

Bid/Quote Process

- ✓ 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.*
- ✓ 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.*
- ✓ 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.*
- ✓ Enter information for each bid/quote on Bid/Quote worksheet.
- ✓ If project costs are more than the maximum allowable loan amount, list other sources of funding to be used. (Savings, donation, cash gift, grant or other loan, etc.) Sufficient funding to complete the project must be identified prior to project approval.
- ✓ Attach copies of bids and/or quotes to completed Bid/Quote worksheet; submit to Panhandle Area Council.

DO NOT begin work, or incur any costs until Notice to Proceed is issued by Panhandle Area Council. Any work done or costs for purchases made prior to the Notice to Proceed **WILL NOT** be eligible for payment under the loan program.

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

Company name/contact name
Company address, telephone number or internet address
Date and time of quote
Timeline and delivery information
Warranty if applicable
Costs, including taxes & shipping
Any other pertinent information