



**Invitation to Bid No. 2025-02-WCMSE**

**West Center Metal Shop Expansion**  
1111 South GVR Drive Green Valley, Arizona 85614

**Pre-Bid Conference Date:**  
**Wednesday, January 29<sup>th</sup>, 2025, at 9:00 a.m.**

Interested Bidders are invited and strongly encouraged to attend the pre-bid conference held on site at the West Center Metal Shop Building, 1111 South GVR Drive Green Valley, Arizona 85614.

**Bid Due Date:**  
**Wednesday, February 19<sup>th</sup>, 2025 at 3:00 p.m.**

**Scope of Work**

This project calls for interior industrial shop remodel. The plans, specifications, and permit (#P24BP11045) have been approved by Pima County.

**Where to Obtain a Copy of the Solicitation**

A copy of this solicitation and future addenda may be obtained from the Green Valley Recreation website [HERE](#). It is the Offeror's responsibility to obtain a copy of any amendments to this solicitation.

**All Inquiries and Questions Regarding This Solicitation:**

Must be directed to Tom Fisher, GVR Senior Project Manager, phone (520) 627-8626 or email [tomf@gvrec.org](mailto:tomf@gvrec.org) Please include "ITB No. 2025-02-WCMSE" in the subject line of the email. An alternate contact is Tim Yelaca, GVR Project Manager, phone (520) 627-9567 or email [timy@gvrec.org](mailto:timy@gvrec.org)

**Responses to Solicitation:**

In order to be considered, the Offeror must complete and submit the following:

- Its proposal (see Attachment A: Proposal Form) as a signed original document sent via email, in accordance with the requirements specified in this ITB. Bidder must include any and all addenda with the bid package.
- Project Schedule with estimated time from start (March 17<sup>th</sup>, 2025) to completion.
- Certificate of Insurance
- W-9 form

Send to [tomf@gvrec.org](mailto:tomf@gvrec.org) with "ITB No. 2025-02-WCMSE" in the subject line of the email.

**Proposals received after the bid date or time may be rejected without consideration. Extensions may be granted by permission from the Green Valley Recreation (GVR) project manager/representative.**

## **BIDDING INSTRUCTIONS**

- A. The Bidder shall legibly fill out the Proposal Form (Attachment A) complete with the Bid Schedule, Lump Sum Total, and signature by the authorized representative.
- B. The Bidder shall also complete the list of subcontractors in the Proposal Form (Attachment A).
- C. The bid price shall be a Lump Sum Total unless there is a change in the plans after the bid date. It is the contractor's responsibility to determine all quantities for the items shown on the bid proposal. Contractor's bid shall be inclusive of all drawings and specifications. The Bidder agrees to guarantee their bid for one hundred twenty (120) days from the bid due date. A pre-award conference may be held with the apparent successful Bidder to review plans, specifications, contracts and the construction schedule. Green Valley Recreation Inc., the Owner, reserves the right to reject any or all bids, with or without cause, and to waive technical errors and formalities.

## **INVITATIONS TO SUBMIT PROPOSALS A COURTESY**

This invitation to bid may be sent as a courtesy to known interested parties. The receipt of this request for proposals from Green Valley Recreation, Inc. in no way implies that the recipient is a qualified Bidder.

## **AWARD OF CONTRACT**

Bidders may bid only on the entire Project. In determining which proposal is best, the Owner will take into consideration the bid price and the experience, responsibility, and current availability of the bidder to perform the work. The Owner reserves the right to exercise its sole discretion to best serve the interests of the organization. Except where the Owner exercised the right reserved herein to reject any or all proposals, each Agreement will be awarded on a lump sum basis, as is in the best interest of the organization.

## **EXECUTION OF THE AGREEMENT**

The successful Bidder/Contractor shall provide and execute an AIA Document A101-2017 Standard Form of Agreement between Owner and Contractor where the basis of payment is a Stipulated Sum. Green Valley Recreation, Inc. reserves the right to cancel the Award of the Agreement at any time prior to execution of the Agreement without liability on the part of the Owner.

The Contractor shall execute the Agreement within 10 business days after the award and submit such other documents and insurance certificates as required. Failure by the Contractor to execute the Agreement and submit such other documents shall be just cause for annulment of the Award.

The Contractor may submit only one proposal for the Agreement. More than one proposal from an individual, firm or partnership, corporation or association under the same or different names will not be considered on any given Agreement and will be considered grounds for disqualification and/or rejection of the proposals involved, unless prior approval has been given by the Owner representative.

## **INTERPRETATIONS**

All questions about the meanings or intent, discrepancies or omissions of the documents shall be submitted via email to: Tom Fisher, Senior Project Manager, [tomf@gvrec.org](mailto:tomf@gvrec.org) by Friday, February 7<sup>th</sup>, 2025 at 3:00 p.m. The written responses, including any changes to the ITB, become part of the contract documents and will be posted on the GVR website as an addendum by 4:00 p.m. Friday, February 14<sup>th</sup>, 2025. It is the responsibility of each Bidder to visit the GVR website [HERE](#) to obtain any addenda or other information regarding the RFP.

## **PROJECT PARTNERS**

**Owner:** Green Valley Recreation Inc.  
1070 S Calle de las Casitas  
Green Valley, Arizona 85614  
520.625.3440

**Architect:** Burton And Associates, LLC  
4572 E. Camp Lowell Dr.  
Tucson, AZ 85712  
520.471.8072

**Civil Engineer:** N/A

**Structural Engineer:** N/A

**Mechanical Engineer &  
Plumbing Engineer:** N/A

**Electrical Engineer:** Industrial Engineering, Inc.  
3210 23<sup>rd</sup> Ave. SE  
Rio Rancho, NM 87124  
505-246-4331

## **PLANS AND SPECIFICATIONS**

These plans accompany and are made part of the project specifications and contract documents. The Plans and Specifications constitute the project Scope of Work.

PROJECT: West Center Metal Shop Expansion, ITB No. 2025-02-WCMSE

**Link to Approved Plans [HERE](#)**

## **GENERAL INFORMATION**

- All bids must include a schedule with an estimated start time of March 17th, 2025 to time of completion. This will be a determining factor when bids are awarded. Note these limits and bid accordingly.
- Contractor agrees to employ only persons possessing the experience and training needed for the completion of Scope of Work. Contractor further ensures that a “competent party” must also be able to communicate with the Owner representative and be in control of the site and work at all times while work is in progress. An emergency contact name and number must be provided on 24 hours/7 days a week.
- Contractor will strictly adhere to all labor and safety laws and regulations while work is in progress, for all governing authorities. Coordination of municipal and private inspections shall be contractor’s responsibility. All work shall be completed in strict conformance with the requirements of all municipal and regulatory agencies. All work shall be completed in strict accordance with the plans and specifications or as required by governing municipality, whichever is most restrictive.
- Contractor will conduct operations in such a manner as to cause no undo hazard to exist.
- Contractor shall ensure that the general public and all persons affected by the work are dealt with in a courteous manner.
- Contractor will be responsible to verify that all supervisor personnel have the most recent set of plans and specifications pertaining to the Scope of Work being performed. Any costs for incorrect work performed because the contractor’s field personnel had the incorrect plans will be the Contractor’s responsibility.
- The Contractor shall keep his/her work area clean at all times. All waste generated by the Contractor will be disposed of away from the site. The cost of this work shall be included in the Contractors bid.
- The Contractor will themselves assess the site and all existing conditions and shall bear the cost of repair of any damage to these existing facilities caused by the Contractor. The Contractor must notify the Owner’s representative immediately of any damage.
- The Contractor is responsible to notify Arizona 811 and/or Pima County before beginning work. The Contractor shall request Arizona 811 updates as necessary to keep markings current.
- Site must be returned to original condition prior to issuance of final payment, less retention. Contractor must schedule a walk through with a Green Valley Recreation representative prior to start & immediately following completion. A written record of the walk throughs will be provided by the Owner representative.
- Contractor shall have all punch list items completed within 14 working days of receipt of punch list and notification, unless otherwise approved by Owner representative.

## **CONTRACT TIME & EXTENSION**

The Contractor shall notify the Owner representative in writing within 72 hours of any circumstances or events that the Contractor believes may justify an extension of time. Failure to do so may result in rejection of the request.

## **ATTACHMENT A: PROPOSAL FORM**

**THE FOLLOWING PAGES ARE TO BE COMPLETED TO CONSTITUTE THE BIDDER'S PROPOSAL**

**Bidder/Contractor:** \_\_\_\_\_

**Project Name: West Center Metal Shop Expansion**

**Project No. 2025-02 WCMSE**

In compliance with the Invitation to Bid (ITB) documents, Bidder proposes to furnish all materials, equipment and all labor and methods and do all work necessary for the proper construction and completion of the work, in strict and complete accord with the Plans, Specifications, Special Provisions and other Contract requirements at the prices set forth in the following Bid Schedule for the above listed project.

Bidder declares that he/she has carefully examined the location of the proposed work generally described and is familiar with the Plans, Specifications, Special Provisions and local conditions at the place the work is to be done and understands that all labor, materials and equipment are to be furnished, shall be for the prices bid, and that the undersigned, as Bidder, has checked figures set forth in the Bid Schedule, and understands that neither Green Valley Recreation Inc. nor any of its officers or employees will be responsible for any errors or omissions on the part of the undersigned Bidder in submitting its completed Proposal.

The Bidder agrees to provide a Performance Bond for the specified Project. The Bidder further agrees that if he/she defaults in executing the required Contract Agreement and/or fails to submit the required Performance Bond, Certificate of Insurance, or executed Contract Agreement, acceptance and the Award of the Contract may be considered null and void.

The Bidder is required to set forth herein the name and location of the place of business of each subcontractor who will perform work or labor or render service to the General Contractor (GC) on the construction of the work or improvement to be performed under the Contract Documents attached, and the portion of the work that will be performed by each subcontractor for each subcontract in excess of five percent (5%) of the total bid. The Bidder agrees to perform all parts of the Contract that have not otherwise been specified herein to be performed by a subcontractor. If Green Valley Recreation Inc. has reasonable objection to any proposed subcontractor, it may request Bidder to submit an acceptable substitute.

**ATTACHMENT A: PROPOSAL FORM**

Contractor shall not substitute subcontractors listed in the original bid except under the following conditions, and only with the written approval of Green Valley Recreation Department Director or designee.

- 1) The listed subcontractor, when presented a contract based on the general terms, conditions and specifications, fails or refuses to enter into contract with the Bidder.
- 2) The listed subcontractor fails or refuses to perform the subcontract.
- 3) The listed subcontractor fails or refuses to meet the bonding requirements, if any
- 4) The listed subcontractor is not appropriately licensed.
- 5) The work performed by the subcontractor is unsatisfactory and/or not in accordance with the Plans and Specifications.

If the Contractor makes a substitution without prior written approval of the Owner representative, Green Valley Recreation Inc. may take action against the Contractor to include, but not limited to, contract termination and/or disqualification.

The Bidder shall set forth clearly legible figures for the "Lump Sum Cost" in the spaces provided at the bottom of each Bid Schedule.

The Bidder understands that any quantities provided by Green Valley Recreation Inc., or elsewhere in the Contract Documents, are approximate and for comparison of bids only, and are subject to reasonable increase or decrease, in the opinion of Green Valley Recreation Inc., and Contractor proposes to perform all quantities of work as either decreased or increased, in accordance with the provisions of the Specifications, at the unit prices it bid.

Green Valley Recreation Inc. reserves the right to reject any and all bids or any part thereof, or to accept any bids or any part thereof, to waive any irregularity, informality or technicality in any bid, or to withhold the award to the extent permitted by law. Green Valley Recreation further reserves the right to advertise for new bids if, in the judgment of Green Valley Recreation Inc., it is in the best interests of the organization. The Bidder agrees that he/she may not withdraw his/her bid after accepted by Green Valley Recreation Inc. and prior to execution of the Contract by the successful Bidder.

Contractor Name: \_\_\_\_\_ ROC number: \_\_\_\_\_

Contractor Representative: (Print and Sign) \_\_\_\_\_ Date: \_\_\_\_\_

**ATTACHMENT A: PROPOSAL FORM**

**Bid Schedule:** West Center Metal Shop Expansion

**Bidder Name:** \_\_\_\_\_

<b>Bid Item Description and Location</b>	<b>Unit Cost (Optional)</b>	<b>Unit (Sq Ft, Ea, LS)</b>	<b>Quantity</b>	<b>Subtotal Cost</b>
<b>General Conditions</b>				\$ -
<b>General Requirements</b>				\$ -
<b>Demolition</b>				\$ -
<b>Concrete</b>				\$ -
<b>Masonry</b>				\$ -
<b>Metals</b>				\$ -
<b>Carpentry</b>				\$ -
<b>Thermal and Moisture Protection</b>				\$ -
<b>Doors/Hardware/Openings</b>				\$ -
<b>Framing/Drywall</b>				\$ -
<b>Paint</b>				\$ -
<b>Flooring/Tile</b>				\$ -
<b>Stucco</b>				\$ -
<b>Specialties</b>				\$ -
<b>Countertops</b>				\$ -
<b>Fire Suppression</b>				\$ -
<b>Plumbing</b>				\$ -
<b>Mechanical</b>				\$ -
<b>Electrical</b>				\$ -
<b>Communications</b>				\$ -
<b>Electrical Safety and Security</b>				\$ -
<b>Earthwork</b>				\$ -
<b>Permit Allowance (if Applicable)</b>				\$ -
<b>Other (list here)</b>				\$ -
<b>Other (list here)</b>				\$ -
<b>Other (list here)</b>				\$ -
<b>Profit</b>				\$ -
		<b>Subtotal</b>		\$ -
		<b>Taxes and Bonds (can be included above)</b>		\$ -
		<b>Lump Sum Total</b>		\$ -

