JHS DRAINAGE

**Conflict of Interest Disclosure Form**

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**Printed name:** TODD KUENNING

Please describe below any relationships, transactions, positions you hold (volunteer or otherwise), or circumstances that you believe could contribute to a conflict of interest:

- X I have no conflict of interest to report.
- \_\_\_\_\_ I have the following conflict of interest to report (please specify other nonprofit and for-profit boards you (and your spouse) sit on, any for-profit businesses for which you or an immediate family member are an officer or director, or a majority shareholder, and the name of your employer and any businesses you or a family member own:
  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

**Signature:** Todd Kuening

**Date:** 11/3/22

**SCHOOL DISTRICT:**

**BID #** 2023-002

**Project Name** JHS DRAINAGE

**Conflict of Interest Disclosure Form**

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  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SCHOOL DISTRICT:**

**BID #**

Project Name

**Conflict of Interest Disclosure Form**

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

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

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

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

**SCHOOL DISTRICT:**

**BID #**

Project Name

**Conflict of Interest Disclosure Form**

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Printed name:

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  1. \_\_\_\_\_
  2. \_\_\_\_\_
  3. \_\_\_\_\_

I hereby certify that the information set forth above is true and complete to the best of my knowledge.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

## SECTION 00 41 13

## BID FORM - STIPULATED SUM (SINGLE-PRIME CONTRACT)

## 1.1 BID INFORMATION

- A. Bidder: WOODRUFF CONSTRUCTION
- B. Project Name: Snowflake Jr High School Site Drainage Improvements
- C. Project Location: 1380 Main Street, Snowflake, AZ 85937
- D. Owner: Snowflake Unified School District 5
- E. Owner Project Number:
- F. Architect: EMC2 Group Architects.
- G. Architect Project Number: 12721816.00

## 1.2 CERTIFICATIONS AND BASE BID

- A. Base Bid, Single-Prime (All Trades) Contract: The undersigned Bidder, having carefully examined the Procurement and Contracting Requirements, Conditions of the Contract, Drawings, Specifications, and all subsequent Addenda, as prepared by Emc2 Group Architects and Architect's consultants, having visited the site, and being familiar with all conditions and requirements of the Work, hereby agrees to furnish all material, labor, equipment and services, including all scheduled allowances, necessary to complete the construction of the above-named project, according to the requirements of the Procurement and Contracting Documents, for the stipulated sum of:

1. ONE MILLION SIX HUNDRED SIXTY FIVE THOUSAND Dollars  
(\$ 1,665,000.00 ).
2. The above amount may be modified by amounts indicated by the Bidder on the attached Document 004323 "Alternates Form".

## 1.3 BID GUARANTEE

- A. The undersigned Bidder agrees to execute a contract for this Work in the above amount and to furnish surety as specified within 10 days after a written Notice of Award, if offered within 120 days after receipt of bids, and on failure to do so agrees to forfeit to Owner the attached cash, cashier's check, certified check, U.S. money order, or bid bond, as liquidated damages for such failure, in the following amount constituting five percent (5%) of the Base Bid amount above:

1. 5% Dollars  
(\$ ).



- B. In the event Owner does not offer Notice of Award within the time limits stated above, Owner will return to the undersigned the cash, cashier's check, certified check, U.S. money order, or bid bond.

#### 1.4 SUBCONTRACTORS AND SUPPLIERS

- A. The following companies shall execute subcontracts for the portions of the Work indicated:

1. Demolition Work: PERKINS GINDERS.
2. Earthwork Work: PERKINS GINDERS.
3. Storm Drainage Work: PERKINS GINDERS.
4. Concrete Work: VIC DAVIDSON.
5. Masonry Work: MORNING DEW.
6. Steel Work: LIBERTY FENCE.
7. Fencing Work: LIBERTY FENCE.
8. Painting Work: SUMMIT CONSTRUCTION COMPANY.

#### 1.5 TIME OF COMPLETION

- A. The undersigned Bidder proposes and agrees hereby to commence the Work of the Contract Documents on a date specified in a written Notice to Proceed to be issued by Architect and shall fully complete the Work within 90 calendar days.

#### 1.6 ACKNOWLEDGMENT OF ADDENDA

- A. The undersigned Bidder acknowledges receipt of and use of the following Addenda in the preparation of this Bid:

1. Addendum No. 1, dated OCTOBER 10, 2022.
2. Addendum No. 2, dated OCTOBER 27, 2022.
3. Addendum No. 3, dated \_\_\_\_\_.
4. Addendum No. 4, dated \_\_\_\_\_.

#### 1.7 BID SUPPLEMENTS


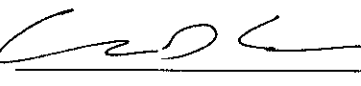
- A. The following supplements are a part of this Bid Form and are attached hereto.

1. Bid Form Supplement – Alternates.
2. Bid Form Supplement - Bid Bond Form (AIA Document A310-2010).

## 1.8 CONTRACTOR'S LICENSE

- A. The undersigned further states that it is a duly licensed contractor, for the type of work proposed, in Snowflake, AZ, and that all fees, permits, etc., pursuant to submitting this proposal have been paid in full.

## 1.9 SUBMISSION OF BID

- A. Respectfully submitted this 3<sup>RD</sup> day of November, 2022 YEAR.
- B. Submitted By: WOODRUFF CONSTRUCTION (Name of bidding firm or corporation).
- C. Authorized Signature:  (Handwritten signature).
- D. Signed By: RANDAL BALL (Type or print name).
- E. Title: SENIOR PROJECT MANAGER (Owner/Partner/President/Vice President).
- F. Witnessed By:  (Handwritten signature).
- G. Attest: Ashley Hack (Handwritten signature).
- H. By: Ashley Hack (Type or print name).
- I. Title: Admin Assistant (Corporate Secretary or Assistant Secretary).
- J. Street Address: 2710 E. LAKEN DR.
- K. City, State, Zip: FLAGSTAFF, AZ. 86004
- L. Phone: (928) 527-4138
- M. License No.: 096809
- N. Federal ID No.: 86-0719004 (Affix Corporate Seal Here).

END OF DOCUMENT 00 41 13

SECTION 00 43 23

ALTERNATES FORM

1.1 BID INFORMATION

- A. Bidder: WOODRUFF CONSTRUCTION
- B. Prime Contract: SCOTT COOPER
- C. Project Name: Snowflake Jr High School Site Drainage.
- D. Project Location: Snowflake, Arizona, 85937.
- E. Owner: Snowflake Unified School District.
- F. Architect: EMC2 Group.
- G. Architect Project Number: **12721816.00.**

1.2 BID FORM SUPPLEMENT

- A. This form is required to be attached to the Bid Form.

1.3 DESCRIPTION

- A. The undersigned Bidder proposes the amount below be added to or deducted from the Base Bid if particular alternates are accepted by Owner. Amounts listed for each alternate include costs of related coordination, modification, or adjustment.
  - 1. Cost-Plus-Fee Contract: Alternate price given below includes adjustment to Contractor's Fee.
- B. If the alternate does not affect the Contract Sum, the Bidder shall indicate "NO CHANGE."
- C. If the alternate does not affect the Work of this Contract, the Bidder shall indicate "NOT APPLICABLE."
- D. From the Contract Documents, the Bidder shall be responsible for determining the effects of each alternate on the Contract Time and the Contract Sum.
- E. Owner reserves the right to accept or reject any alternate, in any order, and to award or amend the Contract accordingly within 60 days of the Notice of Award unless otherwise indicated in the Contract Documents.

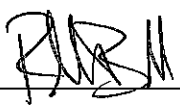
- F. Acceptance or non-acceptance of any alternates by the Owner shall have no effect on the Contract Time unless the "Schedule of Alternates" Article below provides a formatted space for the adjustment of the Contract Time.

#### 1.4 SCHEDULE OF ALTERNATES

- A. Alternate No. 01: Asphalt Paving (Adjacent Ways) :

1. ADD X DEDUCT        NO CHANGE        NOT APPLICABLE       .
2. TWO HUNDRED EIGHTEEN THOUSAND Dollars  
(\$ 218,000 ).
3. ADD        DEDUCT        calendar days to adjust the Contract Time for this alternate.

#### 1.5 SUBMISSION OF BID SUPPLEMENT

- A. Respectfully submitted this 3<sup>RD</sup> day of NOVEMBER, 2022 2021 2
- B. Submitted By: WOODRUFF CONSTRUCTION (Name of bidding firm or corporation).
- C. Authorized Signature:  (Handwritten signature).
- D. Signed By: RANDAL BALL (Type or print name).
- E. Title: SENIOR PROJECT MANAGER (Owner/Partner/President/Vice President).

END OF SECTION

## Offer & Acceptance

TO THE Snowflake Unified School District:

The undersigned hereby offers and agrees to furnish the material, service, or construction in compliance with all terms, conditions, specifications and amendments in the Solicitation. Signature also certifies understanding and compliance with paragraph one of the District's Uniform General Terms and Conditions.

Arizona Transaction (Sales) Privilege Tax License No.:

03-02237T

Federal Employer Identification No. 86-0719004

Tax Rate: 9.181 %

Woodruff Construction

Company Name

2710 E. Lakin Drive

Address

Flagstaff

AZ

86004

City

State

Zip

For clarification of this Bid, contact

Name: Scott Cooper

Phone: (928) 981-4658

Fax: (928) 527-4139

E-Mail: scott.cooper@woodruffaz.com



Signature of Person Authorized to Sign Bid

Scott Cooper

Printed Name

Project Manager / Estimator

Title

### CERTIFICATION

By signature in the offer section above, the Bidder certifies:

1. The submission of the bid did not involve collusion or other anti-competitive practices.
2. The Bidder shall not discriminate against any employee or applicant for employment in violation of Federal Executive Order 99-4 and 2000-4 or A.R.S. §§ 41-1461 through 1465.
3. The Bidder has not given, offered to give, nor 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 submitted offer. Failure to provide a valid signature affirming the stipulations required by this clause shall result in rejection of the offer. Signing the offer with a false statement shall void the offer, any resulting contract and may be subject to legal remedies provided by law.
4. The Bidder warrants that it and all proposed subcontractors will maintain compliance with the Federal Immigration and Nationality Act (FINA), A.R.S. 41-4401 and A.R.S. 23-214 and all other Federal immigration laws and regulations related to the immigration status of its employees which requires compliance with federal immigration laws by employers, contractors and subcontractors in accordance with E-Verify Employee Eligibility Verification Program.
5. In accordance with A.R.S. 35-392, the Bidder is in compliance and shall remain in compliance with the Export Administration Act.
6. In accordance with A.R.S. 35-391 and 35-393, the Bidder does not have scrutinized business operations in Iran or Sudan.
7. In accordance with A.R.S. 15-512, the Bidder shall comply with fingerprinting requirements unless otherwise exempted

### ACCEPTANCE OF OFFER

(For Snowflake Unified School District use only)

The Offer is hereby accepted.

The Contractor is now bound to sell the materials, services or construction as indicated by the attached Notice of Award and based upon the solicitation, including all terms, conditions, specifications, amendments, etc. and the Contractor's Offer as accepted by the Snowflake Unified School District.

The Contractor has been cautioned not to commence any billable work or to provide any material or service under this contract until Contractor receives a purchase order, contract release document, or written notice to proceed.

Awarded this \_\_\_\_\_ day of \_\_\_\_\_ 2018

## References

Bidder shall list below a minimum of three (3) references for jobs that are similar in scope and size to this requirement.

1. Firm: Window Rock Unified School District  
Street Address: Navajo Route 12  
City Ft. Defiance State: AZ Zip: 86504  
Contact Name: Richard Begay Phone: (480) 276-1657  
Date of Contract Initiation: 09/08/2021  
Type of Services Provided: \_\_\_\_\_
2. Firm: Camp Verde Library  
Street Address: 1498 W. Peterson Road  
City Camp Verde State: AZ Zip: 86322  
Contact Name: Ron Long Phone: (928) 536-4156  
Date of Contract Initiation: 07/16/2020  
Type of Services Provided: \_\_\_\_\_
3. Firm: Snowflake Unified School District  
Street Address: 682 School Bus Lane  
City Snowflake State: AZ Zip: 85937  
Contact Name: Mark Ollerton Phone: (928) 536-4156  
Date of Contract Initiation: 02/18/2020  
Type of Services Provided: \_\_\_\_\_

**Bid Bond**

KNOW ALL MEN BY THESE PRESENTS:

THAT, BWC Enterprises Inc dba Woodruff Construction  
(hereinafter called Principal), as Principal, and The Ohio Casualty Insurance Company  
\_\_\_\_\_, a corporation organized and existing under the laws of the State of  
New Hampshire, with its principal office in the City of  
Keene, (hereinafter called the Surety), as Surety, are held and  
firmly bound unto the Snowflake Unified School District t (hereinafter called the Obligee) in the amount of  
Ten Percent of Amount Bid (Dollars) (\$ \*\*\*\*\*10%\*\*\*\*\*), for the payment whereof, the  
said Principal and Surety bind themselves, and their heirs, administrators, executors, successors and assigns, jointly and  
severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for: Snowflake Jr. High Sight Drainage Improvement

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract  
with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or  
Contract Documents with good and sufficient Surety for the faithful performance of such Contract and for the prompt  
payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such  
Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof  
between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with  
another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full  
force and effect.

The prevailing party in a suit on this bond shall recover as a part of his judgment such reasonable attorneys' fees as may  
be fixed by a judge of the Court.

Witness our hands this 18th day of October 2022

BWC Enterprises Inc dba Woodruff Construction  
Principal \_\_\_\_\_ Seal

BY \_\_\_\_\_

The Ohio Casualty Insurance Company  
Surety \_\_\_\_\_ Seal

BY \_\_\_\_\_

Gregory J. Budiac / Attorney-in-Fact

HUB International Insurance Services, Inc.  
Agency of Record

## Subcontractor List

The contractor shall list all subcontractors, type of work the subcontractor will perform, their license number, classification and expiration date of license. The list shall be submitted with the bid in a **separate envelope**. All subcontractors shall have the appropriate license for the type of work they will perform. Lists submitted by unsuccessful bidders will be returned unopened. Any changes to this list shall be submitted to the District for review and approval prior to the subcontractor performing any work on the project.

[illegible]



## Financial Disclosure

**Bidder shall complete each item using attachments if necessary. Attachments shall indicate the item number and heading being reference as it appears below. Failure to complete may result in the rejection of bid as unresponsive:**

1. Provide brief history of the firm, include length of time bidder has been in business, location of office(s) and specifically experience as it relates to the specifications.

Woodruff Construction

In business for 45 years

Office locations in Phoenix and Flagstaff

All phases of commercial and residential construction

2. Have any licenses / certifications ever been denied, revoked or suspended or provisionally issued within the past five years? If yes, please provide explanation.

No

3. List all judgments, arbitration awards and settlements against your firm within the last three (3) years arising from a lawsuit or claim of any nature.

None

4. Describe all unresolved claims, arbitration claims, lawsuits or bond claims brought by or against your firm. Include the name of all parties and a brief description of the nature of the dispute.

None

State of Arizona) ss  
County of )  
Coconino

the Project Manager  
(Title)

**Scott Cooper**  
(Contractor)

the persons, corporation, or company who makes the accompanying Proposal, having first been duly sworn, deposes and says:

That such Proposal is genuine and not sham or collusive, nor made in the interest or Behalf of any person not herein named, and that the Bidder has not directly or indirectly induced or solicited any other Bidder to put in a sham bid, or any other person, firm, or corporation to refrain from bidding, and that the Bidder has not in any manner sought by collusion to secure for itself an advantage over any other Bidder.

Colin

(Signature)

PROJECT MANAGER

(Title)

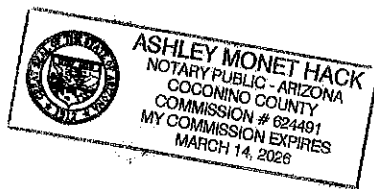
Subscribed and sworn to before me this

31<sup>st</sup> Day of October, 2022

Ashley Monet Hlack  
Signature of Notary Public in and for

The County of Coconino

State of Arizona



## Arizona Revised Statutes Compliance Form

### Business Operations in Sudan/Iran

In accordance with A.R.S. §§ 35-391.06 and 35-393.06, the Vendor represents and warrants that it does not have, and will not have during the term of this contract, scrutinized business operations in Sudan and/or Iran.

### Verification of Employment Eligibility

Pursuant to Arizona Revised Statutes (A.R.S.) § 41-4401, "After September 30, 2008, a government entity shall not award a contract to any Company or subcontractor that fails to comply with" the requirements of A.R.S. § 23-214. Section 23-214 imposes requirements upon employers to verify the employment eligibility of all of its employees as set forth in that statute and its related definitions.

Snowflake Unified School District will not enter into a contract with any Company or its providers or subcontractors that is/are not in compliance with the requirements of A.R.S. § 23-214. All bidders and proposers agree and acknowledge that SUSD is relying on the representations set forth in this Verification of Employment Eligibility form and would not consider a bid or proposal without the completion of this form by the bidder or proposer.

By signing below, Company, as named below, represents and warrants that this company is in full compliance with all federal, state, and local laws, rules, and regulations regarding employment eligibility of all its employees, including use of the requirements of A.R.S. § 23-214, and Company shall remain in compliance during the term of any Contract that it is awarded by SUSD.

Company further represents and warrants that all providers or subcontractors providing goods or services under this Contract are in compliance with all federal, state, and local laws, rules and regulations regarding employment eligibility of all employees, including A.R.S. § 23-214, and that Company shall require all providers and subcontractors to remain in compliance during the term of any Contract that Company has with SUSD.

Company shall defend, indemnify and hold SUSD harmless from any loss, damage, expense, liability, penalty, claim, or fee (including reasonable attorneys fees) caused by or arising from, directly or indirectly, in whole or in part, any false or inaccurate representation set forth above, breach of any warranties set forth above, and/or any other failure to comply with A.R.S. §23-214 or any other requirements of this Verification of Employment Eligibility form.

Under the provisions of A.R.S. § 41-4401, Company hereby warrants to the SUSD that the Company and each of its subcontractors ("Subcontractors") will comply with, all Federal Immigration laws and regulations that relate to their employees and A.R.S. §23-214 (A) (hereinafter "Company Immigration Warranty").

A breach of the Company Immigration Warranty shall constitute a material breach of this Contract and shall subject the Company to penalties up to and including termination of this Contract at the sole discretion of SUSD.

SUSD retains the legal right to inspect the papers of any Company or Subcontractors employee who works on this Contract to ensure that the Company or Subcontractor is

complying with the Company Immigration Warranty. Company agrees to assist SUSD in regard to any such inspections.

SUSD may, at its sole discretion, conduct random verification of the employment records of the Company and any subcontractors to ensure compliance with Company's Immigration Warranty. Company agrees to assist SUSD in regard to any random verification performed.

Neither the Company nor any Subcontractor shall be deemed to have materially breached the Company Immigration Warranty if the Company or Subcontractor establishes that it has complied with the employment verification provisions prescribed by sections 274A and 274B of the Federal Immigration and Nationality Act and the E-Verify requirements prescribed by A.R.S. § 23-214, Subsection A.

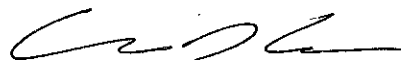
The provisions of this Article must be included in any contract the Company enters into with any and all of its subcontractors who provide services under this Contract or any subcontract. "Services" are defined as furnishing labor, time or effort in the State of Arizona by a Company or subcontractor. Services include construction or maintenance of any structure, building or transportation facility or improvement to real property.

Woodruff Construction

Please Print Company Name

Scott Cooper

Print Representative Name



Signature

Project Manager

Title

10/31/2022

Date

## **Debarment and Suspension Compliance Form**

**THIS FORM MUST BE RETURNED WITH YOUR OFFER**

Compliance with Federal, State and Local Government Requirements

For Debarment and Suspension of Contractors

In accordance with Arizona Revised Statutes (A.R.S) 41-2613, and Federal regulations, [68 FR 66533] vendors shall disclose if their company or any sub-contractors have been debarred, suspended or otherwise lawfully precluded from participating in any public procurement activity, including being disapproved as a with any Federal, state or local government, or if any such preclusion from participation from any public procurement activity is pending.

The Federal register provides an Excluded Parties List ([www.epls.gov](http://www.epls.gov)) maintained by General Services Administration (GSA) and the District will maintain full compliance with the requirements.

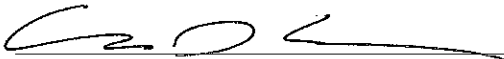
By signing this document and by submission of this solicitation, the vendor certifies that they are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal agencies and A.R.S. 451-2613 requirements and Federal Law.

Woodruff Construction

Please Print Company Name

Scott Cooper

Print Representative Name



Signature

Project Manager

Title

10/31/2022

Date