



Crabb, 816 Summer 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, July 8, 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 8, 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 18, 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 8, 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 8, 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 6/18/2025

BIDS DUE 7/8/2025, 10:00 AM

Project: HTF-25-006

Jeanne Crabb
816 Summer St.
Burlington, IA 52601
Phone: 319-759-2266

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.

GRHTF 24-26
816 Summer St., Burlington, IA 52601

Signed _____

Title _____

Item	Specification	Quantity/Unit	Total Cost
1	<p>General Permit Requirements</p> <p>City of Burlington Building Permits:</p> <p>Permits are not believed to be required for this project; check with the City of Burlington.</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 Install vinyl replacement thermopane double hung window. No trim.

The following 25 windows to be replaced:

- West/front 13 windows, including 2 on the porch interior, 10 on the front porch, and 3 above the porch.
- South 6 windows, including 3 in the bay window, and 3 on the main house. **Do not replace any windows on the rear addition nor the window filled with insulation on the upper story above the rear addition.**
- East/rear 2 windows, including the east window in the attic dormer, and the small window on the north face above the rear addition. Do not replace any windows on the rear addition.
- North 4 windows, including 3 double hung windows and the fixed window.

Remove and dispose storm windows on windows to be replace. Install aluminum coil stock to cover exposed wood where storm windows were. Coil stock should be installed in a workman like manner and in a way that seals water out.

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.

25.00 EA

\$ _____

Item	Specification	Quantity/Unit	Total Cost
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3 Install Insulated Steel Door, complete with lite.

For rear/east door:

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

\$ _____

4 Install combination storm door.

For storm door on east side of house:

Install vinyl or aluminum storm door with continuous hinge. Door to have combination storm and screen panel in passing tracks or shall be equipped with removable panels. Door to be equipped with latching handle, bottom sweep, pneumatic closer, and anti-wind check chain. Door to fit opening completely. Reducing the door opening size shall not be permitted. Adjust and test closing operation.

1.00 EA

\$ _____

Item	Specification	Quantity/Unit	Total Cost
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5 Front concrete stairs and private sidewalk.

Remove and dispose of existing stone stairs and concrete pads connecting stairs to private and public sidewalk. Remove and dispose of the private sidewalk along the west side of the house, stopping where the sidewalk turns the corner around the house. Excavate 4" below new steps and sidewalk and dispose of excavation material. Install 4" compacted clean gravel to provide well-drained base for new stairs and sidewalk. Form and cast new concrete stairs with a riser height of not less than four inches and not greater than seven inches, and with a tread depth of approximately 11 inches per building code. Form and cast concrete new sidewalk along west side of house as necessary to connect new steps to porch steps. Form and cast a concrete pad as necessary to connect new steps to the public sidewalk. Concrete must have at least 2 bars of #4 rebar running the length of the steps, 1 bar of #4 rebar reinforcing the point of each step, and must be at least 4" thick in thinnest areas between steps. Provide broom finish. All forms must be straight and level. Call for forms to be inspected at least 24 hours before pouring. Concrete shall be 3000psi mix and shall contain sound, coarse aggregate of 1" or less. Admixtures are to be added at the plant, not at the job site and shall be identified on the shipping ticket.

Install wood hand rail on one side of new stairs.

Install one 2" x 4" pressure-treated, preformed V-groove, code compliant hand rail or other code-compliant handrail 32" height above stair nosing supported by 4" x 4" preservative-treated posts sufficiently secured to the side of the new stairs. Rail to be free from cracks, splinters, and rough edges. Rail to be sufficiently supported in the mid-run of the rail to stabilize the rail without interrupting the continuity of the rail.

Obtain appropriate right-of-way permits from the City of Burlington (Scott Peters, 319-753-8176 ext 419). Bonding may be necessary per city requirements, but the City has expressed a willingness to waive bonding. Follow all requirements of the City of Burlington. Locate utilities per Iowa law before excavation.

1.00 ea \$ _____

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

Total Bid	\$ _____
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