**Appendix 1-1 RESPONDENT’S REFERENCE SHEET**

|  |  |
| --- | --- |
| **INSTRUCTIONS:**  **List a minimum of three (3) organizations to whom you have provided like services to that being requested in the specification. Provide all data requested below for each reference listed. Use additional sheets if desired.** | |
| **ORGANIZATION'S NAME:** | **CONTACT PERSON'S NAME:** |
| **ORGANIZATION'S FULL ADDRESS:** | **CONTACT PERSON'S TELEPHONE NUMBER:**  **DATE SERVICE(S) PROVIDED:** |
| **SPECIFY THE SERVICES PROVIDED:** | |
|  | |
| **ORGANIZATION'S NAME:** | **CONTACT PERSON'S NAME:** |
| **ORGANIZATION'S FULL ADDRESS:** | **CONTACT PERSON'S TELEPHONE NUMBER:**  **DATE SERVICE(S) PROVIDED:** |
| **SPECIFY THE SERVICES PROVIDED:** | |
|  | |
| **ORGANIZATION'S NAME:** | **CONTACT PERSON'S NAME:** |
| **ORGANIZATION'S FULL ADDRESS:** | **CONTACT PERSON'S TELEPHONE NUMBER:**  **DATE SERVICE(S) PROVIDED:** |
| **SPECIFY THE SERVICES PROVIDED:** | |

**NON-COLLUSION AFFIDAVIT**

(THIS AFFIDAVIT MUST BE EXECUTED FOR THE PROPOSAL TO BE CONSIDERED)

STATE OF OHIO )

) SS.

COUNTY OF CUYAHOGA )

being first duly sworn, deposes and says

that he/she is of the party making the foregoing proposal: that such

proposal is genuine and not collusive or sham: that said Respondent has not colluded, conspired, connived or agreed, directly or indirectly, with any contractor or person to put in a sham proposal, or that such other person shall refrain from bidding and has not in any manner, directly or indirectly, sought by agreement or collusion, or communication or conference, with any person, to fix the price of affiant or any other contractor, or to fix any overhead, profit or cost element of said price, or of that of any other contractor, or to secure any advantage against the Cuyahoga County Board of Health or any other persons interested in the proposed contract; and that all statements contained in said proposal are true; and further that all statements contained in said proposal are true; and further that such contractor has not, directly or indirectly submitted this proposal, or contents thereof, or divulged information relative thereto to any association or to any member or agent thereof.

FURTHER AFFIANT SAYETH NAUGHT.

AFFIANT

Sworn to and subscribed before me this day of 2017.

NOTARY PUBLIC

My commission expires:

|  |  |  |
| --- | --- | --- |
|  | **Please initial in the right hand column next to each criteria met** | **INITIAL** |
|  |  |  |
| 1 | Bidder is in compliance with Ohio's Drug-Free Workplace requirements, including, but not limited to, maintaining a substance abuse policy that its personnel are subject to on the contract (the successful bidder shall provide this policy upon request). | 1 |
| 2 | Bidder does not have an Experience Modification Rating greater than 1.5 with respect to the Bureau of Workers Compensation risk assessment rating. | 2 |
| 3 | Bidder is in compliance and will remain in compliance with Federal and Ohio Equal Opportunity Employment Laws. | 3 |
| 4 | Bidder will pay the prevailing wage rate and comply with other provisions set forth in Sections 4115.03 through 4115.16 of the Ohio Revised Code and Sections 4101:9-4-01 through 4101:9-4-28 of the Ohio Administrative Code, including, but not limited to, the filing of certified payroll reports. | 4 |
| 5 | Bidder has not been debarred from public contracts for prevailing wage violations or found or determined by the state to have underpaid the required prevailing wage, whether intentionally or unintentionally, even if settled subsequent to the finding, more than three (3) times in the last ten  (10) years, provided that, when aggregating for any single project, no finding of an underpaid amount of less than $1,000.00 shall be considered, and no single finding based upon a journeyman-to-apprenticeship ratio shall be considered a violation of this provision unless as part of multiple, similar findings. | 5 |
| 6 | Bidder has not been penalized or debarred from any federal, state, or local public contract or falsified certified payroll records, or has otherwise been found, after appeals, to have violated the Fair Labor Standards Act in the past seven (7) years, or during the bidders’ entire time of doing business, if less than seven (7) years. | 6 |
| 7 | Bidder has not had the professional license of any of its employees revoked for malfeasance or misfeasance. | 7 |
| 8 | Bidder has not violated any unemployment or workers compensation law during the past five (5) years, or during the bidder's entire time of doing business, if less than five (5) years. | 8 |
| 9 | Bidder does not have final, unsatisfied judgments against it which in total amount to 50% or more of the contract amount. | 9 |
| 10 | Bidder will utilize, for work performed under the contract, supervisory personnel that have three (3) or more years of experience in the specific trade and who maintain the appropriate state license(s), if any. | 10 |
| 11 | Bidder is properly licensed to perform all work as follows: (1) if performing a trades contract, shall be licensed pursuant to Ohio Revised Code Section 4740 as a heating, ventilating, and air conditioning contractor, refrigeration contractor, electrical contractor, plumbing contractor, or hydronics contractor; (2) if performing work regulated under Section 3737.65 of the Ohio Revised Code, be certified by the State Fire Marshall; and (3) if performing work under any other trade, occupation, or profession licensed under Title 47 of the Ohio Revised Code, be licensed for that trade, occupation, or profession as provided in the Ohio Revised Code. If the applicable contract does not involve any of the above-described work, Bidder shall place “N/A” and his/her initials in the box to the right. | 11 |
| 12 | Bidder will, if performing a trades contract pursuant to Ohio Revised Code Section 4740, not subcontract more than twenty-five percent (25%) of the labor, excluding materials, for its awarded contract, unless to subcontractors also licensed pursuant to Ohio Revised Code Section 4740 or certified by the State Fire Marshall pursuant to Ohio Revised Code Section 3737.65. If the applicable contract does not involve this type of work, Bidder shall place “N/A” and his/her initials in the box to the right. | 12 |
| 13 | Bidder will provide access as needed and allow the Agency of the Inspector General to perform the functions provided for in Section 4.12 of the Contracting Ordinance. | 13 |
| 14 | Bidder will require all if its subcontractors, at the time of execution of a subcontract, to make all of the certifications required within this form, except for certification numbers 7, 8, and 10. If the applicable contract does not involve the use of subcontractors, Bidder shall place “N/A” and his/her initials in the box to the right. | 14 |
| 15 | Bidder has met and will comply with all provisions of state law relating to ethics. Bidder has also met and will comply with all applicable Cuyahoga County Ordinances, including, but not limited to, the Ethics Ordinance, Inspector General Ordinance and the Contracting Ordinance. | 15 |
|  | **Printed Name: Company:** |  |
|  | **Signature: Date:** |  |

Appendix 1 - 4

**Attachment 1**

# QUOTE REQUEST FORM

**Project**

Elsie Pearson

4500 Springvale Drive

Warrensville, OH 44128

216-292-6491

This quote covers all work specified in this document. All labor, materials, services and/or equipment cost necessary for the completion of the work is included in each specified line item.

If a multi-unit, each unit is to have a separate quote. There should also be a listed Total Project Quote. Only one contract will be awarded for the entire project.

This proposed quote is valid for a period of 60 days.

The undersigned, having become thoroughly familiar with the terms and conditions of the specifications, local conditions affecting performance and cost , and having inspected the site, hereby agree to fully perform the proposed work within the time stated for the sum of money:

Total Quote Dollars: $

**For Questions Please Contact:**

**Richard Frumkin - Building Rehabilitation Specialist Phone-216-443-8079**

**Cuyahoga County, Department of Development**

**Contractor Information:**

Company Name: Address: City, St, Zip: Phone:

**Contractor Signature:** **Date:**

**Lead Project Requirements**

Lead Hazard Control Guidelines

Follow all: “HUD Guidelines for the Evaluation and Control of Lead Based Paint Hazards in Housing ”, found at 24 CFR Parts 35, 36, 37. State of Ohio's laws and regulations 3701-32-01 thorough 3701-32-19.

Environmental Protection Agency federal requirements 40CFR Part 745. All lead remediation work shall be supervised by State of Ohio Licensed Lead Abatement Contractors and carried out by State of Ohio Licensed Lead Abatement Workers. The Contractor will not use prohibited methods at any time.

The contractor will dispose of waste resulting from abatement in accordance with all applicable local, state, and federal regulations.

Worker Safety

The Contractor will observe the procedures for worker protection established by the Federal Occupational Safety and Health Administration, including but not limited to:

29 CFR 1910 General Industry Standards

29 CFR 1910.1025 Lead Standards for General Industry 29 CFR 1910.134 Respiratory Protections

29 CFR 1910.1200 Hazard Communications

29 CFR 1910.245 Specifications for Accident Prevention (Sign and Tags) 29 CFR 1926 Construction Industry Standards

29 CFR 1926.62 Construction Industry Lead Standard

Notification Requirements

If a conflict, error, omissions, or lack of detailed description is discovered in the specification documents, the contractor shall immediately notify the specification writer and request clarification. The specification writer will make any corrections or interpretations necessary to fulfill the intent of the specifications.

Notify the Cuyahoga County Board of Health of the start date and clearance date 5 days prior to the start date. Provide copies of Ohio Departments of Health’s 3 day online notification.

Building Permit Requirements

Contractors are required to register with the municipality. All permits or licenses necessary for the new construction or alteration to the structure must be obtained and submitted to the Cuyahoga County Board of Health. Permits are to be posted and visible from the street. No homeowner permits are allowed. Contractors are responsible for obtaining any progress or final inspections from the local building department. If applicable, contractor must obtain architecural board approval for all windows/coiling including: color, type, style and grid pattern.

Guarantee

The contractor shall guarantee the work performed for a period of twelve (12) months from the date of final acceptance of all work required by the contract. Any defects that appear within this twelve (12) month period and arise out of defective or improper materials or workmanship shall be corrected and made good by the contractor at contractor expense.

All documentation necessary for manufactures warranties shall be left with the home owner.

All measurements listed in these specifications are estimates and should not be used to base your price on. The contractor is responsible to measure and appropriately price each item listed.

**Lead**

1. **Lead Project Protocol and Final Clearance:**

\*HUD Guidelines: All aspects of the job shall follow HUD Guidelines which includes high dust and low dust containment and proper demolition and debris disposal.

\*Clearance: The job site must be left clean and must pass final lead clearance inspection by the Cuyahoga County Board of Health. Cleaning performance standards can be found in the HUD Guidelines - Chapter 14, Cleaning: How to do it.

[<http://www.hud.gov/](http://www.hud.gov/offices/lead/lbp/hudguidelines/Ch14.pdf)o[ffices/lead/lbp/hudguidelines/Ch14.pdf>](http://www.hud.gov/offices/lead/lbp/hudguidelines/Ch14.pdf)

\*Ground cover: Use ground cover to address bare soil as needed in areas adjacent to lead work unless otherwise specified.

\*Furnace Filter replacement: Replace furnace filter with high -particulate pleated filter.

\*Paint and Sealant: Coat interior trim and floors as needed to pass clearance. Coat any areas not specifically listed in these specifications as needed to ensure a non-porous surface that will allow for a proper clearance. Colors shall match existing colors and include all areas of the house.

* 1. ea $

1. **Replace Kitchen Cabinets**

Additioinal Comments

Remove all existing cabinets and replace

Include top and bottom cabinets, counter tops, base trim, and back splash.

1.00 ea $

1. **Replace Kitchen Sink:**

Install new stainless steel double bowl sink. INCLUDE, faucet, supply lines, baskets, new drain from baskets to wall stack, shut off valves, Caulk and seal at countertop.

1.00 NO $

1. **Finish Drywall :**

Use 3 coat process; set tape in bed coat; apply two coats topping compound. Allow drying time between coats. Sand-finish coat smooth and clean to be paint ready.

Additional Comments

Remove all wood paneling from kitchen walls and replace with drywall and paint walls.

1.00 SF $

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1. **Door interior prep & paint complete (BOTH SIDES)**

Follow appropriate containment measures. Wet scrape all loose, peeling, blistered, cracked paint from jamb, and door. Remove all hooks, nails, brackets, pipes, and unused fixtures and attachments. Re-secure all loose wood prior to painting. Replace all defective, missing, and/or missing materials to ensure a sound surface. Feather edge and dull gloss with wet sand paper. Dispose of chips properly. Caulk and fill holes level to existing surface with acrylic caulk or exterior grade spackle compound. Protect surrounding surfaces from paint spatter. Spot prime and paint with "Fiberlock" brand paint. Color to match existing

Additional Comments

Bathroom Door

1.00 Each $

1. **Install Fiberglass Entry Door(s):**

Install new pre-hung, fiberglass door with new jamb, new casings, new threshold, new trim, new molding and all hardware. Include keyed lock and dead bolt set. The new door shall match existing in size, swing, style and mullion design unless otherwise stated. Examples of acceptable fiberglass doors are (*Therma-tru-Smooth-Star*), (*Jeld-wen-Smooth-Pro*) or (Weatherking-Smooth). Other doors must be approved by the Department of Development before installation.

The specification shall be completed in a lead safe manner following HUD Guidelines. Remove old door complete, including threshold, jambs, all casing, and trim. Replace rotted wood and re-frame as needed to accept new door. Install new door and insulate between door jamb and framing with fiberglass insulation. Seal as needed using urethane caulk.

Prime and paint or coil all exterior casing and trim to match house. Interior casing and trim shall be primed and painted with two coats to match existing. All new exposed wood shall be painted or coiled including threshold. Doors shall be painted and finished per manufactures specifications at time of installation.

Additional Comments

One (1) Door side "A" Front One (1) Door side "C" Rear

If multiple doors are being installed in the same unit all locks shall be keyed alike. Contact local building department and pull all necessary permits and obtain inspections as required.

**NOTE DOOR BRAND:**

**NOTE DOOR SUPPLIER:**

2.00 EA $

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1. **Install Glass Block Windows:**

Window shall be glass block with one vent section per opening. Clear obscure block shall be used on all windows.

All windows shall be installed according to the manufacturer's installation instructions and local code authority. In addition the following special instruction shall be observed: This specification shall be completed in a lead safe manner following HUD Guidelines. Remove existing window sash and trim. Install new Glass Block window in opening. Window should be centered in opening. Properly strike all joints and seal both sides. Contact local building department and pull all necessary permits and obtain inspections as required.

Additional Comments Five (5) windows side "B"

Two (2) windows side "D"

7.00 Each $

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1. **Install Vinyl Replacement Window:**

Windows shall be prefabricated and constructed using welded frame and welded sash white on white vinyl. The new window shall be Northern Zone Energy Star rated with insulated 3/4" glass. Locks and screens shall be included on all operable windows. Double Hung windows shall have 1/2 screens and both sashes on Double Hung units shall have tilt in capability.

Unless otherwise specified, all windows shall match existing windows in style, mullion detail, muntin detail and grid pattern.

All windows shall be installed according to the manufacturer's installation instructions and local code authority. In addition, the following special instruction shall be observed: This specification shall be completed in a lead safe manner following HUD Guidelines. Remove and dispose of sash, stop and parting beads. Leave trim intact, retaining casing, interior sill (stool) and apron. Repair and re-frame jamb opening as needed. Remove and replace all missing, defective, deteriorated and rotted material. For Double Hung Windows; remove pulley assembly and weights and fill weight cavity with fiberglass insulation. Before window installation, prime jamb opening and exterior window casing. Apply aluminum coil stock

{.019} to the exterior window sill and casing to cover all exposed wood, ensure all coil and seams are back caulked. Coil should extend into window jamb and wrap around exterior window stop so new window will be pressed into coil. Install new window using appropriate fasteners that have been approved by the manufacturer and local building departments.

Window shall be centered in opening with no more than ¼ inch gap to existing jamb. Prime and Paint or stain and seal all interior casing, sills and apron's to match existing. Before leaving ensure window operates and latches properly.

Window installation shall not impede egress through bedroom windows by reducing the open area to less than code requirements. Tempered glass shall be used in all areas as indicated by state and local code authority. All bathrooms shall have privacy glass. Contact local building department and pull all necessary permits and obtain inspections as required.

**NOTE WINDOW BRAND:**

**NOTE WINDOW SUPPLIER:**

Additional Comments

Front picture window combination unit One (1) window fixed glass side "A" Front

Two (2) windows side "A" Front Double Hung

3.00 Each $

OneRoof by Travis Systems, Inc. Page 6 of 11 Printed: 5/3/17

1. **Install Vinyl Replacement Window:**

Windows shall be prefabricated and constructed using welded frame and welded sash white on white vinyl. The new window shall be Northern Zone Energy Star rated with insulated 3/4" glass. Locks and screens shall be included on all operable windows. Double Hung windows shall have 1/2 screens and both sashes on Double Hung units shall have tilt in capability.

Unless otherwise specified, all windows shall match existing windows in style, mullion detail, muntin detail and grid pattern.

All windows shall be installed according to the manufacturer's installation instructions and local code authority. In addition, the following special instruction shall be observed: This specification shall be completed in a lead safe manner following HUD Guidelines. Remove and dispose of sash, stop and parting beads. Leave trim intact, retaining casing, interior sill (stool) and apron. Repair and re-frame jamb opening as needed. Remove and replace all missing, defective, deteriorated and rotted material. For Double Hung Windows; remove pulley assembly and weights and fill weight cavity with fiberglass insulation. Before window installation, prime jamb opening and exterior window casing. Apply aluminum coil stock

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Window shall be centered in opening with no more than ¼ inch gap to existing jamb. Prime and Paint or stain and seal all interior casing, sills and apron's to match existing. Before leaving ensure window operates and latches properly.

Window installation shall not impede egress through bedroom windows by reducing the open area to less than code requirements. Tempered glass shall be used in all areas as indicated by state and local code authority. All bathrooms shall have privacy glass. Contact local building department and pull all necessary permits and obtain inspections as required.

**NOTE WINDOW BRAND:**

**NOTE WINDOW SUPPLIER:**

Additional Commnets

Three (3) windows side "B" SLIDER Two (2) windows side "C" SLIDER One (1) window side "D" SLIDER

One (1) window side "D" Double Hung

7.00 Each $

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1. **Vinyl Siding**

Re-nail all loose wood prior to installation. Replace all defective, missing and rotten materials to ensure sound weather-tight installation. Wrap all areas to be covered with Tyvek house wrap or an approved equal. Wrap to fit, no loose or bunched up material. Tape all seams to hold dust and chips. House wrap material must be secured at all points. Application must prevent dust and chips from fall out. Overlap seams bottom over top. Install fanfold insulation over existing siding. Install new siding and accessories over existing siding areas. Install vinyl or aluminum to all wood areas unless otherwise stated, including eaves, fascia, window lintels,sills and frames, ceilings, banisters, support columns and caps. Installation shall be in accordance with manufacture's recommendation. Trim items include but are not limited to starter strip, finish strip, J-channel, F-channel, and corners (inside and outside ). Owner has choice of available colors.

Additional Comments

Quantity is an estimate You must measure

You are responsible for a complete job

17.00 Square $

1. **Interior Paint Stabilization:**

Wet scrape all loose, peeling, blistered, cracked paint. Remove all hooks, nails, brackets, pipes, and unused fixtures and attachments. Re-secure all loose wood prior to painting. Replace all defective and missing materials to ensure a sound surface. Feather edges of remaining paint and sand to a dull gloss with wet sand paper. Caulk and fill holes level to existing surface with acrylic caulk or exterior grade spackling compound. Protect surrounding surfaces from paint spatter. **FULL PRIME**; then paint to hide with acrylic paint.

As Listed:

Additional Comments

Pass through opening in kitchen side "A" trim and shelves

1.00 ea $

1. **Garage Door:**

To be installed in a lead safe manner following HUD Protocols. Remove existing overhead garage door hardware and tracks:

Re-frame, prime, insulate and seal as needed using urethane caulk.

Install factory finished garage door, new casings, and all galvanized hardware. Prime, paint all exterior casing and trim. All new exposed wood shall be painted.

Owner may choose color and style of door from available styles. Additional Comments

One (1) overhead door garage balanced for hand operation attach electric operator if one exists

1.00 each $

**Total** **$**

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**Lead Total** **$**

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**Healthy Homes**

1. **Replace Gutters and downspouts:**

Remove old gutters and downspouts, replace with new 5" K style seamless aluminum gutters with baked enamel finish. Install new downspouts.

Additional Comments

Quantity is an estimate You must measure

You are responsible for a complete job

220.00 LF $

1. **Carbon Monoxide - Smoke Detector**

Install new battery operated combination *Carbon Monoxide - Smoke Detector per*

manufacturer specifications.

Locate on ceiling adjacent to bedrooms.

1.00 EA $

1. **Replace Tile** :

Remove and dispose damaged flooring tile; scrape and clean surface smooth; fill all irregularities flush with floor leveler and sand smooth. Install new tile as per manufacturer's recommendation. Install metal threshold strip at door.

14.00 SF $

1. **Install Outlet:**

Install duplex grounded receptacle in wall complete with wiring back to panel. Additional Comments

Three outlets missing covers

3.00 NO $

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1. **REPLACE EXISTING ELECTRIC PANEL(S)**

INSTALL 100 amp UL Approved Service Panel: INSTALL new mast and meter base piped to panel Panel box to be 30 space minimum

Install one G.F.C.I. at panel

Identify, separate and label all circuits

Include grounding and bonding per current National Electrical Code.

All WORK MUST MEET CURRENT NATIONAL ELECTRICAL CODE STANDARDS

Contractor to Pull all permits(no homeowner permits) Provide approved close-out to county

CONTRACTOR RESPONSIBILITIES:

Notify inspector of any additional electrical hazards Additional Comments

Replace Both federal-Pacific box and Fuse panel

Also replace fuse panel at clothes dryer

1.00 EA $

**Total** **$**

**Healthy Homes Total** **$**

**Total Quote** $

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