

Contractor Guide: How to Submit a Bid to HFHSCC

Thank you for your interest in building strength, stability, and independence with Habitat for Humanity of St. Charles County (HFHSCC). We value our relationships with local trades and look forward to reviewing your proposal.

Follow this step-by-step guide to successfully submit a commercial trade or material supply proposal for our current residential projects.

Step 1: Download the Architectural Plans & Specifications

All active projects, construction blueprints, technical drawings, and precise material lists are hosted publicly.

- **Action:** Download the latest engineering documents for **Haven Pointe – Building #2** on our website: habitatstcharles.org/bidourbuilds
- *Note: Be sure to verify whether your specific trade category requires a flat lump-sum cost for the entire building structure or an individual per-unit cost schedule.*

Step 2: Complete the Official General Bid Form

Every official bid package must be accompanied by our standard 10-page packet.

- **Action:** Fill out all project pricing fields and check off the corporate compliance items.
- **Required Attachments:** Print, sign, and attach **Contractor Compliance & Authorization Page** along with a copy of your company's standard itemized quote sheet.

Step 3: Verify Your Corporate Compliance Documents

To protect our affiliate and future homeowners, contracts are only awarded to companies meeting our compliance criteria. Ensure your submission includes:

- [] **W-9 Form:** A signed and dated current IRS W-9 form.
- [] **Certificate of Insurance (COI):** Active general liability and worker's compensation coverages.
- [] **Trade Licensing:** Valid state or municipal licenses appropriate for St. Charles County, Missouri.

Step 4: Submit Your Completed Package

Submit your complete bid package to our construction department. Foundations are scheduled for **mid-August**, so please submit as early as possible. You may use any of the following delivery channels:

- **Email (Preferred):** construction@habitatstcharles.org
- **Secure Office Fax:** 636-387-0447

- **In-Person or Mail:**
Habitat for Humanity of St. Charles County
2041 Trade Center Drive, St. Peters, MO 63376

Critical Bidding Policies to Remember

- **No Field Document Drop-offs:** Our Construction Managers cannot accept invoices, bids, or physical lien waivers on the build site. All items must pass through our primary office or email portals.
- **Value-Add Partnership Options:** During evaluation, bonus priority is given to contractors willing to offer early payment discounts, flexible scheduling schedules, or a tax-deductible donation of trade labor or material supplies.

Need Assistance?

For immediate plan clarifications, technical scope questions, or details regarding site access, please contact:

- **Contact Name:** Tony Bradbury, Director of Construction
- **Direct Email:** tony@habitatstcharles.org
- **Direct Phone Line:** 636-288-2138