

## **REQUEST FOR**

### **North Side Head Start Project – Garage and Utility Improvements**

**Project Owner:**

Community Action Partnership of Greater St. Joseph

Contact: Ashley Phillips

Email: [aphillips@capstjoe.org](mailto:aphillips@capstjoe.org)

**Project Location:**

4803 St Joseph Avenue, St Joseph, MO

**Bid Submission Deadline:**

12/31/2025

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## **PROJECT SUMMARY**

The North Side Head Start Program is requesting bids from qualified contractors for renovation and improvement work within a 30' x 60' garage space. The project includes plumbing modifications, building repairs, finish installations, kitchen cabinetry and counters, and electrical upgrades.

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## **SCOPE OF WORK**

### **1. Plumbing and Waterline Work**

- Relocate the main waterline as needed.
- Insulate relocated waterline and any exposed plumbing.
- Ensure proper function of the following plumbing fixtures:
  - (2) bathrooms
  - (1) washer hookup
  - (1) kitchen sink
- Complete repairs necessary to bring all plumbing to code and working condition.

### **2. Structural and Interior Repairs**

- Replace existing or damaged ceiling tiles.
- Install carpet squares in designated areas.
- Complete garage door infill, including framing, insulation, sheathing, and finishing.
- Install coving (cove base molding) around required wall perimeters.

### **3. Kitchen Area Improvements**

- Provide and install upper and lower kitchen cabinets.
- Install sink base cabinet, sink, and faucet.
- Ensure all plumbing connections are properly installed and functional.

### **4. Electrical Work**

- Install electrical outlets required for:
  - Refrigerator
  - Oven/stove combination unit
- Confirm electrical service adequacy; notify owner if upgrades are needed.
- Ensure all electrical work complies with current codes.

### **5. Dryer Vent**

- Vent existing dryer to meet all applicable codes.

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## **CONTRACTOR REQUIREMENTS**

- Must hold appropriate licenses and insurance in the City of St Joseph and State of Missouri.
- Must comply with all federal, state, and local regulations.
- Must follow all Head Start environmental health and safety standards.
- Provide Certified Payrolls and ensure all Davis Bacon Act Requirements are followed.
- Kitchen must pass all relevant sanitation inspections.

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## **BID SUBMISSION REQUIREMENTS**

All bids must include:

1. Detailed cost estimate (labor, materials, permits, subcontractors).
2. Proposed project schedule, including anticipated start and completion dates.
3. Contractor qualifications, relevant experience, and references.
4. List of subcontractors (if applicable).
5. Warranty information for materials and workmanship.

Submit bids to: Ashley Phillips

Name: Ashley Phillips

Email: [aphillips@capstjoe.org](mailto:aphillips@capstjoe.org)

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## **EVALUATION CRITERIA**

Bids will be evaluated based on:

- Overall cost
- Contractor experience and qualifications
- Proposed timeline
- Completeness of submission
- Compliance with project specifications

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## **PROJECT TIMELINE**

Expected project start date: January 5, 2026

Completion deadline: February 15, 2026

(Timeline may be negotiated based on contractor availability and program needs.)

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## **SITE VISIT**

To schedule a visit, contact Ashley Phillips at [aphillips@capstjoe.org](mailto:aphillips@capstjoe.org) prior to 12/18/2025.