

**SECTION 00 0101
PROJECT TITLE PAGE**



PROJECT MANUAL FOR:

NDC LOCAL FOOD STORE

OWNER: NALWOODI DENZHONE: STRENGTH AND BEAUTY COMMUNITY (D.B.A. NDC)

PROJECT ADDRESS:

PO BOX 758

GLOBE, AZ 85502

RELEASE DATE: JANUARY 20, 2023

PREPARED BY:



4411 E. 5TH STREET

SUITE F

TUCSON, AZ 85712

END OF SECTION 00 0101

**SECTION 00 0110
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PROCUREMENT AND CONTRACTING REQUIREMENTS

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END OF SECTION 00 0110

**SECTION 00 1113
ADVERTISEMENT FOR BIDS**

FROM:

1.01 NALWOODI DENZHONE: STRENGTH AND BEAUTY COMMUNITY (HEREINAFTER REFERRED TO AS OWNER):

- A. Nalwoodi Denzhone: Strength and Beauty Community (NDC)
- B. Address:
 - PO Box 758
 - Globe, AZ 85502


1.02 DATE: JANUARY 20, 2023

1.03 TO: POTENTIAL BIDDERS

- A. Your firm is invited to submit an offer under seal to Owner for construction services located at:
 - Dripping Spring Sale Ring Road
 - San Carlos, AZ 85550Before 5:00 p.m. local standard time on the **10th day of February**, for:
- B. Project: NDC Local Food Store
- C. All bidders are required to prequalify to the requirements described in Document 00 2113 - Instructions to Bidders.
- D. Project Description: Construction of a new building that will be a local food store/community kitchen. It will also serve as an educational facility.
 - Base Bid: Food Store Building
 - Add Alt 1: New DG Roadway
 - Add Alt. 2: Outdoor Electrical and Lighting.
- E. Project Funding: Owner's project funding has been procured through federal grants.
- F. Indian Preference Contracting: Owner shall during the term of this Agreement, to the extent permitted by applicable law, including but not limited to the Indian Civil Rights Act, 25 U.S.C. 1301 et. Seq., give preference in contracting for goods and services for the Enterprise to qualified Indians who reside on or near the lands within the confines of subject project. Qualified shall mean a person who is able to provide the same quality services and has demonstrated skills and abilities to perform the tasks to be undertaken in an acceptable manner, as non-Indian competitors at competitive prices, and shall be able to meet the bonding requirements of project.
- G. Submit your offer on the Bid Form provided. Bidders may supplement this form as appropriate.
- H. Your offer will be required to be submitted under a condition of irrevocability for a period of **60** days after submission.
- I. The Owner reserves the right to accept or reject any or all offers.

1.04 SIGNATURE

- A. For: Nalwoodi Denzhone: Strength and Beauty Community (NDC)



- B. By: Bryce Barnes, President

END OF SECTION 00 1113

**SECTION 00 2113
INSTRUCTIONS TO BIDDERS**

SUMMARY

1.01 THE INSTRUCTIONS IN THIS DOCUMENT AMEND OR SUPPLEMENT THE INSTRUCTIONS TO BIDDERS AND OTHER PROVISIONS OF THE BIDDING AND CONTRACT DOCUMENTS.

1.02 DOCUMENT INCLUDES

- A. Invitation
 - 1. Bid Submission
 - 2. Intent
 - 3. Work Identified in Contract Documents
 - 4. Contract Time

INVITATION

2.01 BID SUBMISSION

- A. Bids signed and under seal, executed, and dated will be received at the office of the Owner at **Dripping Spring Sale Ring Road, San Carlos, AZ 85550, before 5:00 p.m. MST on the 10th day of February.**
- B. Offers submitted after the above time shall be returned to the bidder unopened.
- C. Offers will be opened publicly immediately after the time for receipt of bids.
- D. Amendments to the submitted offer will be permitted if received in writing prior to bid closing and if endorsed by the same party or parties who signed and sealed the offer.

2.02 INTENT

- A. The intent of this Bid request is to obtain an offer to perform work to complete construction services located at the project location for a Stipulated Sum contract, in accordance with Contract Documents.

2.03 WORK IDENTIFIED IN THE CONTRACT DOCUMENTS

- A. Work of this proposed Contract comprises building construction, site development, renovation, and demolition, including general construction, structural, mechanical, electrical, and civil Work.

2.04 CONTRACT TIME

- A. Owner requires that under the work of this contract be completed as quickly as possible and consideration will be given to time of completion when reviewing the submitted bids.

BID DOCUMENTS AND CONTRACT DOCUMENTS

3.01 DEFINITIONS

- A. Bid Documents: Contract Documents supplemented with Invitation To Bid, Instructions to Bidders, Information Available to Bidders, Bid Form Supplements To Bid Forms and Appendices identified.
- B. Contract Documents: Defined in **AIA A201 Article 1** including issued Addenda.
- C. Bid Amount: Monetary sum identified by the Bidder in the Bid Form.

3.02 CONTRACT DOCUMENTS IDENTIFICATION

- A. As defined in AIA A201 – to be provided at later date.

3.03 AVAILABILITY

- A. Bid Documents may be obtained electronically from the owner or by accessing the website <https://aatechsolar.com/ndc-rbdg-2021>.
- B. Bid Documents are made available only for the purpose of obtaining offers for this project. Their use does not grant a license for other purposes.

3.04 EXAMINATION

- A. Bid Documents may be viewed at the office of Owner - **Nalwoodi Denzhone: Strength and Beauty Community**.
- B. Upon receipt of Bid Documents verify that documents are complete. Notify Owner should the documents be incomplete.
- C. Immediately notify Owner upon finding discrepancies or omissions in the Bid Documents.

3.05 INQUIRIES/ADDENDA

- A. Direct questions to **Bryce Barnes, President of NDC, email: bbarnes@apachendc.org**, and/or **Sofia Montes, AATech, email: sofia.montes@aattechsolar.com**.
- B. Questions need to be submitted by **Friday, February 3, 2023, at 5:00 p.m.**
- C. Addenda may be issued during the bidding period. All Addenda become part of Contract Documents. Include resultant costs in the Bid Amount.
- D. Verbal answers are not binding on any party.

3.06 PRODUCT/ASSEMBLY/SYSTEM SUBSTITUTIONS

- A. General Requirements for Substitution Requests:
 - 1. Project Manual establishes standards for products, assemblies, and systems.
 - 2. Provide sufficient information to determine acceptability of proposed substitutions.
 - 3. Provide complete information on required revisions to other work to accommodate each proposed substitution.
- B. Substitution Request Time Restrictions:
 - 1. Where the Bid Documents stipulate a particular product, substitutions will be considered up to **5 days** before receipt of bids.
- C. Substitution Request Form:
 - 1. Submit substitution requests by completing the form in Section 00 4325; see this section for additional information and instructions. Use only this form; other forms of submission are unacceptable.
- D. Review and Acceptance of Request:
 - 1. Owner may approve the proposed substitution and will issue an Addendum to known bidders.

SITE ASSESSMENT

4.01 SITE EXAMINATION

- A. Examine the project site before submitting a bid.
- B. A visit to the project site has been arranged for bidders for **10:00 am MST on the 31st Day of January, 2023, at the location of Dripping Spring Sale Ring Road.**

4.02 PREBID CONFERENCE

- A. A **mandatory** bidders' conference has been scheduled for **11:00 a.m. MST on the 31st day of January, 2023**, at the location of **Dripping Spring Sale Ring Road**.
- B. All general contract bidders and suppliers are invited.
 - 1. Attendance is **mandatory** for general contractors and bidders.
 - 2. **Please contact Owner if you are not able to make attend the bidders' conference and site tour.**
- C. Summarized minutes of this meeting will be circulated to attendees. These minutes will not form part of Contract Documents.

QUALIFICATIONS

5.01 EVIDENCE OF QUALIFICATIONS

- A. To demonstrate qualification for performing the Work of this Contract, bidders are requested to submit written evidence of financial position and previous experience, license to perform work in the State and Arizona.

1. Identify key personnel who will be associated with the project and their years of technical experience.

5.02 SUBCONTRACTORS/SUPPLIERS/OTHERS

- A. Owner reserves the right to reject a proposed subcontractor for reasonable cause.
- B. Refer to General Conditions.

BID SUBMISSION

6.01 BID DEPOSITORY

- A. The Bid Depository system of bid collection shall be used for all trades.

6.02 SUBMISSION PROCEDURE

- A. Bidders shall be solely responsible for the delivery of their bids in the manner and time prescribed.
- B. Submit one copy of the executed offer on the Bid Forms provided, signed and sealed with the required security in a closed opaque envelope, clearly identified with bidder's name, project name and Owner's name on the outside.
- C. An abstract summary of submitted bids will be made available to all bidders following bid opening.

6.03 BID INELIGIBILITY

- A. Bids that are unsigned, improperly signed or sealed, conditional, illegible, obscure, contain arithmetical errors, erasures, alterations, or irregularities of any kind, may at the discretion of the Owner, be declared unacceptable.
- B. Bid Forms, Appendices, and enclosures that are improperly prepared may, at the discretion of Owner, be declared unacceptable.

BID ENCLOSURES/REQUIREMENTS

7.01 INSURANCE

- A. Provide an executed "Undertaking of Insurance" on a standard form provided by the insurance company stating their intention to provide insurance to the bidder in accordance with the insurance requirements of Contract Documents.

7.02 BID FORM REQUIREMENTS

- A. Complete all requested information in the Bid Form and Appendices.
- B. Taxes: Refer to Document 00 7300 - Supplementary Conditions for inclusion of taxes, procedures for tax rebate claims, and products that are tax exempt.

7.03 FEES FOR CHANGES IN THE WORK

- A. Include the fees for overhead and profit on own Work and Work by subcontractors, identified in Document 00 7300 - Supplementary Conditions.

7.04 ADDITIONAL BID INFORMATION

- A. Submit the following Supplements concurrent with bid submission:
 1. Document 00 4336 - Proposed Subcontractors Form: Include the names of all Subcontractors and the portions of the Work they will perform.
 2. Document 00 4323 - Alternates Form: Include the cost variation to the Bid Amount applicable to the Work described on project drawings coversheet.
- B. Submit the following Supplements 24 hours after bid submission:
 1. Document 00 4373 - Proposed Schedule of Values Form identifies the Bid Amount segmented into portions as requested.

7.05 SELECTION AND AWARD OF ALTERNATES

- A. Indicate variation of bid price for Alternates listed on the Bid Form. Unless otherwise indicated, indicate Alternates as a difference in bid price by adding to or deducting from the base bid price.
- B. Bids will be evaluated on the total of the base bid price and all of the Alternates. After determination of the successful bidder, consideration will be given to which Alternates will be included in the Work.

OFFER ACCEPTANCE/REJECTION

8.01 DURATION OF OFFER

- A. Bids shall remain open to acceptance and shall be irrevocable for a period of thirty (30) days after the bid closing date.

8.02 ACCEPTANCE OF OFFER

- A. Owner reserves the right to accept or reject any or all offers.
- B. After acceptance by Owner, Owner will issue to the successful bidder, a written Bid Acceptance.

END OF SECTION 00 2113

**SECTION 00 4100
BID FORM**

THE PROJECT AND THE PARTIES

1.01 TO:

- A. Bryce Barnes
Dripping Spring Sale Ring Road
San Carlos, AZ 85550

1.02 FOR:

- A. Project: **NDC Local Food Store**
- B. Owner's Project Number: **001**
At: Dripping Spring Sale Ring Road
San Carlos, AZ 85550

1.03 DATE: _____ (BIDDER TO ENTER DATE)

1.04 SUBMITTED BY: (BIDDER TO ENTER NAME AND ADDRESS)

- A. Bidder's Full Name _____
 - 1. Address _____
 - 2. City, State, Zip _____

1.05 OFFER

- A. Having examined the Place of The Work and all matters referred to in the Instructions to Bidders and the Bid Documents prepared by Apex Applied Technology for the above-mentioned project, we, the undersigned, hereby offer to enter into a Contract to perform the Work for the Sum of:
- B. _____ dollars
(\$ _____), in lawful money of the United States of America.
- C. All applicable federal taxes are included and State of Arizona taxes are included in the Bid Sum .

1.06 ACCEPTANCE

- A. This offer shall be open to acceptance and is irrevocable for thirty days from the bid closing date.
- B. If this bid is accepted by Owner within the time period stated above, we will:
 - 1. Execute the Agreement within seven days of receipt of Notice of Award.
 - 2. Commence work within seven days after written Notice to Proceed of this bid.

1.07 CONTRACT TIME

- A. If this Bid is accepted, we will:
- B. Complete the Work by the _____ day of _____, _____. (Bidder to enter day, month, and year.)

1.08 CHANGES TO THE WORK

- A. When owner establishes that the method of valuation for Changes in the Work will be net cost plus a percentage fee in accordance with General Conditions, our percentage fee will be:
 - 1. 10 percent overhead and profit on the net cost of our own Work;
 - 2. 5 percent on the cost of work done by any Subcontractor or sub-subcontractor.
 - a. Subcontractor and sub-subcontractors total aggregate shall not exceed 10 percent.
- B. On work deleted from the Contract, our credit to Owner shall be Owner-approved net cost.

1.09 ADDENDA

- A. The following Addenda have been received. The modifications to the Bid Documents noted below have been considered and all costs are included in the Bid Sum.
1. Addendum # _____ Dated _____.
 2. Addendum # _____ Dated _____.
 3. Addendum # _____ Dated _____.

1.10 BID FORM SUPPLEMENTS

- A. The following information is included with Bid submission:
1. Subcontractors: [_____] , [_____] , [_____].
 2. Alternates: [_____] , [_____] , [_____].
- B. The following Supplements are attached to this Bid Form and are considered an integral part of this Bid Form:
1. Document 00 4323 - Alternates Form: Include the cost variations to the Bid Sum applicable to the Work as described in Section [_____].
 2. Document 00 4336 - Proposed Subcontractors Form: Include the names of all Subcontractors and the portions of the Work they will perform.

1.11 BID FORM SIGNATURE(S)

- A. The Corporate Seal of
- B. _____
- C. (Bidder - print the full name of your firm)
- D. was hereunto affixed in the presence of:
- E. _____
- F. (Authorized signing officer, Title)
- G. (Seal)
- H. _____
- I. (Authorized signing officer, Title)

1.12 IF THE BID IS A JOINT VENTURE OR PARTNERSHIP, ADD ADDITIONAL FORMS OF EXECUTION FOR EACH MEMBER OF THE JOINT VENTURE IN THE APPROPRIATE FORM OR FORMS AS ABOVE.

END OF SECTION 00 4100

**SECTION 00 4323
ALTERNATES FORM**

PARTICULARS

1.01 THE FOLLOWING IS THE LIST OF ALTERNATES REFERENCED IN THE BID SUBMITTED BY:

1.02 (BIDDER) _____

1.03 TO (OWNER): NALWOODI DENZHONE: STRENGTH AND BEAUTY COMMUNITY (DBA NDC)

1.04 DATED _____ AND WHICH IS AN INTEGRAL PART OF THE BID FORM.

ALTERNATES LIST:

**2.01 THE FOLLOWING AMOUNTS SHALL BE ADDED TO THE BID AMOUNT. REFER TO SECTION
01 2300 - ALTERNATES.**

BID OPTION # 1: ADD \$ _____

BID OPTION # 2: ADD \$ _____

BID OPTION # 3: ADD \$ _____

BID OPTION # 4: ADD \$ _____

BID OPTION # 5: ADD \$ _____

BID OPTION # 6: ADD \$ _____

END OF SECTION 00 4323

**SECTION 00 4325
SUBSTITUTION REQUEST FORM - DURING PROCUREMENT**

TO:

**CHUCK MEYER ARCHITECT, LLC
11599 W. ROCK VILLAGE STREET
MARANA, AZ 85658 PHONE: 520-869-4245**

PROJECT: NDC LOCAL FOOD STORE

SPECIFICATION TITLE: _____

DESCRIPTION: _____

SECTION: _____

PAGE: _____

ARTICLE/PARAGRAPH: _____

PROPOSED SUBSTITUTION: _____

MANUFACTURER: _____ PHONE: _____

TRADE NAME: _____ MODEL NO: _____

ATTACHED DATA ALSO INCLUDES PRODUCT DESCRIPTION, SPECIFICATIONS, DRAWINGS, PHOTOGRAPHS, AND PERFORMANCE AND TEST DATA ADEQUATE FOR EVALUATION OF THE REQUEST; APPLICABLE PORTIONS OF THE DATA ARE CLEARLY IDENTIFIED.

ATTACHED DATA ALSO INCLUDES A DESCRIPTION OF CHANGES TO THE CONTRACT DOCUMENTS THAT THE PROPOSED SUBSTITUTION WILL REQUIRE FOR ITS PROPER INSTALLATION.

THE UNDERSIGNED CERTIFIES:

PROPOSED SUBSTITUTION HAS BEEN FULLY INVESTIGATED AND DETERMINED TO BE EQUAL OR SUPERIOR IN ALL RESPECTS TO SPECIFIED PRODUCT.

SAME WARRANTY WILL BE FURNISHED FOR PROPOSED SUBSTITUTION AS FOR SPECIFIED PRODUCT.

SAME MAINTENANCE SERVICE AND SOURCE OF REPLACEMENT PARTS, AS APPLICABLE, IS AVAILABLE.

PROPOSED SUBSTITUTION WILL HAVE NO ADVERSE EFFECT ON OTHER TRADES AND WILL NOT EFFECT OF DELAY PROGRESS SCHEDULE.

PROPOSED SUBSTITUTION DOES NOT AFFECT DIMENSIONS AND FUNCTIONAL CLEARANCES.

PAYMENT WILL BE MADE FOR CHANGES TO BUILDING DESIGN, INCLUDING A/E DESIGN, DETAILING, AND CONSTRUCTION COSTS CAUSED BY SUBSTITUTION.

SUBMITTED BY: _____

SUPPORTING DATA ATTACHED: DRAWINGS PRODUCT DATA SAMPLES TESTS REPORTS

END OF SECTION 00 4325

**SECTION 00 4336
PROPOSED SUBCONTRACTORS FORM**

PARTICULARS

1.01 HEREWITH IS THE LIST OF SUBCONTRACTORS REFERENCED IN THE BID SUBMITTED BY:

1.02 (BIDDER) _____

1.03 TO (OWNER): NALWOODI DENZHONE: STRENGTH AND BEAUTY COMMUNITY (DBA NDC)

1.04 DATED _____ AND WHICH IS AN INTEGRAL PART OF THE BID FORM.

**1.05 THE FOLLOWING WORK WILL BE PERFORMED (OR PROVIDED) BY SUBCONTRACTORS
AND COORDINATED BY US:**

LIST OF SUBCONTRACTORS

WORK SUBJECT SUBCONTRACTOR NAME

END OF SECTION 00 4336

**SECTION 00 4373
PROPOSED SCHEDULE OF VALUES FORM**

PARTICULARS

1.01 THE FOLLOWING IS A COST BREAKDOWN REFERENCED IN THE BID SUBMITTED BY:

1.02 (BIDDER) _____

1.03 TO (OWNER): NALWOODI DENZHONE: STRENGTH AND BEAUTY COMMUNITY (DBA NDC)

1.04 DATED _____ AND WHICH IS AN INTEGRAL PART OF THE BID FORM.

ITEM DESCRIPTIONS FORMAT

2.01 ITEM #1:

A. Description: [_____]

B. Overhead Included.

C. Value: \$ _____

END OF SECTION 00 4373

**SECTION 00 5000
CONTRACTING FORMS AND SUPPLEMENTS**

PART 1 GENERAL

**1.01 CONTRACTOR IS RESPONSIBLE FOR OBTAINING A VALID LICENSE TO USE ALL
COPYRIGHTED DOCUMENTS SPECIFIED BUT NOT INCLUDED IN THE PROJECT MANUAL.**

1.02 AGREEMENT AND CONDITIONS OF THE CONTRACT

- A. See Section 00 5200 - Agreement Form for the Agreement and General Conditions.
- B. See Section 00 7300 - Supplementary Conditions for the Supplementary Conditions.
- C. The Agreement is based on AIA A101.

1.03 FORMS

- A. Use the following forms for the specified purposes unless otherwise indicated elsewhere in Contract Documents.
- B. Clarification and Modification Forms:
 - 1. Substitution Request Form: CSI/CSC Form 1.5C (During the Bidding/Negotiating Stage).
 - 2. Proposal Request Form: AIA G709.
 - 3. Change Order Form: AIA G701.
- C. Closeout Forms:
 - 1. Certificate of Substantial Completion Form: AIA G704.

1.04 REFERENCE STANDARDS

- A. AIA A101 - Standard Form of Agreement Between Owner and Contractor where the basis of Payment is a Stipulated Sum 2017.
- B. AIA G701 - Change Order 2017.
- C. AIA G704 - Certificate of Substantial Completion 2017.
- D. AIA G709 - Proposal Request 2018.
- E. CSI/CSC Form 1.5C - Substitution Request (During the Bidding/Negotiating Stage) Current Edition.

PART 2 PRODUCTS - NOT USED

PART 3 EXECUTION - NOT USED

END OF SECTION 00 5000

**SECTION 00 5200
AGREEMENT FORM**

PART 1 GENERAL

1.01 FORM OF AGREEMENT

1.02 A DRAFT FORM OF THE AGREEMENT TO BE EXECUTED IS INCLUDED BELOW FOR REFERENCE.

PART 2 PRODUCTS (NOT USED)

PART 3 EXECUTION (NOT USED)

END OF SECTION 00 5200

**SECTION 00 6000
PROJECT FORMS**

PART 1

1.01 DOCUMENT INCLUDES

- A. Payment Bond.
- B. Certificates of Insurance.

1.02 RELATED DOCUMENTS

- A. Section 007300 - Supplementary Conditions.

1.03 PAYMENT BOND

- A. AIA Document A312-2010, Performance Bond and Payment Bond, forms the basis of Payment Bond between the Owner and Contractor.
- B. AIA Document A312-2010 may be examined at the office of the Owner during regular business hours.

1.04 CERTIFICATES OF INSURANCE

- A. Refer to Section 007300 for Contractors liability insurance requirements.

END OF SECTION 00 6000

**SECTION 00 7200
GENERAL CONDITIONS**

1.01 DOCUMENT INCLUDES

- A. General Conditions.
- B. Payment Bond.
- C. Certificates of Insurance.

1.02 RELATED DOCUMENTS

- A. Section 005200 – Agreement Forms.
- B. Section 007300 – Supplementary Conditions.

1.03 GENERAL CONDITIONS

- A. AIA Document A201-2017, General Conditions of the Contract for Construction, is the General Conditions between the Owner and Contractor.
- B. AIA Document A201-2017 may be examined at the office of the Owner during regular business hours.

1.04 SUPPLEMENTARY CONDITIONS

- A. Refer to Section 007300 for amendments to these General Conditions.

END OF SECTION 00 7200