

## INVITATION TO BID

The Housing Authority of the City of Pottsville will receive sealed bids for **Energy / Water Audit and Energy Efficiency Financing Feasibility Study** for properties located within the City of Pottsville, Pennsylvania 17901.

The Housing Authority of the City of Pottsville (PHA) maintains and operates approximately 510 residential dwelling units, along with several office spaces and storage areas at 9 different sites comprising 54 buildings throughout the City of Pottsville. The apartments range from zero (0) bedroom efficiency units to five (5) bedroom family units. The buildings range from single story structures to 13 stories. All structures were built in the 1960s, 1970s and 1980s.

Separately, consider the feasibility of energy efficiency financing consistent with 24 CFR Part 965 and 990.109 (energy performance contracting) for specific developments and/or measures.

Bids will be received until 10:00 AM (local prevailing time) on Monday, November 4, 2024, at the Office of the Housing Authority of the City of Pottsville, 410 Laurel Boulevard, Pottsville, Pennsylvania 17901. Bids will be opened at the convenience of the Authority. Bids shall be submitted in a sealed envelope with the Contract Name and Number clearly written on the face of the envelope.

Bidding documents may be examined and secured at the office of the Design Professional. The Design Professional of record is Levkolic Associates, Union Street Station, 101 East Union Street, Pottsville, PA 17901, Telephone: (570) 628-2887. E-mail: [jel@levkolicgroup.com](mailto:jel@levkolicgroup.com).

All requests for Bid Documents must be in writing, with the following information contained thereon: 1) Specific Bid Document(s) requested (Contract Name, Description, etc.), 2) Bidders name, complete street address and contact person, 3) Bidders telephone number, fax number and e-mail address. Bid package will be distributed electronically.

Payment of a non-refundable service fee, in check or credit card form in the amount of thirty dollars (\$30.00), payable to Levkolic Associates, is required for each set of digital bidding documents. Only complete bid packages will be issued by the Design Professional. Bid packages will only be issued in digital format.

Plans, specifications and bidding documents may be examined and secured at the office of the Design Professional. The Design Professional of record is Levkolic Associates, Union Street Station, 101 East Union Street, Pottsville, PA 17901, Telephone: (570) 628-2887. Plans may also be requested on-line at [www.levkolicgroup.com](http://www.levkolicgroup.com).

Addenda, if any, will be issued only to those persons whose name and address are on record with the Design Professional as having obtained the Contract Documents from the Design Professional.

All Bids shall be irrevocable for a period of ninety (90) days after the bid opening date, for the purposes of reviewing the bids and investigating the qualifications of Bidders, prior to awarding the contract.

The Housing Authority of the City of Pottsville is an Equal Opportunity Employer. Each Bidder shall also comply with the following Equal Opportunity requirements:

1. Notice of Requirements for Affirmative Action to Ensure Equal Employment Opportunity (Executive Order 11246) 42 CFT 70.42 (d) including the goals and timetable for women (6.9%) as set forth in Appendix "A".
2. Standard Federal Equal Employment Opportunity Construction Contract Specifications (Executive Order 11246 41 CFT 60-4.3).
3. Equal Opportunity Clauses (41 CFT 60.1.4(a) and (b)).
4. Section 3 Clauses (24 CFR Part 75).

The Housing Authority of the City of Pottsville reserves the right to reject any or all bids or to waive any technicalities and informalities in the bid for the best interest of the Housing Authority, and to consider the competency and responsibility of the Bidders in awarding the contract.

HOUSING AUTHORITY OF THE CITY OF POTTSVILLE  
CRAIG S. L. SHIELDS, EXECUTIVE DIRECTOR