

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 \$10,000. 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 _____
 Phone _____
 Email _____

PHYSICAL ADDRESS (PROPERTY)

Property Street _____
 Property City _____
 Property State _____ Zip _____

BID DETAILS

Job Number _____
 Bid Due Date/Time _____
 Bid Open Date/Time _____

DESCRIPTION OF TASKS/WORK

COMMENTS

COMMUNITY ACTION AGENCY (CAA)

CAA Name _____
 Mailing Address _____
 City _____
 State _____ Zip _____
 Telephone _____
 Representative Name _____
 Representative Phone _____
 Representative Email _____
 Technician Name _____
 Technician Phone _____
 Technician Email _____

CONTRACTORS (Vendor/Technician)

Contractor Name _____
 Mailing Address _____
 City _____
 State _____ Zip _____
 Contact Name _____
 Contact Phone _____
 Contact Email _____

Contractor Name _____
 Mailing Address _____
 City _____
 State _____ Zip _____
 Contact Name _____
 Contact Phone _____
 Contact Email _____

Contractor Name _____
 Mailing Address _____
 City _____
 State _____ Zip _____
 Contact Name _____
 Contact Phone _____
 Contact Email _____

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

Phone Number

CAA Technician:

PHYSICAL ADDRESS (Property):

Technician Name: _____

Technician Phone: _____

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 can be hand delivered, emailed, faxed or submitted via postal service.

Job Number _____

Deliver Bid to: _____

Bid Due Date/Time: _____

CAA will open all submitted bids on: _____

PLEASE BID ON THE FOLLOWING WORK:

Task	Labor	Materials	Total
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
	\$	\$	\$
TOTAL BID:	\$	\$	\$

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. Contact the CAA Technician identified on this Invitation if you have any questions regarding the specifications for this project.

Signature of Contractor Authorized Representative

Date

Contractor Authorized Representative Name

Contractor Telephone

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

Phone Number

CAA Technician:

PHYSICAL ADDRESS (Property):

Technician Name: _____

Technician Phone: _____

Property Street

Technician Email: _____

Property City Property State Property Zip

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Comments:

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Date

Contractor Authorized Representative Name

Contractor Telephone

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CONTRACTOR: _____

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COMMUNITY ACTION AGENCY (CAA):

First Name MI Last Name

CAA Name

Phone Number

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Signature of Contractor Authorized Representative

Date

Contractor Authorized Representative Name

Contractor Telephone

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

DECLINE TO BID

PRIMARY APPLICANT:

First Name MI Last Name

PHYSICAL ADDRESS (Property):

Property Street

Property City Property State Property Zip

COMMUNITY ACTION AGENCY (CAA):

CAA Name

CONTRACTOR:

Contractor Name

Mailing Address

City State Zip

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

Reason Declined:

CONTRACTOR:

Contractor Signature

Contractor Representative Name

Date

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

DECLINE TO BID

PRIMARY APPLICANT:

First Name MI Last Name

PHYSICAL ADDRESS (Property):

Property Street

Property City Property State Property Zip

COMMUNITY ACTION AGENCY (CAA):

CAA Name

CONTRACTOR:

Contractor Name

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City State Zip

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Contractor Signature

Contractor Representative Name

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PRIMARY APPLICANT:

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Contractor Name

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City State Zip

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Reason Declined:

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