



Invitation for Sealed Bids

IFB Number: 26-101

Date of Issuance: September 4, 2026

Sealed bids will be accepted at the Office of the Marion County Housing Authority (MCHA) until the date and time noted below. Bids will be publicly opened and recorded 30 minutes after the submission deadline in the Conference Room at 719 E Howard St, Centralia, IL.

Electrical Service Upgrade at 241 N Lincoln Blvd, Centralia, IL

Pre-Bid Meeting will be held: September 14, 2026 at 10:00 AM

Bid Deadline: September 28, 2026 at 2:00 PM

Office of Marion County Housing Authority

719 E Howard Street

Centralia, IL 62801

The point of contact shall be the MCHA Procurement Specialist.

Phone: (618) 532-1894 Ext: 310

Email: modernization@mchahomes.org

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A. Project Overview

The Marion County Housing Authority (MCHA) is undertaking an electrical infrastructure upgrade at our Lincoln Court apartments to support future HVAC improvements, ensure full code compliance, and provide reliable power distribution to all residential units.

This project includes upgrading service entrances, meter bases, apartment electrical panels, and dedicated HVAC power supplies across the property. Work will increase building service capacity, install new 100-amp apartment feeds, and add 50-amp HVAC disconnects. Improvements will be completed across three residential buildings totaling 20 units.

B. Base Scope of Work

1. Building Service Upgrades

- Furnish all labor, materials, equipment, and associated incidental costs required to complete the electrical upgrades.
- Remove existing 200-amp building services.
- Install upgraded building services:
 - North Building: 600-amp service
 - East Building: 600-amp service
 - South Building: 800-amp service
- Install new gang meter bases:
 - North Building: 8-gang meter base
 - East Building: 8-gang meter base
 - South Building: 12-gang meter base
- Provide a dedicated meter space for the lighting utility meter.
- Install lever-bypass meter bases with individual unit disconnects per Ameren requirements.

2. Apartment Electrical Upgrades

- Install a new 100-amp power supply to each apartment.
- Upgrade apartment electrical panels in all units **except Units 3, 6, 7, 9, and 10**.
- Do not install breakers for future HVAC units due to varying amperage.
- Remove drywall above electrical panels as needed to install new feeds.
- MCHA will complete all drywall and paint restoration after electrical work is finished.

3. HVAC Power Improvements

- Install a 50-amp, 250-volt dedicated HVAC power supply for each unit.
- Install exterior HVAC disconnects at each unit.

C. Terms and Deadline

1. Pre-Bid Conference

A Pre-Bid Conference will be held at 10:00 AM on September 14, 2026, at 241 N Lincoln Blvd, Centralia, IL. Contractors arriving after 10:10 AM will not be admitted.

2. Bid Submission & Opening

Sealed bids must be received no later than 2:00 PM on September 28, 2026, and will be publicly opened and read the same day at 2:30 PM.

3. Project Completion Deadline

The Contractor must complete all required work no later than October 30, 2026, which shall serve as the established completion date.

D. General Requirements and Information

1. Performance Bond

The awarded Contractor shall furnish a Performance Bond in the amount of one hundred percent (100%) of the total contract price, issued by a surety company licensed to do business in the State of Illinois and acceptable to the Marion County Housing Authority (MCHA). The Performance Bond shall guarantee the faithful performance of all terms, conditions, and obligations set forth in the contract. The bond must be submitted prior to the commencement of any work and shall remain in effect until final acceptance of the project by MCHA. The Performance Bond shall be made payable to the Marion County Housing Authority and shall include language ensuring coverage for any modifications or extensions to the original contract. Failure to provide the required Performance Bond may result in termination of the contract and forfeiture of any payments due.

2. Payment Bond

The awarded Contractor shall furnish a Payment Bond in the amount of one hundred percent (100%) of the contract price to ensure payment to all laborers, subcontractors, and suppliers furnishing materials or services in connection with the project. The bond must be issued by a surety company licensed to operate in the State of Illinois and acceptable to the Marion County Housing Authority (MCHA). The Payment Bond shall remain in effect until all obligations for payment under the contract are fully satisfied. The bond must be submitted prior to the issuance of the Notice to Proceed. Failure to provide the required Payment Bond may result in disqualification or termination of the contract award.

3. Bid Bond

All bidders shall submit a Bid Bond or a Cashier's Check equal to five percent (5%) of the total bid amount submitted, along with their bid for MCHA Project #26-101. If a Bid Bond is provided, it must be issued by a surety company licensed to operate in the State of Illinois and must be made payable to the Marion County Housing Authority (MCHA). The Bid Guarantee ensures that the bidder, if selected, will enter into a contract and furnish the required Performance and Payment Bonds. Failure to provide a valid Bid Guarantee may result in disqualification of the bid.

4. Incorporation of HUD Form 5369

HUD Form 5369, "Instructions to Bidders," is hereby incorporated by reference and made part of this IFB.

5. Incorporation of HUD Form 5370

HUD Form 5370, "General Conditions of the Contract," is hereby incorporated by reference and shall govern the resulting contract.

6. System for Award Management (SAM.gov) Registration

All bidders must be registered and active in the System for Award Management (SAM.gov). Registration must be active prior to award. Proof of registration may be requested at any time during the evaluation process. Failure to maintain an active registration may result in disqualification or non-award.

7. Davis-Bacon Wage Requirements

All contractors must comply with the Davis-Bacon and Related Acts (DBRA). Contractors are responsible for obtaining the applicable wage determination for this project from [SAM.gov](https://sam.gov) and ensuring they use the correct rates. Weekly certified payrolls must be submitted before any payment will be issued. General information on DBRA requirements may be found at <https://www.dol.gov/whd/govcontracts/dbra.htm>.

8. Certificate of Insurance

All bids must include a current Certificate of Insurance showing general liability and workers' compensation coverage. If awarded a contract, the Contractor must provide an updated Certificate of Insurance listing the Marion County Housing Authority (MCHA) as an additional insured, in accordance with HUD PHA insurance requirements. The updated certificate must be sent directly to MCHA by the Contractor's insurance broker.

9. Applicable Licenses

All bids must include copies of any licenses required to perform the Scope of Work described in this solicitation.

10. Bid Delivery

Bids may be hand-delivered, placed in the drop box, or mailed to MCHA at **719 E Howard St, Centralia, IL**. All submissions **must be in a sealed envelope clearly labeled "Sealed Bid – Project #26-101."** All bids must be received by the date and time stated above to be considered.

11. Questions

For questions regarding this solicitation please contact the Marion County Housing Authority's Procurement Specialist by email at modernization@mchahomes.org or by phone at (618) 532-1894 Ext: 310

E. Contractor Responsibilities & Damage Liability

1. Code, Standards, and Compliance

- All work must comply with NEC, local building codes, Ameren utility requirements, and all applicable mechanical and electrical standards.
- Contractor shall coordinate directly with Ameren engineering for meter specifications, service upgrade requirements, and any utility-driven design changes.
- Contractor must ensure all materials, equipment, and installation practices meet manufacturer specifications and all relevant code authorities.
- Contractor is responsible for obtaining any required permits and coordinating inspections when applicable, and must comply with all AHJ requirements.

2. Coordination & Communication

- Coordinate unit access, scheduling, and resident notifications with Housing Authority staff to minimize disruption.
- Maintain regular communication with the Procurement Specialist regarding progress, project issues, and scheduling changes.
- Contractor must obtain approval from the Procurement Specialist before submitting any invoice.
- If unforeseen conditions arise during construction that require additional work to achieve satisfactory completion, the contractor must notify MCHA immediately before proceeding.

3. Site Management & Safety

- Perform daily cleanup, remove all debris, and maintain safe, orderly work areas throughout the project.
- Maintain safe access routes for residents and staff at all times.
- Store materials and equipment in designated areas only; do not block sidewalks, driveways, or emergency access routes.
- Follow all OSHA safety requirements and ensure all workers use proper PPE.

4. Protection of Property

- The contractor is fully responsible for repairing any damages to buildings, driveways, fences, landscaping, or other property caused by their personnel or subcontractors.
- All repairs must meet the satisfaction of MCHA; if not, liquidated damages equal to the cost of restoration will be deducted from the contract amount.
- Protect existing utilities, finishes, and resident belongings during all phases of work.

5. Documentation & Closeout Requirements

- Provide all required warranties, including manufacturer and workmanship warranties.
- Submit as-built documentation for all electrical upgrades, including panel schedules, meter layouts, and service configurations.
- Provide copies of all inspection approvals and utility coordination documents.
- Submit a final punch list and complete all corrective items prior to final payment.

F. Bid Forms

1. Explanation of Bid Form

The Bid Form provides a standardized format for each bidder to present pricing and confirm understanding of the project requirements. It outlines categories such as labor, materials, equipment, and other costs, ensuring that all bids follow the same structure. This consistency allows the contracting agency to review and compare bids on an equal basis, promoting fairness and transparency throughout the evaluation process. By using a uniform form, each bid can be assessed accurately and objectively, helping ensure that the selection process reflects true value and compliance with the project specifications. The Bid Form also serves as a record of the bidder's acknowledgment of the Invitation for Bids (IFB) and their commitment to furnish all necessary labor, materials, and equipment to complete the work as described.

2. Bid Form Instructions

Please fill out the Bid Form completely and include it in your bid packet when submitting your bid documents. This form replaces any internal estimate sheet and serves as the official document for proposing a price. If you wish to include your own internal estimate sheet for reference, please attach it to the back of the Bid Form. The Bid Form will be the document used for evaluation and comparison of bids.

(Please see the Bid Form on the next page.)

Bid Form

Date: _____

Project #: _____

Please complete this form and submit it with the rest of your sealed bid documents.

Bidder Information

Project Location	
Company Name	
Address	
Phone	
Email	
Authorized Representative	

Bidder's Acknowledgment

I, the undersigned bidder, acknowledge that I have reviewed and fully understand the Invitation for Bids (IFB), including all specifications, requirements, and associated documents. I propose to furnish all labor, materials, equipment, and services necessary to complete the work as described for the project.

Pricing Breakdown

Labor	\$
Materials	\$
Equipment	\$
Other (specify)	\$
Other (specify)	\$
Other (specify)	\$
Total	\$

Time of Performance

I will commence the work within _____ calendar days from the date the notice to proceed is received and will complete the work within _____ calendar days after starting the work.

Acknowledgment of addenda

Addendum (1) ☐ Date: _____
 Addendum (2) ☐ Date: _____
 Addendum (3) ☐ Date: _____

(If fewer than three addenda, mark unused lines N/A. If more than three, list additional addenda in the extra space.)

X _____
Signature

G. Attachments

1. Site Map

