



1730 Bassett Dr.  
Mankato, MN 56001  
Phone: 507-388-2081  
Fax: 507-388-1618  
habitatscmn.org

8/25/2022

Dear Build Partner,

We truly appreciate your interest in bidding for our 2022 build project located at 505 2nd Ave NW, New Prague, MN.

Habitat for Humanity of South Central Minnesota is fortunate to have many of our skilled contractors and subcontractors donate all or a portion of their time and/or materials, contributing to the building of Habitat homes in our service area.

The in-kind donations of labor and materials we've received have been a blessing to our work! We encourage you to consider how you may be able to help by listing your in-kind gifts of material and labor on the proposal bid form.

**Your support would help to serve more families in our communities by building a decent & safe place to call home!**

Thank you for your interest in partnering with us. Please feel free to contact us with any questions you may have.

Sincerely,

*Sondra R. Herman*

Sondra Herman  
Executive Director

## **Our Excitement is Building!**

Habitat for Humanity of South Central Minnesota is a non-profit Christian housing ministry dedicated to building simple, decent and affordable housing with and for families in need.

# HABITAT FOR HUMANITY SCMN BID PACKET



Project Address: 505 2nd Ave NW, New Prague, MN

## Contact Information:

**Mike Kroenke 507-327-3771**  
**[constructionmanager@habitatscmn.org](mailto:constructionmanager@habitatscmn.org)**  
or  
Karen Allen 507-388-2081 ext. 206  
**[karen.allen@habitatscmn.org](mailto:karen.allen@habitatscmn.org)**

## TABLE OF CONTENTS FOR BIDDING DOCUMENT

Invitation to Bid	Page 3
Instructions to Bidders	Pages 4-8
Bid Division Index	Page 9
Building Materials	Page 10
Concrete	Pages 11-13
Framing	Page 14
Cabinets	Pages 15-16
Gutters	Pages 17-18
Overhead Doors	Pages 19-20
Drywall Supply & Install	Pages 21-22
Drywall Finishing	Pages 21-22
Plumbing	Pages 23-24
Insulation	Page 25
HVAC – Mechanical	Pages 26-27
Electrical	Pages 28-29
Excavation	Pages 30-31
General Conditions	Page 32
Special Conditions & Schedules	Page 33
Proposal Bid Forms	Pages 34-35

## SECTION 00 11 13 - INVITATION TO BID

Bids for construction of 3 Bedroom home, slab on grade, at 505 2<sup>nd</sup> Ave NW, New Prague, MN

This project may include, but is not limited to, the following individual bid packages for:

- HFH – 1A Building Materials
- HFH – 3A Concrete
- HFH – 6A.1 Framing
- HFH – 6A.2 Cabinets
- HFH – 7A Gutters
- HFH – 8A Overhead Doors
- HFH – 9A.1 Drywall Supply & Installation
- HFH – 9A.2 Drywall Finishing
- HFH – 22A Plumbing
- HFH – 23A Insulation
- HFH – 24A HVAC - Mechanical
- HFH – 26A Electrical
- HFH – 31A Excavation

Bids must be delivered before **4:30 PM CST on Thursday, September 8, 2022** to Habitat for Humanity SCMN. A secure drop-box is available in our parking lot, near the office entrance.

**Attn: Construction Manager, 1730 Bassett Drive Mankato MN, 56001. Phone (507) 388 2081**

Bidding Documents will be available for public inspection on or after **Thursday, August 25, 2022**

at the following locations:

- On-line at [habitatscmn.org](http://habitatscmn.org), get involved, contractors
- Habitat for Humanity SCMN office, 1730 Bassett Drive Mankato MN phone (507) 388 2081 ext.207

**END OF SECTION 00 11 13**

## SECTION 00 21 13 - INSTRUCTIONS TO BIDDERS

The following instructions and information apply to all contract divisions. Failure to comply may be cause for rejecting bids. Refer also to the Invitation to Bid, Section 00 11 13, General Conditions and Supplemental Conditions.

### 1. **BIDS:**

This is a construction management project. There is no general contractor. All contractors on this project will be considered prime contractors. The Owner will award separate contracts for all bid divisions involved in the project. The project shall be administered by the construction manager. Bid package bids will be received by the construction manager at the time and place designated in the invitation to bid. (Section 00 11 13)

### 2. **PRE-BID MEETING:**

Pre-bid meetings with interested bidders will be held after documents have been sent out and before the bid date as indicated in the Invitation to Bid, (Section 00 11 13). The purpose of the meeting is to familiarize bidders with the project. The construction manager shall be in attendance.

### 3. **DOCUMENTS FOR BIDDING:**

Complete sets of bidding documents may be examined or obtained or obtained in the manner described in the Invitation to Bid, Section (00 11 13). Complete sets of documents shall be used.

In preparing Bids: neither the Owner or construction manager assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of bidding documents.

Bid division description – For clarification purposes the scope of the work involved in each bid division is defined in three categories: “EXCLUDED”, “INCLUDED” and “ALSO INCLUDED”.

Information provided under the heading “EXCLUDED” is for the purpose of noting a point of beginning and/ or to eliminate fringe involvements that might be inadvertently included in the scope of work. Information under this heading is not always required to define a bid division.

“INCLUDED” items are obvious and/ or “conventional” work scope of a bid division.

Information under “ALSO INCLUDED” points out the “unconventional” and / or the less obvious items of work included in the bid divisions, as well as the fringe involvements that could, inadvertently be missed in evaluating the scope of work. Information under this heading is not always required to define a bid division.

#### **4. QUALIFICATION OF BIDDERS:**

The owner reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the owner that such bidder is properly qualified to carry out the obligations of the agreement to complete the work contemplated therein.

#### **5. EXAMINATION OF BIDDING DOCUMENTS AND SITE:**

Before submitting a bid, each bidder must (a) examine the bidding documents thoroughly, (b) visit the site to familiarize themselves with local conditions that may in any manner effect cost, progress or performance of the work, (c) familiarize themselves with federal, state and local laws, ordinances, rules and regulations that may in any manner effect cost, progress or performance of the work; and (d) study and carefully correlate bidder's observation with the bidding documents.

#### **6. INTERPRETATION:**

If any person contemplating submitting a bid is in doubt as to the true meaning of any part of the drawings, specifications or other bidding documents or finds discrepancies in, or omissions from the drawings or specifications, a written or e-mail request for an interpretation, clarification or correction thereof may be submitted to the construction manager. Any inquiry received at least seven (7) working days prior to then date fixed for opening of the bids will be given consideration. The person submitting the request will be responsible for its prompt delivery. Any interpretation, clarification or correction of the documents will be made only by addendum issued by the construction manager. A copy of the addendum will be available at [habitatscmn.org](http://habitatscmn.org), get involved, contractors and at the office of the construction manager.

#### **7. APPROVAL OF SUBSTITUTIONS:**

Requests for approval of substitutions must be made in writing or via e-mail to the construction manager and must be received seven (7) working days prior to the date set for receipt of bids. The construction manager will issue a written addendum list the products approved not later than three (3) working days prior to the bid date. A copy of the addendum will be available on-line at [habitatscmn.org](http://habitatscmn.org), get involved, contractors and at the office of the construction manager. The contractor shall not furnish any substitute material, product or equipment not so approved. If rejection of any such unapproved substitution causes a change in supplier proposed, or removal of work in place, there shall be no increase in the contract sum allowed due to any increase in cost occasioned by such change or removal. Items receiving prior approval will be subject to final approval when shop drawing submittals are reviewed. The contractor shall be responsible for fit and clearances of substituted items and for making any modifications in his work or the work of other contractors necessitated by using any substitution, without cost to the owner or other affected contractors.

#### **8. ADDENDA:**

Any addenda issued during the time of bidding or forming bidding documents loaned to the bidder for the preparation of this bid shall become part of the contract. Addenda will not be issued later three (3) working days prior to the date set for receipt of bids. Receipt of each addendum shall be acknowledged on the bid Form.

## 9. TAXES, PERMITS AND FEES:

Tax Exempt Status: HFHSCMN is a non-profit corporation and carries a tax-exempt status. As such they have been granted a Certificate of Exemption. The certificate will be issued to contract holders and **sales tax is not to be included in proposal amount. The Minnesota Tax Number is 3460623**

All building permits, blueprint review fees and state surcharges will be paid by the owner.

Fees for special local, state or federal inspections relating to mechanical, electrical, conveying systems and similar installations shall be paid for by the contractor or sub-contractor to which such inspections apply.

## 10. BID FORM:

Each Division Bid shall be made on the appropriate Bid Division Form. **Bidder must also complete the Proposal Bid Form – Section 00 41 23.**

There is no limit to the number of bid divisions any one contractor can bid. Bidders shall provide a separate bid for each bid division they are bidding. The bidder may combine the bids of separate bid divisions by providing a combined bid deduct in the space provided on the Proposal Bid Form – Section 00 41 23. No other method for combining the work of more than one bid division will be accepted.

All blank spaces for bid prices must be filled in, in ink or type written, and bid form must be fully complete and executed when submitted (pencil bids or unreadable bids shall be cause for rejection). Bidder to note “N/A” in those blanks not applicable to their particular- proposal. Only one copy of the bid is required. The award of all bid divisions will be based on the dollar value of the proposal, the qualifications of the contractor and the ability to perform.

## 11. IN KIND DONATIONS:

**Habitat for Humanity South Central MN hopes you will consider making an in-kind tax-deductible donation as part of your bid.** By making an in-kind donation of materials and/or labor, you make it possible for us to serve more families in the future. Habitat provides a “hand-up”, not a hand-out to families in need of safe, decent and affordable housing. Our homeowners work to build their home, and the homes of others and purchase their home with an affordable mortgage. These home payments help to build still more homes for other families in need. **Your contribution is greatly appreciated but is not required.** We invite you to visit [habitatscmn.org](http://habitatscmn.org) for more information about our mission and how your work can change lives here in Southern MN; or call (507) 388-2081 and we can answer any questions you may have.

## 12. BID MODIFICATIONS:

A Bid Form shall not contain any modifications of the work to be done. Alternate bids will not be considered unless specified on the bid. A conditional bid or qualified bid will not be accepted.

### 13. ALTERNATES:

Bidder shall quote all alternates as described in the bidding documents. The owner reserves the right to reject all alternates, or to accept alternates in the sequence listed in the bid form at the time of contract award.

### 14. BID SIGNING:

Each applicable bid division form and the proposal form shall be signed by the bidding contractor.

### 15. BID SUBMITTAL:

Each bid shall be submitted in a sealed envelope and delivered before the time and date indicated above to: Habitat for Humanity SCMN, Attn: Construction Manager, 1730 Bassett Drive, Mankato Mn 56001. It is the sole responsibility of the bidder to see that their bid is received by the proper time.

### 16. BID WITHDRAWAL:

Any bidder may withdraw his bid after it has been deposited with the owner prior to the time of bid opening provided the request for withdrawal is received prior to the date and time of opening.

### 17. BID OPENING:

Bids will be opened privately by HFHSCMN.

### 18. BIDS TO REMAIN OPEN:

All bids shall remain open for the number of days designated in the advertisement for bids, but the owner may, in his sole discretion, release any bid prior to that date.

### 19. BID EVALUATION:

The owner reserves the right to waive any informalities, minor defects or irregularity and to accept or reject any or all bids. **The owner reserves the right to award the contract in any building division between two bidders, one per home.** In evaluating bids, the owner shall consider the qualification of the bidders; whether bids comply with the prescribed requirements; and alternates, if requested in the bid forms. The owner may conduct such investigations as deemed necessary to assist in the evaluation of any bid and to establish the responsibility, qualification and final ability to the bidder, proposed subcontractors and other persons and organizations to do the work. The bidder acknowledges the right of the owner to accept any combination of bid divisions the owner desires. The bidder represents that they will accept award, regardless of who the other bid division contractors may be. If a contract is to be awarded, it will be awarded to the bidder whose evaluation by the owner indicated that the award is in the best interest of the owner. Should there be reasons why a contractor cannot be awarded within the specified time for bids to remain open, the time may be extended by mutual agreement between the Owner and the Bidder.



## 20. NOTICE OF AWARD:

If a Bid is accepted by the Owner, the Bidder's Proposal Bid Form will be signed by the Owner and will constitute the contract. A copy of the contract will be forwarded to the bidder. The bidder shall be required to execute the contract and provide all project insurance coverage and necessary forms prior to commencement of work. In case of failure of the bidder to execute the contract or provide necessary project insurance coverage and necessary forms, the owner may consider the bidder in default; in which case the accompanying proposal shall become property of the owner and the contract shall be null and void.

## 21. FORM OF AGREEMENT:

Contract will be executed on Proposal Bid Form – Section 00 41 23

## 22. PROJECT INSURANCE:

The contractor shall and maintain insurance for this project in accordance with the General Conditions and Supplementary Conditions. The contractor shall file an acceptable certificate of insurance and insurance policy with the owner prior to commencement of work under the contract.

## 23. NOTICE TO PROCEED:

The Notice to Proceed shall be issued within ten (10) days of execution of the agreement by the owner. Should there be reasons why the Notice to Proceed cannot be issued within such period, the time may be extended by mutual agreement between the owner and the contractor.

Prospective bidders are welcome to make an appointment to pre-view plans and Specs at HFH office in Mankato.

Printing costs for the plans and specs are the sole responsibility of the bidder. The owner reserves the right to reject any or all bids and waive any irregularities in bids.

To be considered, your sealed bid must include the following information:

- Signed and dated proposal bid form (as noted in bid instructions)
- Contractors - license number and mailing address
- Completed W-9
- Certificate of insurance for general liability and workers compensation listing Habitat for Humanity SCMN, 1730 Bassett Drive Mankato MN 56001 as certificate holder
  - In the event a single employee/owner subcontractor does not carry worker compensation insurance an additional form is required.

**END OF SECTION 00 21 13**

SECTION 00 22 13 - BID DIVISION INDEX, DESCRIPTIONS AND PRICING FORMS

<u>Bid Division</u>	<u>Bid Division Title</u>	<u>Bid Due Date</u>
HFH – 1A	Building Materials Pkg.	September 8, 2022
HFH – 3A	Concrete	September 8, 2022
HFH – 6A.1	Framing	September 8, 2022
HFH – 6A.2	Cabinets	September 8, 2022
HFH – 7A	Gutters	September 8, 2022
HFH – 8A	Overhead Doors	September 8, 2022
HFH – 9A.1	Drywall Supply & Install	September 8, 2022
HFH – 9A.2	Drywall Finishes	September 8, 2022
HFH – 22A	Plumbing	September 8, 2022
HFH – 23A	Insulation	September 8, 2022
HFH – 24A	HVAC – Mechanical	September 8, 2022
HFH – 26A	Electrical	September 8, 2022
HFH – 31A	Excavation	September 8, 2022

**END OF SECTION 00 22 13**

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BID DIVISION DESCRIPTION

**BID DIVISION HFH – 1A: BUILDING MATERIALS PACKAGE (SUPPLY ONLY)**

- EXCLUDED:
1. Concrete
  2. Soils and seeding
  3. Dumpsters
  4. Overhead Doors
  5. Cabinets
  6. Rafters

INCLUDED: Provide all materials to complete the building materials portion of the 3 Bedroom home located at 505 2<sup>nd</sup> Ave NW, New Prague, MN.

- ALSO INCLUDED:
1. Coordination with HFHSCMN for delivery and lay down area of material
  2. Nails, screws and fasteners
  3. Low VOC acoustic and construction caulks
  4. Roof materials need to be GAF
    - GAF Weather Watch Leak Barrier
    - GAF Tiger Pay underlayment
    - GAF Pro-Start Eave/Rake starter strip shingles
    - GAF Timerline HD, Color yet to be determined
    - GAF Cobra Snow Country ridge vent
    - GAF Seal a Ridge, Color yet to be determined

To access the Building Materials - List go to the link on the Bidder's Room web page on the HFHSCMN web site at [habitatscmn.org](http://habitatscmn.org), get involved, contractors.

This project is managed by HFHSCMN. All contractors on this project are considered prime contractors. Coordination between trades and volunteers is to be considered part of this work scope.

PRICING FORM:

Our lump sum base bid for the work in Bid Division HFH - 1A is:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

\*Note: Attach cost breakdown on a separate sheet.

Name of Bidding Contractor: \_\_\_\_\_

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

**BID DIVISION HFH – 3A: CONCRETE**

- EXCLUDED:
1. Rough grading
  2. Class V gravel and/or sand cushion
  3. Dumpsters

INCLUDED: Provide all labor, materials, equipment and site supervision to complete the concrete footings, slabs, aprons, sidewalks and as shown and specified, including but not limited to the following technical specification sections: 03 30 00

- ALSO INCLUDED:
1. Furnish and install vapor barrier under entire house slab. Contractor will be responsible for installing all insulating foam required for slab and foundation. HFHSCMN shall furnish all foam insulation material required for this work.
  2. Forming and construction of footing and slab as per home and garage blueprint
  3. Frost footings and block walls in garage
  4. Form and pour front step down to sidewalk
  5. Related requirements under Specification Section 03 30 00 also apply
  6. All concrete reinforcement as required by code
  7. Minor final grade work required prior to slab/footing pours
  8. Protection of existing conditions
  9. Placement of all required sleeves and/or block outs in CIP concrete
  10. All layout verification
  11. Protection of other trade work
  12. This project is managed by HFHSCMN. All contractors on this project are considered prime contractors. Coordination between trades and volunteers is to be considered part of this work scope.

PRICING FORM:

Our lump sum base bid for the work in Bid Division HFH - 3A is:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

Name of Bidding Contractor: \_\_\_\_\_

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 03 30 00 - CAST-IN-PLACE CONCRETE

### SECTION REQUIREMENTS:

- A. This Section includes cast-in-place concrete, including reinforcement, concrete materials, mix designs, placement procedures and finishes. This work includes construction of footings and foundations as detailed, slab on grade to receive housing construction, vapor retarders, exterior concrete pavement, and cast in place anchors as required by code.
- B. Drainage course for slabs-on-grade and sub-base earthwork for walks and pavements shall be provided by others. Coordinate work of this Section with Earthwork and Plumbing.
- C. Installation of under slab vapor barrier and placement of rigid insulation (rigid insulation to be supplied by HFHSCMN) required for footing/foundation wall construction to include final pad prep following installation of plumbing and other disturbances of compacted pad material.
- D. Proper grading of floor in the utility room to accommodate floor drain.
- E. Comply with ASTM C 94; ACI 301, "Specifications for Structural Concrete for Buildings"; ACI 318, "Building Code Requirements for Structural Concrete"; and CRSI's "Manual of Standard Practice."
- F. Install grounding rebar in utility room to permit electrician to make grounding connection to rebar in slab.

### PART 1 - PRODUCTS

#### 1.1 MATERIALS

- A. Deformed Reinforcing Bars: ASTM A 615, Grade 60 (ASTM A 615M, Grade 420)
- B. Portland Cement: ASTM C 150, Type 1
- C. Fly Ash: ASTM C 618, Type F. (optional)
- D. Aggregates: ASTM C 33, Class 4S
- E. Air-Entraining Admixture: ASTM C 260
- F. Vapor Retarder: Polyethylene sheet, ASTM D 4397, not less than 10 mils thick

#### 1.2 MIXES

- A. Proportion normal-weight concrete mixes to provide the following properties:
  - 1. Compressive strength: 4000 psi at 28 days
  - 2. Slump limit: 4 inches at point of placement
  - 3. Water-cement ratio: 0.55 maximum at point of placement
  - 4. Cementitious materials: limit percentage, by weight, of cementitious materials other than Portland cement in concrete as follows:
    - Fly ash: 30 percent (optional)
  - 5. Total air content: (Use air-entraining admixture in exterior exposed concrete, unless otherwise indicated.): 6.5% +/- 1% for exterior exposed concrete; 2 % other concrete

(SECTION 03 30 00 continued)

6. No calcium chloride shall be used in the mix

PART 2 - CONCRETING

- A. Construct form work and maintain tolerances and surface irregularities within ACI 117 limits of Class A for concrete exposed to view and Class C for other concrete surfaces.
- B. Place vapor retarder on prepared drainage course done by others, with joints lapped 6 inches and sealed.
- C. Accurately position, support, and secure slab rebar reinforcement, which shall be #3 on 16" centers or #4 on 24" centers. Reinforcement in thickened edges as noted on prints.
- D. Install construction, isolation, and control joints.
- E. Place concrete in a continuous operation and consolidate using mechanical vibrating equipment.
- F. Protect concrete from physical damage or reduced strength due to weather extremes during mixing, placing, and curing.
- G. Formed Surface Finish: smooth-formed finish for concrete exposed to view; rough-formed finish elsewhere.
- H. Slab Finishes
  - 1. Dense steel troweled finish for floor surfaces and floors to receive floor coverings, paint, or other thin film-finish.
  - 2. Nonslip broom finish to exterior concrete platforms, steps, and ramps.
- I. Cure formed surfaces by moist curing or curing/sealing compound.
- J. Begin curing unformed concrete after finishing.
- K. Owner may engage a testing agency to perform tests and to submit test reports.
- L. Protect concrete from damage. Repair surface defects in concrete.

**END OF SECTION 03 30 00**

HFHSCMN  
MANKATO MN

BID DIVISION DESCRIPTION

**BID DIVISION HFH – 6A.1: FACING**

- EXCLUDED:
1. Dumpster
  2. Shingling of roof
  3. House-wrapping
  4. Windows & doors

INCLUDED: Provide all labor, materials, equipment and site supervision to complete the framing of 3-bedroom, 2-bathroom, slab on grade house with attached garage as shown and specified, including but not limited to the following technical specification sections:  
06 10 00

- ALSO INCLUDED:
1. All layout verification
  2. Coordination with other trades
  3. Setting roof trusses and roof sheathing
  4. Final clean-up
  5. This project is managed by HFHSCM. All contactors on this project are considered prime contractors. Coordination between trades are to be considered part of this work scope.

PRICING FORM:

Our lump sum base bid for the work in Bid Division HFH - 3A is:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

Name of Bidding Contractor: \_\_\_\_\_

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

**SECTION 06 10 00 – FRAMING**

SCOPE OF WORK

- Framing per plans the of entire 3-bedroom, 2-bathroom house with attached garage, slab on grade, in accordance with all applicable building codes
- Setting roof trusses and roof sheathing, per plans

Submit specifications along with Form of Proposal.

Any questions concerning the requirements or work of this project may be directed to the address listed above or contact by e-mail to: [constructionmanager@habitatscmn.org](mailto:constructionmanager@habitatscmn.org) or phone (507) 327 3771

**END OF SECTION 06 10 00**

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MANKATO MN

BID DIVISION DESCRIPTION

**BID DIVISION HFH – 6A.2: CABINETS (SUPPLY ONLY)**

- EXCLUDED:
1. Wood blocking/backers
  2. Door and drawer - pulls
  3. Labor – quoted separately via Alternate

INCLUDED: Provide all labor, materials, equipment and site supervision to complete the cabinet package as specified, including but not limited to the following technical specification sections: 06 41 00

- ALSO INCLUDED:
1. All labor and equipment to unload material when delivered
  2. All hinges and general hardware
  3. Protection of existing conditions
  4. Cap material on all exposed ends
  5. Countertop hardware for L joints
  6. Shop drawings
  7. Seam sealants
  8. All layout and dimension verification
  9. Review of Alternate pricing required (see proposal form for alternates)
  10. This project is managed by HFHSCMN. All contractors on this project are considered prime contractors. Coordination between trades and volunteers is to be considered part of this work scope.

PRICING FORM:

Our lump sum base bid for the work in Bid Division HFH – 6A is:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

Name of Bidding Contractor: \_\_\_\_\_

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_



## SECTION 06 41 00 - CABINETS

Work of this Contract includes, but is not limited to the furnishing and delivery of cabinets for locations where shown on drawings and as follows:

### KITCHEN:

- Provide cabinets, as manufactured by Mid Continent, Bayfield or equal Wood Species: Red oak/oak veneer
- Finish: Natural stain
- Door Type: Flat center panel or shaker style Hinges: concealed
- Toe kick trim
- Countertop: Formica or Wilsonart laminate
- Type: Standard post-form
- Cap material on all exposed ends

### BATHROOM:

- Provide cabinets, as manufactured by Mid Continent, Bayfield or equal Wood Species: Red Oak/Oak Veneer
- Finish: Natural Stain
- Door Type: Flat center panel or Shaker style Hinges: Concealed
- No Countertop – HFH will provide vanity top.

Any questions concerning the requirements or work of this proposal may be directed by mail to the address listed above or by e-mail to: [constructionmanager@habitatscmn.org](mailto:constructionmanager@habitatscmn.org) or phone (507) 327 3771.

**END OF SECTION 06 41 00**

HFHSCMN  
MANKATO MN

BID DIVISION DESCRIPTION

**BID DIVISION HFH – 7A: GUTTERS**

EXCLUDED:                    1.     Dumpsters

INCLUDED:                    Provide all labor, materials, equipment and site supervision to complete gutter system on all horizontal roof lines as shown and specified, including but not limited to the following technical specification sections: 07 70 00

ALSO INCLUDED:            1.     Downspouts, carrying water 4-5' into the yard  
   2.     All layout verification  
   3.     Coordination with other trades  
   4.     Final clean-up  
   5.     This project is managed by HFHSCM. All contactors on this project are considered prime contractors. Coordination between trades and volunteers are to be considered part of this work scope.

Our Lump sum Base Bid for the work in Bid Division HFH – 7A is:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

Name of Bidding Contractor: \_\_\_\_\_

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 07 70 00 – GUTTERS

### SCOPE OF WORK

- Work of this contract includes furnishing all materials and hardware needed, delivery and installation of gutter and downspout system for horizontal roof lines for entire house and garage
- All siding and roof penetrations to be made weathertight

Submit specifications along with Form of Proposal.

Any questions concerning the requirements or work of this project may be directed to the address listed above or contact by e-mail to: [constructionmanager@habitatscmn.org](mailto:constructionmanager@habitatscmn.org) or phone (507) 327 3771

**END OF SECTION 07 70 00**

BID DIVISION DESCRIPTION

**BID DIVISION HFH – 8A: OVERHEAD DOOR**

- EXCLUDED:
1. Opening framing and preparation
  2. Backing
  3. Flashing of door jambs
  4. Electrical hook-up
  5. Door operator

INCLUDED: Provide all labor, materials, equipment and site supervision to complete the sectional overhead doors as shown and specified, including but not limited to the following technical specification sections: 08 11 13

- ALSO INCLUDED:
1. All weather stripping
  2. All prep work for door operator readiness
  3. Final clean-up of doors and tracks
  4. All layout verification
  5. Coordination with other trades
  6. This project is managed by HFHSCM. All contactors on this project are considered prime contractors. Coordination between trades and volunteers are to be considered part of this work scope.

Our Lump sum Base Bid for the work in Bid Division HFH – 8A is:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

Name of Bidding Contractor: \_\_\_\_\_

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 08 11 13 – OVERHEAD DOORS

### SCOPE OF WORK

- Work of this contract includes furnishing, delivery and installation of one OH garage door
- Steel, uninsulated, 16'x7', white, raised panel
- Torsion spring
- Installed with white weather stripping
- All materials and hardware needed to complete installation

Submit door and specifications along with Form of Proposal.

Any questions concerning the requirements or work of this project may be directed to the address listed above or contact by e-mail to: [constructionmanager@habitatscmn.org](mailto:constructionmanager@habitatscmn.org) or phone (507) 327 3771

**END OF SECTION 08 11 13**

BID DIVISION DESCRIPTION

**BID DIVISION HFH – 9A.1: DRYWALL (SUPPLY & INSTALL)**

EXCLUDED: 1. All included in section 9B: Drywall Finishing

INCLUDED: Provide all labor, materials, equipment and site supervision to complete the installation of drywall as shown and specified, including but not limited to the following technical specification sections: 09 29 00

**BID DIVISION HFH – 9A.2: DRYWALL FINISHING**

EXCLUDED: 1. Hanging of drywall  
2. Backing

INCLUDED: Provide all labor, materials, equipment and site supervision to complete the finishing of drywall as shown and specified, including but not limited to the following technical specification sections: 09 29 00

ALSO INCLUDED: 1. Taping of all drywall joints  
2. Alternates pricing required. (See Alternates on Proposal Bid Form)  
3. Corner bead installation with fasteners no less than 4” apart  
4. Penetrations, fastener heads, surface defects and elsewhere as required to prepare drywall for priming and paint finishes  
(Assume 25% of electrical boxes will require some repair)  
5. Orange peel or knock down finishes (see alternates in proposal)  
6. Coordinate work with other trades  
7. This project is managed by HFHSCMN. All contractors on this project are considered prime contractors. Coordination between trades and volunteers is to be considered part of this work scope.

PRICING FORM (Please check which applies):

- Our lump sum base bid for the work in Bid Division HFH – 9A.1 ONLY
- Our lump sum base bid for the work in Bid Division HFH – 9A.2 ONLY
- Our lump sum base bid for the work in Bid Division HFH – 9A.1 & 9A.2 COMBINED

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Name of Bidding Contractor: \_\_\_\_\_

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 09 29 00 - DRYWALL FINISHING

### SCOPE OF WORK

Work of this contract includes, but is not limited to, the furnishing of all labor and materials as required for complete drywall finishing as follows:

Furnishing and installation of all materials and labor to treat drywall joints, interior angles, edge trim, corner beading, control joints, penetrations, fastener heads, surface defects and elsewhere as required to prepare drywall for priming and finishing.

Finish interior living areas of 3-bedroom, 2-bathroom home including mechanical room off the garage to be sheet-rocked, fire-taped and mudded.

Assume that 25% of electrical box openings will require some repair.

Taping and finishing of all drywall.

Closet openings/jambs will not require corner bead or taping.

Alternate pricing required for finishes

– See Proposal bid form – Section 00 41 23. Alternates 2A, 2B and 2C.

Any questions concerning the requirements or work of this proposal may be directed by mail to the address listed above or by e-mail to: [cunstructionmanager@habitatscmn.org](mailto:cunstructionmanager@habitatscmn.org) or phone (507) 327 3771.

**END OF SECTION 09 29 00**

BID DIVISION DESCRIPTION

**BID DIVISION HFH – 22A: PLUMBING**

- EXCLUDED:
1. City plumbing permit
  2. Owner provided fixtures (See Section 22 05 01)

INCLUDED: Provide all labor, materials, equipment and site supervision to complete the plumbing installations as shown and specified, including but not limited to the following technical specification section: 22 05 01

- ALSO INCLUDED:
1. Functioning systems upon the completion of construction
  2. Final connections to Owner provided equipment
  3. Compliance with all applicable Building Codes
  4. Flash and make weathertight any roof penetrations
  5. All penetrations or core drilling as required
  6. Layout of all work
  7. All required permits, inspections and certifications
  8. Cutting and patching as required for all plumbing openings
  9. Verify existing site conditions
  10. Passive Radon System for Sump Basket System (provided by HFHSCMN)
  11. Coordination with other trades
  12. This project is managed by HFHSCMN. All contractors on this project are considered prime contractors. Coordination between trades and volunteers is to be considered part of this work scope.

PRICING FORM:

Our lump sum base bid for the work in Bid Division HFH – 22A is:

Per Three-Bedroom, Two-bathroom home

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

Name of Bidding Contractor: \_\_\_\_\_

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_



## SECTION 22 05 01 - PLUMBING

### SCOPE OF WORK:

1. Furnish and install a complete residential plumbing system, all in accordance with state and local codes and as otherwise indicated. This work shall include PVC drainage lines and vents, and PEX water lines and hookups for all fixtures and appliances, as required.
2. Furnish and/or install fixtures, trim and hookups to include but not limited to the following:

### BATHROOM:

- 2 Tub shower bays
- 2 Tub shower faucets
- Cultured marble vanity top x 2: furnished by HFHSCMN lavatory faucets x 2
- 2 Toilets and 2 seats

### KITCHEN:

- Kitchen sink
- Kitchen Faucet
- Dishwasher Hookup
- Water line hookup to refrigerator

### UTILITY ROOM:

- Floor-drain near water heater.
- Water Heater
- Gas piping for furnace and stove

### LAUNDRY ROOM:

- One washer hookup and recessed box for water and waste line.
- Utility sink and faucet.

### MISCELLANEOUS:

- Two ¾" frost-free sill cocks, plumbed to un-softened water. One near front of house and one near rear of house. Confirm locations with HFHSCMN construction mgr. and how this work will be accomplished on slab construction.
- Installation of 3" PVC passive radon mitigation system from sump pit through roof and insulated in the attic
- Piping must be PEX-Hot/Cold tubing with poly alloy non-metallic fittings.

**Coordinate water and sewer pipe placement with earthwork contractor.**

Any questions concerning the requirements or work of this project may be directed by mail to the address listed above or by e-mail to [constructionmanager@habitatscmn.org](mailto:constructionmanager@habitatscmn.org) or (507) 327 -3771.

**END OF SECTION 22 05 01**

HFHSCMN  
MANKATO MN

BID DIVISION DESCRIPTION

**BID DIVISION – 23A: INSULATION**

- EXCLUDED:
1. Wall insulation
  2. Ventilation Chutes
  3. Wall and ceiling Poly

- INCLUDED:
1. R – 50 Blown fiberglass Insulation in Attic of square footage specified in plan
  2. Provide all labor, materials, equipment and site supervision to complete the insulation as shown and specified, including but not limited to the following technical specification section: 23 05 01

PRICING FORM:

Our lump sum base bid for the work in Bid Division HFH – 23A is:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

Name of the bidding contractor: \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

SECTION 23 05 01 – INSULATION

SCOPE OF WORK

- Furnish and install Blown fiberglass Insulation to a R value of not less than 50
- In the entire attic space (approximately 1,000 sq. ft.)

Any questions concerning the requirements or work of this project may be directed by e-mail to:

[constructionmanager@hfhscmn.org](mailto:constructionmanager@hfhscmn.org) or (507) 327-3771

**END OF SECTION 23 05 01**

HFHSCMN  
MANKATO MN

BID DIVISION DESCRIPTION

**BID DIVISION HFH – 24A: HVAC- MECHANICAL**

- EXCLUDED:
1. Electrical and controls wiring – ventilation system
  2. Duct blaster testing (provided by HFHSCMN)

INCLUDED: Provide all labor, materials, equipment and site supervision to complete the ventilation installation as shown and specified, including but not limited to the following technical specification sections: 24 05 00

- ALSO INCLUDED:
1. Required permits, inspections and certifications
  2. Functioning systems upon the completion of construction
  3. Compliance with all applicable building codes
  4. All penetrations or core drilling required
  5. Layout of all work
  6. All labor and equipment to unload material
  7. Cutting and patching required for all HVAC openings
  8. Verify existing site conditions
  9. Coordination with other trades
  10. This project is managed by HFHSCMN. All contractors on this project are considered prime contractors. Coordination between trades and volunteers is to be considered part of this work scope.

PRICING FORM:

Our lump sum base bid for the work in Bid Division HFH – 24A is:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

Name of bidding contractor: \_\_\_\_\_

Signed by: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 24 05 00 – HVAC MECHANICAL

### SCOPE OF WORK

- Furnish and install complete HVAC system sized adequately to heat and cool with natural gas fired, forced air furnace
  - Air conditioning condenser
  - line set
  - A coil
  - Complete ductwork system
  - Thermostat for HVAC
  - HRV unit, ducting and controls
  - Exhaust ducting for bathroom fans
  - Exhaust ducting for above range microwave
  - Exhaust ducting for dryer
- HVAC contractor to set thermostat and HRV control

Any questions concerning the requirements or work of this project may be directed to the address listed above or by e-mail to: [constructionmanager@habitatscmn.org](mailto:constructionmanager@habitatscmn.org) or phone (507) 327 3771.

**END OF SECTION 24 05 00**

HFHSCMN  
MANKATO MN

BID DIVISION DESCRIPTION

**BID DIVISION HFH – 26A: ELECTRICAL**

EXCLUDED:                    1.     Dumpsters

INCLUDED:            Provide all labor, materials, equipment and site supervision to complete the electrical work as shown and specified, including but not limited to the following technical specification sections: 26 05 00

- ALSO INCLUDED:
1.     Temporary power
  2.     State electrical permit and inspections
  3.     Functioning systems upon the completion of construction
  4.     Final connections to owner provided fixtures and equipment
  5.     Provide & install disconnect
  6.     Layout of all work
  7.     Furnace and ventilation system controls wiring
  8.     Compliance with all applicable electrical codes
  9.     Complete panel labeling
  10.    Provide door chimes and smoke detectors
  11.    Overhead garage door control wiring
  12.    Cutting and patching as required for electrical openings
  13.    Verify existing site conditions
  14.    Coordination with other trades
  15.    This project is managed by HFHSCMN. All contractors on this project are considered prime contractors. Coordination between trades and volunteers is to be considered part of this work scope.

PRICING FORM:

Our lump sum base bid for the work in Bid Division HFH – 26A is:

\_\_\_\_\_ Dollars (\$\_\_\_\_\_)

Name of Bidding Contractor: \_\_\_\_\_

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 26 05 00 - ELECTRICAL

### SCOPE OF WORK

Furnish and install a complete electrical service to include, but not restricted to all electrical wiring and associated materials, fixtures, switches, controls, circuit breakers and devices needed to meet all applicable codes and inspection requirements and in accordance with code requirements, applicable notations on drawing and other requirements noted as follows:

- Supply a temporary electrical service as needed during construction
- Assume a trenching allowance of 100' for service cable

Exceptions to "all materials":

- HFHSCMN will furnish 200-amp, 28 space entrance panel with main breaker, circuit breakers for the 28 spaces in the box
- HFHSCMN will provide all interior and exterior lighting fixtures including ceiling fans—bid should include installing these fixtures

Work of this project shall include, but is not restricted to:

- Providing materials and labor for wiring the following fixtures:
  - Range
  - Microwave over range
  - Dishwasher
  - Electric clothes dryer
  - Washing machine
  - Bath fan with light kit x 2
  - Water heater
- 1 outlet to be included in attic for future radon mitigation
- Low voltage wiring for ventilation system including low voltage control for garage door operators
- Door chimes
- Smoke and carbon monoxide detectors as required by code
- Exterior sconce lights at front and back door, garage service door and two on front of garage.
- 4 interior bulb holders for garage lighting
- At least 3 exterior receptacles: one at rear of home, one near garage service door, and one between OH garage doors. Exact placement to be coordinated with Construction Manger

**END OF SECTION 26 05 00**

BID DIVISION DESCRIPTION

**BID DIVISION HFH – 31A: EXCAVATION**

EXCLUDED: 1. Cost of initial material testing (by owner)

INCLUDED: Provide all labor, materials, equipment and site supervision to complete the site work, excavation, and backfilling as shown and specified, including but not limited to the following technical specification sections: 31 22 00

- ALSO INCLUDED:
1. Verify existing site conditions
  2. Gravel, rock & sand as required and final grading under slabs, sidewalks, and aprons
  3. Backfilling and compaction (including basement excavation and utility installation)
  4. Erosion control and sweeping of the street as needed and/or required
  5. Asphalt patching where required
  6. Locate all existing utilities
  7. All site demolition
  8. Plumbing related utilities to builder perimeter
  9. All necessary permits and inspections
  10. Coordination with other trades
  11. This project is managed by HFHSCMN. All contractors on this project are considered prime contractors. Coordination between trades and volunteers is to be considered part of this work scope.

PRICING FORM:

Our lump sum base bid for the work in Bid Division HFH – 31A is:

\_\_\_\_\_ Dollars (\$ \_\_\_\_\_)

Name of Bidding Contractor: \_\_\_\_\_

If awarded contract, earliest date to begin excavation: \_\_\_\_\_

Signed By: \_\_\_\_\_ Date: \_\_\_\_\_

## SECTION 31 22 00 - EXCAVATION

### SCOPE OF WORK

Work under this Section shall include, but is not limited to:

1. Site clearing, topsoil stripping, stockpiling of topsoil on the site, excavation, installation of fill and backfill, the redistribution of topsoil and other satisfactory soils for filling and finish grading as required and, the compaction of soils, to accommodate work to be performed by others in connection with this project.
2. Home with attached garage will be constructed on a Footing/Foundation with a footprint as per blueprint. Coordinate excavation to accommodate concrete and related work to be provided by others.
3. Excavation shall be provided as required for placement of water lines from city stub to house, and if needed to include a properly placed sleeve for water line to enter house.
4. Contractor shall include all materials and labor as required to make a sewer connection.
5. Contractor shall furnish and install all erosion control materials and perform needed erosion control measures as required by rule and best practices.
6. Earthwork shall include cost of removing excess soil and waste material including unsatisfactory soil, trash, and debris, and legally disposing of it off the Owner's property.
7. Contractor shall furnish and install at least 6" deep of base material on driveway, including parking area for vehicles, and turnarounds if needed as well as base material for sidewalks.
8. Contractor shall supply 6" deep layer of class 5 under-slab drainage, allowing for 2" of foam insulation.
9. Note the requirement for 4" drainage layer under all footings.
10. **Coordinate water and sewer pipe placement with plumbing contractor.**

Any questions concerning the requirements or work of this project may be directed by mail to the address listed above or by e-mail to: [constructionmanager@habitatscmn.org](mailto:constructionmanager@habitatscmn.org) or phone (507) 327-3771

**END OF SECTION 31 22 00**



## SECTION 00 72 00 - GENERAL CONDITIONS

- All work shall be performed, and all deliveries made in coordination with other contractors, HFHSCMN site supervisors and according to a final build schedule to be made available from HFHSCMN prior to start of construction.
- HFHSCMN will obtain applicable city, township or county building permit(s). All other permits, fees and expenses incidental to items and work listed above are the responsibility of the bidder and shall be included under the contract amount.
- All scrap, containers, excess materials, and miscellaneous debris resulting from work under this contract shall be removed from the premises or placed in the appropriate on-site dumpster to be furnished by HFHSCMN. Recyclable materials, i.e., cardboard, steel, aluminum and beverage containers shall not be placed in the construction dumpster.
- All product instruction manuals and warranty information shall be retained and left at the home site for the future homeowner.
- Individuals working as independent contractors must hold an independent contractor exemption certificate (ICEC) and must furnish evidence of same at time this proposal is submitted.
- Prior to awarding contracts, selected contractor shall submit certificate of insurance for general liability and workers compensation (in the event a single employee/owner subcontractor does not carry worker compensation insurance an additional form is required), listing Habitat for Humanity of South-Central MN as certificate holder.
- Current W-9 forms shall be included with form of proposal.
- Tax exempt status: The HFHSCMN is a non-profit corporation and carries a tax-exempt status. As such they have been granted a certificate of exemption. The certificate will be issued to contract holders and sales tax is not to be included in the proposal amount. The Minnesota tax number is **3460623**.
- HFHSCMN requires lien waivers to be submitted with all requests for payment.
- Invoices shall be paid in a timely manner.

Any questions concerning the requirements or work of this proposal may be directed by mail to the address listed above or by e-mail to the [constructionmanager@habitatscmn.org](mailto:constructionmanager@habitatscmn.org) or phone (507) 327-3771.

**END OF SECTION 00 72 00**

SECTION 00 31 00 – SPECIAL CONDITIONS SCHEDULE

**1. PART ONE – GENERAL**

**1.1 SCOPE**

- A. Conditions of the Contract, Division 0, and General Requirements, Division 1, will govern work under this Section.
- B. The following Special Conditions modify, define, change, delete from, add to and take precedence over certain provisions of the General Conditions of the Contract for Construction, and Supplementary General Conditions.

**1.2 TIME OF COMPLETION**

- A. The contract shall be substantially completed in the timeframe determined by the Construction Manager.
- B. See the Milestone Schedule in Part 2. Actual Schedule will be determined by Construction Manager.

**2. PART 2 – MILESTONE SCHEDULE**

The below Milestone Schedule indicates completion dates for significant activities during the construction period. This schedule is supplemented by the Build Schedule which overviews all the activities inherent in the home construction. This information is subject to change as conditions require.

**ACTIVITY DESCRIPTION**

**SUBSTANTIAL COMPLETION**

Pre-Construction Contractors' Meeting  
Bid delivery deadline

Call to schedule at HFHSCMN Office  
**4:30 PM, Thursday, September 8, 2022**

SECTION 00 41 23 BID PROPOSAL FORM SECTION

**BID PROPOSAL FORM**

SUBMIT PROPOSAL TO:

Habitat for Humanity of South Central MN  
1730 Bassett Drive  
Mankato MN 56001

FOR: **Construction of Habitat for Humanity home**

SUBMITTED BY:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR BID DIVISION(S):

\_\_\_\_\_  
\_\_\_\_\_

CONTRACT DOCUMENTS

We have carefully read and fully understand the Contract Documents, including the Instructions to Bidders (Section 00 21 13), General Requirements, Proposal Section, Technical Specifications, and floor plans covering the work required in our proposal and the specifications.

ADDENDA

We acknowledge the receipt of Addenda\_\_\_\_\_,\_\_\_\_\_, and \_\_\_\_\_ Dated\_\_\_\_\_

CONSTRUCTION MANAGEMENT

We understand the Construction Manager’s function as described and referred to throughout the Contract Documents. We realize that each Bid Division Contractor is in fact a Prime Contractor and not a Sub- contractor working through a General Contractor.

SCHEDULE

We have reviewed the Milestone Schedule and hereby endorse the milestone dates with regard, to work on the bid divisions we have bid.

EXCEPTIONS AND/OR SUBSTITUTIONS

We have submitted our proposal complete as specified and shown on the drawings without exceptions or substitutions.

**FORM OF AGREEMENT**

This proposal and attached pricing form, if accepted by HFHSCMN within thirty (30) days of the date designated for receiving proposals, will be the basis for a contract directly with the Owner. The undersigned hereby agrees to accept a contract for the work covered by the proposal, under the terms and conditions of the contract documents.

We acknowledge the fact that the Owner has the right to accept or reject any or all proposals with or without cause or reason.

NAME OF BIDDER: \_\_\_\_\_

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

BY: \_\_\_\_\_ (signature)

\_\_\_\_\_ (print)

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

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

PHONE: \_\_\_\_\_

FAX: \_\_\_\_\_

EMAIL: \_\_\_\_\_

ENCLOSURES: \_\_\_\_\_

LICENSE# (if applicable): \_\_\_\_\_

HFHSCMN Acceptance of Proposal

Signature \_\_\_\_\_ Title \_\_\_\_\_ Date \_\_\_\_\_

FOR HFHSCMN OFFICE USE ONLY		
W-9 (dated)		Y/N:
ICEC (if applicable)	Expires:	Y/N:
Indend Cont	Expires:	Y/N:
Workman's Comp	Expires:	Y/N:
General Liability	Expires:	Y/N:

Approved Date: \_\_\_\_\_ Approved initials: \_\_\_\_\_

**END OF SECTION 00 41 23**