

# CITY OF ST JOSEPH

Bids Must Be Received No  
Later Than

Time: 3:00 P. M.    Date: 04/06/2023

For Information Contact:  
Purchasing

at (816) 271-5330

## INVITATION TO BIDDERS

NO CD2023-08

PAGES 1 of 22

This document constitutes a request for sealed bids, including prices, from qualified individuals and organizations to furnish those services and/or items as described herein. All documents included in the submission are to be of public record.

*Bids must be mailed or delivered to the Division of Purchasing, 1100 Frederick Avenue Room 201, St. Joseph, Missouri 64501.*

### Community Development Rehabilitation – 5 Locations

**Any questions concerning these specifications, please contact Matt Fischer at (816) 271-4825**

**Please complete this form and return it with the bid submittal**

The offeror hereby agrees to provide the services and/or items at the prices quoted, pursuant to the attached terms and conditions of Request for Proposal or Invitation to Bidders and Terms and Conditions of Purchase, and further agrees that when this document is countersigned by an authorized official of the City of St. Joseph, a binding contract, as defined herein, shall exist between the offeror and the City of St. Joseph.

#### SIGNATURE REQUIRED

Offeror's Signature: \_\_\_\_\_ Offeror's Printed Name: \_\_\_\_\_ Title : \_\_\_\_\_

Company Name: \_\_\_\_\_ Date of Proposal: \_\_\_\_\_

Mailing Address: \_\_\_\_\_ Telephone: \_\_\_\_\_

City: \_\_\_\_\_ State: \_\_\_\_\_ Zip: \_\_\_\_\_

Email Address: \_\_\_\_\_

**CITY OF ST. JOSEPH. MISSOURI  
INVITATION TO BIDDERS**

SEALED PROPOSALS WILL BE RECEIVED BY THE PURCHASING DEPARTMENT, ROOM 201, CITY HALL, ST. JOSEPH, MO. UNTIL **THREE (3) O'CLOCK P.M.** ON THE **6th DAY OF APRIL, 2023** FOR COMMUNITY DEVELOPMENT REHABILITATION PROJECTS.

PROPOSALS MUST BE PRESENTED UNDER SEALED COVER, PLAINLY MARKED.

**PROPOSALS FOR: (C. D. REHABS) 125 S. 24<sup>TH</sup> STREET, 3104 FARAON STREET, 1720 BOND, 1518 S. 20<sup>TH</sup> STREET, 4308 MAXWELL ROAD.**

**NO BID BOND IS REQUIRED**

A PRE-BID CONFERENCE WILL BE HELD AT **9:00 A.M. 1<sup>ST</sup> FLOOR CONFERENCE ROOM CITY HALL MARCH 24, 2023.**

**LIQUIDATED DAMAGES IN THE AMOUNT OF \$100.00 PER DAY WILL BE ASSESSED ON ALL PROJECTS WHERE THE COMPLETION OF WORK EXTENDS BEYOND THE CONTRACT EXPIRATION DATE.**

SPECIFICATIONS MAY BE OBTAINED FROM THE PURCHASING DEPARTMENT, ROOM 201, CITY HALL, ST. JOSEPH, MO (816-271-5330). AT THE TIME AND PLACE MENTIONED ABOVE, BIDDING WILL BE CLOSED, AND THE PROPOSALS RECEIVED WILL BE PUBLICLY READ ALOUD.

BIDS RECEIVED AFTER THE SPECIFIED TIME OF CLOSING WILL BE RETURNED UNOPENED.

UPON RECEIVING MORE THAN ONE SEALED BID THE REHAB SPECIALISTS WILL DISCLOSE THEIR COST ESTIMATE.

BIDDER WHOSE BID IS NOT WITHIN FIFTEEN PERCENT (15%) (HIGH OR LOW) OF THE REHAB SPECIALISTS' ESTIMATE MAY WITHDRAW HIS/HER BID AT THE BID OPENING WITHOUT PENALTY.

ACCEPTANCE AND REJECTION OF BIDS: THE DEPARTMENT OF COMMUNITY DEVELOPMENT RESERVES THE RIGHT TO REJECT ANY AND ALL BIDS WHICH FAIL TO COMPLY WITH ANY PROVISION OF THE SPECIFICATIONS. THEREAFTER, (FOR LOANS), THE REHAB SPECIALIST WILL FORWARD ALL ACCEPTABLE BIDS TO THE HOMEOWNER(S) FOR HIS/HER REVIEW AND SELECTION, AND THE HOMEOWNER(S) WILL BE NOTIFIED OF THE REHAB SPECIALISTS' ESTIMATE.

IF THERE IS MORE THAN A FIFTEEN PERCENT (15%) DIFFERENCE BETWEEN THE HOMEOWNER'S SELECTED BID AND THE REHAB SPECIALISTS'

ESTIMATE, THE REHAB SPECIALIST MAY REQUEST A COST ANALYSIS OF ANY BIDDER OUTSIDE THE FIFTEEN PERCENT (15%) RANGE, REQUIRING LINE ITEM BIDS WITH QUANTITIES (E. G. 16 SQUARES OF SHINGLES).

IF CONSENSUS IS REACHED THAT THE SELECTED BID IS COST REASONABLE AND ACCEPTABLE BY THE HOMEOWNER THEN THE SUCCESSFUL BIDDER MUST, WITHIN TEN (10) DAYS, HAVE SECURED AN OCCUPATIONAL LICENSE, PROVIDE THE CITY REHAB OFFICE WITH DOCUMENTATION OF INSURANCE WITH THE CITY NAMED AS AN ADDITIONAL INSURED IN AMOUNTS AS REQUIRED, AND HAVE EXECUTED THE CONTRACT. IF NO CONSENSUS AND SELECTION IS MADE, THE PROJECT WILL EITHER BE CANCELED AND BIDS REJECTED, OR THE PROJECT WILL BE REWRITTEN AND PUT OUT FOR BID AT A LATER DATE.

FOR EMERGENCY GRANTS, THE REHAB STAFF WILL REVIEW AND SELECT THE LOWEST AND BEST BID AND AWARD THE CONTRACT (PROVIDED THE BID IS COST REASONABLE).

**DISQUALIFICATION'S**

BIDDERS WHO FAIL TO PROVIDE INFORMATION REQUESTED FOR A REVIEW AND COST ANALYSIS WILL NOT BE AWARDED A CONTRACT AND WILL NOT BE ELIGIBLE TO BID ON COMMUNITY DEVELOPMENT FUNDED PROJECTS FOR A PERIOD OF NINETY (90) DAYS.

A BIDDER WHO IS WITHIN FIFTEEN PERCENT (15%) OF THE REHAB SPECIALISTS' ESTIMATE, YET WITHDRAWS HIS/HER BID, WILL NOT BE ELIGIBLE TO BID ON COMMUNITY DEVELOPMENT FUNDED PROJECTS FOR A PERIOD OF NINETY (90) DAYS.

THE EXECUTED CONTRACT MUST BE RETURNED TO THE COMMUNITY DEVELOPMENT OFFICE WITHIN TEN (10) DAYS OF RECEIPT OF THE CONTRACT BY THE CONTRACTOR.

THESE PROJECTS ARE BEING FUNDED ONE-HUNDRED PERCENT (100%) WITH FEDERAL DOLLARS THROUGH THE COMMUNITY DEVELOPMENT DEPARTMENT OF ST. JOSEPH, MISSOURI.

**PURCHASING DEPARTMENT, ROOM 201  
CITY HALL, 1100 FREDERICK  
ST. JOSEPH, MISSOURI 64501  
(816) 271-5330**

## **SECTION 2. INSTRUCTIONS TO BIDDERS**

2.1 Contents of Proposal Forms. The bidder will be furnished proposal forms by the City which state the location of the project and which describe the work to be performed and materials to be furnished, the time in which the work must be completed and the date and time of the opening of proposals. The proposal form will also include Instructions to Bidders and General Specifications and any special provisions or requirements which vary from or are not contained in the General Specifications. All papers bound with or attached to the proposal forms are a necessary part thereof and must not be detached or altered.

(a) The contractor agrees that he/she is fully informed regarding all of the conditions affecting the work to be done, and labor and materials to be furnished for the completion of this contract, and that his/her information was procured by personal investigation and research and not from any estimates of the City of St. Joseph, and that he/she will make no claim against the City by reason of estimates, test, or representations of any officer, agent or employee of the City.

2.2 Familiarity with Proposed Work and Laws Affecting its Prosecution. Bidders are required to examine carefully the site of the proposed work, the proposal, plans, general requirements and covenants, specifications, construction terminologies and the contract for the work contemplated. Bidders are assumed to have made themselves familiarly with all federal and state laws, local laws, ordinances and relations which in any manner affect the work or its prosecution, persons engaged in or employed on the work, and the materials or equipment used in the work, character and location of the same and who other conditions surrounding the work.

2.3 Preparation of Proposals. (a) All proposals must be properly signed and sealed and submitted as set forth in the Notice to Contractors. Each bidder shall specify in its proposal, both in words and figures, without interlineation, alterations, or erasures, a unit price for each of the separate items called for in the proposal, and shall show the products of the respective unit prices and estimated quantities in the columns provided for that purpose, as well as the gross sum for which he will perform all of the estimated work as required by the general requirements and covenants, specifications and plans. In case of discrepancy between the gross sum shown in the proposal and that obtained by adding the products of the unit prices and various estimated quantities, the latter shall prevail. In case of a discrepancy between the prices shown in figures and in writing, the latter shall prevail, and where there is conflict between the unit price bid and the extension thereof made by the bidder, the unit price shall govern and the City shall be authorized to make a corrected extension of such unit price and to use such corrected extension in comparing bids.

(b) A proposal executed by an individual shall have the title "Contractor" after the signature and shall give his/her address.

(c) A proposal executed by a partnership shall have the signature of at least one of the partners with the title "Partner" after the signature, and shall give the business address of the firm, together with the names and addresses of all the partners.

(d) A proposal executed by a corporation shall show the name of the corporation, shall bear the signature of its authorized representative and shall give the business address of the corporation.

(e) If a successful bidder is doing business in the State of Missouri, under a fictitious name, then such bidder shall furnish the City a certified copy of its Registration of Fictitious Name, issued by the Secretary of State, State of Missouri. No contract will be executed by the City unless such certificate is furnished by the bidder. In the event that the successful bidder already has such a certificate on file with the City, then an additional certificate will not be required.

(f) All bidders which are corporations organized in states other than Missouri shall furnish at their cost, a certified copy of a Certificate of Authority and license to do business in Missouri; said certificates to remain on file with the City. Such certified copy may be secured from the Corporation Supervisor in the office of the Secretary of State, Capitol Building, Jefferson City, Missouri. No contract will be executed by the City unless such certificate is furnished with the proposal by the successful bidder. In the event that said bidder already has such a certificate on file with the City, then an additional certificate will not be required. Such successful bidder agrees that it will cause its authority and license to do business as a foreign corporation to be continued and extended throughout the life of this contract and until all claims thereof and thereunder shall have been finally settled.

(g) All bidders must secure an occupation license with the city of St. Joseph, Missouri, and have the required insurance on file with the Community Development office before any contract will be signed.

(h) Proposals must include the name of all sub-contractors for projects.

2.4 Irregular Proposals. A Proposal will be rejected if it shows any material omission, alteration, addition or irregularities which might prejudice the rights of other bidders.

2.5 Delivery of Proposals. Each proposal must be furnished in a sealed envelope which is marked so as to indicate its contents clearly. If forwarded by mail, the above-mentioned envelope shall be enclosed in another envelope, which is addressed should be sent Registered Mail preferably. If otherwise forwarded, it shall be delivered to the Purchasing Department, Room 201, City Hall, St. Joseph, Missouri.

2.6 Withdrawal of Proposals. A bidder will be given permission to withdraw a proposal after it has been deposited with the Purchasing Agent provided the bidder makes

its request in writing, signed in the same manner and by the same person(s) who signed the proposal, and at the time of the opening of proposals, when such proposal is reached, it will be returned unread to the bidder. ALL REQUESTS PERTAINING TO THE WITHDRAWAL OF PROPOSALS MUST REACH THE OFFICE OF THE PURCHASING AGENT NOT LATER THEN THE DAY PREVIOUS TO THE DATE SET FOR THE OPENING OF SAID PROPOSALS.

2.7 Opening of Proposals. Proposals will be opened publicly and read at the time and the place set forth in the "Notice of Contractors". Bidders or their authorized agents are invited to be present.

2.8 Disqualification of Bidders. More than one proposal from an individual, partnership, joint venture, or corporation under the same name or different names will not be considered. Reasonable ground for believing any bidder is interested in more than one proposal for the work contemplated will cause the rejection of all proposals in which such bidder is interested. Any or all proposals will be rejected if there is reason for believing that collusion exists among the bidders and no participant in such collusion will be considered in future proposals for the same work.

2.9 Combination bids. Contractor shall bid all items listed on the schedule of prices as item numbers except those noted "NOT APPLICABLE". Combination of items for unit or total price shall not be allowed. Lump sum prices shall be used only where so designated on the schedule of prices.

2.10 Acceptance and Rejection of Bids. The Department of Community Development reserves the right to reject any and all bids which fail to comply with any provision of the specifications. Thereafter, (for loans), the Rehab Specialist will forward the acceptable bids to the homeowner(s) for his/her review and selection, and the homeowner(s) will be notified of the Rehab Specialists' estimate.

If there is more than a fifteen percent (15%) difference between the homeowner's selected bid and the Rehab Specialists' estimate, the Rehab Specialist may request a cost analysis of the bidders outside the fifteen percent (15%) range, requiring line item bids with quantities (e.g. 16 square of shingles). If consensus is reached that the selected bid is cost reasonable and acceptable by the homeowner then the successful bidder must, within ten (10) days, have secured an occupational license, provided the City Rehab Office with documentation of insurance with the City named as an additional insured in amounts as required, and have executed the contract. If no consensus and selection is made, the project will either be cancelled and bids rejected, or the project will be rewritten and put out for bid at a later date.

For emergency Grants, the Rehab Staff will review and select the lowest and best bid and award the contract (provided the bid is cost reasonable).

2.11 Material Samples. Before the award of any contract, bidder may be required to furnish a complete statement of the origin, composition, and manufacture of any or all

materials, if any, to be used in the construction of the work, together with samples, which samples if any, may be subjected to the tests provided for the specifications to determine their quality and fitness for the work.

2.12 Award of the Contract. Providing the bid selected by the homeowner is cost reasonable (for loans only), the successful bidder will be notified, by letter mailed to the address shown on the proposal, that his/her bid has been accepted and that he/she has been awarded the contract.

2.13 Insurance. The Contractor will be required to carry insurance as required in the amounts stipulated in Paragraph 4 of the Contract hereto attached, during the lifetime of this Contract. Certification of insurance coverage shall be filed with the Community Development Office.

2.14 Execution of Contract. The contractor to whom the contract has been awarded shall return the prescribed copies of the contract to the office of the Community Development Rehab Department in no more than ten (10) days after receipt of Notice of Acceptance. No proposal shall be considered binding upon the City until the successful bidder has signed and filed the contract and until the contract has been signed by the City Manager, attested by the City Clerk, and signed by the Director of Finance and approved by the City Attorney.

2.15 Failure to Execute Contract. Failure on the part of the contractor to execute the contract within ten (10) days as specified shall be cause for annulment of the award. In the event of such annulment of the award of the contract, the contractor will be placed on the City's ineligible bidders' list for a period of ninety (90) days.

2.16 Taxes. The contractor must pay all applicable taxes on all materials purchased to be used on this contract.

# Weatherization Grant

## WORK TO BE DONE

HOMEOWNER:

BILLIE BIRD  
125 S. 24<sup>TH</sup> ST.  
279-8089

PROJECT MANAGER:

MATT FISCHER  
271-4825

REVISED: 1/4/23

CONTRACTORS SHALL REMOVE ALL TRASH AND DEBRIS RESULTING FROM THEIR WORK. WORK ALTERING APPEARANCE OF EXISTING PAINTED SURFACES AND NEW SURFACES SHALL BE PROPERLY FINISHED AND PAINTED WITH A PRIMER AND FINISH COAT. THE FOLLOWING WORK LISTED IS SPECIFIC AND SHALL BE DONE IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS AND PROCEDURES AND/OR PRESENT CITY ADOPTED CODES AND ORDINANCES. ALL WORK SHALL COMPLY WITH THE CURRENT CD GENERAL CONDITIONS AND SPECIFICATION BOOKLET UNLESS OTHERWISE SPECIFIED.

**Windows:**

Remove the divided light steel windows at the west elevation, and at the southwest corner.

Install single hung, insulated white vinyl Low-E windows sized to fit the openings. Repair the jambs with sheetrock and mud, or wood trim as appropriate. Primer and apply 2 coats of flat white paint.

# LINE ITEM BIDS

Homeowner  
Name:

Billie Bird

Date:

Address:

125 S. 24th Street

Bidder:

ITEM NO.	ITEM	\$ AMOUNT	SUB-CONTRACTOR NAME
I.	ELECTRICAL	NA	
II.	PLUMBING	NA	
III.	GENERAL CONSTRUCTION	NA	
	Roof		
	Gutter		
	Exterior		
	Basement		
	Lead Hazard Control		
	Living & Dining Room		
	Basement Stairway		
	Addendum		
	Kitchen & Others		
IV.	MECHANICAL	NA	
V.	WEATHERIZATION		
VI.	EXTERMINATION	NA	
<b>Total Bid</b>			

\*Addendum's become part of bid documents and must be attached and submitted.

\*Failure to include addendum sheets will result in disqualification of bidder.

\*Failure to include sub-contractor's name will result in disqualification of bidder.

Bid Schedule Approved: \_\_\_\_\_

BIDDER \_\_\_\_\_  
DATE \_\_\_\_\_

**P R O P O S A L**

This project consists of rehabilitation and/or repairs at **125 S. 24<sup>th</sup> Street, Billie Bird**, together with any incidental work necessary to complete the described work in a workmanlike manner, in accordance with plans and Specifications attached hereto and made as part hereof and on file with the **PURCHASING DEPARTMENT, ROOM 201, and CITY HALL.**

Said work to be completed within **90** calendar days from the effective date of notice to proceed from the City.

The undersigned, a bidder, hereby proposes to furnish all material and to do all work necessary to complete the above housing rehabilitation work according to plans and specifications, and as per public advertisement at the unit prices indicated on the following sheets.

The bidder, by affixing his/her signature to this sheet, acknowledges that he/she has visited the job site, verified all conditions and locations, and the bid submitted herein is in accord therewith.

All sales tax which might lawfully be assessed against the Owner are to be paid by the Contractor from the money obtained in satisfaction of his contract, it being understood by the parties hereto that the bid price submitted shall include the cost of such taxes.

The bidder, by affixing his/her signature to this document, further acknowledges the fact that he/she has received, read, and understands the Invitation to Bidders, has been informed by the City of St. Joseph of its' (the City's) nondiscriminatory policy and that he/she (the bidder) agrees to comply with the intent of that policy; and that he/she has received a copy of the Disadvantaged Business Enterprise Plan of the City of St. Joseph.

If the proposal is accepted within thirty (30) days of this date, and the undersigned shall fail to execute the contract pursuant to the policies and the terms in the Invitation to Bidders, the bidder will be penalized by being placed on the City's ineligible Contractor list for a period of ninety (90) days.

Copies of the contract documents (Invitation to Bidders, Instructions to Bidders, Proposal Form, Contract Form, Plans and Detailed Specifications) required for bidding purposes may be obtained at City Hall Room 201.

\_\_\_\_\_  
**Legal Name of Firm**

\_\_\_\_\_  
**By**

\_\_\_\_\_  
**Address**

# Weatherization Grant

## WORK TO BE DONE

HOMEOWNER:

MIKE & JANET ENGLAND  
1720 BOND ST.  
396-8658

PROJECT MANAGER:

MATT FISCHER  
271-4825

3/1/23

CONTRACTORS SHALL REMOVE ALL TRASH AND DEBRIS RESULTING FROM THEIR WORK. WORK ALTERING APPEARANCE OF EXISTING PAINTED SURFACES AND NEW SURFACES SHALL BE PROPERLY FINISHED AND PAINTED WITH A PRIMER AND FINISH COAT. THE FOLLOWING WORK LISTED IS SPECIFIC AND SHALL BE DONE IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS AND PROCEDURES AND/OR PRESENT CITY ADOPTED CODES AND ORDINANCES. ALL WORK SHALL COMPLY WITH THE CURRENT CD GENERAL CONDITIONS AND SPECIFICATION BOOKLET UNLESS OTHERWISE SPECIFIED.

**Windows:**

Install 3 Low-E insulated single hung white vinyl windows sized to fit the openings, with 2 windows at the west elevation and 1 southeast living room window.

Make repairs and adjustments to the frames, sills and casings for proper installation. Build out the casings with dimensional lumber to allow for a difference in thickness and wrap with white aluminum coil stock.

Replace the glass in the top sash of the northwest storm window.

# LINE ITEM BIDS

Homeowner  
Name:

Mike and Janet England

Date:

Address:

1720 Bond Street

Bidder:

ITEM NO.	ITEM	\$ AMOUNT	SUB-CONTRACTOR NAME
I.	ELECTRICAL	NA	
II.	PLUMBING	NA	
III.	GENERAL CONSTRUCTION	NA	
	Roof		
	Gutter		
	Exterior		
	Basement		
	Lead Hazard Control		
	Living & Dining Room		
	Basement Stairway		
	Addendum		
	Kitchen & Others		
IV.	MECHANICAL	NA	
V.	WEATHERIZATION		
VI.	EXTERMINATION	NA	
<b>Total Bid</b>			

\*Addendum's become part of bid documents and must be attached and submitted.

\*Failure to include addendum sheets will result in disqualification of bidder.

\*Failure to include sub-contractor's name will result in disqualification of bidder.

Bid Schedule Approved: \_\_\_\_\_

BIDDER \_\_\_\_\_  
DATE \_\_\_\_\_

**PROPOSAL**

This project consists of rehabilitation and/or repairs at **1720 Bond, Mike and Janet England,** together with any incidental work necessary to complete the described work in a workmanlike manner, in accordance with plans and Specifications attached hereto and made as part hereof and on file with the **PURCHASING DEPARTMENT, ROOM 201, and CITY HALL.**

Said work to be completed within **90** calendar days from the effective date of notice to proceed from the City.

The undersigned, a bidder, hereby proposes to furnish all material and to do all work necessary to complete the above housing rehabilitation work according to plans and specifications, and as per public advertisement at the unit prices indicated on the following sheets.

The bidder, by affixing his/her signature to this sheet, acknowledges that he/she has visited the job site, verified all conditions and locations, and the bid submitted herein is in accord therewith.

All sales tax which might lawfully be assessed against the Owner are to be paid by the Contractor from the money obtained in satisfaction of his contract, it being understood by the parties hereto that the bid price submitted shall include the cost of such taxes.

The bidder, by affixing his/her signature to this document, further acknowledges the fact that he/she has received, read, and understands the Invitation to Bidders, has been informed by the City of St. Joseph of its' (the City's) nondiscriminatory policy and that he/she (the bidder) agrees to comply with the intent of that policy; and that he/she has received a copy of the Disadvantaged Business Enterprise Plan of the City of St. Joseph.

If the proposal is accepted within thirty (30) days of this date, and the undersigned shall fail to execute the contract pursuant to the policies and the terms in the Invitation to Bidders, the bidder will be penalized by being placed on the City's ineligible Contractor list for a period of ninety (90) days.

Copies of the contract documents (Invitation to Bidders, Instructions to Bidders, Proposal Form, Contract Form, Plans and Detailed Specifications) required for bidding purposes may be obtained at City Hall Room 201.

\_\_\_\_\_  
**Legal Name of Firm**

\_\_\_\_\_  
**By**

\_\_\_\_\_  
**Address**

# Weatherization Grant

## WORK TO BE DONE

HOMEOWNER:

MELINDA EVERETT  
3104 FARAON  
261-8070

PROJECT MANAGER:

MATT FISCHER  
271-4825

2/13/23

CONTRACTORS SHALL REMOVE ALL TRASH AND DEBRIS RESULTING FROM THEIR WORK. WORK ALTERING APPEARANCE OF EXISTING PAINTED SURFACES AND NEW SURFACES SHALL BE PROPERLY FINISHED AND PAINTED WITH A PRIMER AND FINISH COAT. THE FOLLOWING WORK LISTED IS SPECIFIC AND SHALL BE DONE IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS AND PROCEDURES AND/OR PRESENT CITY ADOPTED CODES AND ORDINANCES. ALL WORK SHALL COMPLY WITH THE CURRENT CD GENERAL CONDITIONS AND SPECIFICATION BOOKLET UNLESS OTHERWISE SPECIFIED.

**Windows:**

Remove all divided light windows at the north and east corners, and the north elevation fixed window assembly.

Install Low-E white vinyl single hung insulated windows sized to fit the openings, with 3 windows at the east elevation, 2 windows at the n.e. corner, and 4 operable windows at the north elevation living room.

Install white aluminum coil stock casing and apply a bead of white siliconized latex caulk.

# LINE ITEM BIDS

Homeowner  
Name:

Melinda Everett

Date:

Address:

3104 Faraon Street

Bidder:

ITEM NO.	ITEM	\$ AMOUNT	SUB-CONTRACTOR NAME
I.	ELECTRICAL	NA	
II.	PLUMBING	NA	
III.	GENERAL CONSTRUCTION	NA	
	Roof		
	Gutter		
	Exterior		
	Basement		
	Lead Hazard Control		
	Living & Dining Room		
	Basement Stairway		
	Addendum		
	Kitchen & Others		
IV.	MECHANICAL	NA	
V.	WEATHERIZATION		
VI.	EXTERMINATION	NA	
<b>Total Bid</b>			

\*Addendum's become part of bid documents and must be attached and submitted.

\*Failure to include addendum sheets will result in disqualification of bidder.

\*Failure to include sub-contractor's name will result in disqualification of bidder.

Bid Schedule Approved: \_\_\_\_\_

BIDDER \_\_\_\_\_  
DATE \_\_\_\_\_

**PROPOSAL**

This project consists of rehabilitation and/or repairs at **3104 Faraon Street, Melinda Everett,** together with any incidental work necessary to complete the described work in a workmanlike manner, in accordance with plans and Specifications attached hereto and made as part hereof and on file with the **PURCHASING DEPARTMENT, ROOM 201, and CITY HALL.**

Said work to be completed within **90** calendar days from the effective date of notice to proceed from the City.

The undersigned, a bidder, hereby proposes to furnish all material and to do all work necessary to complete the above housing rehabilitation work according to plans and specifications, and as per public advertisement at the unit prices indicated on the following sheets.

The bidder, by affixing his/her signature to this sheet, acknowledges that he/she has visited the job site, verified all conditions and locations, and the bid submitted herein is in accord therewith.

All sales tax which might lawfully be assessed against the Owner are to be paid by the Contractor from the money obtained in satisfaction of his contract, it being understood by the parties hereto that the bid price submitted shall include the cost of such taxes.

The bidder, by affixing his/her signature to this document, further acknowledges the fact that he/she has received, read, and understands the Invitation to Bidders, has been informed by the City of St. Joseph of its' (the City's) nondiscriminatory policy and that he/she (the bidder) agrees to comply with the intent of that policy; and that he/she has received a copy of the Disadvantaged Business Enterprise Plan of the City of St. Joseph.

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\_\_\_\_\_  
**Legal Name of Firm**

\_\_\_\_\_  
**By**

\_\_\_\_\_  
**Address**

# LINE ITEM BIDS

Homeowner  
Name:

Regina Mallory

Date:

Address:

1518 South 20th Street

Bidder:

ITEM NO.	ITEM	\$ AMOUNT	SUB-CONTRACTOR NAME
I.	ELECTRICAL		
II.	PLUMBING	NA	
III.	GENERAL CONSTRUCTION		
	Sheetrock		
	Sill Plate		
	Addendum		
IV.	MECHANICAL	NA	
V.	WEATHERIZATION		
VI.	EXTERMINATION	NA	
<b>Total Bid</b>			

- \*Addendum's become part of bid documents and must be attached and submitted.
- \*Failure to include addendum sheets will result in disqualification of bidder.
- \*Failure to include sub-contractor's name will result in disqualification of bidder.

**Bid Schedule Approved:** \_\_\_\_\_

**WORK TO BE DONE**  
**75% GRANT & 25% DPL**

HOMEOWNER

REGINA MALLORY  
1518 S. 20<sup>TH</sup> STREET  
(406) 298-0810

PROJECT MANAGER

MATT FISCHER  
271-4825

1/18/23

CONTRACTORS SHALL REMOVE ALL TRASH AND DEBRIS RESULTING FROM THEIR WORK. WORK ALTERING APPEARANCE OF EXISTING PAINTED SURFACES AND NEW SURFACES SHALL BE PROPERLY FINISHED AND PAINTED WITH A PRIMER AND FINISH COAT. THE FOLLOWING WORK LISTED IS SPECIFIC AND SHALL BE DONE IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS AND PROCEDURES AND/OR PRESENT CITY ADOPTED CODES AND ORDINANCES. ALL WORK SHALL COMPLY WITH THE CURRENT CD GENERAL CONDITIONS AND SPECIFICATION BOOKLET UNLESS OTHERWISE SPECIFIED.

I. ELECTRICAL:

Bring all wiring up to meet code for existing structures and the Community Development General Specifications booklet.

- Install hard wired smokes and a carbon monoxide detector.
- Install a new back lit digital thermostat.
- Install 2 white flush mount ceiling light fixtures located in the master bedroom and the front porch.

II. PLUMBING: N/A

III. GENERAL CONSTRUCTION:

**Sheetrock:**

Remove all furniture and personal belongings in the upstairs east bedroom. Remove the ceiling tiles and install ½” sheetrock on the ceiling, mechanically fastened with construction adhesive and drywall screws. Tape, mud with 3 coats and sand to a smooth finish. Install cove molding or similar around the ceiling perimeter and apply a white siliconized latex caulk. Primer and apply 2 coats of flat white ceiling paint. Vacuum the drywall dust and move all personal belongs back into the room, including setting up the bed/headboard.

**Sill Plate:**

Perform the following work in the far northwest corner of the basement. Temporarily support the house as needed and remove the top section of bricks down to the blocks. Lay up new cinder block on top of the existing blocks. Replace the defective sole plate with pressure treated 2” lumber sized as appropriate.

IV. MECHANICAL: N/A

V. WEATHERIZATION:

Remove the siding on the exposed plywood at the exterior northwest corner. Install ¼” fan fold insul-board and cover the wall with full pieces of vinyl siding. *The homeowner has the vinyl siding in the garage.*

Remove the primary door at the North basement stair landing. Install a (factory painted) pre-hung steel insulated 6-panel entry door with a viewer and lockset keyed alike.

Install a double hung white vinyl insulated window in the upstairs northeast closet (above the front porch).

Install 2 white vinyl insulated basement slider windows at the south elevation.

Install insulation batts into all accessible basement band joist cavities.

VI. EXTERMINATION: N/A

BIDDER \_\_\_\_\_  
DATE \_\_\_\_\_

**P R O P O S A L**

This project consists of rehabilitation and/or repairs at **1518 South 20<sup>th</sup> Street, Regina Mallory,** together with any incidental work necessary to complete the described work in a workmanlike manner, in accordance with plans and Specifications attached hereto and made as part hereof and on file with the **PURCHASING DEPARTMENT, ROOM 201, and CITY HALL.**

Said work to be completed within **90** calendar days from the effective date of notice to proceed from the City.

The undersigned, a bidder, hereby proposes to furnish all material and to do all work necessary to complete the above housing rehabilitation work according to plans and specifications, and as per public advertisement at the unit prices indicated on the following sheets.

The bidder, by affixing his/her signature to this sheet, acknowledges that he/she has visited the job site, verified all conditions and locations, and the bid submitted herein is in accord therewith.

All sales tax which might lawfully be assessed against the Owner are to be paid by the Contractor from the money obtained in satisfaction of his contract, it being understood by the parties hereto that the bid price submitted shall include the cost of such taxes.

The bidder, by affixing his/her signature to this document, further acknowledges the fact that he/she has received, read, and understands the Invitation to Bidders, has been informed by the City of St. Joseph of its' (the City's) nondiscriminatory policy and that he/she (the bidder) agrees to comply with the intent of that policy; and that he/she has received a copy of the Disadvantaged Business Enterprise Plan of the City of St. Joseph.

If the proposal is accepted within thirty (30) days of this date, and the undersigned shall fail to execute the contract pursuant to the policies and the terms in the Invitation to Bidders, the bidder will be penalized by being placed on the City's ineligible Contractor list for a period of ninety (90) days.

Copies of the contract documents (Invitation to Bidders, Instructions to Bidders, Proposal Form, Contract Form, Plans and Detailed Specifications) required for bidding purposes may be obtained at City Hall Room 201.

\_\_\_\_\_  
**Legal Name of Firm**

\_\_\_\_\_  
**By**

\_\_\_\_\_  
**Address**

# LINE ITEM BIDS

Homeowner  
Name:

Todd and Nancy Rigby

Date:

Address:

4308 Maxwell Road

Bidder:

ITEM NO.	ITEM	\$ AMOUNT	SUB-CONTRACTOR NAME
I.	ELECTRICAL	NA	
II.	PLUMBING	NA	
III.	GENERAL CONSTRUCTION		
	Roof		
	Addendum		
IV.	MECHANICAL	NA	
V.	WEATHERIZATION	NA	
VI.	EXTERMINATION	NA	
<b>Total Bid</b>			

- \*Addendum's become part of bid documents and must be attached and submitted.
- \*Failure to include addendum sheets will result in disqualification of bidder.
- \*Failure to include sub-contractor's name will result in disqualification of bidder.

Bid Schedule Approved: \_\_\_\_\_

BIDDER \_\_\_\_\_  
DATE \_\_\_\_\_

**PROPOSAL**

This project consists of rehabilitation and/or repairs at **4308 Maxwell Road, Todd and Nancy Rigby**, together with any incidental work necessary to complete the described work in a workmanlike manner, in accordance with plans and Specifications attached hereto and made as part hereof and on file with the **PURCHASING DEPARTMENT, ROOM 201, and CITY HALL**.

Said work to be completed within **45** calendar days from the effective date of notice to proceed from the City.

The undersigned, a bidder, hereby proposes to furnish all material and to do all work necessary to complete the above housing rehabilitation work according to plans and specifications, and as per public advertisement at the unit prices indicated on the following sheets.

The bidder, by affixing his/her signature to this sheet, acknowledges that he/she has visited the job site, verified all conditions and locations, and the bid submitted herein is in accord therewith.

All sales tax which might lawfully be assessed against the Owner are to be paid by the Contractor from the money obtained in satisfaction of his contract, it being understood by the parties hereto that the bid price submitted shall include the cost of such taxes.

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If the proposal is accepted within thirty (30) days of this date, and the undersigned shall fail to execute the contract pursuant to the policies and the terms in the Invitation to Bidders, the bidder will be penalized by being placed on the City's ineligible Contractor list for a period of ninety (90) days.

Copies of the contract documents (Invitation to Bidders, Instructions to Bidders, Proposal Form, Contract Form, Plans and Detailed Specifications) required for bidding purposes may be obtained at City Hall Room 201.

\_\_\_\_\_  
**Legal Name of Firm**

\_\_\_\_\_  
**By**

\_\_\_\_\_  
**Address**

**WORK TO BE DONE**  
**2% LOAN**

HOMEOWNER

TODD & NANCY RIGBY  
4308 MAXWELL RD.  
C: 752-6603  
C: 273-4978

PROJECT MANAGER

MATT FISCHER  
271-4825

3/2/23

CONTRACTORS SHALL REMOVE ALL TRASH AND DEBRIS RESULTING FROM THEIR WORK. WORK ALTERING APPEARANCE OF EXISTING PAINTED SURFACES AND NEW SURFACES SHALL BE PROPERLY FINISHED AND PAINTED WITH A PRIMER AND FINISH COAT. THE FOLLOWING WORK LISTED IS SPECIFIC AND SHALL BE DONE IN ACCORDANCE WITH MANUFACTURERS RECOMMENDATIONS AND PROCEDURES AND/OR PRESENT CITY ADOPTED CODES AND ORDINANCES. ALL WORK SHALL COMPLY WITH THE CURRENT CD GENERAL CONDITIONS AND SPECIFICATION BOOKLET UNLESS OTHERWISE SPECIFIED.

**Roof:**

Strip the roof off to the sheathing. Install a laminated architectural shingle with a minimum 10-year warranty, 30 pound felt paper, colored flashings, valleys, pipe boots and 5 colored low-profile vents. The homeowner shall select the shingle color.