



Newspaper Advertisement Date: March 8-9, 2026  
Website Advertisement Date: March 9 – April 6, 2026

**Community Assisted and Supported Living, Inc. (CASL)  
Invitation to Bid (ITB)  
Construction Rehabilitation/Renovations**

**Solicitation No:** SHRR25 CASL 002  
**Solicitation Name:** CASL Scattered Sites – HVAC replacement  
**Open Date/Time:** April 6, 2026, at 2:00 pm EST  
**Location:** 2911 Fruitville Road, Sarasota, FL 34237, CASL Corporate Office  
**CASL Contact:** Ken Azar, Director of Maintenance  
**Phone/Email:** 941-960-5496, [Ken.Azar@CASLinc.org](mailto:Ken.Azar@CASLinc.org)

**PRE-BID Conference:**

Type: Not Applicable  
Date/Time: Not Applicable  
Location: Not Applicable

---

All solicitation documents are available for download at: [Link to CASL website.](#)

Financed by:

Florida Housing Finance Corporation (FHFC) and Collier County  
Community and Human Services Division

## **Bid Submission Form**

**PROPOSAL FROM** \_\_\_\_\_ (hereinafter called “BIDDER”), organized and existing under the laws of the State of Florida (or if not Florida then \_\_\_\_\_) doing business as: \* \_\_\_\_\_.

\*Insert a corporation, a partnership or an individual as applicable.

**TO:** Community Assisted and Supported Living, Inc. (CASL), ( hereinafter collectively called the “OWNER”)

In compliance with this Invitation to Bid, Contract Documents including scope of work and required forms, BIDDER hereby proposes to perform all WORK for the CASL Scattered Sites – HVAC replacement Project in Naples, Florida (hereinafter called “THE PROJECT”) in strict accordance with the Invitation to Bid, Contract Documents, and Scope of Work within the timeframe included within this submission and in accordance with the prices stated below.

The BIDDER declares that BIDDER has examined the project site of work and is fully informed regarding all conditions pertaining to the place where the work is to be done; that BIDDER has examined the Contract Documents relative thereto, Drawings and Specifications and Bid Form; that BIDDER acknowledges receipt of all Addenda (if any); and that BIDDER has satisfied himself as to the WORK to be performed and the time within which it is to be completed.

By submission of this BID, each BIDDER certifies, and in the case of a joint BID each party thereto certifies as to its own organization, that this BID has been arrived at independently, without consultation, communication or agreement as to any matter relating to this BID with any other BIDDER or with any competitor.

The BIDDER agrees, if this bid is accepted, to contract with the OWNER in the form of a Contract Agreement to furnish all necessary materials, equipment, machinery, tools, apparatus, means of transportation labor, all means, techniques, sequences, procedures and incidentals necessary to construct and complete, within the time specified, the WORK covered by this Bid Form, Specifications and other Contract Documents.

The BIDDER further agrees to provide evidence of the required Insurance within five (5) business days of being selected as the winning BIDDER.

BIDDER hereby agrees to commence WORK under this contract on or before a date to be specified in the NOTICE TO PROCEED. BIDDER agrees to perform the WORK covered by this Bid Form, Specifications and other Contract Documents including any and all additions or deletions listed in the itemized BID PRICE DETAIL.

BID PRICE: Bids shall include all applicable taxes, insurance, bonds (if required by the BID), revision and re-inspection fees and other fees as described herein). Should the BIDDER wish to qualify the Bid in any manner as to the contract documents and scope of work, these qualifications must be attached in writing to the Bid at the time of Bid submission. The OWNER may choose to accept or reject any qualified bid in its sole discretion.

BIDDER must include a copy of their valid License with the submission of this BID.

**SCOPE OF WORK:**

Install 2 new HVAC 2 Ton units with a minimum rating of 15 SEER at each location as identified below. The installation shall include air handler, compressor, new thermostat and replacement of outside power box to HVAC.

**Location of Work:** Naples, Florida – 5 occupied duplexes

<b>Naples, FL 34116</b>	<b>Parcel ID#</b>
<b>2124 Sunshine Blvd. (Duplex)</b>	<b>35745320007</b>
<b>2418 Santa Barbara Blvd. (Duplex)</b>	<b>36305120002</b>
<b>2500 55th Terrace (Duplex)</b>	<b>36384880004</b>
<b>2531 55th Terrace (Duplex)</b>	<b>36324600008</b>
<b>5465 Hunter Blvd. (Duplex)</b>	<b>36238760005</b>

**Schedule of Work** to be completed once Notice to Proceed has been issued:

Permitting: \_\_\_\_\_

Installation: \_\_\_\_\_

Inspection: \_\_\_\_\_

Completion: \_\_\_\_\_

OWNER will require photo verification to be emailed to [Ken.Azar@CASLinc.org](mailto:Ken.Azar@CASLinc.org).

**TOTAL BID PRICE: \$ \_\_\_\_\_**

**Property 1: \$ \_\_\_\_\_**

**Property 2: \$ \_\_\_\_\_**

**Property 3: \$ \_\_\_\_\_**

**Property 4: \$ \_\_\_\_\_**

**Property 5: \$ \_\_\_\_\_**

**Additional Notes from BIDDER:**

---

---

---

**Additional Requirements**

1. All work is paid for on a reimbursable basis through monthly draws.
2. Provide a written description of affirmative marketing to encourage the use of small, minority and women’s business enterprises in connection with this project if multiple contractors are used.
3. To the greatest extent feasible, lower-income residents of the project area shall be given opportunities for employment.
4. Contractors shall comply with non-discrimination requirements.
5. The contract must comply with all applicable standards, orders or requirements issued under the Clean Air Action and the Federal Water Pollution Control Act as amended.
6. The contractor certifies by submitting an estimate that they are not on the County, State or Federal disbarment list.
7. The contractor certifies by submitting an estimate that they are not on the convicted vendor list maintained by the State of Florida Department of Management Services. This notice is required by section 287.133(3)(a), Florida Statutes.
8. The contractor agrees to comply with E-Verify.gov requirements.
9. The contractor agrees to comply with CASL-Collier County Rental Rehabilitation Agreement dated 12/9/2025.

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

PRINT BIDDER NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

TELEPHONE: \_\_\_\_\_

EMAIL: \_\_\_\_\_

**NOTARY**

**State of Florida**

**County of:** \_\_\_\_\_

The foregoing BID document was acknowledged before me by means of \_\_\_ personal appearance or \_\_\_ online notarization, this \_\_\_ day of \_\_\_\_\_, 2026 by \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_ . He/She/They are personally known to me \_\_\_ or has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Notary Public Signature

NOTARY SEAL

\_\_\_\_\_  
Print Name

# Attachments and Forms

## Invitation to Bid (ITB) for SHRR25 CASL 002

### Scope of Work

Install 2 new HVAC 2 Ton units with minimum rating of 15 SEER.  
Include new Thermostat and replace outside power box.

Five (5) duplexes at the following locations:

#### Property 1 - Duplex

<b>2124 Sunshine Blvd., Naples, FL 34116</b>
<b>Parcel ID:</b> 35745320007
<b>Year Build:</b> 1979
<b>Living Square Footage:</b> 1,600
<b>Total area under roof:</b> 3,111

#### Property 2 - Duplex

<b>2418 Santa Barbara Blvd., Naples, FL 34116</b>
<b>Parcel ID:</b> 36305120002
<b>Year Build:</b> 1977
<b>Living Square Footage:</b> 1,512
<b>Total area under roof:</b> 1,670

#### Property 3 - Duplex

<b>2500 55th Terrace SW., Naples, FL 34116</b>
<b>Parcel ID:</b> 3638488004
<b>Year Build:</b> 1989
<b>Living Square Footage:</b> 1,600
<b>Total area under roof:</b> 2,735

#### Property 4 - Duplex

<b>2531 55th Terrace, Naples, FL 34116</b>
<b>Parcel ID:</b> 3633246000008
<b>Year Build:</b> 1982
<b>Living Square Footage:</b> 1,576
<b>Total area under roof:</b> 2,020

#### Property 5 - Duplex

<b>5465 Hunter Blvd., Naples, FL 34116</b>
<b>Parcel ID:</b> 36238760005
<b>Year Build:</b> 1982
<b>Living Square Footage:</b> 1,582
<b>Total area under roof:</b> 1,984

## COMPLIANCE CERTIFICATION FORM

### CERTIFICATION FOR COMPLIANCE WITH CITY, COUNTY, STATE, FEDERAL LAWS AND REGULATIONS

I, \_\_\_\_\_ agree to comply with all City, County, State, and Federal laws and regulations, including, but not limited to the following:

#### CONFLICTS OF INTEREST

Contractor covenants that no person who presently exercises any functions or responsibility on behalf of the *City/County/Agency* in connection with this agreement has any personal financial interests, direct or indirect, with the Contractor. Contractor further covenants that, in the performance of any contract, no person having such conflicting interest, shall be employed by the Contractor. Any conflict of interest attributable to the Contractor or its employees must be disclosed in writing to the *City/County/Agency* immediately upon discovery.

Contractor is aware of the conflict-of-interest laws of the State of Florida, particularly Chapter 112, Part III, Florida Statutes; and the United States Department of Housing and Urban Development, particularly, 24 CFRPart570 §570.6711 and agrees to comply with all aspects to those provisions.

#### EQUAL OPPORTUNITY

Contractor agrees that it will comply with equal opportunity requirements, which require that no person in the United States shall on the ground of race, creed, color, national origin, age, sex, religion, or disability be excluded from participation in, be denied the benefits of, or be subjected to discrimination under, any program or activity funded in whole or in part with State or Federal funds.

In the event local laws or ordinances governing equal opportunity apply as well, Contractor agrees to comply.

#### DEBARMENT/SUSPENSION

The Contractor certifies, by submission of this certification, that neither the Contractor nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible or voluntarily excluded from participation in this transaction by any Federal department or agency.

Where the Contractor is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this certification.

#### ZONING CODES AND BUILDING CODES

Contractor must comply with the *City/County/Agency* Housing Quality Standards, the Florida Building Code, local building codes and other standards established by the *City/County/Agency*, as deemed necessary by such agency.

E-Verify.gov

Contractor must comply with E-Verify.gov requirements or complete the Waiver form.

Contractor must comply with the *City/County/Agency* Housing Quality Standards, the Florida Building Code, local building codes and other standards established by the *City/County/Agency*, as deemed necessary by such agency.

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

PRINT NAME: \_\_\_\_\_

TITLE: \_\_\_\_\_

COMPANY: \_\_\_\_\_

**NOTARY**

**State of Florida**

**County of:** \_\_\_\_\_

The foregoing BID document was acknowledged before me by means of \_\_\_ personal appearance or \_\_\_ online notarization, this \_\_\_ day of \_\_\_\_\_, 2026 by \_\_\_\_\_, as \_\_\_\_\_ of \_\_\_\_\_. He/She/They are personally known to me \_\_\_ or has produced \_\_\_\_\_ as identification.

NOTARY SEAL

\_\_\_\_\_  
Notary Public Signature

\_\_\_\_\_  
Print Name

**ANTI-HUMAN TRAFFICKING  
AFFIDAVIT (SECTION 787.06,  
FLORIDA STATUTES)**

BEFORE ME, the undersigned authority, appeared \_\_\_\_\_, who first being duly sworn hereby swears of affirms as follows:

1. I am over eighteen (18) years of age. The following information is based on my own personal knowledge.
2. I am an officer or representative of \_\_\_\_\_ (the “Nongovernmental Entity”). I am authorized to provide this affidavit on behalf of the Nongovernmental Entity.
3. The Nongovernmental Entity does not use coercion for labor or services as defined in Section 787.06, Florida Statutes.
4. This declaration is made pursuant to Section 92.525(1)(c), Florida Statutes. I understand that making a false statement in this declaration may subject me to criminal penalties.

UNDER PENALTIES OF PERJURY, I DECLARE THAT I HAVE READ THE FOREGOING ANTI-HUMAN TRAFFICKING AFFIDAVIT AND THAT THE FACTS STATED IN IT ARE TRUE.

FURTHER AFFIANT SAYETH NOT.

\_\_\_\_\_  
Printed Name: \_\_\_\_\_  
Title: \_\_\_\_\_  
Company Name: \_\_\_\_\_  
Date: \_\_\_\_\_

STATE OF \_\_\_\_\_  
COUNTY OF \_\_\_\_\_

Sworn to (or affirmed) and subscribed before me by means of  physical presence or  online notarization, this \_\_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, by \_\_\_\_\_, on behalf of \_\_\_\_\_, who is personally known to me or who has produced \_\_\_\_\_ as identification.

\_\_\_\_\_  
Print Name: \_\_\_\_\_  
Notary Public of the State of Florida

My Commission Expires:

## **Contractor Insurance Requirements**

### **Solicitation No: SHRR25 CASL 01 and SHRR25 CASL 02 HVAC (as applicable)**

1. Workers' Compensation as required by Chapter 440, Florida Statutes.
2. Commercial General Liability – including products and completed operations insurance. \$1,000,000 per occurrence and \$1,000,000 aggregate.
3. Automobile Liability Insurance covering all owned, non-owned and hired vehicles used in the connection with this bid submission in an amount not less than \$1,000,000 combined single limit for combined Bodily Injury and Property Damage.

#### **Additional Insured Insurance certificates to:**

Community Assisted and Supported Living, Inc.  
2911 Fruitville Road  
Sarasota, Fl 34237

Collier County Board of County Commissioners  
c/o Community and Human Services Division  
3339 Tamiami Trail East, Suite 213  
Naples, FL 34112