

Bid/Quote Process

1. **Determine the scope of the project: enter details on the Bid/Quote Worksheet.**

Outline the problem and the activities necessary for correction; please be specific. This project information should be used to obtain the bids/quotes and should contain sufficient detail to allow bidders and/or suppliers to provide bids/quotes that are easily comparable.

2. **Contact the City of CDA Building Department regarding permit requirements.**

Building permits, whether required under Coeur d'Alene City code or by State Statute, shall be the responsibility of the property owner. The owner may specify that their contractor obtain and maintain all permits necessary for the project work.

3. **Obtain a Minimum of Three bids/quotes for the work materials required for the project** *Bids/quotes must describe comparable services or materials. For example - a bid to repair a portion of a leaky roof cannot be compared to a bid to replace the roof. The lowest responsive bid/quote will be used.*

4. **Enter information for each bid/quote on Bid/Quote Worksheet**

5. **Project Funding**

If project costs are more than the maximum allowable grant amount, list other sources of funding to be used (savings, donation, cash gift, grant, loan, etc.). Sufficient funding to complete the project must be identified prior to project approval.

6. **Bids/Quotes**

Attach copies of bids and/or quotes to completed Bid/Quote Worksheet; submit to City of Coeur d'Alene's CDBG Grant Administrator.

DO NOT begin work or incur any costs until **Notice to Proceed** is issued by the City of Coeur d'Alene. Any work done or costs accumulated for purchases made prior to the Notice to Proceed issued by the City **WILL NOT** be eligible for repayment under the EMRAP program.

Quotes for materials/appliances may be obtained by telephone or internet. Written documentation of quotes must include:

- 1) Specifications of item to be purchased; 2) Company name/contact name; 3) Company address, telephone number or internet address; 4) Date and time of quote; 5) Timeline and delivery information; 6) Warranty (if applicable); 7) Costs, including tax & shipping; and 8) Any other pertinent information**