



**Request for Quote - RFQ2024-000144 - Commercial Board Ups**

<b>RFQ Number</b>	RFQ2024-000144
<b>Document Date</b>	07/29/2024
<b>RFQ Start Date</b>	07/30/2024 08:45 AM
<b>RFQ End Date</b>	08/05/2024 12:00 PM
<b>Time Zone</b>	GMT-05:00 Eastern Time (Indianapolis)
<b>Currency</b>	USD
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Line Number Item Description Memo	Spend Category	Quantity	Target Price	Amount	Response Required	Requested Delivery Date Start Date - End Date
1 <i>Blanket Order for labor, supplies &amp; other necessary costs required to secure vacant commercial structures at various locations in the City of Akron per specifications from August 1, 2024 through December 31, 2024. Supplier may not charge a separate mobilization fee. Labor: \$ _____/hr; plywood: \$ _____/sheet; screws: \$ _____/each; 2 x 4 boards: \$ _____/each.</i>	80070 Real Estate Services	0			Optional	08/01/2024 - 12/31/2024

**Messages**

The City receives Net 30 terms and FOB Destination to the address designated on the purchase order, unless otherwise identified on this quote below.

THIS QUOTE WILL BE HELD OPEN FOR ACCEPTANCE AND GUARANTEED FIRM FOR 30 DAYS.

TERMS: \_\_\_\_\_ FOB: \_\_\_\_\_ SHIPMENT DATE: \_\_\_\_\_

SUPPLIER NAME: \_\_\_\_\_

SUPPLIER EMAIL & PHONE: \_\_\_\_\_

SUPPLIER ADDRESS: \_\_\_\_\_

AUTHORIZED AGENT NAME: \_\_\_\_\_ DATE: \_\_\_\_\_

SIGNATURE: \_\_\_\_\_

All request for quotes MUST be submitted electronically to Purchasing@AkronOhio.gov email.

*Luba Cramer*  
 Purchasing Agent

*Steve Fricker*  
 Director of Finance

# Securing Vacant Commercial Structures Specifications

All unoccupied structures in the City of Akron must be kept secure to protect the public health, safety, and welfare.

When a property is found vacant and open, the Building Superintendent will issue an order for the owner to properly secure the property. The inspector will attempt to notify the owner and will re inspect the property after 24 hours to verify if the owner has complied with the order. If the property is found to still be unsecure, the Housing Division will submit a request to the contractor to secure the structure via email. Once the request is received, the contractor has 24 hours to secure the structure and notify the Housing Division via email that the job has been completed. There may be occasions where an immediate board up is required.

## **Boarding with Screws:**

- **Insert ½ “ CDX plywood into the exterior of the window opening for a close fit and secure with a minimum 1 ½ “ fasteners**
- **Cut plywood so it completely inserts into the window opening and set the fasteners every 8” to 10”.**
- **Screws are to be set into the window frame or wood lintel and/or mortar joints if there is no wooden material available.**
- **If a window is intact and cannot be secured by locking the window, the window may be secured using only screws.**
- **Doorway openings should be boarded to the same requirements as window openings.**
- **Some openings may be larger than a sheet of plywood and will require the use of lumber to join the plywood sheets.**
- **The Building Superintendent or his agent will notify the contractor what needs to be secured at the structure and provide any special instructions.**
- **The contractor must check all other openings at the structure and secure additional openings if found.**
- **The contractor must verify that the structure is vacant before securing.**
- **The contractor must take date stamped before and after photos of the openings that are secured for each property.**
- **The contractor must submit an itemized list of costs for each property secured on a form provided by the City of Akron via email.**