



Patterson, 1412 Valley St., 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, July 8, 2025** 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, July 8, 2025** 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 acquired 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: June 18, 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, July 8, 2025** at **Southeast Iowa Regional Planning Commission, 211 North Gear Avenue, Suite 100**. Sealed proposals will be opened and considered at **10:01AM, on Tuesday, July 8, 2025** 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 be 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 6/18/2025

BIDS DUE 7/8/2025, 10:00 AM

Project: HTF-25-017

Angela Patterson
1412 Valley St.
Burlington, IA 52601
Phone: 319-601-0240

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:

Jack Swarm

Regional Planner

Southeast Iowa Regional Planning Commission

211 North Gear Avenue, Suite 100

West Burlington, IA 52655

Email: jswarm@seirpc.com

Phone: 319-753-4316

Fax: 319-754-4763

Website: www.seirpc.com

Office use only:

Mor. H C

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 24-26
1412 Valley St., 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>Recover flat roof using EPDM; single ply with cement.</p> <p>This work is for flat roof on north side of house which also wraps around to the east side a little bit. This work excludes all other flat roofs on the house.</p> <p>Tear off all existing roof covering down to decking. Inspect and replace defective decking to match. Prepare surface by sweeping and removing all loose material. Use 45 mil EPDM. Fully adhere with adhesive specified by the EPDM manufacturer. If lap splices are required, use lap splice cement specified by the EPDM manufacturer. Lap joints to be a minimum of 4".</p> <p>The current roof leaks in several places due to nails penetrating the surface, improper use of produces, improper sealing of joints, etc. There are two roof drains which are not properly sealed; be sure to use products manufactured for this purpose and seal them properly. There are two roof vents which use improper products; be sure to use products manufactured for this purpose. Be sure to properly flash all junctions between flat roofing and siding to make sure water does not enter the structure.</p>	300.00 SF	\$ _____

Item	Specification	Quantity/Unit	Total Cost
3	<p>Install 1/2" drywall; tape, mud, prime and paint.</p> <p>For ceiling in first floor bathroom, NW corner of the house. The ceiling has been damaged due to leaking roof.</p> <p>Remove crown molding. At option of contractor, remove damaged plywood ceiling, or leave ceiling in place if dry and no danger of molding. Install 1/2" drywall to joists or studs with screws, as per manufacturers recommendations. Tape and finish 2 coats. Reinstall crown molding or install equivalent new. Protect all surfaces and materials (e.g., floor, cabinets, fixtures) which are not to be painted. Unless specifically called, do not paint any varnished or stained wood surfaces. Apply primer coat followed by two finish coats of latex paint, color and sheen match rest of bathroom as closely as possible</p>	100.00 SF	\$ _____
4	<p>Install 1/4 " presswood panel.</p> <p>In first floor bathroom in NW corner of the house, the paneling on the north wall is damaged from the roof leak.</p> <p>Carefully remove paneling on top half of the north wall. Prepare wall surface to receive new paneling. Wall surface to be smooth and free of defects. Install standard size 1/4" presswood paneling. Use matching panel nails. Caulk joints. Paint to match color and sheen of the rest of the bathroom as closely as possible.</p>	100.00 SF	\$ _____
5	<p>Wrap areas of window trim with coil stock.</p> <p>For the following upperstory windows:</p> <ul style="list-style-type: none"> • South side, 5 upperstory windows. • West side, 2 upperstory windows. • North side, 3 upperstory windows. • East side, 3 upperstory windows. <p>When upper windows were installed, coil stock was not installed properly. Areas of bare wood are exposed. Weather can get under coil stock in places.</p> <p>Wrap areas of exposed wood of exterior trim with aluminum prefinished to match trim color. Finished product should be professional and workmanlike, and weather-tight.</p>	13.00 ea	\$ _____

Bid Request Form

Angela Patterson
1412 Valley St., Burlington

Item	Specification	Quantity/Unit	Total Cost
------	---------------	---------------	------------

- 6 Remove and reinstall storm window.

The east storm window on the south side of the house was not installed properly. The side rails are pushed apart a little too much, causing the bottom pain to not fit properly in the track. Remove window and reinstall properly.

Look carefully at this; it will not be hard to do, and there is no material involved.

1.00

\$ _____

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

Total Bid

\$ _____