

July 28, 2016

**REQUEST FOR QUOTES**  
**PROFESSIONAL SERVICES**  
**ROOF REPAIRS**

The Parma Public Housing Agency is requesting quotes for consideration in the selection for professional services to perform roof repairs on its Public Housing property (Chevybrook Estates) located in Parma, Ohio.

Interested contractors may visit the property located at 5617 Chevrolet Blvd., Parma, Ohio 44130 on **Thursday, August 4, 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 roof repairs on its Chevybrook Estates property. The scope of services required is the following:

1. Replace missing/damaged shingles on buildings (approximately 25).
2. Repair/Replace missing/damaged soffits on buildings (approximately 22). The soffits must be secured to framing to keep critters from entering.
3. Building 5647 has roof damage on the fake dormer by Unit 2. A portion of the solid decking, felt underlayment and shingles need to be replaced.
4. Repair/Replace loose gutter spikes on buildings.
5. The agency will provide replacement shingles. Contractors are to bring all other supplies and materials needed to complete scope of work.

**Cost and Submission**

Quotes are due by **Monday, August 8, 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.