

August 10, 2016

**REQUEST FOR QUOTES**  
**HANDYMAN SERVICES**  
**“AS NEEDED” BASIS**

The Parma Public Housing Agency is requesting quotes for consideration in the selection for handyman services to perform repairs on an “as needed basis” on its Public Housing property (Chevybrook Estates) located in Parma, Ohio.

Interested handymen may visit the property located at 5617 Chevrolet Blvd., Parma, Ohio 44130 on **Wednesday, August 17, 2016 between 10:00am and 12:00 noon.**

**Summary/Scope**

Parma Public Housing Agency manages a 60 unit property comprised of 10 residential buildings and 1 maintenance building. The property sits on 4 acres.

The agency is seeking a handyman on an “as needed” basis to perform routine handyman services on its Chevybrook Estates property. The scope of services required is the following:

1. General maintenance/repairs
2. Plumbing repairs/Pulling toilets
3. Electrical repairs
4. Ceiling/Drywall repairs
5. Door installation/repairs
6. Minor carpentry work
7. Fence repairs
8. Window/screen repairs
9. Flooring/tile repairs
10. Emergency repairs (to be completed within 24 hours)

**Cost and Submission**

Please provide your hourly rate. Quotes are due by **Friday, August 19, 2016 by 4:30pm.** The agency will not accept quotes verbally or by telephone. Quotes can be emailed to [roman@parmahousing.org](mailto:roman@parmahousing.org), or faxed to the attention of Roman Fedkiw, Public Housing Administrator @ 216-661-2021.

Prior to award (but not as a part of the quote submission) the successful quoter will be required to provide:

1. An original certificate evidencing the quoter’s current industrial (worker’s compensation) insurance carrier and coverage amount
2. An original certificate evidencing General Liability coverage
3. An original certificate showing the quoter’s automobile insurance coverage in a combined single limit of \$500,000. For every vehicle utilized during the term of this project, when not owned by the entity, each vehicle must have evidence of automobile insurance coverage with limits of no less than \$50,000/\$100,000 and medical pay of \$5,000.
4. A copy of the quoter’s business license allowing that entity to provide such services within the jurisdiction of the City of Parma/Cuyahoga County
5. A copy of the quoter’s license issued by the State of Ohio licensing authority allowing the quoter to provide the services detailed herein.