

**PUBLIC NOTICE
CITY OF MUSKEGON
PROCUREMENT OF CONTRACTOR**

Contractor will primarily provide services for the 3-year Healthy Homes Production Grant Program with occasional support for other Community Neighborhood Services (CNS) home repair grant programs. We are looking for a qualified, experienced, licensed and insured contractor to provide supportive services to CNS' Community Development Specialists in the areas of spec writing for residential home repair projects, reviewing home assessments to determine needed repairs, evaluating condition of homes to define needed repairs, creating floor plans and inspecting quality of work post rehab. This work will be conducted alongside CNS staff members.

All licensed contractors are encouraged to bid. Section 3 contractors are strongly encouraged to bid.

The City of Muskegon is an Equal Opportunity Housing Provider and Employer. We do business in accordance with Section 3 Regulations, Federal Fair Housing, and do not discriminate against any person because of race, color, religion, sex, handicap, familial status, or national origin.

Bid packages will be available Monday, June 2, 2025 in the CNS department, second floor of City Hall beginning at 8 am. Or, can be accessed here, <https://muskegon-mi.gov/bid-healthy-homes-contractor-procurement/>.

Completed bid packages are due in the City Clerk's Office at Muskegon City Hall on Thursday, June 26, 2025, by 2 p.m. This will be a sealed bid. The outside of the envelope must include the contractor's business name and the name of the project "Healthy Homes Contractor Procurement". Faxed or e-mailed bids will not be accepted. The City of Muskegon reserves the right to reject any or all bids.

Bidding contractors must show proof of the appropriate licenses, liability insurance, worker's compensation and certifications for their line of work. References may be requested upon review.

If you have any questions, please contact Rhonda Kleyn, Grants Program Coordinator, Community and Neighborhood Services, by phone: (231)724-6717 or email: rhonda.kleyn@shorelinecity.com

Publish: Sunday June 1, 2025



MEMO

DATE: June 1, 2025

TO: All Bidding Contractors

FROM: Rhonda Kleyn, Grants Program Coordinator
Community Neighborhood Services

RE: Procurement Bid

The City of Muskegon Community Neighborhood Services (CNS) department is a grant funded department that executes multiple home repair programs using federal, state and local funds throughout Muskegon County. CNS is seeking a licensed and insured contractor to provide administrative type home rehab related services. Examples of work to be provided are reviewing home assessments, evaluating condition of homes to help determine program eligibility, writing work specs and inspecting quality of work at client homes. You will be working side by side with CNS staff at individual homes in Muskegon County.

Included with this memo: Public Notice and Procurement Bid Sheet

Bid Proposals should be placed inside a sealed envelope, addressed to the City of Muskegon with the title; ***Healthy Homes Contractor Procurement***; on the outside of the envelope along with the ***bidder's name***. **Complete bid packets MUST be submitted by 2:00 pm on Thursday, June 26, 2025 to the City Clerk's office at 933 Terrace Street, 1st floor.** Bids must be dropped off in person to the City Clerk's office or mailed. If mailed, bids must be addressed to City Clerk, 933 Terrace Street, Muskegon MI 49440 with the title and bidder's name on the outside of the envelope.

Any questions should be directed to Rhonda Kleyn, Grants Program Coordinator at 231-724-6948 or rhonda.kleyn@shorelinecity.com.



**City of Muskegon
Community and Neighborhood Services
Contractor Procurement Bid Sheet**

SEALED BIDS ARE DUE THURSDAY, JUNE 26, 2025 AT 2PM IN THE CLERK'S OFFICE

CONTRACTOR INFORMATION

Company Name:		
Contact Person:	Job Title:	
Street Address:		
City:	State:	Zip Code:
Phone No:		

JOB SPECIFICATIONS (Please complete for bid consideration)

Services Requested:	Proposed Cost:
Provide estimate for cost of spec writing, pre and post rehab assessments, designing floor plans and reviewing home assessments to help determine needed repairs.	
	\$
	TOTAL \$

Bid submission must include:

- A copy of Contractor's License/s
- A copy of general liability and Worker's Compensation insurance.
- A one page narrative detailing relevant experience and qualifications
- A copy of the contractor procurement bid sheet



**City of Muskegon
Community & Neighborhood Services**
933 Terrace Street
Muskegon, MI 49440
Phone: 231-724-6717

