



Harrison, 905 Westland Ave., 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, January 13, 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, January 13, 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: December 30, 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, January 13, 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, January 13, 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](http://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 12/29/2025

BIDS DUE 1/13/2026, 10:00 AM

Project: HTF-25-033

**Tracy Harrison**  
**905 Westland Ave.**  
**Burlington, IA 52601**  
**Phone: 319-850-9658**

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](mailto:jswarm@seirpc.com)**

**Phone: 319-753-4316**

**Fax: 319-754-4763**

**Website: [www.seirpc.com](http://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  
905 Westland Ave., 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
1	<p><b>General Permit Requirements</b></p> <p>City of Burlington Building Permits: It is believed that permits are not required; contractor to verify.</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	\$ _____
2	<p><b>Complete Roof: Tear off, reshingle.</b></p> <p>Recover all roof surfaces on house, including porches, overhangs, unless specified to the contrary. 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 Ice and water shield on perimeter of roof (Adhesive Styrene). (Use with new roof installation) Install modified-bitumen roofing material under new roofing material from under the drip edge to a point 2 feet past where the sidewall meets the roof. Install 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 laminated architectural, square butt, self-sealing fiberglass strip shingles with a 30 year warranty. Joints to be staggered per manufacturer's instructions. Do not use staples for installation of shingles. Install a ridge vent and 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. Inspect all fascia; replace where rotted or unstable. Prime any new wood installed. Provide copy of manufacturer's instructions and warranty to Homeowner.</p> <p>Contractor responsible for proper disposal of all old roofing material and construction debris.</p> <p>Note: Any and all chimney work must be completed before finish roof is installed.</p>	1,800.00 SF	\$ _____

Item	Specification	Quantity/Unit	Total Cost
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- 3 Install vinyl replacement thermopane double-hung window. Match original interior trim.

Install 6 double hung replacement windows in the following locations:

- 2 on west side of house, in kitchen, in double window assembly. Do not replace the window over the kitchen sink.
- 2 on east side of house, in middle bedroom, in double window assembly
- 2 on east side of house, in south bedroom, in double window assembly.

Do not replace any other windows.

Remove and dispose of sash, stop and parting beads, apron. Remove slide assembly, springs, and other opening parts if applicable. Provide and install a prefabricated double-hung double-glazed replacement window, including half screen. Size of window shall not be altered. Caulk blindstop and the edges to seal. If necessary, Retrim the windows, matching the original trim as closely as possible. Original trim may be reused, finished appearance must be achieved, repaint trim as necessary. The kitchen window is missing trim and trim need not be installed; achieve a finished product equal to existing. 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.

6.00 EA

\$ \_\_\_\_\_



Item	Specification	Quantity/Unit	Total Cost
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- 4 Install vinyl replacement thermopane picture window set. Match original trim.

Verify that the center divider between the windows is not structural. If it is not structural, the window set should be a single completed unit. If the divider is structural, preserve the divider and install windows between the divider.

For living room picture window on east side of the house, remove existing picture window set and smaller window set below and replace with a full window set consisting of a a grouping of 3-4 double hung windows fused on either side.

Remove and of the windows. Leave trim intact if possible, 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.

1.00

\$ \_\_\_\_\_

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

<b>Total Bid</b>	\$ _____
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