To Whom It May Concern

The Southern Arizona AIDS Foundation (SAAF) is requesting project bids for one project including HVAC installation at the Stone Apartments located at 3113 and 3115 N Stone Ave Tucson, AZ 857105.

The City of Tucson Housing and Community Development Department is providing SAAF the funds through the Community Development Block Grant (CDBG) for this project.

The construction budget for this project has been set at $43,095 with additional dollars held in contingency.

If you are interested in submitting a proposal, please refer to this letter and the attachments for more details.

If you have any questions I can also be reached at 520-547-6145 or at rfernandez@sAAF.org.

Sincerely

Ricardo Fernandez, MPA
Associate Director of Housing Services
Southern Arizona AIDS Foundation
Invitation To Bid

Project: HVAC Installation at Stone Apartments

Name of Owner:
Southern Arizona AIDS Foundation
375 S Euclid Ave
Tucson, AZ 85719

Key Dates for Bidding

Out to Bid Date: Friday March 2, 2018 at 8:00 am

Submission Deadline Date: Friday March 16, 2018 at 5:00 pm
- Bids received after submission deadline will not be accepted.

Bid Opening Date: Monday March 19, 2018 at 3:00 pm
- Location: 4600 S Park Avenue Tucson, AZ 85714

Pre-Application Conference

SAAF is offering potential bidders a pre-application conference where bidders can view the site. Potential bidders will also be able to ask questions of SAAF staff, Poster Frost Mirto architectural and design staff, and City of Tucson officials responsible for Community Development Block Grant construction and rehabilitation projects. Bidders are highly encouraged to attend the pre-application conference.

Date of Pre-Application Conference: Tuesday March 6, 2018
Time: 10:00 am - 11:30 am
Location: 3115 N Stone Ave, Tucson, AZ 85705 (southwest of Ft. Lowell Rd and Stone Ave)

Mail Or Hand Deliver Bids To:

Ricardo Fernandez
Associate Director of Housing Services
Southern Arizona AIDS Foundation
375 S Euclid Ave
Tucson, AZ 85719

- Bids must be mailed or hand delivered.
- Please seal the bid in an envelope prominently marked CDBG –Stone.

Questions Regarding Bid:

Ricardo Fernandez
Associate Director of Housing Services
Email: rfernandez@sAAF.org
Phone: 520-547-6145

Information Regarding Project

See documents below describing site, scope of work, and bid preparation instructions.
Description of the Stone Apartments

These brief photos and descriptions are provided as a summary of the conditions at the Stone Apartments. Bidders will be able to visit and inspect the site during the pre-application conference. There are two separate buildings at the Stone Apartments complex 3113 N Stone and 13115 N Stone. All buildings will have evaporative coolers replaced with HVAC units.

An aerial view of the property is provided below:

View facing west from Stone Ave of the property.

The Stone Apartments currently utilize evaporative coolers. The seven evaporative coolers will need to be replaced by HVAC units.
3113 N Stone Building at Stone Apartments facing west.

Current evaporative cooler setup on 3113 N Stone Building.
3115 N Stone Building at Stone Apartments facing northwest.

Current evaporative cooler setup on 3115 N Stone Building.
Summary of Specifications For The Project

The SAAF rehabilitation project funded through the Community Development Block Grant aims to replace the evaporative coolers with HVAC units to improve the conditions at Stone Apartments.

The project will include the following rehabilitation and upgrades:

1. Upgrade heating, cooling and electrical services for each of the seven (7) units. Upgrades will including:
   a. Demolish existing evaporative coolers and old heaters and recycle the metals from each.
   b. Install 15 SEER, energy efficient, HVAC systems with heat pumps.
   c. Repair or replace existing ventilation vents and registers to ensure efficient operation of the new HVAC systems.
   d. Apply duct sealing to all vents and ductwork.
   e. Replace and upgrade electrical panels and wiring, as needed, to accommodate new HVAC units.

Notifications: SAAF will provide any required notifications to tenants on behalf of the contractor. For any non-emergency notifications to tenants please provide at least 72 hours advance notice to SAAF so notices can be provided in a timely manner. The contractor will work with SAAF to ensure minimal amount of disruption to tenants during installation as possible. Tenants must be notified prior to the beginning of work and can be relocated as needed by SAAF.

Timeline for the Project: All of the HVAC installation must be completed by 5:00 pm on April 30, 2018. A timeline of the work to be performed will be provided prior to the start of the project.

Scope of Work For The Project

Summary: The work consists of supplying all labor, tools, equipment, cranes and all other equipment and supplies to perform a complete and thorough job of removing the existing roof, building the new roof, and installing the lighting according to any specifications required for these types of systems. The contractor is responsible for all license and permits required to complete the project.

Storage and Clean Up: All supplies, tools and equipment will be removed from the work area at the end of each work day and stored by the contractor. Upon completion of work, contractor shall clear, in connection with their work, all rubbish, excess material, and debris including the removal of any and all materials and parts from the roof caused by or from the project. The contractor shall leave all work areas clean and orderly at the end of each work day. The contractor shall take all necessary steps to protect the property from damage during their operations. This includes, but is not limited to, the moving, covering or removal of items in order to complete the installation of each air conditioning unit. Any and all items moved, covered or removed shall be replaced back to their original condition and location once the installation is completed.

Safety: Safety shall be of utmost importance at all times during the progress of work. Contractor shall safeguard by providing appropriate barricades, signage and/or lighting to warn of obstructions and shall take every precaution against injuries to people or damage to property. Contractor must abide by all applicable rules under Occupational Health and Safety Administration regulations under 29 CFR 1910 and 29 CFR 1926.

Workmanship: Work shall be done by experienced, skilled craftsmen and according to established industry standards.
**Instructions To Submit A Bid for The Project**

Please submit the sealed bid package to

Ricardo Fernandez  
Associate Director of Housing Services  
Southern Arizona AIDS Foundation  
375 S Euclid Ave  
Tucson, AZ 85719

The bid package will need to include all of the items detailed below. A bid package not including all of these items will be rejected.

1. A one page proposal detailing the following information:  
   a. Description of the scope of work to be performed  
   b. Provide breakdown of construction costs including description of cost per unit and total cost of work  
   c. Tax Identification Number and DUNS Number  
2. Enclose proof of general liability insurance and worker’s compensation insurance  
3. Enclose contractor licensure information  
4. Submit one copy of proposal and all requested documents.  
5. Submit all documents in one sealed envelope labeled Stone-CDBG. If mailed seal the bid package inside of an envelope inside of the mailing envelope.

Submission of a bid package in response to this invitation indicates that the contractor agrees to comply with all of the following requirements:

1. The contractor agrees to the scope of work, specifications, instructions, conditions and descriptions of the project.

2. Contractors agree that they have examined the provided scope of work, provided drawings, visited the site of work, and have fully informed themselves as to all conditions and matters which can in any way affect the work or cost of the work.

3. The contractor certifies that they have not been debarred from receiving federal funds (verified by SAAF through lookup in the System for Award Management).

4. The contractor must be licensed in the State of Arizona in the Arizona Registrar of Contractors (verified by SAAF in the Arizona Registrar of Contractors Website).

5. The contractor must comply with all federal laws, rules, and regulations as outlined below:  
   a. Davis-Bacon Act (Public Law 107-217), as amended;  
   b. Contract Work Hours and Safety Standards Act (40 USC 327 et seq.);  
   c. Copeland Anti-Kick Back Act (18 USC 874 et seq.);  
   d. Section 3 of the HUD Act of 1968 as amended;  
   e. OSHA Act as amended (Public Law 91-596; and  
   f. All rules and regulations applicable to the Acts set forth above.

6. The contractor agrees to comply with all the provisions outlined by the Department of Housing and Urban Development Community Development Block Grant Program contract conditions.
7. The contractor agrees to cooperate with the Department of Housing and Urban Development, City of Tucson, and SAAF in determination of compliance with the above provisions.

8. The contractor agrees to submit in a timely manner all required documentation and forms as outlined in the reporting requirements City of Tucson's CDBG program.

9. Invoices will be paid within thirty days after inspection and acceptance of work by SAAF staff and City of Tucson officials.

10. SAAF reserves the right to reject any and all bids for any reason and entirely at SAAF’s discretion.

11. Bids may be formally withdrawn by notifying Ricardo Fernandez in writing by mail or through email at rfernandez@saaaf.org.

12. SAAF intends to notify all bidders of the results of the bidding competition for the project five business days after the closure of the open bid period, or December 15, 2017.