

Upper Des Moines Opportunity, Inc.

101 East Robins Street • PO Box 519 • Graettinger, IA 51342-7726 • www.udmo.com • EOE

Phone: (800) 245-6151 or (712) 859-3885 • Fax: (712) 859-3892

"We are dedicated to helping build stronger communities by addressing the effects of poverty on individuals and families."

July 18, 2025

Project Name: UDMO Emmet County Outreach – Roosevelt Renovation

Project Location: 315 N 6th Street, Estherville, IA 51334

To: Interested Bidders

Project Understanding: UDMO is seeking to renovate existing space in the lower level of the UDMO Emmet County Head Start (also known as the Roosevelt Building) to create a space for the UDMO Emmet County Outreach office. The renovated space will include space for a food pantry, staff offices and other community resource storage. The proposed renovated space is a single-level structure composed of two rooms and exterior parking area. This project is expected to be done in 2 phases. Phase 1 includes resurfacing parking area and completing exterior door projects on northwest corner of the building. Phase 2 includes interior renovations, electrical and HVAC upgrades. **The deadline to complete Phase 1 is October 31, 2025. The deadline to complete Phase 2 is December 31, 2025.**

Bids will need to be submitted no later than August 22, 2025 to Tyler Henderson, UDMO Fiscal Director. See contact information below (email submission preferred):

Tyler Henderson
PO Box 519, 101 E Robins St
Graettinger, IA 51342
712-859-3885 ext 1021
thenderson@udmo.com

Bids will be opened and reviewed by UDMO Board of Directors on August 26, 2025. Winning bidder will be notified the following day, August 27, 2025 by 12pm.

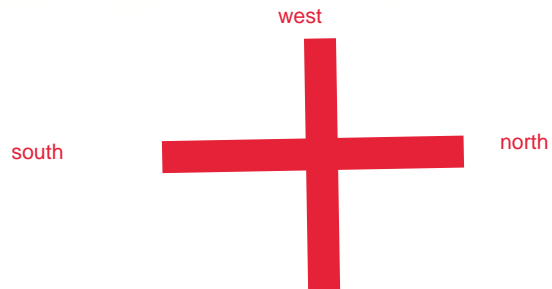
Scope of Work: See attached renovation item listing and floor plan on following pages.

Other Requirements:

- UDMO is a 501c, tax-exempt Community Action Agency.
- Compliance with Davis Bacon Act
- Provide Certificate of Liability Insurance & Form W-9
- UDMO, in compliance with the Office of Management & Budgets Uniform Guidance for Non-profit and Government Accounting principles, requires change orders to be held to a minimum. UDMO requests bids to be as accurate and detailed as possible.
- Weekly progress reports to UDMO Executive Director & Fiscal Director

For additional comments, questions or requests to inspect the proposed property, contact Tyler Henderson, UDMO Fiscal Director.

Emmet County Outreach-Roosevelt Project - Necessary Items		
Exterior Construction - PHASE 1		
Removal of kitchen venting equipment from outside of building		
Cut and install handicap accessible doorway on west wall		
Cut and install an 8' x 8' garage door in west wall for pallet access		
Remove black top of 62' x 33' section of west parking lot		
Pour and pave 62' x 33' section of west parking lot with concrete		
TOTAL	\$	
Interior Construction - PHASE 1 & 2		
Install accessible wall in west room around current sprinkler system pump		
Build ceiling above office & storage spaces to support walls		
Build two offices spaces in east room. 10' x 13' & 13' x 13'		
Build four storage spaces in east room along south wall (see drawing for measurements)		
Build dividing wall with doorway in east room. SW Corner. 10' x 11'		
Building dividing wall along back of east room with doorway. 20'		
Vinyl flooring for east room. 2,790 sq ft		
TOTAL	\$	
Electrical - PHASE 1 & 2		
Install electrical for handicap entry door		
Install 2 lighting fixtures in west room		
Install 1 lighting fixture in each east room office spaces		
Install 4 additional outlets which can accommodate the load of 12 fridge & freezers		
Install 2 outlets in east room office spaces		
TOTAL	\$	
Plumbing & HVAC - PHASE 2		
Removal of sink in west room		
Installation of up to 2 minisplit air systems		
TOTAL	\$	
Other (Please list)		
TOTAL	\$	
GRAND TOTAL	\$	



Head Start Space
Proposed Spaces

