

## INVITATION TO BID

YOUR COMPANY IS INVITED TO SUBMIT A BID PROPOSAL FOR THE FOLLOWING PROJECT:

CASE NUMBER: 24YR-O/O-3240

ADDRESS: \*TO BE DISCLOSED ONLY TO INTERESTED BIDDERS ZIP CODE: \_\_\_\_\_

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NUMBER OF UNITS: \_\_\_\_\_

TYPE OF WORK:     Structural                       Heating                       Plumbing  
                          Electrical                       Lead

Bid opening date and time will be 3:00 p.m., WEDNESDAY, October 12, 2016 at the City of Toledo Department of Neighborhoods, 18<sup>th</sup> Floor, One Government Center, Toledo, Ohio 43604.

Rehab Technician/Contact:    John Metzger                      Phone: 419-245-1400 (8am – 4:30pm)

**\*Interested bidders must call the rehab technician to be scheduled for the Pre-Bid Mandatory Meeting. There will be a pre-bid MANDATORY meeting on Tuesday, October 4, 2016, at 11:00 a.m. at the project location. All bidders must attend and sign in for bid to be considered.**

Enclosed you will find:

1. Complete set of Specifications
2. Bid Proposal Summary Sheet
3. Statement of Non-Collusion

Submit one complete and legible copy of each of the three (3) documents listed above in a sealed envelope before the bid opening date and time listed above. Mark the sealed envelope "Housing Rehab Bid" and list the name and address of the project. List a cost by trade on the bid proposal summary sheet and list a price for each line item on the specifications. Prices must be held firm for a minimum of 60 days. Late proposals will not be accepted.

The following documents are required to be submitted within three business days after notification of bid award:

4. Contractor/Subcontractors and Minority Report
5. MBE/WBE Commitment Affidavit
6. Best Bid Criteria Affidavit

Minority participation and other documentation (e.g. child support compliance) will be required and reviewed prior to awarding this contract with the City of Toledo. Please be reminded that the City of Toledo and the Department of Housing and Urban Development have a minority participation goal of 21% on every construction project. Minority participation reports will be reviewed throughout the construction project to ensure compliance. Also, Section-3 report compliance shall be required, if applicable, prior to award.

The City of Toledo Division of Housing reserves the right to accept or reject any bid.

**CITY OF TOLEDO**  
**Dept. of Neighborhoods**  
**One Gov't Center, Suite 1800**  
**Toledo, Ohio 43604**

Office: 419-245-1400  
Fax: 419-245-1193



**RESPEC**  
**Work Write-Up**

Case Number: 24YR-O/O-3240

BID TOTAL: \$ \_\_\_\_\_

Property Information:

BID OPENING DATE \_\_\_\_\_

CONTRACTOR INFORMATION

Jurisdiction: Lucas

Name: \_\_\_\_\_

Target Area Toledo

Address: \_\_\_\_\_

Census: \_\_\_\_\_

Owner: \_\_\_\_\_

Voice: \_\_\_\_\_

Phone: \_\_\_\_\_

Fax: \_\_\_\_\_

Mobile: \_\_\_\_\_

E-mail: \_\_\_\_\_

**ACKNOWLEDGEMENT AND ACCEPTANCE OF ALL TERMS AND CONDITIONS**

**(THIS PAGE AND THE FOLLOWING PAGE MUST BE FILLED OUT WITH BID AMOUNT AND SIGNATURE OR THE BID MAY BE DEEMED NON-RESPONSIVE)**

The undersigned, duly authorized representative of the Contractor submitting the accompanying RESPEC Work Write-Up bid proposal, hereby proposes to furnish all labor, materials, equipment, services and work required for the written amount of:

Total: \_\_\_\_\_ dollars  
(\$ \_\_\_\_\_)

and further acknowledges receipt and acceptance of any and all terms and conditions, contract specifications, and instructions to bidders, bid sheets, or request for proposals, as the case may be, including all addenda (if any) thereto, issued by the City of Toledo that are the subject of the accompanying bid or proposal. The undersigned agrees to clearly call-out in its bid or proposal any deviations from any portion of said term and conditions, contract specifications, instructions to bidders, bid sheets, or request for proposals, as the case may be, including all addenda.

**Time is of the essence of this Contract.** If the Contractor shall neglect, refuse, or otherwise fail to complete the work within the time specified, then the Contractor agrees, as part consideration for this Contract, to pay the City as liquidated damages and not as a penalty, the sum of \$100.00 per day for each calendar day beyond the date set forth in the Contract that the Contractor fails to complete the work. The liquidated damage amount is fixed and agreed on between the Contractor and the City because of the impracticability and extreme difficulty of fixing and ascertaining the true value of the damages which City will sustain by failure of the Contractor to complete the work on time. Such damages

include a loss of revenue, service charges, delays caused to other construction activities of City and other damages, some of which are indefinite and not susceptible of easy proof. The liquidated damages amount is agreed to be a reasonable estimate of the actual amount of damages which the City will sustain. The amount shall be deducted from any monies due or that may become due the Contractor, and if said monies are insufficient to cover said damages, then the Contractor shall be liable to, owe and pay the City for, the amount of any difference.

**\* A COPY OF ALL APPLICABLE LICENSES, PROOF OF LIABILITY INSURANCE, BUREAU OF WORKERS' COMPENSATION CERTIFICATE, AND CITY OF TOLEDO CERTIFICATE OF TAX COMPLIANCE IS REQUIRED AT TIME OF BID ACCEPTANCE.**

Business Name: \_\_\_\_\_

President/Owner/CEO: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Date: \_\_\_\_\_

Revised June 6, 2016

**Exterior****Unattached Garage****Single Family****Unattached Garage****General**

1	0110030011	1 ALL	2 Incipient code violation	\$ _____
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**Rewire Garage**

Replace all defective and illegal materials with new materials to code. Bury service cable to garage. Include GFI outlet and one light per bay.

**Total for: Unattached Garage**      \$ \_\_\_\_\_

**Main Structure****Single Family****Site****General**

2	0020040005	140 SF	2 Incipient code violation	\$ _____
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**Rear Porch Steps - Replace Steps**

Remove and dispose of old material from site and replace with poured in place concrete steps. To Code.

3	0020040007	1 All	2 Incipient code violation	\$ _____
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**Remove Steps - Front porch**

Break up steps w/ slab and remove debris from premises. Grade affected area smooth. **Front Porch facing front yard**

**Total for: Site**      \$ \_\_\_\_\_

**Front Porch****General**

4	0010040010	35 LF	1 Code violation	\$ _____
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**Install Guard Rail System**

Install "treated" 2"x4" bottom newel post, 2"x4" top hand rail and 2"x2" spindles. Clip the top and bottom of spindles at an angle and sand all surfaces to prevent splinters. All work to be done to code. Home owner to finish if desired.

**Total for: Front Porch**      \$ \_\_\_\_\_

**Sidewalls****General**

5	0351030113	15 EA	2 Incipient code violation	\$ _____
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**INSTALL VINYL REPLACEMENT WINDOWS -**

Remove existing storm windows, window sashes, parting strips, pulley/ropes, stops and repair damaged framework. Install new **Energy Star Qualified** rigid vinyl window with insulated glass and welded frame having a U-factor (.32) rated for the **Northern Region** made to fit opening. Include tilt in upper and lower sashes with screen. Insulate as needed. Primer all bare wood and paint to match existing, interior / exterior window system complete. Caulk for a weather tight installation. **Use safety glass as needed to code. Wrap exterior window trim with custom bent aluminum.**

6	0351030115	2 ea	2 Incipient code violation	\$ _____
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**INSTALL VINYL REPLACEMENT SLIDER WINDOW**

**Upper rear and dormer windows** Remove existing storm windows, window sashes, parting strips, pulley/ropes, stops and repair any damaged framework. Install new **Energy Star Qualified** rigid vinyl window **SLIDER TYPE** made to fit opening with insulated glass and welded frame having a U-factor (.32) rated for the **Northern Region**. **Window configuration and components owners choice provided new window has similar rough opening as old**. Prime and paint all bare wood to match existing window system complete. Caulk for weather-tight installation. Use safety glass per code.

7	0351040101	1 EA	3 Lead Hazard	\$ _____
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**REPLACE EXTERIOR DOOR SYSTEM - FRONT DOOR**

Remove and dispose of existing exterior door system. Install new pre hung metal clad exterior door complete with lock set, dead bolt, doorstop, trim for all sides and lite panel of owners choice. Include any needed framing / surface repairs to code. Seal interior/exterior for a weather tight installation. Use Mastercraft or approved equal door system. \$200.00 purchase allowance. Prime any bare wood.

8	0010090030	1 EA	2 Incipient code violation	\$ _____
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**Install Storm/Screen Door- Front door**

Install prefinished alum. storm door (Supplied by owner)

9	0010050007	1 ALL	2 Incipient code violation	\$ _____
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**Repair Asbestos Siding**

Remove all defective materials and replace with new materials to match existing. Replace only with full shingles nailed with aluminum nails.

10	0010050004	1 ALL	3 Lead Hazard	\$ _____
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**Install vinyl and aluminum trim**

Cover all fascia, soffits, rakes, porch ceilings, porch posts / trim, sidewalls, trim, with custom bent aluminum,

11	0010050009	1 All	2 Incipient code violation	\$ _____
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**Repair Aluminum Siding Dormers**

Remove all defective or damaged siding and repair to match existing. Install ALCOA or approved equal as per manufacturers specifications. Install missing and defective corners

			<b>Total for: Sidewalls</b>	\$ _____
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**Roof****General**

12	0070010001	1800 SF	1 Code violation	\$ _____
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**Remove Existing Roofing Material and Install New**

Remove all roof covering down to sheathing, haul away debris. Minimal repair or replacement of rafters and/or roof sheathing. Install ice guard, 15lb felt, new aluminum drip edge on rake and eaves, boot flashing on vent stacks, kick out flashing on sidewalls as needed, new metal flashing and counter flashing on chimney and along vertical walls to code. Install self-sealing 30yr, minimum, "Architectural" style shingles, in color of owners choice, to code.

13	0070020000	1800 SF	2 Incipient code violation	\$ _____
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**Install 7/16" O.S.B. Sheathing Complete**

Install new 7/16" exterior grade O.S.B. sheathing nailed with 8d commons across rafters as per manufacturers recommends and to code.

14	0070030018	6 EA	2 Incipient code violation	\$ _____
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**Install 8" Stationary Aluminum Roof Vent**

Install new 8" stationary aluminum roof vent. Set roof vent in roof cement with proper shingle lap.

15	0070030002	160 LF	2 Incipient code violation	\$ _____
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**Install New Gutters and Downspouts**

Install new white aluminum seamless gutters and down spouting with 36" extensions where possible. No straps are to be exposed above roofing. All work shall be to manufacturers recommendations and to code.

<b>Total for: Roof</b>	\$ _____
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<b>Total for: Exterior</b>	\$ _____
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**Interior****Main Structure****Single Family****Basement****General**

16	0130020002	8 LF	1 Code violation	\$ _____
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**Replace Main Stack ( Basement only)**

Remove existing stack and replace with new to code. Make all necessary wall repairs and restore to match existing surface. Relocate as needed to code.

17	0010040007	20 LF	1 Code violation	\$ _____
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**Install Handrail**

Install stock fir handrail complete with brass plated hanging hardware spaced not more than 5' apart. Finish or paint to homeowner's preference.

18	0130060002	1 EA	2 Incipient code violation	\$ _____
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**Replace Water Heater**

Remove and dispose of old unit and install new 40 gallon, 9 year warranty, natural gas, energy efficient unit complete to code.

19	0130020005	40 LF	2 Incipient code violation	\$ _____
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**Replace Drain Lines Basement only**

Remove all existing lines and replace with new plastic lines to code. Revent fixtures as needed to code. Repair affected surfaces to their original condition. Include closet bend and washer standpipe. Relocate drain/vent lines as needed to code.

20	0110030009	1 ALL	2 Incipient code violation	\$ _____
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**Repair Basement wiring**

Remove and properly dispose of all defective and illegal wiring and boxes. Replace with new materials to code. Include all additional materials to meet current code requirements.

21	0110050002	6 EA	2 Incipient code violation	\$ _____
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**Install Hardwire Smoke Detectors**

Install new smoke detectors to code. Include all wiring from panel and new breaker. Wire-mould may be used as needed for surface mounting in finished spaces. **NO** flex or rigid conduit allowed in finished spaces.

22 0130020004 1 EA 2 Incipient code violation \$ \_\_\_\_\_

**Install Floor Drain**

.Cut concrete to receive new floor drain. Install floor drain to code, re-pour concrete to secure drain

23 0130020015 1 ALL 2 Incipient code violation \$ \_\_\_\_\_

**Clean Sanitary Sewer Line**

Mechanically snake lines so that a free flowing condition exists from house to city sanitary main.

**Total for: Basement** \$ \_\_\_\_\_

**1st Floor Bath****General**

24 0130040025 1 EA 2 Incipient code violation \$ \_\_\_\_\_

**Remove /Reset Toilet**

Remove any defective or illegal parts and replace with new to code.

**Total for: 1st Floor Bath** \$ \_\_\_\_\_

**2nd Floor Stairway****General**

25 0010040007 20 LF 1 Code violation \$ \_\_\_\_\_

**Install Handrail**

Install stock fir handrail complete with brass plated hanging hardware spaced not more than 5' apart. Finish or paint to homeowner's preference.

**Total for: 2nd Floor Stairway** \$ \_\_\_\_\_

**2nd Floor Bedrooms****General**

26 0341060101 2 EA 3 Lead Hazard \$ \_\_\_\_\_

**REPLACE INTERIOR DOORS**

Remove and dispose of existing door. Provide and install flush luan mahogany 1-3/8" hollow core door complete with lockset and doorstop. Must be friction free operation **Bedroom 2 and 3**

**Total for: 2nd Floor Bedrooms** \$ \_\_\_\_\_

**General Room****General**

27 0331010101 800 SF 3 Lead Hazard \$ \_\_\_\_\_

**Lead Specific Cleaning**

HEPA vacuum and TSP wash affected surfaces with lead specific detergent. After surfaces are dry, re-vacuum affected surfaces with a HEPA vacuum to meet EPA clearance standards.

**Total for: General Room** \$ \_\_\_\_\_

**Total for: Interior** \$ \_\_\_\_\_

**Job Total Cost:** \$ \_\_\_\_\_

## BID PROPOSAL SUMMARY SHEET

\_\_\_\_\_  
General Contractor

\_\_\_\_\_  
Property Address

<u>TYPE OF WORK</u>	<u>CONTRACTOR/ SUB-CONTRACTOR</u>	<u>AMOUNT</u>
Structural	_____	_____
Lead Work	_____	_____
Electrical	_____	_____
Plumbing	_____	_____
Heating	_____	_____
Misc.	_____	_____
TOTAL		_____

**NOTE:**

PLEASE COMPLETE ALL ABOVE LINES/COLUMNS. INCOMPLETE LINES/COLUMNS MAY RESULT IN BID DISQUALIFICATION. IF ANY LINE OR COLUMN DOES NOT REQUIRE INFORMATION MARK IT **N/A**. PLEASE CONTACT THE ADMINISTRATOR AT (419) 245-1400 IF YOU HAVE ANY QUESTIONS.

**STATEMENT OF NON-COLLUSION**

I, \_\_\_\_\_, owner of  
Contractor's Name  
\_\_\_\_\_, have not met  
Company Name  
with or discussed any details of the rehabilitation project located at  
\_\_\_\_\_, Toledo,  
Ohio, with any other contractor for the purposes of fixing any price,  
arranging submission of bid proposal, or tampering with the award of any  
rehabilitation contract.

I understand that any such action will result in my immediate  
suspension and prosecution to the fullest extent of the law.

Date: \_\_\_\_\_ Signature: \_\_\_\_\_