**INVITATION TO BID**

**ORGANIZATION:** Sun Life Family Health Center, Inc.

865 N. Arizola Road

P.O. Box 10097

Casa Grande, AZ  85130

**PROJECT CONTACTS:**

Michelov Rhau, MPA, Chief Operations Officer

[Michelov.rhau@slfhc.org](mailto:Michelov.rhau@slfhc.org)

Victor Rodriguez, Facilities Manager [Victoriano.rodriguez@slfhc.org](mailto:Victoriano.rodriguez@slfhc.org)

Michelle Miller, Associate Director Supply Chain

[Michellle.miller@slfhc.org](mailto:Michellle.miller@slfhc.org)

**PROJECT NAME:** Sun Life Health San Manuel Demolition Project

**PROJECT LOCATION:** 23 S McNab Pkwy

San Manuel, AZ 85631

**BID OPENING Wednesday, June 25, 2025**

**DATE/TIME: 5:00 p.m.**

**BID CLOSING**

**DATE/TIME**: **Friday, July 11, 2025**

**5:00 p.m.**

**SUBMIT BIDS TO:** **Michelle Miller, Associate Director, Supply Chain**

[Michelle.miller@slfhc.org](mailto:Michelle.miller@slfhc.org)

To Whom It May Concern:

Sun Life Family Health Center (Sun Life Health) will be accepting bid proposals for the Sun Life Health San Manuel Demolition Project.

Sun Life Health will not accept bids received after the bid closing date and time listed above.

**I. Purpose:**

The purpose of this project is to provide demolition services of a health care facility as described under the Project Description below and in the Scope of Services provided with this Invitation To Bid as Attachment A. The key project tasks and components are outlined in Attachment A (Scope of Services).

**II. Project Description:**

Sun Life Health’s San Manuel health center closed in May 2025. The building is a 24,000 square foot facility built in 1953. Prior to Sun Life purchasing this building in 2005, the facility served as a community hospital. Sun Life Health intends to demolish the current structure with long-term plans to build a smaller health center facility on the property. The building is one-story and contains a basement. Asbestos was found in several areas of the facility as described in the most current reports available and provided as Attachment B of this Invitation To Bid.

**III. Bid Preparation and Submission:**

If you are interested in submitting a bid for the proposed project a walk through will be available by appointment only on June 30, 2025 please contact Michelle Miller at 520-640-5807 via email at michelle.miller@slfhc.org to schedule. **All bids are to be emailed to Michelle Miller at** [**michelle.miller@slfhc.org**](mailto:michelle.miller@slfhc.org) **by the submission deadline of Friday, July 16, 2025**

**no later than 5:00 p.m. (PST).** Bids must be prepared and submitted in accordance with the instructions provided in **Appendix A.**

Only bids received by the deadline shall be accepted and reviewed by an Evaluation Panel at Sun Life. You are reminded to bid only on the full scope of services for this Project. All additional items and tasks will be considered separately from the base bid, should the owner request additional work or delete any tasks from the original scope of work.

Sun Life Health has the right to reject all bids at their discretion. If you have any questions or concerns, please contact Michelle Miller at [michelle.miller@slfhc.org](mailto:michelle.miller@slfhc.org) prior to bidding.

All questions are to be submitted via email only, by July 7, 2025 no later than 5:00 p.m. [Michelle.miller@slfhc.org](mailto:Michelle.miller@slfhc.org) Sun Life Health will reply to all questions no later than July 9, 2025.

If selected, you will receive a Bid Award Notice Packet. This will include all the pertinent paperwork to be completed and returned to the Sun Life Finance team to vet and set up a vendor account for payment on project. Sun Life will then meet with the Contractor selected to review any questions or concerns and agree upon the schedule and time frame of this project. Contractor will commence work on the project upon receipt of Notice to Proceed issued by Sun Life Health.

**IV. Confidentiality**

This Invitation to Bid, all materials submitted by Sun Life Health and all Respondents’ qualifications shall be treated by Respondents and Sun Life with utmost confidentiality. This Invitation to Bid and its responses cannot be discussed with current or prospective clients of the Respondents or between competing Respondents. The content of this Invitation to Bid are to be considered proprietary to Sun Life Health and cannot be released to any outside party without the express written consent of Sun Life Health and the responsible vendor. All materials submitted to Sun Life Health become the property of Sun Life Health. Should there be a breach of this request for confidentiality or other restrictions identified in this Invitation to Bid, the Respondent may be eliminated from consideration for this Bid.

Thank you for your time and your consideration of this Invitation to Bid.

**APPENDIX A: INSTRUCTIONS FOR BID PREPARATION AND SUBMISSION**

**BID FORMAT**

**Section A - Cover Letter**

1. Please provide a cover letter summarizing your proposal for this Invitation to Bid

The Proposal shall contain the following Sections:

**Section 1.0 - Company Profile** – Please provide the following as a minimum:

a. Name, address, telephone number and email addresses

b. Contact person with title.

**Section 2.0 – Company Differentiation/Project Approach**

a. Provide a description of the expertise, approach, and experience that would differentiate your company from your competitors.

**Section 3.0 – Project Terms**

1. **Schedule** – Include a preliminary sequence and timetable of activities and an explanation of the expectations and time required of your company to complete the demolition project proposed by Sun Life for the San Manuel Health Center.
2. **Compensation and Expenses** – Please quote separate fees for the following:
3. Completing the full scope of services outlined in Attachment A.
4. Contractor’s Profit and Overhead as a percentage of all subtrades and general conditions.
5. Estimate of General Conditions on a daily basis.

**Note: All** additional items and tasks will be considered separately from the base bid, should the owner request additional work or delete any tasks from the original scope of work.

1. **Statement of Terms** – A statement that the proposal, its description of deliverables, team members, etc., will be guaranteed for a period of forty-five (45) days from the date of submission is required.

**Section 4.0 – Evaluation**

An Evaluation Panel consisting of selected personnel from Sun Life will be responsible for reviewing, analyzing and evaluating the bids received. The Evaluation Panel will select the successful bidder(s).

Upon selection of the successful bidder, Sun Life Health may require the finalist to make an oral presentation to the Evaluation Panel to further explain their qualifications. However, respondents are advised that award may be made without interviews or further discussion.

**Section 5. 0** - Appendix

Include additional information appropriate to this project including at least three professional references for similar project. **ALL BIDDERS MUST BE LICENSED AND BONDED**. Additionally, only bidders who are licensed for demolition and certified in asbestos abatement will be considered for this project. Required licenses and certifications must be provided with the response to the ITB.

Although there is no page limit assigned to this proposal, brevity is appreciated.

**ATTACHMENT A:**

**SCOPE OF SERVICES FOR THE SAN MANUEL DEMOLITION PROJECT**

* Demolition and removal of building entirely with concrete and parking lot to remain. Flooring to be removed from concrete.
* Required permits - Demolition Permit and NESHAP
* Day work and haul away of debris.
* Capping and disconnects of utilities (All utilities except electricity have been disconnected. Water can be turned back on temporarily for the demolition).
* Removal of hazardous materials
* Possible asbestos abatement/encapsulation (please see reports provided as Attachment B of this ITB).
* Barricades
* Dust/weather protection as appropriate
* Equipment, furniture, supplies in the building to be included as part of the demolition or salvaged.
* Liability Insurance

**ATTACHMENT B (Provided as separate PDF Documents)**

**ASBESTOS REPORTS FOR THE SAN MANUEL FACILITY**

1. **Asbestos Inspection, San Manuel Healthcare Center, San Manuel, Arizona, April 1995**
2. **Limited asbestos Inspection survey report For Sun life family Health Center, Pharmacy hvac renovation, San Manuel, Arizona, June 2021**