

**Cascade Public Library and Community Center  
Intent to Offer an In-Kind Donation Sign Up Form**

*Please return this form no later than July 19*

Company Name \_\_\_\_\_

Main Contact Person \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

Phone \_\_\_\_\_

Email \_\_\_\_\_

Website \_\_\_\_\_

\_\_\_ Wood Framing

\_\_\_ Wood Trusses

\_\_\_ Wood Structural Insulated Panel

\_\_\_ Wood Casework

\_\_\_ Tongue and Groove Wood Decking

\_\_\_ Paint

\_\_\_ Concrete

\_\_\_ Masonry Cladding - Stone / Brick

\_\_\_ Electrical – Lighting

\_\_\_ Electrical – Power

\_\_\_ Plumbing Piping

\_\_\_ Plumbing Fixtures

\_\_\_ Mechanical Units

\_\_\_ Site Paving

\_\_\_ Site Utilities

\_\_\_ Site Seeding

\_\_\_ Carpet

\_\_\_ Wood Trim

\_\_\_ Clad Wood Windows

\_\_\_ Wood and Hollow Metal Doors

\_\_\_ Acoustical Tile Ceilings

\_\_\_ Excavation and Site Work

\_\_\_ Security Cameras

\_\_\_ IT System

\_\_\_ Access Control

\_\_\_ Other \_\_\_\_\_ Please List

\_\_\_ Other \_\_\_\_\_ Please List

\_\_\_ Other \_\_\_\_\_ Please List

\_\_\_ Other \_\_\_\_\_ Please List

I hereby agree to be listed in the City's bid specs as a possible in-kind donor for the type of work listed above. I understand that I will need to be in communication with a general contractor and work out the details of a donation so that it can be listed in a submitted bid. No in-kind amount needs to be determined at this time.

Important 2023 Dates: Issue Bids: July 28 Pre-Bid Meeting: August 8 Bids Due: September 7

Signature of Company Rep. \_\_\_\_\_ Date \_\_\_\_\_

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**Supplemental Information**

- The City is bidding the work as one contract and intends to work with one general contractor who will select the sub-contractors.
- The City must, by Iowa State Code, select the lowest qualified, responsive and responsible bidder.
- The City wants to encourage all bidders to utilize local contractors.
- The City may not require the use of local contractors.
- The City is going to list any businesses in the bid specifications that are interested in partnering with a general contractor and that are willing to make some type of in-kind donation.
- At this time, you do not need to disclose the amount of the donation. However, the amount must be listed on the general contractor's final bid form that is submitted.
- A full set of "draft" plans is available for review at City Hall.

**Tentative Timeline**

Issue bid documents: July 28

Pre-bid meeting: August 8

Bids Due: September 7

Bid Awarded September 25