



Kelley, 1713 Exchange Street, Keokuk

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 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, October 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: September 25, 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, Tuesday, October 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, October 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 9/25/2026

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

Project: HTF-26-027

Deborah Kelley
1713 Exchange Street
Keokuk, IA 52632
Phone: 319-795-5838

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 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
1713 Exchange Street, Keokuk, IA 52632

STATE OF Iowa)

) SS:

COUNTY OF Lee)

_____. 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 Keokuk 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
Keokuk.

Signed _____

Title _____

Item	Specification	Quantity/Unit	Total Cost
1	General Permit Requirements City of Keokuk Building Permits: 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.	1.00	\$ _____
2	Install Insulated Steel Door, complete with lite. Front/west door. Remove existing door and replace. Install steel door and frame assembly, complete with lockset and deadbolt all hardware including doorstop. The existing door was not installed properly. Review door opening and install all exterior trim and flashing as necessary and proper. 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. Provide new interior trim as necessary, to match existing trim as close as possible. Product Standard: Stanley, Peachtree or equal quality.	1.00 EA	\$ _____

Item	Specification	Quantity/Unit	Total Cost
3	Replace damaged vinyl floor at front door. Provide all labor, materials, tools, and equipment necessary to repair the approximately 3-foot by 3-foot section (contractor to verify exact dimensions) of damaged flooring located at the front entry door. Work shall include removal of the damaged flooring and unsound substrate, inspection and repair of the floor framing as necessary, installation of new subfloor and underlayment as required, installation of new sheet vinyl flooring, and restoration of adjacent carpeting and trim. Carefully and gently release and pull back the existing carpeting surrounding the damaged vinyl flooring and preserve the carpet, pad, tack strips, and other components for reinstallation to the greatest extent practicable. Remove the existing damaged vinyl flooring and OSB board within the area necessary to complete the repair. Remove any damaged, deteriorated, loose, or otherwise unsound subflooring or previously repaired/boarded material as necessary to expose a sound substrate. Inspect exposed floor joists and framing for evidence of deterioration, damage, or structural deficiency. For bidding, assume that floor joists will need repairs to provide solid surface for installing subfloor, perhaps by sistering solid blocking alongside joists. Repair or reinforce damaged floor joists or framing as necessary to provide a sound and stable substrate for the new flooring. Framing repairs shall be performed in accordance with applicable building codes and accepted construction practices. Install new subflooring. New subfloor shall be of appropriate type, thickness, and grade for the application and shall be securely fastened to the floor framing. Install vinyl flooring underlayment where necessary to provide a suitable, smooth, and continuous surface for the new sheet vinyl. Fill and smooth joints, fastener depressions, and other minor surface irregularities with appropriate floor-leveling/joint-compound material as necessary to provide a smooth finished surface. Furnish and install new basic-grade sheet vinyl flooring over the prepared substrate. Owner shall have a choice of available basic sheet vinyl flooring styles and. Install flooring in accordance with the manufacturer's written installation instructions. Use flooring adhesive to securely bond the sheet vinyl to the prepared underlayment/substrate. Cut and fit the new flooring neatly around door jambs, thresholds, trim, and other adjacent surfaces. Finished flooring shall be securely adhered, smooth, level, free of wrinkles, bubbles, loose edges, visible defects, and other installation deficiencies. After completion of the vinyl flooring installation, carefully reposition and reinstall the existing carpeting around the repaired flooring area. Re-secure carpet to existing tack strips or other appropriate means and stretch carpet as necessary to restore a tight, neat, and finished appearance. Repair or replace minor carpet		

Item	Specification	Quantity/Unit	Total Cost
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components disturbed during the work only as necessary to properly complete the flooring repair.

Reinstall existing trim where practicable. Provide new matching or reasonably compatible trim and/or basecove where necessary to complete the installation. Caulk exposed edges or joints where necessary to provide a clean, finished appearance where trim or other appropriate edge treatment is not present. All finished transitions between the new vinyl flooring and adjacent flooring shall be neat, secure, and free of exposed gaps or unfinished edges.

Contractor shall verify field conditions and dimensions prior to beginning work. Contractor shall notify the SEIRPC of concealed conditions that materially affect the scope or cost of the work before proceeding with additional work. Provide all incidental materials and labor necessary to produce a complete, functional, and finished flooring repair.

9.00 sq/ft \$ _____

4 Install Insulated Steel Door, complete with lite.

Rear/east door, remove existing door and replace.

Existing door is out-swing. New door to be swing in, left hand swing (so that door does not cover interior light switch). Install steel door and frame assembly, complete with lockset and deadbolt all hardware including doorstop. Review door opening and install all exterior trim and flashing as necessary and proper. 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. Provide new interior trim as necessary, to match existing trim as close as possible.

Product Standard: Stanley, Peachtree or equal quality.

1.00 EA \$ _____

5 Repair HVAC system so that all duct work is operable. Duct work on west side of house is not working.

1.00 ea \$ _____

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

Total Bid \$ _____
