



Ringold, 504 South 10th 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, June 30, 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, June 30, 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: June 09, 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, June 30, 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, June 30, 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 6/9/2026 BIDS DUE 6/30/2026, 10:00 AM

Project: HTF-26-016
Chris Ringold
504 South 10th St.
Burlington, IA 52601
Phone:

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:

Jack Swarm
Regional Planner Email: jswarm@seirpc.com
Southeast Iowa Regional Planning Commission Phone: **319-753-4316**
211 North Gear Avenue, Suite 100 Fax: **319-754-4763**
West Burlington, IA 52655 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
504 South 10th 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
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1 Building Permit Required.

A Building Permit is required by the City of Burlington. This roof project will involve altering the roof to remove the rolled eaves and rakes and rebuild the eaves and rakes. Said alterations will require a building permit from the City. The contractor is responsible to obtain all permits or licenses necessary for the 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 Complete Roof: Tear-off, re-shingle, Gutters, Downspouts.

Recover all sloped roof surfaces on house, including, overhangs, unless specified to the contrary. The front porch with a flat roof is excluded from this line item.

Remove shingles and underlayment down to sheathing. It is not acceptable for roofing debris to fall to uncovered ground. Protect ground and landscaping as necessary.

Eliminate rolled eaves and provide framing and blocking to extend the plain of the roof down to a new 6" nominal fascia board. Provide a new fascia board and prepare for aluminum fascia covering. Provide framing and blocking to increase the eave overhangs to meet the new fascia board and to prepare for aluminum soffit.

Install prefabricated aluminum soffit and fascia coverings. Eliminate rolled rakes and provide framing and blocking to extend the plain of the roof to the plain of the fascia boards. Provide new framing and blocking enlarge the fascias to meet the roof plain. The new fascia board should be "stepped" so as to provide architectural interest and to avoid a large, unsightly fascia board with only one plain. Prepare to cover with aluminum fascia covering. Cover with aluminum fascia covering using bent coil stock or prefabricated aluminum fascia coverings.

The roof is leaking where dormer gable walls, soffit, and fascia boards meet the roof. Review these intersections and provide necessary flashing to eliminate leaks. It may be necessary to remove the bottom course of siding on both dormer gable walls to properly install flashing. It will not be acceptable to rely on sealants to eliminate leaks. Repair siding on south dormer gable where it is damaged/missing.

Replace defective, rotted and/or deteriorated sheathing to match existing up to 10% of roof area. If more than 10% call for approval by agency for additional work. Install roofing underlayment compatible with the shingles with top lap of 2" and end lap of 4", or according to manufacturer's instructions. Install drip edge at eaves first and finish with drip edge along the rakes. Call for inspection before installing shingles (to be made within 24 hours). Install laminated architectural, square butt, self-sealing fiberglass strip shingles with a 30 year warranty. Joints to be staggered 6" courses. Do not use staples for installation of shingles.

Install a ridge vent and/or any additional venting to assure adequate attic ventilation. Replace all flashing with .019 aluminum coil stock, including valleys, and where roof line meets wall of higher elevation. Reflash all mechanical penetrations and chimney. All chimney work must be completed before finish roof is installed.

Inspect all fascia; replace where rotted or unstable.

Install 6", K-Type or ogee, seamless, .027 aluminum gutter and accessories.

Gutters to extend full length of roof edge drip line, including flat front porch roof.

Contractor shall furnish and install all needed outlet tubes and custom miters.

Item	Specification	Quantity/Unit	Total Cost
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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. Install matching 3" 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 to be provided. Provide copy of manufacturer's instructions and warranty to owner. Thoroughly clean jobsite. Contractor responsible for proper disposal of all old roofing material and construction debris.

2,500.00 SF \$ _____

3 Recover front porch flat roof using EPDM; single ply with cement.

Tear off all existing roof covering down to decking. Inspect and replace defective decking to match.

The roof is currently leaking. Review flashing. Provide proper flashing where the new roof meets intersecting roof surfaces. Lap roofing material up the gable face, under the siding, and under intersecting roof surfaces. Proper flashing will be required and reliance on sealants will not be accepted.

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".

Properly adhere roof edges to the structure in accordance with the manufacturer's instructions. Prepare to install gutters around perimeter.

200.00 SF \$ _____

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

Total Bid	\$ _____
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