



## Request for Proposal

Marion County Housing Authority (MCHA) is requesting proposals for the following project:

### Project # 21-

#### Gutter Work

MCHA is looking to procure a contractor to perform guttering work. Scope of work is outlined below. MCHA encourages all MWBE & Section 3 contractors to apply.

#### Alma Family

##### **Apartment 14**

Repair rear right gutter.

Reattach gutter by front door.

##### **Apartment 15**

Repair/Reattach front and back gutter.

##### **Community Room Building**

Repair/Reattach front right side gutter.

##### **Apartment 18**

Reattach gutter by front room window.

#### Odin

##### **Apartment 10**

Replace Front Porch gutter.

##### **Apartment 12**

Replace Front Porch gutter.

Replace left side gutter from the Front Porch to the corner of the building.

Reattach front gutter between apartment 11 & 12.

**Marion County Housing Authority  
719 E Howard St.  
PO Box 689  
Centralia, IL 62801  
618.532.1894**

Kindmundy

**Apartment 1-4**

Replace rear gutter.

**Community Room Building**

Front right by maintenance doors needs repaired.

**Apartment 6 & 7**

Front seam needs repaired.

Back seam needs repaired.

**Apartment 11**

Reattach the rear left end.

**Apartment 13**

Front right needs reattached. Check for all loose pieces.

**Apartment 14 & 15**

Rear seam needs repaired.

**Apartment 17**

Right front gutter needs reattached.

Salem Family

**807 Seneff**

Repair/Reattach front gutter by front door.

**810 Lyford**

Repair/Reattach front left gutter by down spout.

**GW1**

Community room, north side of the building by the gas regulator, replace a section of damaged Downspout. Match existing size.

Centralia

**1014 Wright**

Rear gutter needs reattached.

Front gutter needs replaced with new.

**620 Robnett**

Front gutter needs reattached.

**637/641 Robnett**

Needs gutter straightened.

**1003 Maulding**

Rear West gutter is off, needs reattached.

**1019 Sadler**

Gutter is hanging, middle rear.

**1047/1043 Sadler**

Needs new front gutter.

Rear Right needs new section of gutter.

Rear Right Down Spout needs reattached.

**1038/1042 Sadler**

Left front gutter needs reattached.

Rear gutter needs reattached.

Sandoval

**127 Broadway**

North Left side gutter needs straighten.

**301 Oklahoma**

Reattach gutter on the west side.

**303 Oklahoma**

Reattach gutter on the South side.

Contractor to provide pricing for acceptable finished guttering work (through repair, replacement or adding new) that meets the following criteria:

- Buildings to have 5" seamless gutters with at least 4" downspouts.
- Use two straps (per standard recommendation) per downspout. Straps can be wrap around or side mount but should have a factory finished edge (no sharp, unfinished edges from trimming).
- Downspouts are to be four inches with elbows at the bottom to divert water away from the building. Downspout length with elbow is to extend to within four inches of grade level and must be plumb.
- For buildings that have downspout drain lines, the downspout will have to be attached to the drain pipe with a correct size transition and as close to ground level as possible (some drain pipes may need to be cut down)
- Gutter should be installed behind drip edge.
- Gutters with the length of more than 40 feet or more are to be split into equal lengths with an expansion joint. Cap both ends and leave a ¼-inch gap between the top edges of the end caps. Additionally, secure a small piece of white aluminum over the gap to direct rainwater into either gutter
- Examine the fascia material to make sure it extends up under the drip edge. If it doesn't and there is bare wood exposed then we need to discuss options on repairing or replacing. One option would be to use Flashing material and slide it under the drip edge while overlapping the fascia material.
- Hangers should be installed and secured with no more than 36 inches distance between hangers.
- Gutters, downspouts, straps and drain line transition pieces all to be white in color.
- Gutters should extend ½" to ¾" beyond the shingles at the end of every gutter run.
- Gutter guards should be quoted as an additional option.

Contractor must receive approval from Modernization Manager before submitting invoice.

We will look to schedule the work in May and be completed by June 28, 2024.

If any unknown issues arise during the performance of work, and issues need to be addressed in order for work to be completed in a satisfactory manner, please notify MCHA immediately to address the issue

Contractor shall be responsible for all repairs to damage of building(s), drives, fences, landscaping, etc. caused by their employees or vendors during the work process. All repairs shall be made to owner's satisfaction at contractor's expense. If the condition is not remedied to the satisfaction of MCHA, liquidated damages in an amount equal to the expense to restore the condition acceptable to MCHA will be assessed against the contractor as a deduct from the contract price.

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***Bids must be received no later than 4:00 pm on Tuesday, April 30<sup>th</sup>, 2024.***

**General Requirements and Information**

- All contractors must adhere to the Davis-Bacon and Related Acts. For information, please visit their website at <https://www.dol.gov/whd/govcontracts/dbra.htm>. Contractors will be required to submit certified payroll reports before issuance of payment. Payroll reports must be submitted weekly.
- All proposals should be accompanied by a current Certificate of Insurance (general liability and workers compensation). Should your company be awarded a contract, MCHA must be listed as an additional insured and an updated Certificate of Insurance must be sent to MCHA directly from the insurance broker.
- All proposals should be accompanied by a copy of any applicable license(s) pertaining to the Scope of Work listed above.
- All proposals must be received by the date/time mentioned above in order to be considered. Proposals can be delivered via e-mail to [aclifton@mchahomes.org](mailto:aclifton@mchahomes.org) or hand delivered/drop boxed to MCHA at 719 E Howard, Centralia, IL.
- Please reference the Project # when submitting a proposal.
- For questions regarding the Scope of Work, please contact Kenneth Shelton at [kshelton@mchahomes.org](mailto:kshelton@mchahomes.org) or by calling the MCHA office 618-532-1894.

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