



Segoviano, 1118 Ash Street, Burlington

BID PACKET

NOTICE TO BIDDERS
GREAT RIVER HOUSING TRUST FUND
REHABILITATION PROJECTS

Time and Place for filing sealed Proposals. Sealed bids for the work comprising the improvement as stated below must be filed before **10:00AM, Tuesday, January 13, 2026** in the Southeast Iowa Regional Planning Commission, 211 North Gear Avenue, Suite 100 .

Time and Place Sealed Proposals will be Opened and Considered. Sealed proposals will be opened and bids tabulated at **10:01AM, Tuesday, January 13, 2026** in the Southeast Iowa Regional Planning Commission, 211 North Gear Avenue, Suite 100.

The project will be awarded to the lowest responsible bidder. Southeast Iowa Regional Planning Commission, as administrative agent for the Great River Housing Trust Fund, reserves the right to reject any and all bids.

Time for Commencement and Completion of Work. Work on the improvement shall be commenced immediately upon approval of the contract by the SEIRPC and within Seven (7) days from the date specified on the Proceed Order. **Proceed Order Start Date may be flexible.**

Contract Documents. Copies of the contract documents can be aquired from the homeowner or picked up at Southeast Iowa Regional Planning Commission, 211 N Gear Ave, Suite 100, West Burlington, IA.

General Nature of Public Improvement. The rehabilitation of buildings, structures and sites in accordance with the rehabilitation standards determined by general inspection and guidance explained on bid packets; in accordance with the contract documents. **Project will be bid as a whole.**

****Women and Minority Owned Business are encouraged to participate****

Any questions regarding this notice can be directed to Mike Norris at SEIRPC, (319) 753-4310.

MEMORANDUM

TO: Contractors

FROM: Southeast Iowa Regional Planning Commission

RE: Great River Housing Trust Fund Housing Rehabilitation Program

DATE: December 30, 2025

Thank you for your interest in bidding on the homes in the Great River Housing Trust Fund Housing Rehabilitation Program. The following are a few reminders as you complete your bid packet.

1. All bids must be completed in permanent ink. Bids written in pencil will not be accepted.
2. Sealed bids for the work comprising of the improvements as stated below must be filed before **10:00AM, Tuesday, January 13, 2026** at **Southeast Iowa Regional Planning Commission, 211 North Gear Avenue, Suite 100**. Sealed proposals will be opened and considered at **10:01AM, on Tuesday, January 13, 2026** in **Southeast Iowa Regional Planning Commission, 211 North Gear Avenue, Suite 100**. The project will be awarded to the lowest responsible bidder. The Great River Housing Trust Fund reserves the right to reject any and all bids. Copies of the contract documents can viewed and downloaded at www.seirpc.com or picked up at Southeast Iowa Regional Planning Commission, 211 N Gear Ave, Suite 100, West Burlington, IA.
3. All bid submittals must include the following:
 - ✓ **Completed bid packet with all costs identified.**
 - ✓ **Bids with items not completed shall be considered non responsive, and thrown out.**
 - ✓ Signed non-collusion statement
4. The following will be required after the project is awarded:
 - ✓ Certificate of Insurance showing SEIRPC of city as additional insured.
 - ✓ Copy of Iowa Department of Labor Contractor Registration
 - ✓ Must be registered with Iowa Workforce and listed on website
5. All work must be bid as written. All notes/corrections will be considered, however to provide accurate bids, work involved must follow bid specifications. Any changes will be made with a change order. Bids not following specifications shall be considered non responsive.
6. Bid amount will be publicly recorded as amount written on bid request cover sheet. Correct calculations are the responsibility of the contractor.



GREAT RIVER HOUSING TRUST FUND

BID SHEET

DATE BIDS RELEASED 12/30/2025

BIDS DUE 1/13/2026, 10:00 AM

Project: HTF-25-030

Katrina Segoviano
1118 Ash Street
Burlington, IA 52601
Phone: 319-850-6257

The following is hereby submitted as per your request. This bid covers all work and/or specified in the bid documents received for this job.

The undersigned, having become thoroughly familiar with the terms and conditions of the proposed Contract Documents and with local conditions affecting the performance and costs of the Work at the place where the work is to be completed, and having fully inspected the site in all particulars, hereby proposes and agrees to fully perform the Work within the time stated and in strict accordance with the proposed Contract Document, including furnishing of any construct, and complete said Work in accordance with the Contract Documents, for the sum of money:

All labor, materials, services, and equipment necessary for the completion of the Work shown on the Drawings and in the Specifications:

Total Bid _____
(written amount)

Dollars: \$ _____
(numeric)

If awarded the Contract, the Bidder agrees to have on file with the Agency all required documents for verification of licensing and insurance. Completion of the project will require _____ calendar days. This proposal is valid for a period of 60 days.

All units of measurement and amounts are estimates.

Contractors shall be responsible for on-site measurements for complete accuracy.

Bid is for complete scope unless adjusted by change order by SEIRPC.

For questions, please contact:

Sara Hecox

Housing Administrator

Southeast Iowa Regional Planning Commission

211 North Gear Avenue, Suite 100

West Burlington, IA 52655

Email: shecox@seirpc.com

Phone: 319-753-4311

Fax: 319-754-4763

Website: www.seirpc.com

Office use only:

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Contractor Information

Company Name: _____

Address: _____

City, St, Zip: _____

Phone: _____ Cell Phone: _____

Fed. Tax ID: _____ Email: _____

Printed Name: _____ Title: _____

Contractor Signature: _____ Date: _____

Insurance Provider Information

Name: _____

Address: _____

Phone: _____

City, St, Zip: _____

Policy #: _____

To assist in notification of future bidding projects we will be sending texts to the cell phone numbers on file. If you would like to have your number included please list your service provider to assist in setting up this service. If you do not wish to be included please let us know or reply "STOP" to any future message and we will remove you from our list.

List any Subcontractors that will be included

(note: all subcontractors will need to sign a lean waver prior to any payments on project)

Name	Trade
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Note: This is a complete bid all blanks shall be filled. Any omissions by the contractor bidding on this project shall be the responsibility of the contractor. Omissions of amounts shall be verified by the contractor.

The amount listed on the front page shall be considered a full and complete amount for entire scope of work. Please be sure your calculations are correct. Incorrect amounts may result in your bid being declared non-responsible, and rejected.

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

GRHTF 25-22
1118 Ash Street, Burlington, IA 52601

STATE OF Iowa)
) SS:
COUNTY OF Des Moines)

_____, being first duly sworn, deposes and says that:
(printed name of contractor)

He/she is: (owner) (representative) (office personnel)
(partner) (other, explain _____)

Of _____, the Bidder that has submitted the attached Bid;
(Company name)

He is fully informed respecting the preparation and contents of the attached Bid and of all pertinent
circumstances respecting such bid;

Such Bid is genuine and is not a collusive or sham Bid;

Neither the said Bidder nor any of its officers, partners, owner, agents, representatives, employees or parties
in interest including this affidavit, nor any employee or official of the City of Burlington has in any way
colluded, conspired, connived or agreed, directly or indirectly, with any other Bidder, firm or person to
submit a sham bid in connection with the Contract for which the attached Bid has been submitted or to
refrain from bidding in connection with such Contract, or has in any manner, directly or indirectly, sought
by agreement or collusion or communication or conference with any other Bidder, firm or person to fix
the price or prices in the attached Bid or of any other Bidder, or to fix overhead, profit or cost element of
the Bid price or the Bid price of any other Bidder, or to secure through any collusion, conspiracy,
connivance or unlawful agreement, any advantage against the City of Burlington or the owner of the
property interested in the proposed contract;

The prices quoted in the attached Bid are fair and proper and are not tainted by any collusion, conspiracy,
connivance or unlawful agreement on the part of Bidder or any of its agents, representatives, owners,
employers or parties in interest including this affidavit, or by any employee or official of the City of
Burlington.

Signed _____

Title _____

Item	Specification	Quantity/Unit	Total Cost
1	<p>General Permit Requirements</p> <p>City of Burlington Building Permits:</p> <p>All permits or licenses necessary for the new construction or alterations to the structure must be obtained and paid for by the Contractor before starting work. Contractors and Subcontractors are responsible for obtaining any progress or final inspections from the Building Department. Failure to call for required inspections or proceeding without inspection may result in suspension from future bidding. Two copies of all permits are required, one shall be publicly displayed at the job site for all interested parties concerned, the second shall be on file at Southeast Iowa Regional Planning Commission. The Southeast Iowa Regional Planning Commission has the right to inspect work in progress. These inspections need not be announced in advance.</p>	1.00	\$ _____
2	<p>Replace gas forced air furnace - 92%+.</p> <p>Remove existing furnace and dispose of in an approved manner. Prepare heat loss analysis and replace the furnace with new unit sized as indicated by heat loss calculation. Give copy of calculation report to Agency before beginning installation. Include connections to existing gas line. Include thermostat, filters, fan, plenum controls, exhaust and air intake pipe. Add a shut off valve on vertical piping, approximate to the electrical disconnect and readily accessible. System to be installed on a separate power circuit. Supply operating manual, operating instruction to the owner and one year call back. Minimum efficiency rating AFUE shall be 92 percent. Replacement unit shall be properly sized in accordance with ACCA's Manual J or other recognized methodology. Data for heat load/loss calculations shall be based on post-rehabilitation conditions, and shall be documented.</p>	1.00 ea	\$ _____
3	<p>Install high efficiency 40 gallon hot water heater. Gas</p> <p>Install a 40 gallon, glass-lined high-recovery hot water tank with power vented exhaust. Tank shall be insulated to R10 minimum. Include temperature and pressure relief valve, discharge tube to within 4 inches of the floor, vent, thimble and gas piping from shut-off valve to the tank. Water supply line into tank to have fullway valve installed if not already present. All work to comply with current applicable codes. Remove and dispose of old heater in an approved manner. Tank shall have a minimum 5 year warranty.</p> <p>If both water heater and furnace are replaced, remove and dispose of the shared metal chimney and properly close the exterior wall where the chimney exits the house.</p>	1.00 EA	\$ _____

Item	Specification	Quantity/Unit	Total Cost
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4 Replace sidewalk panel, add fill to base.

Remove sidewalk panel on east side of the house by the rear door, where there is deterioration from a well which was formerly plugged. Remove the panel to the nearest joints, approximately 4'x3'. Add and compact crushed stone fill to small hole in ground where settling has occurred. Pour new 4" sidewalk panel of same size as the removed panel with 1/2" rebar on 2ft grid over 3" of compacted gravel base.

1.00 ea

\$ _____

5 Install vinyl thermopane double hung window.

Remove and Replace 3 vinyl double hung windows.

- 1 window on E side of house, near front. (Not the window on the south side of the front porch, and not the window near the back door. Replace the window on the south side between the front porch window and the window by the back door.)
- 1 window on the north side of the house
- 1 window on the west side of the house, on the south face of the west wing.

Remove and dispose of entire old window assembly. Provide and install a new prefabricated, double-hung, insulated thermopane, vinyl window, including self-storing screen, of approximate equal size of windows to be replaced. Install flashing and sealing as necessary to provide a sealed, weatherproof, properly flashed installation. If interior trim is disturbed, replace or repair as necessary. Caulk and paint interior window trim as necessary to provide professional finish. Remove all labels from glass. Clean glass pane.

Note: If there is any conflict in specifications, the window shall be installed according to manufacturers instructions unless otherwise indicated by the agency. Warranty is to be given to the Homeowner.

PRODUCT STANDARD: Fusion-welded, low - E glass with low-conductance spacer a minimum of 3/4" and a U-factor rating of 0.30 or below; and a lifetime limited warranty. Simonton Prism series; ThermaStar by Pella®; or other equal quality window approved by the agency.

3.00 EA

\$ _____

Item	Specification	Quantity/Unit	Total Cost
6	<p>Install vinyl thermopane casement window.</p> <p>Remove and replace one casement window in the bathroom on east side of the house.</p> <p>Remove and dispose of entire casement window assembly. Install a new double pane energy efficient vinyl casement window of equal size and configuration as original window. Properly flash and seal the window. Install insulation between window frame and rough framing. Reinstall existing interior window trim, or provide new as necessary.</p> <p>Warranty is to be given to the Homeowner.</p> <p>PRODUCT STANDARD: Fusion-welded, low - E glass with low-conductance spacer a minimum of 3/4" and a U-factor rating of 0.30 or below; and a lifetime limited warranty. Simonton Prism series; ThermaStar by Pella®; or other equal quality window approved by the agency.</p>	1.00 ea	\$ _____
7	<p>Install vinyl replacement thermopane double hung window. No trim.</p> <p>Remove and Replace 2 windows. 1 located in east gable and 1 located in west gable.</p> <p>Remove and dispose of sash and parting beads. Carefully remove interior stop, preserving for re-use. Remove pulley assembly and weights, if present, and fill cavity with fiberglass insulation. Cover pulley opening with coil stock or flashing. Caulk seams of weight cavity cover. Provide and install a prefabricated, double-hung, double glazed/thermopane, vinyl replacement window, including self-storing screen. Caulk blindstop and the edges to seal. Reinstall interior stops and caulk tight against window assembly. Remove all labels from glass. Clean glass pane.</p> <p>Note: If there is any conflict in specifications, the window shall be installed according to manufacturers instructions unless otherwise indicated by the agency. Warranty is to be given to the Homeowner.</p> <p>PRODUCT STANDARD: Fusion-welded, low - E glass with low-conductance spacer a minimum of 3/4" and a U-factor rating of 0.30 or below; and a lifetime limited warranty. Simonton Prism series; ThermaStar by Pella®; or other equal quality window approved by the agency.</p> <p>Windows must have overridable opening limiters to prevent accidental falls.</p>	2.00 EA	\$ _____

Item	Specification	Quantity/Unit	Total Cost
8	<p>Remove Siding, Asbestos containing material (ACM) abatement.</p> <p>Siding is assumed to contain asbestos, either remove siding using required safe work practices and licensed asbestos abatement workers, or test siding to verify that it does not contain asbestos and remove without using safe work practices and licensed asbestos abatement workers. If the siding is tested and found to not contain asbestos, notify the agency immediately. A change order will be issued to remove the requirement to removed the siding using proper methods, and to reimburse asbestos test expenses to the contractor.</p> <p>Using all required safe work practices and licensed asbestos abatement workers and licensed asbestos abatement contractors, remove all siding or other ACM as identified in the asbestos inspection report, and dispose of in proper manner, at a preapproved disposal site. Provide housing department with receipts to document proper disposal. Maintain containment requirements to avoid contamination of other areas or neighboring properties. All regulations concerning the removal and disposal of ACM must be followed by the contractor, including proper notification to the IDNR and all other applicable agencies.</p>	1,520.00 sf	\$ _____

Item	Specification	Quantity/Unit	Total Cost
9	<p>Install vinyl siding, with fanfold, wrap all trim. No fascia/soffit/gutters.</p> <p>Siding disposal and removal is included under a different line item; costs for removal should not be included in this item.</p> <p>Preserve soffit, fascia, and gutters; Do not remove soffit, fascia, or gutters.</p> <p>Install on entire exterior, including wrapping all cornice and corner with minimum .040 gauge vinyl installed over fan fold insulation. All door and window trim must be cased. Aluminum shall be installed on windows and door trim, and all porch ceilings. Preformed fascia trim shall be used where applicable. Inside and outside corner posts, service meter blocks, replacement vents, plumbing and electrical blocks in matching color shall be used as required. Caulk all seams with silicone caulk., beads not to exceed 3/8". Siding must carry a nonprorated, transferable manufacturer's limited lifetime warranty. All installation procedures, including spacing, shall be in accordance with manufacturer's specifications. Owner to have choice of color.</p> <p>Install siding over boarded window on rear of house.</p> <p>NOTE: You must have a licensed electrician remove and reinstall the electric conductors attached to the house.</p> <p>Square feet is estimate only. Contractor responsible to determine amount of materials needed provide price for complete project.</p>	1,600.00 SF	\$ _____
11	<p>Install Insulated Steel Door, complete with lite.</p> <p>For exterior door.</p> <p>Remove existing door. Install steel door and frame assembly, complete with lockset and deadbolt all hardware including doorstop. All exterior door locks to a house or suite to be keyed-alike. Door shall fit existing opening. Reduction in opening size shall not be permitted. Door shall have at least one lite of minimum 24" x 36". Unit shall be primed and painted one color, customer has choice of color. Repair all damage to walls and trim.</p> <p>Product Standard: Stanley, Peachtree or equal quality.</p>	1.00 EA	\$ _____

Bid Request Form

Katrina Segoviano
1118 Ash Street, Burlington

Item	Specification	Quantity/Unit	Total Cost
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- 12 Install aluminum or vinyl combination storm door.

Install 2 storm doors, one on front door and one on rear door.

Install aluminum or vinyl wood core storm door with continuous hinge, 3/4 hight lite.

Door to have combination storm and screen panel in passing tracks or shall be equipped with removable panels. Door to be equipped with latching handle, bottom sweep, and pneumatic closer. Door to fit opening completely. Reducing the door opening size shall not be permitted. Adjust and test closing operation.

Use Larson 40 Midview or equivalent.

2.00 EA

\$ _____

Please transfer this total to the front page in space provided.

Total Bid	\$ _____
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