

**City of Moline
Critical Assistance Program (CAP)
Invitation to Bid
City of Moline**

Date of Invitation: Friday, December 6, 2019

The City of Moline invites you to submit bids for the projects listed below. All instructions are to be followed in submitting your bid. Questions about the project, specifications, gaining access to the project, or the bidding process may be directed to Drake Daley, Lead Assessment Specialist, (309) 524-2053.

THE DEADLINE FOR RETURN OF BIDS TO THE COMMUNITY DEVELOPMENT MANAGER AT THE CITY OF MOLINE IS: FRIDAY, DECEMBER 20, 2019, 2:30 P.M. AT WHICH TIME ALL RECEIVED BIDS SHALL PUBLICLY BE OPENED AND READ ALOUD.

Moline, IL locations

1. 429 16 Avenue, CAP-E-13-45 HVAC

THE "BID SUMMARY SHEET" PROVIDED WITH THIS INVITATION MUST BE COMPLETED AND RETURNED FOR YOUR BID TO BE ACCEPTED. ALL BIDS ARE DUE BY FRIDAY, DECEMBER 20, 2019, 2:30 P.M. BIDS SHALL BE RETURNED IN A SEALED ENVELOPE TO:

**CITY OF MOLINE
COMMUNITY DEVELOPMENT DEPARTMENT
CAP PROGRAM
ATTENTION: K.J. WHITLEY
619 16 STREET
MOLINE, IL 61265**

CAP Program

Please Note: Contractors may visit site during normal business hours to evaluate the scope of work for bidding purposes. If interior access is required, please contact the homeowner for an appointment.

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 programs 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 Moline 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 I11. Adm. Code, Part 370, and 77 I11. 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 Moline.
7. **Each contractor is responsible for completing and submitting a Statement of Contractor Qualifications questionnaire (with all required supporting documentation) to the City prior to the awarding of a CHS bid. Completed Statement of Contractor Qualifications may be submitted with your bid.**
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 Moline 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 Moline does not discriminate against any class of protected individuals.

BID INSTRUCTIONS:

1. Submit complete itemization of work on the work-write-up and Bid Summary Sheet provided by the City of Moline. **Write the total amount of each bid in both numeric and written formats on the Bid Summary Sheet. All bids shall be signed and dated.** 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 Moline 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.
8. **Bids shall be delivered by the due date to:**

**City of Moline
Community Development Division
CAP/CHS Programs
Attention: K. J. Whitley
619 16 Street
Moline, Illinois 61265**

NOTE: Should you choose *not to bid* on this project, please sign the below **“Affidavit of No Bid,”** stating reason for not bidding, and return to K. J. Whitley at the above address.

CITY OF MOLINE

619 16th Street
Moline, IL 61265
309-524-2044

AFFIDAVIT OF NO BID

Project Name: CAP-E-13-45

Address: 429 16 Avenue, Moline IL 61265

Contractor: _____

Having obtained an Invitation for Bid and a complete Bid package for the above referenced project and having full intent to submit a bid for said project, I now desire NOT to submit a construction bid at this time. It is my desire to be removed from the competitive bid process for this project.

Reason: _____

Contractor's Signature

Date

NOTE: Should you choose *not to bid* on this project, please sign the below **"Affidavit of No Bid,"** stating reason for not bidding, and return to K. J. Whitley at the above address.

CITY OF MOLINE

619 16th Street
Moline, IL 61265
309-524-2044

AFFIDAVIT OF NO BID

Project Name: CHS-H-11-45 (Zambrano)

Address: 419 10th Street, Moline IL 61265

Contractor: _____

Having obtained an Invitation for Bid and a complete Bid package for the above referenced project and having full intent to submit a bid for said project, I now desire NOT to submit a construction bid at this time. It is my desire to be removed from the competitive bid process for this project.

Reason: _____

Contractor's Signature

Date

BID SUMMARY SHEET

CHS

This sheet must be completed and submitted along with the itemized bid or your bid will be DISQUALIFIED.

PROJECT ADDRESS: **CHS-H-9-45/419 10th Street, Moline, IL 61265
Zambrano (Homeowner)
(309) 797-4513**

COMPANY NAME: _____

COMPANY ADDRESS: _____

COMPANY PHONE NUMBER: _____

FEDERAL TAX ID NUMBER: _____

BID COMPLETED BY: _____

Print Name

Signature

DATE SUBMITTED: _____

DATE DUE: THURSDAY, DECEMBER 5, 2019, 2:30 PM

BID TOTAL: \$ _____

(Bid Total Written out): _____

SPECS BY LOCATION/TRADE

12/5/2019

Pre-Bid Site Visit: on your own
 Bidding Open Date: 12.16.19
 Bidding Close Date: 12.20.19 @ 2:30
 Initial: KJW

Case Number: CAP-E-13-45
 Project Manager: KJ Whitley
 Phone: 309-524-2044

Address: 429 16th Avenue

Unit: Unit 01

Location: 1 - General Requirements

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
Trade: 1 General Requirements					
24	MANUFACTURER'S SPECS PREVAIL All materials shall be installed in full accordance with the manufacturer's specifications for working conditions, surface preparation, methods, protection and testing.	1.00	GR	_____	_____
32	SUBSTITUTION APPROVAL PROCESS Any requests for substitutions of specified proprietary items must accompany the initial proposal and shall include: the manufacturer's specifications; full installation instructions and warranties. The agency and owner will notify the contractor of decision at contract award.	1.00	GR	_____	_____
35	VERIFY QUANTITIES/MEASUREMENTS All measurements (i.e LF Gutters, SF insulation etc) are for the contractor's convenience prior to a mandatory site inspection to verify all dimensions. All quantities (i.e. LF Gutters, SF insulation) are as stated. No claim for additional funds due to discrepancies in measurements or quantities shall be honored if not submitted at the time of the initial proposal.	1.00	GR	_____	_____
40	ALL PERMITS REQUIRED The contractor shall apply for, pay for, obtain and forward copies of required permits to the agency: All permits as required by City of Moline Code Enforcement Department. Work to comply with all applicable Moline Codes and Ordinances. Contractor responsible for knowledge of and adherence to the above codes and ordinances.	1.00	AL	_____	_____
45	CONTRACTOR PRE-BID SITE VISIT 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.	1.00	DU	_____	_____
78	WORKMANSHIP STANDARDS 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 in compliance to latest edition of IRC.	1.00	GR	_____	_____
90	1 YEAR GENERAL WARRANTY Contractor shall remedy any defect due to faulty material or workmanship and pay for all damage to other work resulting therefrom, which appear within one year from final payment. Further, contractor shall furnish owner with all manufacturers'	1.00	DU	_____	_____

Address: 429 16th Avenue

Unit: Unit 01

Location: 1 - General Requirements

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 1 General Requirements

and suppliers' written warranties covering items furnished under this contract prior to release of the final payment.

120	FINAL CLEAN Remove from site all construction materials, tools and debris. Sweep clean all exterior work areas. Vacuum all interior work areas, removing all visible dust, stains, labels and tags. Clean all windows referenced in specifications.	1.00	RM	_____	_____
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Location Total: _____

Location: 2 - Basement

Approx. Wall SF: 0

Ceiling/Floor SF: 0

Spec #	Spec	Quantity	Units	Unit Price	Total Price
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Trade: 21 HVAC

6050	FURNACE & DUCT--GAS Install intermit. pilot, forced air furnace complete with plenum, supply duct, galvanized return duct connected to wall registers, to service all rooms. Include setback thermostat, filter, fan and plenum control. Connect thimble breaching to chimney per code. Provide separate power circuit & operating manual. System to maintain 70 F indoor temp. when outside temp is -10 F. Min AFUE rating of 86. A. Install new chimney liner sized to only being used by water heater. B. Seal hole in duct work next to furnace. C. Seal opening in existing chimney.	1.00	EA	_____	_____
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Location Total: _____

Unit Total for 429 16th Avenue, Unit Unit 01: _____

Address Grand Total for 429 16th Avenue: _____

Bidder: _____