



# ERIE LAND BANK

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## 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, 626 State St., Room 107, Erie, PA 16501 or fax to 814.870.1331 by **2:00 pm on Tuesday, February 25, 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 and Short-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**

**Overview:** Light Duty Boarding is used for properties slated for demolition or those that will not remain standing long-term. It provides a cost-effective and temporary solution to secure the property until demolition occurs.

- **Materials:** Minimum 7/16" thick Oriented Strand Board (OSB).
- **Design Specifications:** Boards must be precisely cut to match the dimensions of the opening, ensuring a perfect fit with no overhang or overlap.
- **Securing Mechanism:**
  - Secured with at least #8 x 2-1/2 in. Star Drive Washer Head Cabinet Wood Screws.
  - Verify and adjust the length of the screws for each project to achieve optimal security.
  - Boards must be securely fastened to prevent removal or damage, ensuring a clean, secure finish.

### **HEAVY DUTY BOARDING**

**Overview:** Heavy Duty Boarding is required for properties with rehabilitation or redevelopment plans. This method provides reinforced security to prevent unauthorized entry and ensures the structure remains protected until renovations begin. Additionally, design features allow light entry to facilitate interior assessments without compromising security.

- **Materials:** Minimum 1/2" thick Plywood, reinforced with 2x4s.
- **Design Specifications:**
  - Maintain a minimum of 4" overhang off either side of the board
  - For windows: Drill nine 2" holes in a square pattern to allow light entry.
  - Use two 2x4s for windows and three 2x4s for doors for additional reinforcement.



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- **Securing Mechanism:**
  - Secure the board and 2x4s with Torx Head Screws.
  - Secure overhangs to the structure with minimum 5" long structural screws, such as GRK Rugged Structural Screws.
  - All screws must be Torx Head washer or a similar tamper-proof product approved by ELB.

## PRICING STRUCTURE

**Base Pricing:** Standard pricing applies for services scheduled in advance without urgency. This is suitable for routine maintenance or planned boarding and sealing, performed during regular business hours.

### Response Times:

- **Immediate:** 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 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.

## BIDDER INFORMATION & PROPOSAL FORM

Board & Seal RFQ



# ERIE LAND BANK

Board & Seal Year Contract

Sealed Bids Due: February 25, 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:

Service Type	Base Price	Immediate Response	Short-Term Response
Light Duty Door			
Heavy Duty Door			
Light Duty Window			
Heavy Duty Window			

\*The costs provided above are based on a per-opening rate. Expedited timeframes will incur 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 Authority 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.

Board & Seal RFQ