



Memo

To: Contractors
From: Sara Hecox
Date: June 2, 2025
Re: 3012 Hickory Lane, Mount Pleasant

There will be a walkthrough for contractors to come look at the window project located at 3012 Hickory Lane in Mount Pleasant. Staff will be onsite to answer questions. The walkthrough will be **MONDAY, JUNE 16, 2025 from 2:00 p.m. – 4:00 p.m.** Bids for this project will be Tuesday, July 1, 2025 at 10:00 a.m.



Smith, 3012 Hickory Lane, Mount Pleasant

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 1, 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 1, 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 02, 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 1, 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 1, 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 6/2/2025

BIDS DUE 7/1/2025, 10:00 AM

Project: HTF-24-028

Robin Smith
3012 Hickory Lane
Mount Pleasant, IA 52641
Phone: 319-201-0072

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.

NON-COLLUSION AFFIDAVIT OF PRIME BIDDER

GRHTF 24-26

3012 Hickory Lane, Mount Pleasant, IA 52641

STATE OF Iowa)

) SS:

COUNTY OF Henry)

_____, 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 Mount Pleasant 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 Mount Pleasant.

Signed _____

Title _____

Item	Specification	Quantity/Unit	Total Cost
1	<p>Applicable Laws and Codes for GRHTF</p> <p>The contractor is responsible for securing any and all permits required for all work to be completed. All materials and equipment herein specified shall be installed in conformance with the latest existing laws, ordinances and codes, latest edition, as adopted by the local enforcing entity. These include, but are not limited to, the 2015 <i>International Residential Code (IRC)</i>, Iowa Housing Code.</p>	1.00	\$ _____
2	<p>Install vinyl replacement thermopane window set. Match original trim.</p> <p>Replace 6 existing windows as follows:</p> <ul style="list-style-type: none"> Upstairs living room, double casements with center fixed window Upstairs bedroom, double casements with center fixed window Upstairs bathroom, double casement window Upstairs kitchen, double casements with center fixed window. Basement NE bedroom double casement window Basement SW bedroom double casement window <p>Replace windows with windows of similar configuration as existing. Preferred to use casement windows. OK to install slider windows where owner approves.</p> <p>Remove and dispose of sash and stops. Leave trim intact, retaining casing, sill (stool) and apron if possible else provide new. Provide and install a prefabricated like double-glaze vinyl replacement window. Size must be as close to original as possible. Original trim may be reused, finished appearance must be achieved. Repaint trim as necessary. Finishing disturbed area to be completed by contractor. Wrap exterior trim with aluminum prefinished to match trim color. Refinishing of disturbed area on exterior to be completed by contractor. 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>	6.00 EA	\$ _____

Bid Request Form

Robin Smith
3012 Hickory Lane, Mount Pleasant

Item	Specification	Quantity/Unit	Total Cost
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3 Replace existing fan/light fixture - Bathroom.

Remove existing fixture. Replace with specified UL approved fixture. Repair all tear out as needed.

Check and correct or replace vent duct to make sure it is adequate, intact, sealed, insulated, and connected to exterior exhaust termination under the eave. Vent termination should have a working backflow damper, replace/repair as necessary.

1.00 EA

\$ _____

4 Install Insulated Steel Door, complete with lite.

Replace exterior basement door serving storage area under garage.

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

\$ _____

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

Total Bid	\$ _____
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