



# CITY OF WATERLOO, IOWA

## Community Development

620 Mulberry St. • Waterloo, IA 50703 • Phone (319) 291-4429 Fax (319) 291-4431

July 20, 2018

Mayor  
QUENTIN  
HART

TO: All Rehabilitation Contractors

FROM: Rudy D. Jones, Community Development Director

COUNCIL  
MEMBERS

RE: Electronic Bid Packets

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### Instructional Guide

MARGARET  
KLEIN  
Ward 1

1. Please review the Lead Based Paint Hazard Control Activities document on this site for eligibility requirements.
  - a. Only contractors meeting all the requirements listed in this document are eligible to bid.
  - b. In addition, bids will only be accepted from previously procured contractors
  - c. The Waterloo Community Development Office staff will verify your qualifications and that you have meet the procurement standards for The City of Waterloo and the Waterloo Community Development Board.
  - d. You must be procured and be eligible to bid prior to bid letting. You will not be allowed to simultaneously bid and become eligible.

BRUCE  
JACOBS  
Ward 2

2. Review the online documents

PATRICK  
MORRISSEY  
Ward 3

3. If you are eligible and choose to participate in the bidding process please download and print the packet for the address you wish to bid on.
  - a. The documents in the packet will contain the address of the project, the date and time of the pre-bid conference and other important information.
  - b. It is the contractor's responsibility to submit a copy of their bid on the documents supplied within this packet.
  - c. It is recommended that two copies of the Work Specifications are printed, one as a work copy for you and one to turn in with the other required documents.
  - d. All other policies regarding procedure, procurement and bidding will remain in place and stand as current policy.

JEROME  
AMOS, JR.  
Ward 4

RAY  
FEUSS  
Ward 5

SHARON  
JUON  
At-Large

STEVE  
SCHMITT  
At-Large

If you have questions regarding your eligibility or the bidding procedure, please contact this office @ 319-291-4429 before attending a Pre-Bid Conference.