



## Proposal Request

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

### **Project #25-28**

Deliver 12 units  
719 E Howard St  
Centralia, IL

MCHA is seeking to procure a contractor to deliver appliances. Scope of work is outlined below. MCHA encourages all MWBE & Section 3 contractors to apply.

#### Base Scope of Work:

- Each unit is a Frigidaire Refrigerator FFHT1814WW (or current model)
- Work to be completed within 30 days from contract award date.
- Contractor must receive approval from Modernization Manager before submitting invoice.
- 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.
- The 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 the Authority, 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.

***Bids must be received no later than 9:00 am on Monday, 3/10/2025***

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

**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 Jason Schaubert at [modernization@mchahomes.org](mailto:modernization@mchahomes.org) or (618) 899-7902 (email is preferred)

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