

Maine State Housing Authority (MaineHousing)  
CENTRAL HEATING IMPROVEMENT PROGRAM (CHIP)  
**REQUEST FOR BIDS COVER SHEET**

**INSTRUCTIONS:** The Request for Bids Bundle contains the forms (templates) needed to request bids for projects that exceeds \$3000. Adobe's bookmark feature provides a list of forms included in this bundle. Complete this Cover Sheet for each contractor invited to submit a bid and the forms will auto-populate. Print completed forms for signature.

**Tip:** Save the bundle on your computer/network and then populate. Print (or email) the forms in the bundle or use Adobe's bookmark feature to navigate the forms and/or print individual forms in the Bundle.

**PRIMARY APPLICANT**

First Name \_\_\_\_\_ MI \_\_\_\_\_  
Last Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_

**PHYSICAL ADDRESS (PROPERTY)**

Property Street \_\_\_\_\_  
Property City \_\_\_\_\_  
Property State \_\_\_\_\_ Zip \_\_\_\_\_

**BID DETAILS**

Job Number \_\_\_\_\_  
Bid Due Date/Time \_\_\_\_\_

**DESCRIPTION OF TASKS/WORK**

**COMMUNITY ACTION AGENCY (CAA)**

CAA Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Representative Name \_\_\_\_\_  
Representative Telephone \_\_\_\_\_  
Representative Email \_\_\_\_\_  
Technician Name \_\_\_\_\_  
Technician Telephone \_\_\_\_\_  
Technician Email \_\_\_\_\_

**CONTRACTOR (Vendor/Technician)**

Contractor Name \_\_\_\_\_  
Mailing Address \_\_\_\_\_  
City \_\_\_\_\_  
State \_\_\_\_\_ Zip \_\_\_\_\_  
Telephone \_\_\_\_\_  
Email \_\_\_\_\_  
Representative Name \_\_\_\_\_  
Representative Telephone \_\_\_\_\_  
Representative Email \_\_\_\_\_  
Technician Name \_\_\_\_\_  
Technician Telephone \_\_\_\_\_  
Technician Email \_\_\_\_\_

**COMMENTS**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Maine State Housing Authority (MaineHousing)  
CENTRAL HEATING IMPROVEMENT PROGRAM (CHIP)

## INVITATION TO BID

**CONTRACTOR:** \_\_\_\_\_

**PRIMARY APPLICANT:** \_\_\_\_\_

**COMMUNITY ACTION AGENCY (CAA):** \_\_\_\_\_

First Name      MI      Last Name

CAA Name

Telephone Number

**CAA Technician:**

**PHYSICAL ADDRESS (Property):**

Technician Name: \_\_\_\_\_

Technician Telephone: \_\_\_\_\_

Property Street

Technician Email: \_\_\_\_\_

Property City      Property State      Property Zip

The above-named CAA invites you to submit a sealed bid for work described at the above-named Property. Bids not hand delivered, should be submitted via postal service.

**Bid Due Date/Time:** \_\_\_\_\_

**Deliver Bid to:** \_\_\_\_\_

**Job #** \_\_\_\_\_

**PLEASE BID ON THE FOLLOWING WORK:**

Task	Labor	Materials	Total
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
<b>TOTAL BID:</b>	<b>\$</b>	<b>\$</b>	<b>\$</b>

**Comments:**

**PLEASE NOTE:**

1. This Invitation to Bid form must be completed, signed and accompany all bid proposals.
2. Bids must be delivered to the CAA identified on or before the Bid Deadline Date and time identified on this Invitation to Bid. Bids received after the Bid Deadline Date and Time will not be considered.
3. Bids must be in a sealed envelope marked "Bid Document – Do Not Open." Bids that are returned in unmarked envelopes will be disqualified from the bid process.
4. Contact the CAA Technician identified on this Invitation to Bid if you have any questions regarding the specifications for this project.

\_\_\_\_\_  
Signature of Contractor Authorized Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Contractor Authorized Representative Name

\_\_\_\_\_  
Contractor Telephone

Request for Bids CHIP10012016

Maine State Housing Authority (MaineHousing)  
CENTRAL HEATING IMPROVEMENT PROGRAM (CHIP)

**REFUSAL TO BID**

**PRIMARY APPLICANT:**

**COMMUNITY ACTION AGENCY (CAA):**

\_\_\_\_\_  
First Name            MI            Last Name

\_\_\_\_\_  
CAA Name

**PHYSICAL ADDRESS (Property):**

**CONTRACTOR:**

\_\_\_\_\_  
Property Street

\_\_\_\_\_  
Contractor Name

\_\_\_\_\_  
Property City                      Property State            Property Zip

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City                                      State                      Zip

I certify by my signature below, I was offered the same chance to bid, but refuse and/or withdraw my rights to bid on the project at the above-referenced Property.

**Reason of Refusal:**

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

**CONTRACTOR:**

\_\_\_\_\_  
Contractor Signature

\_\_\_\_\_  
Contractor Representative Name

\_\_\_\_\_  
Date

Maine State Housing Authority (MaineHousing)  
CENTRAL HEATING IMPROVEMENT PROGRAM (CHIP)

## BID TABULATION SHEET

**PRIMARY APPLICANT:**

**COMMUNITY ACTION AGENCY (CAA):**

\_\_\_\_\_  
First Name          MI          Last Name

\_\_\_\_\_  
CAA Name

**PHYSICAL ADDRESS (Property):**

\_\_\_\_\_  
Property Street

\_\_\_\_\_  
Property City          Property State          Property Zip

Contractor Name	Date Submitted	Bid	Comments
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	
		\$	

**AWARDED TO:** \_\_\_\_\_

\_\_\_\_\_  
Signature of CAA Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
CAA Representative Name

\_\_\_\_\_  
Date