



Kerr, 307 Center Street, Middletown

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-26-011
Cathy Kerr
307 Center Street
Middletown, IA 52638
Phone:319-759-5123

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 _____ Dollars: \$ _____
 (written amount) (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
307 Center Street, Middletown, IA 52638

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 Middletown 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 Middletown.

Signed _____

Title _____

Item	Specification	Quantity/Unit	Total Cost
1	<p>General Permit Requirements</p> <p>City of Middletown Building Permits:</p> <p>It is believed that city permits for this work are not required. However, state or other permits may be required.</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	\$ _____

Item	Specification	Quantity/Unit	Total Cost
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2 Remove and Rebuild front porch.

Temporarily support front porch roof overhang so that the porch and supporting structures can be removed.

Demolition:

1. Remove and preserve address numerals and downspouts.
2. Remove front porch overhang support structures; preserve roof overhang.
3. At contractor's discretion, remove or preserve the upper perimeter "beam", in order to provide a suitable surface for installing new roof supports and a finished appearance.
4. Remove half-wall around perimeter of porch.
5. Remove porch floor and framing.
6. Remove precast front steps.
7. Preserve footings for re-use.

Construction:

1. Install a new porch that is compliant with the 2021 International Residential Code.
2. Install new porch floor framing using ground-contact rated pressure treated wood. Use original footings. Flash ledger board against the house properly.
3. Install pressure treated 5/4, 5.5" wide deck boards at same height as existing floor.
4. Install 4-4"x4" pressure treated posts to support roof overhang.
5. Preserve existing decorative perimeter beam and wrap with coil stock, or install a new decorative beam wrapped in coil stock. Connect the beam to the house in a neat and professional manner to provide a finished appearance.
6. Install solid white aluminum soffit on ceiling of the porch, neatly trimmed and finished.
7. Install pressure treated 36" tall railing and balusters or 4" centers around the perimeter of the porch.
8. Install front steps equal width to existing. Use pressure treated framing and 5/4 deck boards. Install solid risers. Install 36" tall handrails and balusters on 4" centers. Use a code compliant handrail grip; grips which violate the 2021 International Residential Code will not be acceptable.
9. Install white vinyl lattice around the perimeter of the porch between the ground and the bottom of the porch.
10. Modify siding on the house as necessary to provide a neat finished appearance and to fill any gaps left by the old porch.
11. Reinstall address numerals and downspouts.

1.00 ea

\$ _____

Item	Specification	Quantity/Unit	Total Cost
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3 Install 40 gallon hot water heater. 220V
 Install a 40 gallon, glass-lined high-recovery hot water tank. Tank shall be insulated to R10 minimum. Include temperature and pressure relief valve, discharge tube to within 4 inches of the floor, Run properly sized wire to point of use disconnect if applicable, attach to tank in proper conduit. Water supply line into tank to have fullway valve installed if not already present. All work to comply with current applicable codes. Remove and dispose of old heater if present in an approved manner. Tank shall have a minimum 5 year warranty.

1.00 EA \$ _____

4 Replace hose bibb with freeze-proof hose bibb on south side of house.
 Shut off water supply and drain existing hose bibb. Install new frost proof sill cock high enough above ground to clear the foundation sill plate. Hose bibb shall be protected by an atmospheric-type or pressure-type vacuum breaker. (1998 OPC 609.14.4.2) Use teflon tape on threaded joints. Test for leaks.

1.00 EA \$ _____

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

Total Bid	\$ _____
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