

March 1, 2017

REQUEST FOR QUOTES
PROFESSIONAL SERVICES
OFFICE PAINTING

The Parma Public Housing Agency is requesting quotes for consideration in the selection for professional services to perform painting services at its Main Office located in Parma, Ohio.

Interested contractors may visit/view the Main Office located at 1440 Rockside Road, Suite 306 on **Wednesday, March 15, 2017 between 10:00am and 12:00 noon.**

Summary/Scope

Parma Public Housing Agency manages a Housing Choice Voucher Program and a Public Housing Program from its Main Office located at the address above.

The agency is seeking painting services for its Main Office. The rooms/areas to be painted are comprised of a waiting room, conference room and a large open office space that houses three desks. The scope of services required is the following:

1. Paint office areas (as described above). The agency reserves the right to complete the work in stages.
2. Move office furniture/furnishings away from walls in order to paint walls and return the office furniture/furnishings back to its original location after painting is completed.
3. Tape molding, trim and cove base in each room.
4. Patch and sand walls (if needed) prior to painting.
5. The agency will provide paint. Contractors are to bring all other supplies needed to complete scope of work.

Cost and Submission

Quotes are due by **March 24, 2017 by 4:00pm**. The quote should include the overall cost as well as itemized quotes to include the rooms listed above in the Summary/Scope section. Please include an estimated amount of paint needed for each room. Please note that Davis-Bacon wages must be paid to employees if applicable (www.wdol.gov). The agency will not accept quotes verbally or by telephone. Quotes can be emailed to 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.