



Timmerman, 644 South 4th Street, Wapello

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-25-002

Robert Timmerman
644 South 4th Street
Wapello, IA 52653
Phone: 319-750-8917

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:

Sara Hecox

Housing Administrator

Southeast Iowa Regional Planning Commission

211 North Gear Avenue, Suite 100

West Burlington, IA 52655

Email: shecox@seirpc.com

Phone: 319-753-4311

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 24-26
644 South 4th Street, Wapello, IA 52653

STATE OF Iowa)
) SS:
COUNTY OF Louisa)

_____. 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 Wapello 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
Wapello.

Signed _____

Title _____

Item	Specification	Quantity/Unit	Total Cost
1	General Permit Requirements City of Wapello Building Permits: Any permits or licenses necessary for the work specified herein 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 vinyl replacement thermopane double hung window. No trim. Remove and Replace all windows except the upper story window on the north side of the house, for a total of 13 windows. 1 on north side, 5 on west, 4 on south, and 3 on east. Remove and dispose of storm windows. Install coil stock trim on exterior to cover wood exposed by removal of storm windows. Coil stock to match adjacent trim as close as possible, but a perfect match won't be possible. Coil stock to be installed in a neat, workmanlike manner and to be water tight. 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. 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.	13.00 EA	\$ _____

Item	Specification	Quantity/Unit	Total Cost
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3 Install fiberglass or acrylic shower unit complete (60").

Remove and dispose of old tub and shower surround. Prepare area to receive new 60" wide by 30" deep walk-in shower. Remove wall material as necessary to facilitate installation of new shower. Ideally, wall material would be removed only to corners or other natural breaks. There is a makeshift linen closet on the valve side of the existing tub/shower. This linen closet can be reduced/increased as necessary to make room for the new shower. The bathroom has a drop ceiling over the top of the walls; this condition can remain in place, making it simple to modify walls to accommodate the new shower.

Remove only the minimum laminate floor planks necessary to facilitate installation of the new shower, leaving unaffected flooring planks in place. The customer has plenty of extra matching floor planks to trim to fit and install when shower is installed.

Install 60"-wide fiberglass shower stall unit complete with faucet assembly, riser, curtain w/rod and 2.75 gallon per minute shower head. Shower will need to be a multi-piece assembly. Shower stall unit to have a small curb and molded-in-place corner shelves. Install a grab bar on the opposite wall from the mixer and shower head. Shower valve shall be provided with an automatic safety mixing device to prevent sudden unanticipated changes in water temperature. (OPC 425.4) Set and frame to manufacturer's specifications.

Frame and finish walls as needed to blend with room walls. Match texture as close as possible to adjacent texture. Ok to break joints at corners or other natural transitions such as corners. Paint new wall surfaces to match as close as possible. Exact color match not required. Reinstall trim as necessary.

Product Standard: Base "American Standard" line, ACRYLUX™ 60" x 32" 6032Y1.ST-? with ACRYLUX™ 60" x 32" shower wall set 6032Y1.SW or equal quality, White. Faucet Assembly: Kohler, Delta or Moen or equal quality.

Install shower rod and curtain. Owner to provide curtain.

Provide neat, professional, clean, finished product.

1.00 EA

\$ _____

Item	Specification	Quantity/Unit	Total Cost
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4 Front and Rear Porch Roofs: Tear off, reshingle. Repair rear porch fascia.

Recover front and rear porch roof surfaces on house. The main house has already been replaced. Remove down to sheathing. 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 felt roofing underlayment with top lap of 2" and end lap of 4". 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 3 tab, or laminated architectural, square butt, self-sealing fiberglass strip shingles with a 30 year warranty. Joints to be staggered in 6 courses. Do not use staples for installation of shingles. Replace all flashing with .019 aluminum coil stock, including valleys, and where roof line meets wall of higher elevation.

Inspect all fascia; replace where rotted or unstable. There is an area on the rear porch which needs replaced. Prime any new wood installed. Paint new fascia to match surrounding as close as possible, or install aluminum fascia, color selected by owner, over repaired fascia.

Provide copy of manufacturer's instructions and warranty to Homeowner.

Contractor responsible for proper disposal of all old roofing material and construction debris.

170.00 SF \$ _____

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

Total Bid	\$ _____
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