

## INVITATION TO BID

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

CASE NUMBER: 24YR-PP-ROOST-2180

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

---

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

TYPE OF WORK:     Structural                       Heating                       Plumbing  
                          Electrical                       Lead

Bid opening date and time will be 3:00 p.m., WEDNESDAY, May 31, 2017 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 Friday, May 19, 2017, at 12:00 p.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** Case Number: 24YR-PP/ROOST-2180  
**Work Write-Up** BID TOTAL: \$ \_\_\_\_\_

---

Property Information: BID OPENING DATE Wednesday, May 31, 2017

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****Attached Garage****Single Family****Sidewalls****General**

|   |            |      |                            |          |
|---|------------|------|----------------------------|----------|
| 1 | 0010090038 | 1 EA | 2 Incipient code violation | \$ _____ |
|---|------------|------|----------------------------|----------|

**Install Overhead Garage Door-1 Car**

Install overhead insulated type with galvanized hardware, torsion or extension springs and sectioned door. Owner to have input on color and style of door.

Verify size before ordering.

|   |            |      |                            |          |
|---|------------|------|----------------------------|----------|
| 2 | 0010090002 | 1 EA | 2 Incipient code violation | \$ _____ |
|---|------------|------|----------------------------|----------|

**Replace Exterior Door rear service door**

Remove and dispose of existing exterior door system and install new pre-hung metal clad exterior door. Include lock set, dead bolt, doorstop, trim for all sides, lite panel of owners choice and any needed framing and/or wall repairs. Fill all gaps between existing siding and new brick moulding. Fill nail holes flush, insulate space between jamb and framing, caulk seams as needed, prime bare wood and apply two coats of semi-gloss latex white enamel paint.

|   |            |      |                            |          |
|---|------------|------|----------------------------|----------|
| 3 | 0010100003 | 2 EA | 2 Incipient code violation | \$ _____ |
|---|------------|------|----------------------------|----------|

**Install Glass Block Window**

Remove and dispose of existing window system to masonry opening. Repair existing masonry to accept new window unit and include smooth mortar finish on interior and exterior of all foundation block that were disturbed during installation. Close opening with glass block and insert a ventilator unit with screen.

|  |                             |          |
|--|-----------------------------|----------|
|  | <b>Total for: Sidewalls</b> | \$ _____ |
|--|-----------------------------|----------|

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

|   |            |        |                            |          |
|---|------------|--------|----------------------------|----------|
| 4 | 0020040014 | 550 SF | 2 Incipient code violation | \$ _____ |
|---|------------|--------|----------------------------|----------|

**Replace Driveway**

Tear up and remove existing material and replace with concrete to local code. **Concrete will be marked**

|  |                        |          |
|--|------------------------|----------|
|  | <b>Total for: Site</b> | \$ _____ |
|--|------------------------|----------|

**Roof****General**

|   |            |         |                            |          |
|---|------------|---------|----------------------------|----------|
| 5 | 0070010001 | 2464 SF | 2 Incipient code violation | \$ _____ |
|---|------------|---------|----------------------------|----------|

**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. **NOTE: Roofers must be certified**

by the shingle manufacturer as approved installers to be able to received the maximum warranty period and a certificate must be given to Preferred Properties.

6 0070030002 240 LF 2 Incipient code violation \$ \_\_\_\_\_

**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.

7 0070030018 8 EA 2 Incipient code violation \$ \_\_\_\_\_

**Install 8" Stationary Aluminum Roof Vent**

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

8 0070030016 1 ea 2 Incipient code violation \$ \_\_\_\_\_

**Repair Chimney Cap**

Remove all damaged material and replace with new to match existing. Structure shall be structurally sound.

**Total for: Roof** \$ \_\_\_\_\_

**Rear porch**

**General**

9 0020040011 600 SF 2 Incipient code violation \$ \_\_\_\_\_

**Remove Rear Porch**

Break up and remove old structure, grade and seed affected area smooth.

10 0040010009 150 SF 5 Improvement \$ \_\_\_\_\_

**Remove Retaining Wall**

Remove and dispose of retaining wall, Backfill and seed.

11 0020030001 192 SF 5 Improvement \$ \_\_\_\_\_

**Pour Pad**

Pour 4" Concrete pad off garage service door 12" x 16" with steps

**Total for: Rear porch** \$ \_\_\_\_\_

**Sidewalls**

**General**

12 0010100027 1 EA 2 Incipient code violation \$ \_\_\_\_\_

**Remove and Close in Opening**

Remove kitchen door, frame in opening; insulate to full "R" value, and exterior surfaces to be new siding.

13 0010050004 1800 SF 2 Incipient code violation \$ \_\_\_\_\_

**Install Vinyl Siding**

Remove existing siding, furr out walls with 2" x 4" treated lumber 1 1/2" foam between furring and fanfold over before new vinyl siding. Install Wolverine, Alside or approved equal vinyl siding and custom bent aluminum, on foam backer board sealed at edges or over house wrap sealed at edges as per manufacturers recommendations. Cover all fascia, soffits, rakes, porch ceilings, porch posts / trim, sidewalls, trim, door and window trim.

14 0040020005 1 all 2 Incipient code violation \$ \_\_\_\_\_

**Tuckpoint**

Remove all loose mortar to a depth of 3/4", wet surface and point up joints with mortar to match existing. Realign all loose and displaced block or brick. Clean excess mortar off face of masonry.

Total for: Sidewalls \$ \_\_\_\_\_

Total for: Exterior \$ \_\_\_\_\_

**Interior**

**Main Structure**

**Single Family**

**General Rooms**

**General**

15      0110040011      4 ea      1 Code violation      \$ \_\_\_\_\_

**Install Smoke Alarm**

Install a hard wired smoke alarm with battery back up. Unit shall be first alert, AIM, Night Hawk, or approved equal.

16      0110040012      1 ea      1 Code violation      \$ \_\_\_\_\_

**Install Carbon Monoxide Detector**

Install a new carbon monoxide detector in the home per the manufactures instructions. Unit is to be direct wired with replacable battery back-up or sealed built in power system. Unit shall be Night Hawk, AIM, or an approved equal

Total for: General Rooms \$ \_\_\_\_\_

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

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

## BID PROPOSAL SUMMARY SHEET

---

General Contractor

---

Property Address

| <u>TYPE OF WORK</u> | <u>CONTRACTOR/<br/>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: \_\_\_\_\_