



## **REQUEST FOR BIDS**

**Property Clean Out Services – 1029 East 25th Street, Erie, PA  
November 22, 2024**

The Erie Land Bank (ELB) is accepting bids for property clean out services at 1029 East 25<sup>th</sup> Street in the City of Erie. Interested contractors are invited to submit their proposals using the bid form provided below.

### **SCOPE OF WORK**

#### **Contractor will:**

- Remove all furniture, personal items, garbage, and debris from the premises, with the exception of any furniture that is attached to the house.
- Leave all large appliances in the premises but dispose of any small appliances (e.g., mini-fridges, non-built-in microwaves, etc.).
- Be responsible for providing any needed dumpsters.
- Notify ELB once the project is complete.
- Use a provided lockbox code to enter the premises and ensure the home is secured and locked after each day's work. The lockbox code must not be shared or misused, and the contractor must not occupy the home at any time.
- Begin work after executing the agreement and complete all work within 2 weeks. Extensions may be granted but must be requested in writing.
- Provide ELB with a final invoice upon completion. ELB will issue payment within thirty (30) days of the invoice date, pending receipt of funds from the appropriate funding agency.
- Supply all necessary equipment and supplies for the required services.
- Take all necessary measures to prevent damage to the serviced property and adjacent areas (neighboring properties, public streets).

#### **Insurance and Compliance Requirements:**

- Maintain adequate insurance coverage, including general liability, Auto, and Worker's Compensation. Submit a Certificate of Insurance prior to beginning work, naming the Erie Land Bank as an additional insured.
- Remain in good standing with the City of Erie, the Commonwealth of Pennsylvania, and all applicable federal agencies, including the U.S. Department of Housing and Urban Development.



**BID FORM**

**Contractor Information**

- Name: \_\_\_\_\_
- Company Name: \_\_\_\_\_
- Address: \_\_\_\_\_
- Phone: \_\_\_\_\_
- Email: \_\_\_\_\_

**Insurance Information:**

- General Liability:  Yes  No
- Auto Insurance:  Yes  No
- Worker's Compensation:  Yes  No

**Proposed Price (Lump Sum):**

\$ \_\_\_\_\_

**Signature:** \_\_\_\_\_

**Date:** \_\_\_\_\_

**SUBMISSION DETAILS**

Return this form with your insurance documentation to:

**Erie Land Bank**

626 State Street, Room 107

Erie, PA 16501

Or email to: [Propertyinquiry@redeveloperie.org](mailto:Propertyinquiry@redeveloperie.org)

For questions, contact the office at 814-870-1540.