

General Contracting – Building of New Single – Family Residential Home Invitation For Bid 2022

Site Address:

418 Wilson Ave. SE. St. Cloud, MN 56304

St. Cloud HRA
1225 W St. Germain Street
St. Cloud, MN 56301
(320) 202-3147

January 10, 2022

General Contracting - Building of New Single-Family Residential Home

The St. Cloud Housing and Redevelopment Authority is accepting sealed bids from qualified individuals or firms to provide general contracting – building services for new single – family residential home to be built at 418 Wilson Ave. SE. St. Cloud, MN 56304. Bids will be received by the St. Cloud Housing and Redevelopment Authority, 1225 W St. Germain, St. Cloud, MN 56301 until **1:00 p.m. Monday, February 7th, 2022**, at which time they will be publicly opened. Provide complete price (including all labor and materials) for the project. The St. Cloud Housing and Redevelopment Authority reserves the right to accept or reject any or all bids. In addition, the owner reserves the right to reject select components of the bids and/or accept select components of the bids. The award will be made to the lowest responsible and responsive bidder whose bid meets the requirements of the invitation for bid. The bidder may be asked to provide proof of experience, sufficient technical and financial capacity, and trade references upon request. The successful bidder will enter into a formal contract. **MUST USE HRA BID FORM**, but can include bid breakdown on additional document.

The bidder shall be held to have examined the premises and site and specifications and to have satisfied themselves as to the condition of the premises, obstructions, the actual levels and other factors necessary for carrying out the work before the delivery of their bid. The bidders shall also acquaint themselves with the character and extent of the Owner's operations in the area of the work, so that they may plan their services accordingly. No allowances or extra payment will be made to a contractor for or on account of costs or expenses occasioned by failure to comply with the provisions of this paragraph or by reason of error or oversight on the part of the bidder or on account of interference by the Owner's or other Contractor's activities. It shall be expressly understood that the Owner's operations will take precedence over any other activity.

It is the intent of the HRA that the proposed agreement be commenced as soon as possible & work to be started spring of 2022 & substantially completed by fall of 2022. The HRA reserves the right to reject any and all qualifications submitted and to waive any informality in submittals received whenever such rejection or waiver is in the interest of the HRA.

Questions related to this bid or information on bid submission should be directed in writing to address below or by email to:

Paul Soenneker, Project Manager at psoenneker@stcloudhra.com

Bid Submission Date:

Bids must be received no later than **1:00 pm on Monday, February 7th, 2022**

Bid Submission:

Please provide Sealed Bid to:

St. Cloud HRA
Attention: Paul Soenneker
1225 W. Saint Germain Street
St. Cloud, MN 56301

It is the responsibility of the vendor to ensure that the bid is received by the date and time specified above. Late bids will not be considered.

All Material submitted by the vendor in response to this IFB become the sole property of the St. Cloud HRA upon receipt of the proposal.

Condition of Bid:

All costs incurred in the preparation of a bid responding to this IFB will be the responsibility of the vendor. During the evaluation process, the St. Cloud HRA reserves the right to request information or clarification from the vendor to allow for correction of errors and omissions.

The St. Cloud HRA is a Fair Housing Agency, and any contractor entering HRA property must comply with Fair Housing Laws. The St. Cloud HRA is an Equal Opportunity Employer. Respondents agree that they will not be discrimination as to race, sex, religion, color, age, creed, or national origin in regard to obligations, work and service performed under those terms of any contract ensuing from this IFB.

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BID FORM

**GENERAL CONTRACTING – BUILDING of
NEW SINGLE-FAMILY RESIDENTIAL HOME**

Bid for General Contracting – Building of New Single-Family Residential Home

Bid of (Company Name) _____

Address _____

To perform the work for the St. Cloud Housing and Redevelopment Authority as stated in the Invitation for Bid, dated January 10th, 2022

BID ITEMS:

Acknowledge all Addenda's received:

Total Bid \$ _____

****Include breakdown of bid; including allowances on separate sheet****

List any alternates received:

The undersigned being familiar with the specifications of the work to be accomplished and with the local conditions affecting the cost of the work, hereby proposes to complete all work as specified within the time set forth and at the price stated, including all costs for furnishing materials.

It is understood that right is reserved by the owner to reject any or all bids, and that this bid may not be withdrawn during a period of forty-five (45) days from time of opening.

Bid Bond, Performance Bond and Payment Bond required for this project.

Submitted by: _____

Signature : _____

Date : _____

**ST. CLOUD HOUSING & REDEVELOPMENT AUTHORITY
CONSTRUCTION AGREEMENT**

This CONTRACT AGREEMENT ("Contract") is made on _____, by and between the **St. Cloud Housing & Redevelopment Authority** ("HRA") located at 1225 West St. Germain Street; St. Cloud, MN 56301 and _____. ("Contractor") located at _____.

A. Contractor wishes to enter into the following Contract with the HRA to furnish labor and materials to the complete _____ project located at _____ ("Project"), prepared by St. Cloud Housing and Redevelopment Authority. This Contract includes, by reference, all terms and conditions, and all other documents listed in this Contract and modifications issued after execution of this Contract.

B. The HRA has made available to Contractor all of the Project Documents, and Contractor has agreed to be responsible for obtaining copies pertinent to its work; and

C. The Project Documents have been carefully examined by Contractor, his agents and representatives. Contractor agrees the Project Documents are complete and accurate as to all work to be performed by the Contractor. Contractor assumes all responsibility for any part of the Project Documents that are incomplete or inaccurate.

I.

TERMS AND CONDITIONS RELATING TO CONTRACTOR

1. Contractor shall furnish all labor, material, skill and equipment necessary or required to perform all the work for the Project as follows:

Contractor to provide labor and materials as shown in the Project Documents. Contract price shall be (including all taxes and permit fees): \$ _____

Subject to Part II of this Agreement, Contractor shall be paid as follows: Within 30 days of completion, or for stored materials

2. Contractor shall pay for all materials, labor and equipment used in, or in connection with the performance of this Contract when such bills or claims become due and to indemnify and hold harmless the Project and the HRA from all claims and mechanic's liens and to furnish satisfactory evidence to the HRA, when and if required that the Contractor has complied with the above requirements.

3. Contractor shall begin work within 30 calendar days after being notified, in writing, by the HRA that the Project is ready. Contractor further agrees that except for delays totally caused by the HRA, the Contractor will complete the work of this Contract Agreement within 90 days of notice to proceed.

Contractor agrees that time is of the essence in all matters involving this Contract. Contractor further agrees it is not possible for the HRA to determine all damages the HRA would suffer or incur as a result of any delay by the Contractor in completion of the Project. Contractor and the HRA agree that **\$125 per day**, as liquidated damages, and not a penalty, is fair and reasonable compensation to the HRA for any delays in completion of the Contractor's work on the Project.

4. Contractor agrees to proceed with the work in an orderly and reasonable sequence and to abide by the HRA's decision as to the allotment of all storage and working space of the Project.

5. Contractor agrees that no extension of time for performance of this Contract shall be recognized or permitted without the HRA's written consent.

6. Contractor agrees to indemnify and hold harmless the HRA, the HRA's agents and representatives, Architects, the HRA's lender and all other contractors and/or subcontractors from any and all losses or damage (including without limiting the generality of the foregoing, attorneys' fees and disbursements paid or incurred by the HRA to enforce the provisions of this paragraph) occasioned by the failure of Contractor to carry out the provisions of this Contract.

7. Contractor agrees to provide a Performance Bond prior to the beginning of work for all contracts of \$175,000 or greater.

8. Contractor agrees to obtain worker's compensation insurance as is required by law. Contractor further agrees to obtain comprehensive general liability and property damage insurance to protect the Contractor and the HRA against claims for bodily injury or death or for damage to property occurring upon, in or about the Project, with limits in amounts at least equal to those specified below:

Risk Insurance	\$1,000,000.00 Aggregate
Bodily Injury Liability	\$1,000,000.00 Each Person
General Liabilities Including Automobiles	\$2,000,000.00 Aggregate
Property Damage Liability	\$1,000,000.00 Aggregate
Worker's Compensation	As required by law

The Contractor shall also carry employer's liability coverage with minimum limits are as follows:

- \$500,000 – Bodily Injury by Disease per employee
- \$500,000 – Bodily Injury by Disease aggregate
- \$500,000 – Bodily Injury by Accident

Any and all insurance shall be issued by an "A" rated insurance company or companies. Contractor agrees to furnish the HRA with satisfactory evidence that he has complied with this paragraph. Contractor further agrees to obtain and furnish the HRA with an undertaking by the insurance company issuing each such policy that such policy will not be canceled except after thirty (30) days written notice to the HRA of its intention to do so.

Contractor agrees to assume the entire responsibility and liability for all damages or injury to any and all individuals, whether employees or otherwise and to all property, including the HRA's property arising out of, resulting from, or in a manner connected with the performance of the work provided for in this Contract or occurring or resulting from the use by Contractor, his agents or employees of materials, equipment, instrumentality's or other property, whether the same is owned by the HRA, Contractor or third parties, and Contractor agrees to indemnify and save harmless the HRA, his agents and employees from any and all such claims, including, without limiting the generality of the foregoing claims for which the HRA may be, or may be claimed to be liable and attorneys' fees and disbursements paid or incurred to enforce the provisions of this paragraph.

All insurance required to be carried by Contractor shall name the HRA and the HRA's lender as additional insurers.

9. Contractor agrees to accept responsibility for all damage caused by Contractor to clean and repair all surfaces soiled or damaged by Contractor, and to protect the work performed by Contractor. If any dispute arises between Contractor and another Contractor and/or subcontractor as to which is responsible for any time of damage, the dispute shall be submitted to the HRA for decision and the HRA's determination as to responsibility shall be final and binding.

10. Contractor is solely responsible for initiating, maintaining and supervising all safety precautions and measures in connection with the performance of this Contract and agrees to take all safety precautions with respect to his work and shall comply with all applicable laws, ordinances, rules and regulations and lawful orders of any public or governmental authority for the safety of persons or property.

11. Contractor agrees not to assign or sublet any or all of this Contract and not to assign any money due or to become due there under without first obtaining prior written consent of the HRA. Contractor further agrees to supply the HRA with a list of all individuals or businesses it intends to subcontract work to or from whom it will obtain materials or equipment. Such list is attached hereto as Exhibit B and incorporated herein by reference, to which the HRA hereby consents.

12. Contractor agrees to furnish such shop drawings or samples as may be required by the HRA or Architect.

13. Contractor agrees not to employ any person who would be unacceptable to the HRA. Contractor further agrees to remove any such person if the HRA reasonably objects to his continued employment on this project.

14. Contractor agrees that the HRA, or his authorized representatives, shall have the right to order, in writing, the elimination or addition of any part of parts of work or materials as omitted from or added to this Contract by Architect and/or the HRA. Fair adjustments shall be made in the contract price for such omitted or added work or materials. No extra work shall be allowed or changes made by Contractor, or paid for by the HRA, unless and until authorized by the HRA, in writing, before the work and/or changes are begun. Contractor agrees to sign attached Exhibit A to this Contract and waives all claims for additions or changes unless the HRA has signed a written Change Order.

Contractor further agrees to give notice to the HRA of all claims for extras, for requests of extensions of time and for damages for delays or otherwise, promptly and in accordance with the General Contract. Contractor acknowledges and agrees that any change orders for extras must be consented to in writing by the HRA. Further, Contractor understands that only **Louise Reis, Executive Director** may sign Change Orders on the HRA's behalf.

15. Contractor agrees, as required by Minnesota law, to obtain and furnish to the HRA and to maintain in effect during the life of this Contract, or, if requested to do so by the HRA where not otherwise required by law, performance and/or payment bonds from a surety or sureties in the form and with sureties acceptable to the HRA in an amount equal to the contract price. All bond premiums will be paid by the Contractor.

16. Contractor guarantees its work against any and all defects in material or workmanship for a period of two years from the later of the date of final payment or the date the Certificate of Occupancy is issued by the building authority for the Project. Contractor hereby assigns all vendor warranties given by each equipment or parts manufacturer to the HRA.

17. In the event Contractor fails to correct, replace and/or repair faulty or defective work performed and/or materials furnished under this Contract, or shall fail to complete or diligently proceed with its work under this Contract within the time herein provided for, the HRA, upon three days notice in writing to Contractor shall have the right to correct, replace and/or re-execute such faulty or defective work, or to take over the work to be provided pursuant to this Contract and complete the same either through its own employees or through a contractor or subcontractor of its choice, and to charge the costs thereof to Contractor including compensation for the Architect's services against the sums owed under this Contract or to pursue any and all other remedies provided by law.

18. Contractor agrees that in case of default on the part of Contractor under the terms of this Contract, the material and equipment of Contractor shall be left at the Project for use by

the HRA in completing the work covered by this Contract. The HRA shall be obligated to pay the Contractor for all such material and equipment.

19. Contractor agrees to obtain, at its cost, all permits, all licenses, all plan approval, all inspections and all other governmental approvals relating to this work on the Project and to comply with all federal, state, county, and municipal laws, codes and regulations and to pay all costs and expenses incurred in connection with such compliance, to pay all fees and taxes, including sales and use taxes, and also pay all taxes imposed by any state or federal law for any employment insurance, pensions, retirement funds or any similar purpose, and to furnish all necessary reports and information to the appropriate federal, state and municipal agencies, with respect to all of the foregoing, the same as though Contractor was in fact the HRA and to hold the HRA and any other Contractor and/or subcontractor harmless from any and all losses or damage occasioned by the failure of Contractor to comply with the terms of this paragraph.

20. Contractor agrees to pay all royalties, license and permit fees to defend all suits or claims for infringement of any patent rights involved in the work of Contractor under this Contract and to save the HRA and other Contractors harmless from loss, costs or expense on account of such use or infringement by Contractor.

21. If any part of Contractor's work depends, for proper execution, upon the work of the HRA, any other Contractor, Contractor shall inspect and promptly report to the HRA any apparent discrepancies or defects in such work that renders it unsuitable for use on the Project. Failure of Contractor to inspect and report shall constitute an acceptance of the work of the HRA, other Contractors.

22. Contractor shall provide complete invoices, receipts and executed lien waivers in the form required by the HRA. Request for payment will be deemed accepted by the HRA on the date the HRA determines, in its sole judgment, that the HRA has all the information required to process the payment. The HRA will pay each such properly submitted invoice on a net-30 basis.

23. In all cases, Contractor agrees to perform all work in accordance with and to otherwise abide in all respects with all applicable federal, state and local laws, rules and ordinances.

24. Contractor is responsible for removing all their debris from the site at the expense of the contractor, and pay for any costs associated with fees for dumpster or landfill costs.

25. For all construction contracts awarded in excess of \$2,000 when required by Federal Grant Program legislation, both parties hereby agree to comply with the Davis-Bacon Act (40 U.S.C. 276a to 276a-7) as supplemented in Department of Labor Regulations (29 CFR Part 5).

26. Contractor responsible for MN Statute 471.425 subd. 4a regarding payments to

subcontractors.

27. Contractor responsible for 24 CFR 75 Section 3 clause and any additional updates. This is a Section 3 Contract.

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. 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-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 75, which implemented 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 75 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 75, 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 75. 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 75.

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 75 require employment opportunities to be directed, were not filled to circumvent the contractor's obligations under 24 CFR part 75.

F. Noncompliance with HUD's regulations in 24 CFR part 75 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).

II.

TERMS AND CONDITIONS RELATING TO THE HRA

28. The HRA agrees to employ Contractor to do the work described in Paragraph 1 hereof subject to the terms and conditions of this Contract.

29. The HRA agrees to pay Contractor the full amount, less retainage and other hold backs, owed upon faithful, prompt and complete performance of the Contractor's work to be performed under this Contract and the HRA's written acceptance of the work.

30. The HRA will release checks for Contractor's accepted invoices once a month for completed work, less a maximum 5% retainage and other hold backs.

31. Final payment, including all retention, shall become due and payable within thirty days after acceptance of the entire project and all work has been accepted by the HRA. The HRA may also condition final payment upon receipt of Mechanic's Lien Waivers or other proof that all subcontractors and material supplies have been or will be paid in full.

32. Final payment and all other payments to Contractor are conditioned upon the HRA receiving any and all documents reasonably required by the HRA to assure Contractor's compliance with all federal, state and local laws, rules and ordinances.

III.

MISCELLANEOUS PROVISIONS

33. Any and all disputes relating to, or arising out of this Contract, or arising in anyway out of the Project, shall be submitted to binding arbitration before a single arbitrator appointed by the American Arbitration Association. Such arbitration shall be conducted under the Construction Industry Arbitration Rules of the American Arbitration Association and the arbitration hearing shall take place in St. Cloud, Minnesota. The discovery rules set forth in the Minnesota Rules of Civil Procedure shall apply to the arbitration and the parties shall be allowed to conduct discovery according to those Rules. The arbitrator shall have the power to decide any discovery disputes. The prevailing party, as determined by the arbitrator, shall be awarded the

arbitration fees it incurred, its reasonable attorney's fees, costs, and expert witness fees incurred in connection with the arbitration. Prior to filing an arbitration claim, the parties agree to mediate their disputes in St. Cloud, Minnesota, with a mediator selected by the HRA, after consultation with the Contractor. Each side shall pay one-half of the costs of the mediator.

34. This Contract shall not be modified except in writing signed by both the HRA and Subcontractor.

35. This Contract shall be construed and governed by the laws and remedies of Minnesota.

36. Exhibits:

The following noted documents are placed under each of the noted appendix and are a part of this contract:

- A. Exhibit A: Specific documentation pertaining to Section 3 that pertains to this contract.
- B. Exhibit B: Business Guaranty
- C. Exhibit C: Extras, Changes Orders and Waiver
- D. Exhibit D: Verification of Sub-Contractors and Suppliers
- E. Exhibit E: Scope of Services (Bid Form), as agreed upon by the HRA and the contractor;
- F. Included by reference is any document or clause issued as a part of IFB that the HRA may choose to include at any time during the performance of this contract or any options exercised thereto by the HRA. Further, any document that may be referenced herein that has not been listed above is hereby incorporated herein by reference, and a copy of each such document is available from the HRA upon written request for such from the contractor.

Please note that, in the case of any discrepancy between this contract and any of the above noted exhibits, the requirement(s) detailed within the body of this contract shall take first precedence, then the requirement(s) detailed within each exhibit shall take precedence in the order that they are listed above (meaning, the requirement(s) detailed within the lower listed item may not overrule any requirement(s) detailed within a higher listed item).

ST. CLOUD HOUSING AND
REDEVELOPMENT AUTHORITY

By _____
Its: Executive Director

CONTRACTOR:

By _____
Its: _____

ARE YOU A CORPORATION? _____
PLEASE PROVIDE ONE OF THE FOLLOWING:

FEDERAL ID # _____
OR SOCIAL SECURITY # _____

EXHIBIT A

Section 3

SAMPLE

Section 3 Business Self-Certification

1. Company Name: _____
2. Company Address: _____
City: _____ State: _____ Zip: _____ County: _____
3. Telephone: _____ Email Address: _____
4. Business License: _____ Federal ID #: _____
5. Type of Business: _____

TYPES OF SECTION 3 BUSINESS ENTERPRISES

Please check "Yes" or "No". If you answer "YES" to one or more of the following questions, you may designate your company as a Section 3 Business Enterprise.

1. 51% or more of your business is owned by a Section 3 resident*; or
☐ Yes ☐ No
Attach list of Section 3 owners and income certifications
2. At least 75% of labor hours are worked by persons that are currently Section 3 residents* or within five years of the date of first employment with the business concerned were Section 3 resident; or
☐ Yes ☐ No
Attach list of employees, Section 3 employee, and self-certifications
3. At least 25% of the business is owned by current public housing residents or residents who currently live in Section 8-assisted housing
☐ Yes ☐ No
Attach list of subcontracted businesses, types and amounts

VERIFICATION – The company hereby agrees to provide, upon request, documents verifying the information provided on this form.

I declare and affirm under penalty of law that the statements made herein are true and accurate to the best of my knowledge. I understand that falsifying information and incomplete statements will disqualify certification status.

Signature of Business Owner or Authorized Representative

Date

***Section 3 resident is:** 1) a public housing, or 2) a HCVP participant, or 3) a resident of another federally assisted housing program managed by the local PHA, or 4) a low-or very low-income person residing in the metropolitan area or Non-metropolitan County in which the Section 3 covered assistance is expended. The income guidelines for the St. Cloud HRA Jurisdiction are on the back of this form.

SECTION 3 INCOMES LIMITS – FY 2021

	1Person	2 Person	3 Person	4 Person	5 Person
Extra Low	\$16,600	\$19,000	\$21,960	\$26,500	\$31,040
Very Low	\$27,650	\$31,600	\$35,550	\$39,500	\$42,700
Low	\$44,250	\$50,600	\$56,900	\$63,200	\$68,300

EXHIBIT B

BUSINESS GUARANTY

_____ hereby guaranty all obligations of the
Contractor/HRA under
Company Name

this contract and agree to arbitrate and mediate all disputes as provided in the Contract.

EXHIBIT C

Extras, Change Orders and Waiver

TO: All Contractors and Suppliers

RE: Extras, Change Orders and Waiver

Any and all additional work which deviates from the original contract price shall be at your own risk unless authorized in writing by the HRA prior to said work occurring.

Any and all changes must be documented by a written change order signed by the HRA/Representative. Other employees of the HRA do not have express, implied or apparent authority to authorize additional work for the HRA. Verbal agreements or orders shall not constitute authorization and any work done pursuant to a verbal agreement or order shall be at your peril. This notice also constitutes your written waiver of any benefits conferred under a claim based on a quasi contract if and when work occurs pursuant to a verbal agreement or order.

THE ST. CLOUD HOUSING AND
REDEVELOPMENT AUTHORITY

CONTRACTOR:

By _____

Its: Executive Director
1225 West St. Germain Street
(320) 252-0880
(320) 252-0889 Fax

By _____

Its: _____

EXHIBIT D

VERIFICATION OF SUB-SUBCONTRACTORS AND SUPPLIERS

Please list all of your subcontractors and/or suppliers you anticipate using for the Project on this form and return to the HRA at least 10 days prior to commencing your work. This form must be returned to us before your first pay request will be processed and it must be updated before all other pay requests are processed.

If you will not be using any subcontractors or suppliers, please state that on this form, sign the bottom and return it to the HRA.

I, the undersigned, hereby certify and swear that the following list of subcontractors and or suppliers is complete, including any and all suppliers of labor and material to and for the Project.

_____	_____	_____
Firm	Amount	Contact Person/Phone

_____	_____	_____
Firm	Amount	Contact Person/Phone

_____	_____	_____
Firm	Amount	Contact Person/Phone

_____	_____	_____
Firm	Amount	Contact Person/Phone

_____	By _____
Firm	(Print Name)

Its _____
(Print Title)

EXHIBIT E

Scope of Services / Home Check Sheet / Bid Form

SAMPLE