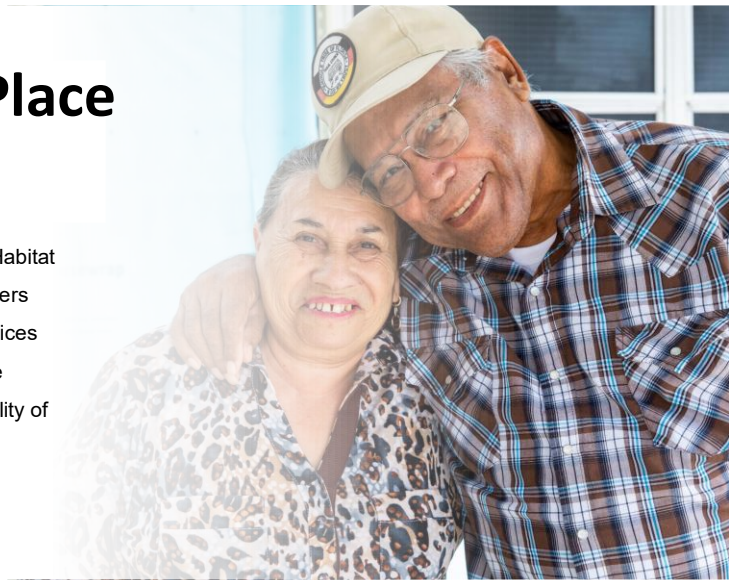




# Mankato Aging in Place (AIP) Housing Rehabilitation Program BID PACKET

## Aging In Place (AIP)

Through Aging In Place, Habitat for Humanity and its partners provide products and services that foster safe and livable homes to improve the quality of life for older adults.



**Project Address: 1043 East Main Street, Mankato, MN**

Convert existing ¼ bathroom to ¾ bathroom and existing den into bedroom on main floor.

### Contact Information:

Jody Bloemke, Aging in Place Housing Rehabilitation Administrator  
507-388-2081 ext. 205

[jody.bloemke@habitatscmn.org](mailto:jody.bloemke@habitatscmn.org)

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## INVITATION TO BID

### ACCEPTING BIDS FOR:

1043 East Main Street, Mankato, MN

### SUBMIT BID BY EMAIL TO:

bidding@habitatscmn.org

### SUBMIT BID BY MAIL OR DROP OFF TO:

HABITAT FOR HUMANITY SCMN  
1730 BASSETT DR  
MANKATO, MN 56001

### BID OPEN DATE

05/28/2025

### BID CLOSE DATE & TIME

6/11/2025 4:00pm

A secure drop-box is available in our parking lot, or bring into the administration office, right of the ReStore entrance.

To whom it may concern:

Habitat for Humanity SCMN will be accepting bid proposals for the Habitat project posted above.

If you are interested in submitting a bid, please complete and submit the “Bid Division” section(s) that matches your trade and the “Bid Proposal Form” at the end of this packet. Bids can be submitted via email or by mail or hand delivered to the address’ above.

Along with bid documents, please include a Contractor’s Qualification Statement, W-9, Certificate of Insurance(s), and a current copy of your trade license(s), if applicable. Please make sure to legibly fill out all your contact information, sign, and date. *All hand delivered bids are to be sealed with company name, construction address and “Bid Documents for 1043 East Main Project” on the outside.*

All bids received by the above-mentioned deadline shall be reviewed by the Executive Director, Rehabilitation Advisor, and Aging in Place Housing Rehabilitation Administrator, in a closed meeting after the deadline date. Bids received after the bid closing date and time listed above will not be accepted. Habitat for Humanity SCMN has the right to reject any and all bids at their discretion. If you have any questions or concerns, please contact us for any clarification, prior to bidding. If selected, you will receive a Bid Award Notice by email and letter. Thank you for your time and consideration of this Invitation to Bid.

Sincerely,

Jody Bloemke, Aging in Place Housing Rehabilitation Administrator

# INSTRUCTION TO BIDDERS

## 1. BIDS:

Habitat for Humanity SCMN, **known as HFHSCMN**, will award separate contracts for all bid divisions involved in the project. Bids must be received at the time and place designated in the Invitation to Bid on page 2.

## 2. PRE-BID MEETING:

Pre-bid meetings with the interested bidders will be held after documents have been sent out and before the bid deadline date as indicated in the Invitation to Bid on page 2. The purpose of the meeting is to familiarize bidders with the project. The Rehabilitation Advisor shall be in attendance.

## 3. DOCUMENTS FOR BIDDING:

Complete sets of bidding documents may be examined or obtained on-line at [habitatscmn.org](http://habitatscmn.org) – Upcoming Events. Bidding documents may also be picked up by calling ahead to the Habitat for Humanity SCMN administration office: (507)388-2081 located at 1730 Bassett Dr. Mankato, MN 56001.

In preparing Bids: Neither HFHSCMN nor the Rehabilitation Advisor assumes any responsibility for errors or misinterpretations resulting from the use of incomplete sets of bidding documents.

Bid division descriptions – For clarification purposes the scope of the work involved in each bid division is defined in four categories: “EXCLUDED”, “INCLUDED”, “ALSO INCLUDED” and “SCOPE OF WORK”.

Information provided under the heading “EXCLUDED” is for the purpose of noting a point of beginning and/or to eliminate fringe involvements that might inadvertently include 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 the 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:

- A. Contractors must complete the “Contractor’s Qualification Statement” and return it to the Administrator.
- B. Contractors must be bona fide tradesmen. Contractors must meet State licensing requirements where such requirements apply, including residential building contractor and residential remodeler license requirements.
- C. Contractors must possess insurance coverage which meets or exceeds these requirements:

- Manufacturers and Contractor/Independent Contractors. Bodily Injury: \$300,000 (each occurrence) and \$300,000 aggregate. Property Damage: \$100,000 (each occurrence).
  - Auto (Owned, Hired, or Leased). Bodily Injury: \$100,000 (each occurrence) and \$300,000 aggregate. Property Damage: \$100,000 (each occurrence).
  - Worker's Compensation. The contractor shall obtain and maintain Worker's Compensation Insurance for all of his/her employees, according to State law and regulation.
- D. In cases where any work is sublet, the Contractor shall also require the subcontractor(s) to comply with the insurance requirements set forth above.
- E. Community Development Block Grant (CDBG) funds will be utilized; contractors or sub-contractors must be listed in an acceptable status in the System for Award Management (SAM). A contractor's SAM status will be verified and verification they are not listed on "Hud's limited denial of participation list" prior to the issuance of a Notice to Proceed.
- F. Contractors may be disqualified from contracting under the following circumstances: Failure to keep the required insurance in force; Failure to complete work in a timely manner; Performance of substandard work; Failure to correct deficiencies in substandard work; or Collusion between two or more contractors and/or the Applicant.

HFHSCMN reserves the right to reject any bid if the evidence submitted by, or investigation of, such bidder fails to satisfy the HFHSCMN 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 affect 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 affect 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 Administrator. Any inquiry received at least (7) working days prior to the 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 Rehabilitation Advisor. A copy of the addendum will be available on-line at [habitatscmn.org](http://habitatscmn.org) – Upcoming Events, and at the HFHSCMN office.

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

Requests for approval of substitutions must be made in writing or via e-mail and must be received seven (7) working days prior to the set deadline for receipt of the bids. The Rehabilitation Advisor will issue a written addendum list of 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) – Upcoming Events, and at the HFHSCMN office. 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 the supplier proposed, or removal of work in place, there shall be no increase in the contract sum allowed due to any increase in cost caused by such change or removal. Items receiving prior approval will be subject for fit and clearances of substituted items and for making any modification in their work or the work of other contractors necessitated by the using any substitution, without cost to the HFHSCMN 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 than 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 the proposal amount. The Minnesota Tax Number is 3460623.**

All building permits, blueprint review fees and State surcharges and 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 the inspections apply.

#### **10. BID FORMS**

Each Division Bid shall be made on the appropriate Bid Division Pricing form. The bidder must also complete the Bid Proposal Form on page 12.

There is no limit to the number of bid divisions any one contractor can bid on. The bidders shall provide a separate bid for each bid division they are bidding for. 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). The 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. BID MODIFICATIONS:**

A Bid Form shall not contain any modifications to 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.

#### **12. ALTERNATES:**

The bidder shall quote all alternates as described if noted in the bidding documents. HFHSCMN reserves the right to reject any other alternatives. Any alternate materials, equipment or method used should be noted on the Pricing Form for the Bid Division you are bidding on.

#### **13. BID SIGNING:**

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

#### 14. BID SUBMITTAL:

Each bid shall be submitted in one of three (3) ways:

- 1) **Email:** Email bid documents to [bidding@habitatscmn.org](mailto:bidding@habitatscmn.org) before the time and date indicated on page 2. The subject line should include the construction address and your company name and "Bid Documents for 1043 East Main Project".
- 2) **Hand delivery:** In a sealed envelope before the time and date indicated on page 2 to the Habitat for Humanity SCMN administration office located at 1730 Bassett Drive, Mankato, MN 56001. On the outside of the envelope write the construction address, the name of your company, and "Bid Documents for 1043 East Main Project".
- 3) **Drop box:** A secure drop-box is located in the parking lot, near the administrative entrance (Habitat for Humanity SCMN administration office located at 1730 Bassett Drive, Mankato, MN 56001) in a sealed envelope before the time and date indicated on page 2. On the outside of the envelope write the construction address, the name of your company, and "Bid Documents for 1043 East Main Project".

**Note:** IT IS THE SOLE RESPONSIBILITY OF THE BIDDER TO SEE THAT THEIR BID IS RECEIVED BY THE TIME AND DATE OF THE DEADLINE INDICATED ON PAGE 2, "INVITATION TO BID".

#### 15. BID WITHDRAWAL:

Any bidder may withdraw their bid after it has been received by HFHSCMN, prior to the deadline time and date. Bid withdrawals may be emailed to [bidding@habitatscmn.org](mailto:bidding@habitatscmn.org) or may be in written form delivered to the Habitat for Humanity SCMN administration offices at 1730 Bassett Dr. Mankato, MN.

#### 16. BID OPENING:

Bids will be opened privately by HFHSCMN staff. All bids shall remain open for the number of days designated in the advertisement for bids and as indicated in the "Invitation to Bid" on page two (2).

#### 17. BID EVALUATION:

HFHSCMN reserves the right to waive any informalities, minor defects, or irregularity and to accept or reject any or all bids. **HFHSCMN reserves the right to award the contract in any building division between two bidders, one per home.** In evaluating bids, HFHSCMN shall consider the qualification of the bidders: whether bids comply with the prescribed requirements; and alternates, if requested in the bid forms. HFHSCMN 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 HFHSCMN to accept any combination of bid divisions HFHSCMN desires. The bidder represents that they will accept the 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 HFHSCMN indicates that the award is in the best interest of HFHSCMN. Should there be any reason why a contractor cannot be awarded within the specified time for bids to remain open, the time may be extended by mutual agreement between HFHSCMN and the bidder.

**18. NOTICE OF AWARD:**

If a bid is accepted by HFHSCMN, *the bidder's proposal bid form will be signed by HFHSCMN and an Applicant/Contractor Construction Contract will be drafted for signatures.*

A copy of the contract will be forwarded to the bidder. The bidder shall be required to execute the contract and provide all the 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, HFHSCMN may consider the bidder in default; in which case the accompanying proposal shall become property of HFHSCMN and the contract shall be null and void.

**19. FORM OF AGREEMENT:**

The contract will be executed on the Bid Proposal Form found on page 12.

**20. PROJECT INSURANCE:**

The contractor shall be insured appropriately and maintain said insurance for the duration of this project in accordance with the Qualification of Bidders, page 3 of this packet. The contractor shall file an acceptable certificate of insurance (COI) and the insurance policy with the HFHSCMN prior to commencement of work under the contract.

**21. NOTICE TO PROCEED:**

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

Note: PROSPECTIVE BIDDERS ARE WELCOME TO MAKE AN APPOINTMENT TO PREVIEW PLANS AND SPECS AT HFHSCMN OFFICE IN MANKATO. Printing costs for the plans and specs are the sole responsibility of the bidder.

## **BID DIVISION: HFH – 001, Convert Existing ½ Bathroom to ¾ Bathroom**

BID DIVISION DESCRIPTION AND PRICING FORM FOR 1043 East Main Street, Mankato, MN

### **EXCLUDED:**

1. Existing Vanity and Bathroom Accessories Reused.
2. Paint Provided.
3. Flooring Provided.
4. Lighting Fixtures Provided.

### **INCLUDED:**

1. Provide all labor, materials, equipment, and site supervision to complete the plumbing installations as shown and specified, including but not limited to the technical specifications in "SCOPE OF WORK".
2. 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 in "SCOPE OF WORK".

### **SCOPE OF WORK:**

Specify quantities, sizes, and descriptions of products needed to include:

1. Remove door and frame it for 3068 Opening.
2. Extend pocket-door opening in den for ADA compliance.
3. Remove vanity. Reused in Project.
4. Remove the toilet and replace it with ADA toilet.
5. Remove the wall between the bathroom and breakfast nook in kitchen.
6. Build a new wall to close off the new bathroom from the kitchen.
7. Remove the trim from 2 windows and install sheetrock over windows and paint backside of sheetrock black.
8. Change plumbing locations for new layout.
9. Installation of a new roll-in shower bay with grab bars and delta faucet.
10. Move heat supply from wall to floor.
11. Remove ceramic tiles from the walls.
12. Insulate and sheetrock new wall. Smooth finish.
13. Paint all walls in bathroom and outside of new wall with selected paint.
14. Installation of New lighting (selected) and outlets.
15. Installation of New flooring (selected) in bathroom.
16. Install existing bathroom accessories and mirror.
17. Installation of baseboard.
18. Coordination with other trades.
19. Final clean up.

### **PLUMBING ALSO INCLUDED:**

1. Layout of all work.
2. Verify existing site conditions.
3. Functioning systems upon the completion of construction.
4. Compliance with all applicable building codes.
5. All penetrations or core drilling as required.



6. Cutting and patching as required for all plumbing openings.
7. Flash and make weathertight any roof or wall penetrations.
8. All required inspections, and certifications.

**SCOPE OF WORK:**

1. Furnish and install a complete residential system for project, 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 the fixtures and appliances, as required.
2. Furnish and install fixtures, trim, hookups, and drains include but not limited to the following:
  - A. Roll-in shower bay.
  - B. Shower faucet and low flow shower head.
  - C. Lavatory faucet with low flow aerator.
  - D. ADA Toilet and toilet seat.

**ELECTRICAL ALSO INCLUDED:**

1. Temporary power.
2. State electrical permits and inspections.
3. Functioning systems upon the completion of construction.
4. Final connections to fixtures and equipment.
5. Provide and install disconnect.
6. Layout of all work.
7. Compliance with all applicable electrical codes.
8. Cutting and patching as required for all electrical openings.
9. Verify existing site conditions.

**SCOPE OF WORK:**

1. Furnish and install a complete electrical service for project, to include, but not restricted to all electrical wiring and associated materials, fixtures, rocker switches, outlets, controls, and devices needed to meet all applicable codes and inspection requirements and in accordance with code requirements, applicable notations on drawings and other requirements noted as follows:
  - A. Supply a temporary electrical service as needed during construction.
  - B. All light switches shall be rocker switches.
  - C. Bathroom exhaust fan.

**PRICING FORM:**

Our lump sum base bid for the Bid Division HFH – 001: Convert Existing ½ Bathroom to ¾ Bathroom 1043 East Main Street, Mankato, MN is:

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

**\*Note:** Attach cost breakdown of materials on a separate sheet and submit with bid documents.

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

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

**END OF BID DIVISION: HFH – 001**

## **BID DIVISION: HFH – 02, RADON MITIGATION**

BID DIVISION DESCRIPTION AND PRICING FORM FOR 1043 East Main Street, Mankato, MN

### **INCLUDED:**

1. Provide all design, installation, labor, materials, equipment, and site supervision to install a radon mitigation system guaranteed to attain an average radon level below 4 pCi/L.  
Including but not limited to the following technical specification in "SCOPE OF WORK".

### **ALSO INCLUDED:**

1. Coordinate work with other trades.
2. MDH Licensing Fee
3. Final clean-up.

### **SCOPE OF WORK:**

Work of this contract includes, but is not limited to, the furnishing of all labor, materials and site supervision as required to complete installation of a radon mitigation system as follows:

1. System to include a single suction point with a PVC ventilation pipe possibly routed from the basement to the exterior of the home, which will be connected to a radon fan and will continue along the side of the house to exhaust safely above the roof.
2. Roof vent will be fitted with a varmint guard/debris screen.
3. Installation of a U-tube manometer and a radon system alarm (RSA) to monitor radon fan performance.
4. Caulking all visible floor cracks, gaps, pipe penetrations and plumbing rough ins.
5. Inspection of all accessible ground water drain lines.

### **PRICING FORM:**

Our lump sum base bid for the work in Bid Division HFH – 013 for 1043 East Main Street, Mankato, MN is:

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

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

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

**END OF BID DIVISION: HFH – 02, RADON MITIGATION**

## GENERAL CONDITIONS

1. All work shall be performed according to a final build schedule to be made available from HFHSCMN prior to start of construction.
2. The bidder will obtain applicable City, building permit(s) and 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.
3. The AIP Housing Rehabilitation Building Standards shall be followed in conducting inspections, determining deficiencies, and evaluating the quality of workmanship on a rehabilitation project. These Standards incorporate the Mankato City Code and Charter, the U.S. Department of Housing and Urban Development (HUD) Housing Quality Standards and the Building Officials Code Administrators (BOCA) Property Maintenance Code. The Uniform Federal Accessibility Standards, ADA Accessibility Guidelines, and Minnesota Energy Efficiency Standards shall also be used as appropriate to a rehabilitation project.
4. All scrap, containers, excess materials, recyclables, and miscellaneous debris resulting from work under this contract shall be removed from the premises.
5. All product instruction manuals and warranty information shall be retained and left at the home site for the homeowner.
6. Individuals working as independent contractors must hold an independent contractor exemption certificate (ICEC) and must furnish evidence of the same at the time this proposal is submitted.
7. Contractors or sub-contractors must be listed in an acceptable status in the System for Award Management (SAM).
8. Contractors or sub-contractors must not be listed on "Hud's limited denial of participation list".
9. Contractors must submit a Contractor's Qualification Statement.
10. Prior to awarding contracts, the selected contractor shall submit certificate of insurance (COI) 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.
11. A current W-9 form shall be included with bid proposal.
12. 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 the proposal amount. The Minnesota tax exempt number is **3460623**.
13. HFHSCMN requires lien waivers to be signed and sent back when payment for invoices is received by the contractor.
14. Invoices shall be paid in a timely manner.

## END OF GENERAL CONDITIONS

## BID PROPOSAL FORM

### SUBMIT PROPOSAL TO:

Habitat for Humanity SCM  
1730 Bassett Drive  
Mankato, MN 56001

**FOR:** Construction of Habitat for Humanity home at 1043 East Main Street, Mankato, MN

SUBMITTED BY: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

FOR BID DIVISION(S): \_\_\_\_\_  
\_\_\_\_\_

### CONTRACT DOCUMENTS:

We have carefully read and fully understand the Contract Documents, including the Instruction to Bidders, General Conditions, Bid Division Proposal Section, Technical Specifications, and floor plans covering the work required in our proposal and the specifications.

### ADDENDA:

We acknowledge the receipt of Addenda(s) \_\_\_\_\_ , \_\_\_\_\_ , and \_\_\_\_\_ Dated \_\_\_\_\_

### CONSTRUCTION MANAGEMENT:

We understand the Rehabilitation Advisor'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:

**No repair work will begin until a written Notice to Proceed is issued.** A maximum of 90 calendar days will be allowed for completion of contracted work on a house, beginning as of the date of the contract for the repairs, or as of the date proposed by the contractor (when provided). Failure to begin work by the completion date shall be grounds for termination of the contract.

### EXCEPTIONS AND/OR SUBSTITUTIONS:

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

### FORM OF AGREEMENT for 1043 East Main Street, Mankato, MN

This proposal and attached Division Pricing Form, if accepted by HFHSCMN within thirty (30) days of the date designated as the Bid Deadline, will be the basis for a contract directly with HFHSCMN. The undersigned hereby agrees to accept a contract for work covered by the proposal, under the terms and conditions of the contract of the contract documents.

We acknowledge the fact that the HFHSCMN 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: \_\_\_\_\_ EMAIL: \_\_\_\_\_

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

LICENSE #'s (If applicable) \_\_\_\_\_ EXP DATE: \_\_\_\_\_

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

SAM CERTIFICATION # \_\_\_\_\_ EXP DATE: \_\_\_\_\_

#### **HFHSCMN ACCEPTANCE OF PROPOSAL**

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

Approved by: \_\_\_\_\_ Title: \_\_\_\_\_ Date: \_\_\_\_\_

HFHSCMN OFFICE USE ONLY - SUPPORTING DOCUMENTS		
Y / N	Contractor's Qualification Statement	Dated:
Y / N	W-9	Dated:
Y / N	ICEC (if applicable)	Expires:
Y / N	Independent Contractor License	Expires:
Y / N	General Liability	Expires:
Y / N	Workman's Comp	Expires:
Y / N	Auto Insurance	Expires:
Y / N	Trade License (if applicable)	Expires:
Y / N	SAM Acceptable Status Verified	Status:
Y / N	Hud's Limited Denial of Participation List Verified	Not Listed / Listed

**END OF BID PROPOSAL FORM**