

July 27, 2016

REQUEST FOR QUOTES
PROFESSIONAL SERVICES
UNIT PAINTING IMMEDIATE/AS NEEDED BASIS

The Parma Public Housing Agency is requesting quotes for consideration in the selection for professional services to perform an immediate and on an "as needed basis" painting service on its Public Housing property (Chevybrook Estates) located in Parma, Ohio.

Interested contractors may visit/view a unit(s) located at 5617 Chevrolet Blvd., Parma, Ohio 44130 on **Wednesday, August 3, 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 an immediate and on an "as needed basis" painting services on its Chevybrook Estates property. The scope of services required is the following:

1. Paint entire 2 and/or 3 bedroom units (units are 2 stories).
2. Tape molding, trim and cove base in each room.
3. Patch and sand walls (if needed) prior to painting.
4. 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 **Friday, August 5, 2016 by 4:30pm.** 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.