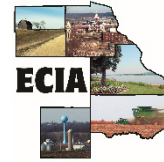


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**ECIA**  
**Older Adult Home Modification Program**  
7600 Commerce Park  
Dubuque, Iowa 52003  
563-556-4166

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**INVITATION TO BID East Central Intergovernmental Association**  
**OLDER ADULT HOME MODIFICATION PROGRAM facilitated by ECIA**  
**Target Area: The counties of Cedar, Clinton, Delaware, Dubuque (excluding the City of Dubuque) and Jackson**

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**BIDS DUE BY 2:00 p.m. FRIDAY, May 23, 2025**

You are invited to bid for a spot in the contractor pool for home modification work for properties located in the counties of Cedar, Clinton, Delaware, Dubuque (excluding the city of Dubuque) and Jackson in Iowa. This program anticipates completing 150 properties by April 2028. The specifications provided are for home modification work that will be found on many of the projects. The contractor pool will be closed for no more than twelve (12) months, at which time the program will re-open the contractor pool. The program reserves the right to re-open the contractor pool at any time.

**Bids must be submitted to ECIA offices (7600 Commerce Park, Dubuque, IA 52002) by 2:00 p.m. on FRIDAY, May 23, 2025. Electronic bids will be accepted provided they do not arrive after the date and time stated. Bids received after this date will not be reviewed for this program.**

Work on this Older Adult Home Modification Program will consist primarily of health and safety work may consist of flooring repair and/or installation, exhaust fan installation, minor electrical or plumbing repair and general maintenance. Line-item pricing will be received for the most common work and will be used to determine the scope of work pricing on each individual property.

There must be a least one certified lead renovator, abatement worker or abatement contractor, assigned to each project. All other workers must at minimum have completed and passed the 8-hour lead safe renovator training. Copies of certification and training required.

Bid documents may be obtained on or after **Friday, May 9, 2025** by contacting Angela Koppes at (563) 227-7610 or by emailing [akoppes@ecia.org](mailto:akoppes@ecia.org). Bids can also be obtained at: <http://www.ecia.org/RFPs.cfm>.

Do not include sales tax within your project bid. ECIA will issue a sales tax exemption certificate for projects after contracts are awarded.

### Section 3

- A. The work to be performed under this contract is subject to the requirements of section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.
- B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.
- C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause, and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.
- D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.
- E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.
- F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.
- G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Section 3 Businesses are encouraged to respond to this proposal. A Section 3 business is a business that is:

- 51% owned by Section 3 residents\*
- Whose permanent, full-time staff is comprised of at least 30% Section 3 residents\*
- Has committed 25% of the dollar amount of its subcontracts to Section 3 businesses
- \*A Section 3 resident is defined as a public housing resident or someone with a household income that is less than 80% of the area median income.

Businesses that believe they meet the Section 3 criteria are encouraged to register as a Section 3

Business through HUD's website: <https://portalapps.hud.gov/Sec3BusReg/BRegistry/RegisterBusiness>

## SPECIFICATIONS FOR Home Modification Work

Proposal of \_\_\_\_\_ (hereinafter called "Bidder"), organized and existing under the laws of the State of Iowa doing business as \_\_\_\_\_ (insert "a corporation", "a partnership", or "an individual" as applicable) to East Central Intergovernmental Association (hereinafter called "ECIA".)

Older Adult Home Modification Program is seeking a contractor pool to complete home modification work in units located in the counties of Cedar, Clinton, Delaware, Dubuque (excluding City of Dubuque), Jackson, Iowa. Contractors selected for the contractor pool will be given units based on their order within the rotation.

**Rotation order will be established by the lowest responsible bidder, followed by the second lowest responsible bidder, and so on. Only reasonable/responsible bids will be accepted into the Contractor Pool. At the time a contractor receives a unit through the rotation process, the contractor may choose to decline that unit. The unit will then be offered to the next contractor on the rotation list. The contractor that denies the unit will have to wait for the rotation to circle back to them to receive another unit.**

In compliance with the Advertisement for Bids, BIDDER hereby proposes to perform home modification work in strict accordance with the CONTRACT DOCUMENTS, within the time set forth therein, and at the prices stated below. Only in rare circumstances will the program allow the contractor to change pricing stated below and there must be clear, documented reasons for the variation. For example, said window is not a standard configuration; it is a bay window and the contractor can provide the program documentation of the increase in price.

By submission of this BID, each BIDDER certifies, and, in the case of a joint BID, each party thereto certifies as to his own organization, that this BID has been arrived at independently, without consultation, communication, or agreement as to any matter related to this BID with any other BIDDER or with any competitor.

BIDDER hereby agrees to commence work under this CONTRACT on the date agreed upon at time of contract and by all parties and to fully complete the project with **10 consecutive** calendar days thereafter. **Extra days may be added by ECIA for weather issues as related to exterior work.**

- Note:
1. Bids shall include all applicable taxes (**not including sales tax**) and fees.
  2. BIDDERS shall not add any conditions or qualifying statements or modify this proposal, or the proposal may be declared irregular as being not responsive to the Notice.
  3. Do not include sales tax in your line item amounts. ECIA will issue a tax exemption certificate.
  4. There must be a least one certified lead renovator, abatement worker or abatement contractor, assigned to each project. All other workers must at minimum have completed and passed the 8-hour lead safe renovator training. Copies of certification and training required.
  5. The Contractor is responsible for maintaining General Liability Insurance in an amount not less than \$2,000,000 and \$500,000 for Lead Liability Insurance. The Contractor is also responsible to maintain the statutory limits of Worker Compensation Insurance and to verify that subcontractors maintain the statutory limits of Workers Compensation Insurance.

This project is funded by Older Adult Home Modification Grant Funding through the office of HUD Office of Lead Hazard Control from the U.S. Department of Housing and Urban Development (HUD) and is being administered by the ECIA. Compliance with all applicable federal, state, and local laws, rules, and regulations is required.

BIDDER acknowledges receipt and complete understanding of the Instructions to Bidder:

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Printed or Typed name of BIDDER/CONTRACTOR

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Signature of BIDDER/CONTRACTOR

BIDDER agrees to perform WORK described in the BID SCHEDULE for the following unit price or indicated sums:

| <p style="text-align: center;"><b>GENERAL PRICING</b><br/> <b>Not Project Specific</b><br/> <b>Pricing will be used to develop scope of work pricing on specific sites in the contractor rotation.</b></p>   |  |     |       |
|--|--|-----|-------|
| <ol style="list-style-type: none"> <li>1. Bids shall not include sales tax. Bids shall include all other applicable taxes and fees</li> <li>2. BIDDERS shall not add any conditions or qualifying statements or modify this proposal, or the proposal may be declared irregular as being not responsive to the Notice.</li> <li>3. <b>Contractor shall provide quality craftsmanship consistent with the industry standard for new residential dwelling construction. New work shall be made square, level and plumb to the greatest extent possible and allowable considering the age and condition of the existing building structure. All materials, finishes, and equipment shall be installed per manufacturer's instructions and requirements. Provide all product manuals, instructions, and warranty copies at the end of the project. Coordinate all material color selections with the Inspector.</b></li> <li>4. You are responsible for repairing any damages to components remaining in place.</li> <li>5. Contractors must perform all work Per Iowa Admin Code 641-70.</li> <li>6. Contractors will be held to the requirements set forth in ECIA's Older Adult Home Modification Program Standards.</li> </ol> |  |     |       |
| Line   | INTERIOR DIVISION  | Qty | Price |
| 1  | Replace sashes with Northern Energy Star rated vinyl replacement sash with full screen. Window to conform to local building codes (i.e. glass, sash limiters etc). Remove weights, insulate pockets and paint and re-install sash stops. Window to be installed per manufacturer's instructions. Minimum five-year warranty on all window components.<br><b>(base price on a 32" x 60" window)</b> | 1   |       |
| 2  | Replace existing door with new pre-hung solid core door oak 6-panel door to match existing color and configuration as closely as possible. Provide and install latch set of appropriate function (passage or privacy) .Lever style handle.   | 1   |       |

|    |  |   |  |
|----|--|---|--|
| 3  | Provide and install minimum 12 mil wear layer vinyl plank flooring according to manufacture installation guidelines. Includes any finish trims as required. Color and pattern to be approved by owner. Figure 12' x 12' room – can price by the square foot.   | 1 |  |
| 4  | Provide and install minimum 7 mm thick vinyl plank flooring according to manufacture installation guidelines. Includes any finish trims finish trims as required. Color and pattern to be approved by owner. Figure 12' x 12' room –price by the square foot.  | 1 |  |
| 5  | Provide and install exterior, painted, pre-hung, insulated R5 minimum, 6-panel/half lite steel door. Color: White. Provide and install deadbolt and entrance lever (Schlage, Kwikset or equal). Adjust, shim, and insulate around entry door for proper operation. Base price on a 32" x 80" door.   | 1 |  |
| 6  | Provide a price to install one smoke alarm.  | 1 |  |
| 7  | Provide a price to install one combination smoke/CO detector   | 1 |  |
| 8  | Replace outlet with GFCI outlet  | 1 |  |
| 9  | Replace bathroom exhaust fan and vent to exterior. Fan to be 80 CFM or greater.  | 1 |  |
| 10 | Replace range hood and vent to exterior. Range hood to be 300 CFM or greater.  | 1 |  |
| 11 | Install 18" grab bar.  | 1 |  |
| 12 | Add wall mounted handrail – price for 12 feet section.   | 1 |  |
| 13 | Install Comfort height 17"-19" toilet.   | 1 |  |
| 14 | Install tub cut out on steel tub. Price for all materials for finished product.  | 1 |  |
| 15 | <p>Installation of ramp constructed of treated lumber</p> <ul style="list-style-type: none"> <li>• Price according to be attaching ramp to a 3'X3' concrete stoop, 36 inches tall</li> <li>• Have a maximum slope of 1:12 (1 foot of ramp for reach inch of rise)</li> <li>• Be a minimum of 36" wide</li> <li>• All edges must be protected to keep anyone from slipping off</li> <li>• Have handrails on both sides of the ramp</li> <li>• Have level landing at the bottom and top of the ramp</li> </ul> | 1 |  |
| 16 | Replace exterior steps (figure 5 steps with graspable hand railing on both sides), material to be treated lumber.  | 1 |  |
| 17 | Installing a hand-held or adjustable showerhead with pause button  | 1 |  |
| 18 | Purchase and install of new solar powered exterior light at entrance.  | 1 |  |
| 19 | Provide and install deadbolt and entrance lever (Schlage, Kwikset or equal).   | 1 |  |
| 20 | Install low pile rubber stair tread on 10 painted basement stairs.   | 1 |  |

**LEAD CLEANING:** Please read and comply with the requirements below:

- Post proper permits when needed for the work on the exterior of the project, including exterior doors. On bid scopes there will be a line item for permit reimbursement.
- The contractor must have a State approved HEPA vacuum on site while lead work is being completed.

- If considerable amount of dust is going to be created, the contractor covers all personal items in the work area with plastic while work is being completed. As well as must clean all areas where work is being performed and use containment if dust is going to be created.
- This includes providing appropriate exterior ground protection while exterior work is being completed.
- The Contractor is wholly responsible for complying with all HUD and Iowa Admin Code 641 chapter 70 pertaining to lead safe renovations. ECIA may not be held liable for contractors said failure to follow Lead protocol.

**PLEASE NOTE THE FOLLOWING:**

Contractors have the option to sign up for ACH - please note that signing up for ACH will expedite the processing of payments. Prior to payment requested, the contractor must schedule an inspection with ECIA, the work must be satisfactorily completed prior to payment authorization.

BIDDER agrees to perform all the work described in the site-specific contract documents and the above contractor pool specifications using pricing provided above, and the bid above shall *include all other applicable fees (travel, lodging, disposal, etc.)* Contractors submitting a bid understand that the pricing provided will be used to determine pricing of specific work. Variations in pricing may be approved by the Program with clear and proper documentation. The Contractor understands a rotation system will be used to rotate units between contractors in the contractor pool. Contractors will be provided work specifications for work on a particular unit and will enter a contract on that particular unit. The individual line items are to be totaled to equal bid amount as entered in the bid summary. It is expressly understood that the foregoing total of the work specification is the basis for establishing the amount of the contract and is not to be considered or construed to be a lump sum proposal.

BIDDER: \_\_\_\_\_

FIRM NAME: \_\_\_\_\_

STREET ADDRESS: \_\_\_\_\_

CITY AND ZIP CODE: \_\_\_\_\_

CONTACT NUMBER: \_\_\_\_\_

E-MAIL ADDRESS: \_\_\_\_\_

IOWA CONTRACTOR LICENSE NUMBER: \_\_\_\_\_

DUNS #: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

NAME TYPED OR PRINTED: \_\_\_\_\_

TITLE: \_\_\_\_\_

DATE: \_\_\_\_\_

Note: Upon acceptance into the contractor pool, contractor must provide documentation that they are registered on SAM.gov.

**ALSO ATTACH TO YOUR BID THE FOLLOWING INFORMATION.** (on file with ECIA is not acceptable).

1). LEAD ABATEMENT CONTRACTOR OR LEAD ABATEMENT WORKER, OR CERTIFIED LEAD RENOVATOR CERTIFICATION

1.) LEAD SAFE RENOVATOR TRAINING CERTIFICATE

2.) PROOF OF CONTRACTORS INSURANCE CERTIFICATION

3.) Section 3 Requirements

4.) THE BID MUST BE TYPED OR IN INK AND ROUNDED TO THE NEAREST DOLLAR. Every line item must have a cost designation and items may not be lumped together. It is the right of ECIA to delete line items if necessary.

The CONTRACTOR shall be required and agrees to:

A. Furnish evidence of the following minimum insurance coverage and limits:

Class of Coverage

Commercial General Liability

General Aggregate Limit \$2,000,000

Products Completed Aggregate Limit \$1,000,000

Personal and Advertising Injury \$1,000,000

Automobile Combined Single Limit \$1,000,000

Workmen's Compensation \$100,000 per incident

The CONTRACTOR shall submit a Certificate of Coverage to ECIA for approval, and no cancellation or change shall be permitted without a written notice of such change or cancellation, which must be presented to ECIA ten (10) days prior to any such alteration.

If coverage is due to expire during the contract period, a new Certificate of Coverage shall be presented to ECIA. It is further specifically stipulated that the Insurance Coverage shall include an endorsement, by CONTRACTOR'S Insurance Carrier, that so far as CONTRACTOR'S Insurance Coverage is concerned, it is specifically agreed that said Carrier shall never, in connection with any tort litigation arising under said coverage herein, assert the defense of nonliability based upon the fact that ECIA is a governmental instrumentality and is immune to suit.

**SPECIMEN**

ECIA continually strives to improve the housing stock and services to property owners; homeowners and/or tenants, within its footprint. To ensure that all housing projects are performed and completed to industry standards and health and safety standards, any contractor applying for inclusion in the Lead and Healthy Homes Program will be subject to a thorough prescreening process. To qualify, contractors shall meet the following requirements:

- Be licensed by the State of Iowa, Department of Labor
- Provide current and active insurance certificates that document sufficient insurance coverage as per Program requirements.
- Be able to provide evidence (i.e., certificate of successful completion and satisfactory test results that all workers under his/her employ (employees and/or subcontractors and their employees) who will be involved in any rehabilitation that disturbs painted surfaces (known or presumed to be lead based paint) or any lead hazard reduction activity, have been trained in abatement practices as required by HUD's Lead Safe Housing regulations and the IDPH's 641-Chapter 70IAC.
- Be approved as not being on the HUD's or the U.S. Department of Labor's (DOL's) list of debarred or suspended contractors\* <https://www.sam.gov/portal/SAM#1>
- Provide the names and addresses of at least 3 clients who can provide a personal reference.
- Vendor Set-Up form and W-9 form on file with the ECIA's Finance Department.
- Familiarity with City building codes and laws related to construction.
- Follow HUD and State of Iowa requirements

- Follow up on all complaints and negotiate a resolution of disputes in conjunction with program staff.

### SECTION 3 REQUIREMENTS

A. The work to be performed under this contract is subject to the requirements of Section 3 of the Housing and Urban Development Act of 1968, as amended, 12 U.S.C. 1701u (section 3). The purpose of Section 3 is to ensure that employment and other economic opportunities generated by HUD assistance or HUD-assisted projects covered by section 3, shall, to the greatest extent feasible, be directed to low- and very low-income persons, particularly persons who are recipients of HUD assistance for housing.

B. The parties to this contract agree to comply with HUD's regulations in 24 CFR part 135, which implement section 3. As evidenced by their execution of this contract, the parties to this contract certify that they are under no contractual or other impediment that would prevent them from complying with the part 135 regulations.

C. The contractor agrees to send to each labor organization or representative of workers with which the contractor has a collective bargaining agreement or other understanding, if any, a notice advising the labor organization or workers' representative of the contractor's commitments under this section 3 clause and will post copies of the notice in conspicuous places at the work site where both employees and applicants for training and employment positions can see the notice. The notice shall describe the section 3 preference, shall set forth minimum number and job titles subject to hire, availability of apprenticeship and training positions, the qualifications for each; and the name and location of the person(s) taking applications for each of the positions; and the anticipated date the work shall begin.

D. The contractor agrees to include this section 3 clause in every subcontract subject to compliance with regulations in 24 CFR part 135, and agrees to take appropriate action, as provided in an applicable provision of the subcontract or in this section 3 clause, upon a finding that the subcontractor is in violation of the regulations in 24 CFR part 135. The contractor will not subcontract with any subcontractor where the contractor has notice or knowledge that the subcontractor has been found in violation of the regulations in 24 CFR part 135.

E. The contractor will certify that any vacant employment positions, including training positions, that are filled (1) after the contractor is selected but before the contract is executed, and (2) with persons other than those to whom the regulations of 24 CFR part 135 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 135.

F. Noncompliance with HUD's regulations in 24 CFR part 135 may result in sanctions, termination of this contract for default, and debarment or suspension from future HUD assisted contracts.

G. With respect to work performed in connection with section 3 covered Indian housing assistance, section 7(b) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 450e) also applies to the work to be performed under this contract. Section 7(b) requires that to the greatest extent feasible (i) preference and opportunities for training and employment shall be given to Indians, and (ii) preference in the award of contracts and subcontracts shall be given to Indian organizations and Indian-owned Economic Enterprises. Parties to this contract that are subject to the provisions of section 3 and section 7(b) agree to comply with section 3 to the maximum extent feasible, but not in derogation of compliance with section 7(b).

Section 3 Businesses are encouraged to respond to this proposal. A Section 3 business is a business that is:

- 51% owned by Section 3 residents\*
- Whose permanent, full-time staff is comprised of at least 30% Section 3 residents (defined as a public housing resident or someone with a household income that is less than 80% of the area median income).
- Has committed 25% of the dollar amount of its subcontracts to Section 3 businesses



**INTENT TO COMPLY WITH SECTION 3 REQUIREMENTS**  
**(This form must be completed and returned with your bid proposal)**

**Please complete the following:**

1. If awarded a contract for this LBHR/HH funded project, do you anticipate hiring new employees to complete the project? (Hiring would be specific to this project)  
  
☐ Yes      ☐ No      If yes, please estimate the number of employees to be hired: \_\_\_\_\_
2. Is your business a Section 3 Business?      ☐ Yes      ☐ No
3. Is the bidder willing to consider hiring Section 3 residents for future employment opportunities that are a direct result of this LBHR/HH funded project?      ☐ Yes      ☐ No
4. Is the bidder willing to consider subcontracting with Section 3 businesses for this project?  
  
☐ Yes      ☐ No

I understand that this contracting opportunity is subject to HUD Section 3 requirements (24 CFR Part 135). I have read and understand the Section 3 requirements as generally described above and presented in the Section 3 contract language included in the procurement documents for this project. If awarded a contract, the business commits to following Section 3 requirements, as they apply to this project. If awarded a contract for this project, the business agrees to provide reports to ECIA on Section 3 efforts and accomplishments.

|                                  |         |
|----------------------------------|---------|
| Name of Contractor/Subcontractor | Address |
| Print Name                       | Title   |
| Signature                        | Date    |

**MINORITY AND WOMEN-OWNED BUSINESSES ARE ENCOURAGED TO APPLY AS WELL AS SMALL, LOCAL AND EMERGING CONTRACTORS.**

