Housing Rehabilitation Program
Bid Submission Packet

Concrete walk & Steps, Exhaust fan/light, & Plumbing Shut off replacement
Bid Due Date: 10/30/2020 at 2:00 PM
Project Address: 2917 8 street, Rock Island, IL 61201
File Number: NEDPL (41-2020)

For questions or assistance, please contact:

Jeff Laxton
Construction Officer
Phone: 309-732-2906
Email: laxton.jeff@rigov.org

For Office Use Only:
Date of Invitation: 10/07/2020
Bid Opened on: ________________ Time: ________________ By: ________________

Staff to complete this portion after bid opening:
In-House: ____________ Contractor Bid: ____________ Difference: ____________
City of Rock Island
Housing Rehabilitation Program
Bidding Instructions and Requirements

GENERAL INSTRUCTIONS:

1. The contractor and subcontractors must meet all applicable State, County, and/or City licensing requirements. The successful bidder will be required to comply with the program’s insurance requirements at all times while performing contracted service work.

2. The contractor and subcontractors are required to visit the project as part of bid preparation.

3. Contractors must verify all measurements referenced in the work write-up. No Change Orders will be approved for measurements not verified at the bidding stage.

4. All work and materials must meet the City of Rock Island guidelines and applicable Federal, State and Local Codes; and must meet HUD and Illinois state requirements including but not limited to employed lead-safe work practices [See 24 CFR, Part 92, 47 l11. Adm. Code, Part 370, and 77 l11. Admin. Code 845].

5. The Contractor’s bid shall include all necessary labor, materials, tools, equipment, permits, applicable fees, and all other items necessary to complete the project in conjunction with the work write up/risk assessment.

6. The successful Contractor shall provide satisfactory certificates of insurance evidencing the required insurance coverage, which certificates shall name the Recipient, the City of Rock Island.

7. Each contractor is responsible for completing and submitting a Contractor Information form to the City prior to the awarding of a Housing Rehabilitation Program bid. Completed Contractor Information form may be submitted with your bid. Bids will not be awarded to a non-approved contractor.

8. CANCELLATION OF INVITATIONS FOR BIDS OR REQUESTS FOR PROPOSALS. An invitation for bids, a request for proposals, or other solicitation may be canceled, or any or all bids or proposals may be rejected in whole or in part as may be specified in the solicitation or otherwise, when it is for good cause or in the best interests of the City. The reasons therefore shall be made part of the contract file. Each solicitation issued by the City shall state that the solicitation may be canceled and that any bid or proposal may be rejected in whole or in part for good cause or when in the best interests of the City as the City, in its sole and exclusive discretion, may determine. Notice of cancellation shall be sent to all businesses solicited, or from whom bids or proposals were received. The notice shall identify the solicitation, explain the reason for cancellation and, where
appropriate, explain that an opportunity will be given to compete on any re-
 solicitation or any future procurement of similar items. Reasons for rejection 
shall be provided upon request by unsuccessful bidders or offerors.

9. The City of Rock Island is committed to preserving equal rights for all of its  
   citizens during the construction of its public (works) projects and encourages 
   minority contractors to submit bids for this work. The City also encourages  
   bidders to consider hiring subcontractors and employees of all racial and ethnic 
   backgrounds.

10. The City of Rock Island does not discriminate against any class of protected 
    individuals.

**BID INSTRUCTIONS:**

1. Submit complete itemization of work on the specification’s pages. Telegraphic,  
electronic mail, facsimile, or other similar forms of bid submission shall not be 
accepted.

2. The bid must be submitted in ink or typed and be clearly written. Bids 
presented in pencil will not be accepted. Any corrections made when providing 
pricing must be clearly written and initialed by the bidder. Unclear writing may 
result in rejection of bid. **Incorrect calculations shall result in rejection of the** 
   **bid.**

3. In addition to the work write-up, contractors and their subcontractors are 
encouraged to identify any code violations or recommend corrections that do 
not appear in the work write-up. The contractor should itemize any additions,  
**or corrections** (such as measurements), **to the work write-up** on a **separate**  
sheet and may submit a **separate bid reflecting the additions or corrections.**

4. Contractors **must** guarantee the bid price for a period of sixty (60) days after the  
deadline date for submission of the bid. Failure to honor submitted bid shall 
result in removal from the approved contractor list for any future bids.

5. The selected contractor shall attend a Pre-Construction meeting prior to work 
beginning. Work cannot begin until a Notice to Proceed is issued by the City of  
Rock Island and the Homeowner.

6. Incomplete bids and those that do not conform to the General Instructions or  
Bid Instructions may be rejected.

7. The contractor is responsible to make sure all required bid documents are 
attached to the submitted bid prior to submission.
## Specifications

**Location:** 815 30th avenue Rock Island, IL 61201  
**Bid Due in City Hall on 10/30/2020 at 2:00 PM**  
**Project Manager: Jeff Laxton, 309-732-2906**  
**Property Owner: Lori Young Phone 309-269-3439**

<table>
<thead>
<tr>
<th>Location: Interior</th>
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<tbody>
<tr>
<td><strong>Specification</strong></td>
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<tr>
<td>Remove 10’ of sidewalk and concrete steps. Starting from corner of the house leaving the concrete under the porch. Pour new sidewalk and steps. Install a handrail on side of steps.</td>
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<tr>
<td>Install a exhaust fan/light combo in basement. Add single pull switch and 4” venting to exterior and weather proof cover.</td>
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<td>Replace water shut off above slop sink.</td>
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<tr>
<th>General Requirements</th>
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<td><strong>Specification</strong></td>
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| OWNER’S FINISH SELECTIONS  
The owner shall select finish, colors, styles, and types of materials from pre-mixed, in stock options. The contractor and property owner shall submit to the Planning & Redevelopment Division a copy of the agreed upon colors, styles, and types of materials prior to job start. | NA | | | |
| MANUFACTURER’S SPECIFICATIONS PREVAIL  
All materials shall be installed in full accordance with the manufacturer’s specifications for working conditions, surface preparation, methods, protection, and testing. | NA | | | |
| VERIFY QUANTITIES & MEASUREMENTS  
All measurements are for the contractor’s convenience prior to a mandatory site inspection to verify all dimensions. All quantities are as stated. No claim for additional funds due to discrepancies in measurements or quantities shall be honors if no submitted at the time of the initial proposal. | NA | | | |
| ALL PERMITS REQUIRED  
The contractor shall apply for, pay for, obtain, and forward copies of required permits to the Planning & Redevelopment Division all permits as required by the City of Rock Island Inspections Division. Work to comply with all applicable Rock Island codes and ordinances. Contractor responsible for knowledge of and adherence to such codes and ordinances. | | | | |
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<tr>
<th>CONTRACTOR PRE-BID SITE VISIT</th>
<th>NA</th>
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<tr>
<td>The contractor must inspect the property. Submission of a bid is presumptive evidence that the bidder has thoroughly examined the site and is conversant with the requirements of the local jurisdiction.</td>
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<th>WORKMANSHIP STANDARDS</th>
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<td>All work shall be performed by mechanics both licensed and skilled in their particular trade as well as the tasks assigned to them. Work to adhere to best practices standards of each particular trade and activity. Workers shall protect all surfaces as long as required to eliminate damage. All work to be following latest edition of ICC codes as adopted by the City of Rock Island.</td>
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<tr>
<th>ONE YEAR GENERAL WARRANTY</th>
<th>NA</th>
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<tr>
<td>Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appears within one year from final payment. Further, contractor shall furnish owner with all manufacturers’ and suppliers’ written warranties covering items furnished under this contract prior to release of the final payment.</td>
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<tr>
<th>REMOVAL OF CONSTRUCTION DEBRIS</th>
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<td>The contractor shall be responsible for removing all construction debris following construction. The contractor shall indicate the specific disposal site and location to which the contractor plans to haul and dispose of debris. For each class of demolition material, the contractor shall provide receipts that the material has been disposed of in accordance with local, state, and federal requirements for permanent disposal. Such receipts shall be submitted with final payment request form.</td>
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<thead>
<tr>
<th>Total Cost</th>
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<tr>
<td>Company</td>
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<td>Federal Tax ID</td>
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<td>DUNS Number</td>
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<td>Contact Person</td>
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<td>Signature</td>
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