



Haberichter, 142 South Central Avenue, 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, October 28, 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, October 28, 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: October 09, 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, October 28, 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, October 28, 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 10/9/2025

BIDS DUE 10/28/2025, 10:00 AM

Project: HTF-25-026

James Haberichter
142 South Central Avenue
Burlington, IA 52601
Phone: 319-316-8562

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:

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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.

GRHTF 24-26
142 South Central Avenue, Burlington, IA 52601

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.

Item	Specification	Quantity/Unit	Total Cost
1	General Permit Requirements City of Burlington Building Permits: Obtain any/all permits or licenses necessary for applicable construction or alterations to the structure in this bidscope. It is believed that the only permits necessary are for replacing the deck. Portions of work may be removed from the project by change order, negating the need for a permit. Permits 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.	1.00	\$ _____
2	Note: There may not be enough funds for all items on the bidscope. If so, change orders will be issued to removed portions of the work. The priority is as follows: 1, windows; 2, doors; 3, siding/gutters; 4, replace front deck floor; 5, refurbish flat roofs. This is a note only; do not bid this item	0.00	\$ _____

Item	Specification	Quantity/Unit	Total Cost
3	Replace vinyl replacement thermopane double hung/fixed/basement windows as applicable. No trim. Replace 27 total windows in the following locations: 1 fixed window, on north side at staircase landing 5 double hung windows on the west/front side 7 double hung windows on the south side (5 on main house, 2 on rear addition) 9 double hung windows on the east/rear side (3 on main house, 6 on addition) See note below - one window will be removed and boarded. 5 Double hung windows on the north side For double hung windows, 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. 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. The double hung windows on the rear addition are newer and will require custom work to be replaced. Review the window installation carefully to plan for replacement. Note: One of the windows on the rear addition has been covered over on the interior by a shower. Do not replace this window. If the house is re-sided, do not install this window and board the opening, insulate, and side over the window instead. If siding is not installed, removed the window, insulate, and neatly and carefully board over the window using pressure treated plywood. Caulk the seams and paint the board to match the siding. Dispose of storm windows after installing replacement windows. 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. Windows must have overridable opening limiters to prevent accidental falls.	27.00 EA	\$ _____

Item	Specification	Quantity/Unit	Total Cost
4	Replace basement window, with thermopane vinyl slider, complete. Replace 4 basement windows, 2on the north side and 2 on the south side. Remove existing window and framing back to foundation and sill plate. Cement repair wall as needed to provide smooth, sealable surface for new window. Install new thermopane vinyl sliding style window and treated framing. Window to be sized as not to diminish opening size. Wrap trim with aluminum. Carefully plan for the window replacement. There will be no change orders for circumstances which should be prevented by careful planning such as rotted window jams. One basement window on the south side has a dryer vented routed through a removed pane. When replacing this window, re-route the dryer vent through the rimboard. Properly install the dryer vent, seal it, and connect it to the dryer.	4.00 EA	\$ _____
5	Install vinyl siding, with fanfold, wrap all trim/fascia/soffit. complete 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, soffit, porch beams, and front porch ceilings. The window/door head casings crown molding may be removed. Preserve front and rear supports posts, floors, guard rails, ect; no work is to be done on these items. Fascia shall be installed to wrap closely around crown trim and to shed water. Eave returns shall be preserved and wrapped. 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. NOTE: You must have a licensed electrician remove and reinstall the electric conductors attached to the house. Square feet is estimate only. Contractor responsible to determine amount of materials needed provide price for complete project.	2,600.00 SF	\$ _____

Item	Specification	Quantity/Unit	Total Cost
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6 Replace gutters & downspouts.

Remove all old gutters, except do not remove built-in/Yankee 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. 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, including downspouts which serve Yankee gutters. 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.

110.00 LF

\$ _____

7 Install Insulated Steel Door, complete with lite.

For rear door from kitchen to deck:

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.

Product Standard: Stanley, Peachtree or equal quality.

1.00 EA

\$ _____

Bid Request Form

James Haberichter
142 South Central Avenue, Burlington

Item	Specification	Quantity/Unit	Total Cost
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- 8 Install 2 combination storm doors.

For front and rear storm doors:

Install vinyl or aluminum storm doors with continuous hinge. Styles to roughly match existing. Front storm door should be aluminum and full lite. Rear storm door may be vinyl and half lite or full light.

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, pneumatic closer, and anti-wind check chain. Door to fit opening completely. Reducing the door opening size shall not be permitted. Adjust and test closing operation.

2.00 EA

\$ _____

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

Total Bid

\$ _____