

# Lighthouse Bid Package

Welcome to the bidding process for another Lighthouse Communities project.

Please review all the items in this packet. Your completed bid will contain the following items:

1. A completed "Cover Sheet for Bid Submittal"
2. The last page of the Lighthouse Contractor Handbook signed and dated.
3. A copy of your current builders license
4. Copies of certification for particular aspects of the job like lead and asbestos if applicable. (If this is being subcontracted, provide subs certification)
5. Proof of insurance at the required levels. (see handbook)
6. A completed timeline document. Timeline must include start to finish date. **(start date based on 10 business days after bid due date, finish date is defined as the date that all work is complete including cleanup, final punch lists, inspections, site card signed by all trade inspectors and building inspector, Certificate Of Occupancy as needed, sworn statements, lien waivers, and approval from Lighthouse Communities Inc. Staff.)**
7. An estimate of the total labor hours required to complete the job.
8. A preliminary version of the sub-contractor activity report.
9. A bid sheet with line item costs.

**All bids are to be paper copies delivered to Lighthouse offices in sealed envelopes. No faxed or electronic copies will be accepted.**

Lighthouse Communities reserves the right to omit specifications involving roofing, flooring, and painting. Items removed will come in the form of a change order deduct signed by Contractor and Owner.

Any items listed above not present in your bid submittal will be considered an incomplete bid.

Bids will be due at Lighthouse Communities office, 1422 Madison Ave. SE

On or before 10am

We will hold a public bid opening at that time. Any bids received after 10am will be refused.

Awarding of the project will usually be done within 48 hours. Decisions will be based on price, best fit, percentage of local sub-contractors/laborers, percentage of minority and/or women owned, veteran owned businesses, complete bid submission, start dates, and timelines.