



626 State St., Rm 107
Erie, PA 16501
(814) 870-1540

REQUEST FOR QUOTES

BOARD AND SEAL CONTRACTOR – 2025 Season with Renewal Option

The Erie Land Bank (ELB) is accepting quotes from qualified firms to provide board and seal services on an as-needed basis at scattered sites throughout the city.

Quotes should be prepared using the form provided and submitted to the Erie Land Bank offices (c/o Erie Redevelopment Authority 626 State St., Room 107, Erie, PA 16501 or fax to 814.870.1331) by 2:00 pm on Wednesday, January 22, 2025. Please provide in your bid:

- The Price you plan to charge per Door, Heavy and Light duty.
- The Price you plan to charge per Window, Heavy and Light duty.
- The Price you plan to charge for Immediate, Short-Term, and Long-Term response times.
- Proof of liability insurance, minimum of a \$1,000,000 liability policy.

*Most board & seals are 1st floor only; occasionally, a 2nd floor door or window will need sealing.

Light Duty Boarding

Shall consist of a minimum 7/16" thickness OSB secured with minimum #8 x 2-1/2 in. Star Drive Washer Head Cabinet Wood Screw. Contractors must verify that the length of the screw on each project is applicable and adjust as needed to achieve the required outcome.

Heavy Duty Boarding

Shall consist of a minimum 1/2" thickness Plywood with 2x4s across maintaining a minimum 4" overhang off either side of the board. Window openings are to have nine 2" holes drilled in a square pattern to allow for light to enter the structure. Windows should have two 2x4s, while doors should have three 2x4s. The board and 2x4 shall be secured with Torx Head Screws, while the overhangs shall be secured to the structure with minimum 5" long structural screws (Example: GRK Rugged Structural Screws). All screws must be Torx Head washer or a similar tamper-proof product approved by ELB.

Response Times

- Immediate Response: Response required within 4 hours of notification. This response time is typically used for emergency situations where properties require urgent boarding and sealing to secure the premises. Failure to meet this timeframe may result in penalties.
- Short-Term Response: Response required within 24 to 48 hours of notification. This response time allows for short-term planning and is intended for properties that do not require immediate attention but must be secured within a short timeframe. Bidders demonstrating consistent adherence to this timeframe may receive incentives.
- Long-Term Response: Response required within 3 to 7 days of notification. This response time is intended for planned, non-urgent boarding and sealing needs. Consistent failure to meet this timeframe may affect future contracts.



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BIDDER INFORMATION & PROPOSAL FORM

Board & Seal Year Contract

Sealed Bids Due: January 22, 2025, by 2:00 p.m.

REQUIRED FOR ALL PERSONS OR ORGANIZATIONS RESPONDING TO A REQUEST FOR PROPOSAL (RFP):

Name of Company: _____

Address: _____

Phone: _____

Person Responsible for Proposal: _____

Title: _____

Email Address: _____

Federal Tax ID (or SS# if Individual): _____

PRICE QUOTE:

- Doors Light Duty: _____
- Doors Heavy Duty: _____
- Windows Light Duty: _____
- Windows Heavy Duty: _____
- Immediate: _____
- Short Term: _____
- Long Term: *no additional cost

- Cost provided above are based on a per opening. The timeframe would be an additional cost per opening to facilitate a faster turnaround.

Authorized Signature: _____

Date: _____

The Erie Land Bank reserves the right to reject any or all bids and to award a contract that is in the best interests of the Erie Land Bank. The initial term of the award will be for one year, with the option for the Land Bank to renew for up to five additional years at the same price. Bids will be evaluated based on criteria such as cost, response time, quality of materials, and bidder qualifications, using a scoring methodology to ensure transparency and fairness.