



Woodyard, 128 Crestview Dr., 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, Thursday, May 7, 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, Thursday, May 7, 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: April 22, 2026

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, Thursday, May 7, 2026** at **Southeast Iowa Regional Planning Commission, 211 North Gear Avenue, Suite 100**. Sealed proposals will be opened and considered at **10:01AM, on Thursday, May 7, 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 4/22/2026 BIDS DUE 5/7/2026, 10:00 AM

Project: HTF-25-044
Janeen Woodyard
128 Crestview Dr.
Burlington, IA 52601
Phone:319-750-3839

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:

Carolyn Lees
Housing Assistant
Southeast Iowa Regional Planning Commission
211 North Gear Avenue, Suite 100
West Burlington, IA 52655
Email: clees@seirpc.com
Phone: 319-753-4320
Fax: 319-754-4763
Website: www.seirpc.com

Office use only:
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HO CN Pb C

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 varified 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
128 Crestview Dr., 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 gutters & downspouts.</p> <p>Remove all old gutters. Inspect for rotted fascia boards or rafters. Request change order if needed. Install 5", K-Type or ogee, seamless, .027" or thicker aluminum gutter and accessories. Gutters to extend full length of roof edge drip line, including on lower rear porch. Contractor shall furnish and install all needed outlet tubes and custom miters. Support gutters with galvanized steel gutter spikes through ferrules or K style gutter hangers clipped into the front lip of the gutter and screwed through the back of the gutter and into the fascia board, spaced not more than 6' apart. Maintain proper pitch of 1/2" per 10'. Seal all gutter seams with gutter sealer and secure each seam with a sheet metal screw or rivet. Remove all old downspouts. Install matching 4" downspout and accessories. Fasten downspouts to wall with straps every 6 vertical feet. Connect into existing crocks with PVC connector. If there are no crocks then splash blocks shall be provided. Color to match existing.</p>	180.00 LF	\$ _____
3	<p>Install new aluminum soffit and fascia.</p> <p>Remove and dispose of fascia and soffit. Repair fascia boards as necessary to receive new fascia and gutters. For bidding, assume 25% of boards will need to be replaced.</p> <p>Install new aluminum soffit and fascia with factory installed finish. Soffit must be installed per manufactures recommendations. OK to re-use freeze strips, or Install new frieze strips secure with approved fasteners into subfascia. Install fascia to subfascia while covering ends of soffit, using approved fasteners. Use vented soffit on vented eaves and solid on the rakes.</p>	180.00 LF	\$ _____

Item	Specification	Quantity/Unit	Total Cost
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- 4 Remove and Replace two porch column facades.

Owner states that porch columns are made with wood facade over a metal column. Wood porch columns facades deteriorating. Remove and dispose of facades. Construct new facades of similar design and construction. Install and secure. Provide and install whatever necessary trim to provide a neat and workmanlike finish. Under columns, install pressure treated wood pad on concrete porch floor to support columns and to prevent rot of columns. Paint columns and pressure treated pads black to match current columns. Reinstall address numerals.

2.00 ea \$ _____

- 5 Remove flooring/toiled; Repair Rotted Floor, Install Underlayment, 12' vinyl sheet, vinyl cove base.

Remove and save baseboard trim for reuse. Remove toilet and existing flooring, and underlayment. At contractor's option, remove vanity to facilitate replacement of flooring. Inspect floor for rot around toilet and repair. Remove/replace toiled flange. Install 1/4", underlayment grade plywood with 1/4" crown staples, 6" on center in all directions. Install sheet goods with a minimum of seams per manufacturer recommendations. Vinyl sheet good to be equivalent quality as existing. Owner to have choice of finish. Flooring to extend under any existing appliances to wall. Caulk edges of vinyl with clear silicone caulk to form a positive seal. Include metal edge strips at openings and base around perimeter. Re-install baseboard. Re-install toilet. Remove all trash, broom clean. Contractor shall be responsible for the removal and replacement of major furniture & appliances.
Product Standard: Armstrong Solarian Prevail or equal quality flooring with at minimum a no-tear 10 year warranty.

1.00 ea \$ _____

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

Total Bid	\$ _____
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