



**OFFICE OF PROCUREMENT
EAST BALTIMORE DEVELOPMENT, INC
1809 ASHLAND AVENUE
BALTIMORE, MD 21205**

REQUEST FOR BID

Vacant Houses Boarding Project September 30, 2009

East Baltimore Development is seeking bids for securing and boarding of vacant houses located in the 1700 and 1800 blocks of E. Chase St. All work is to be performed during normal business hours and completed in a timely manner.

GENERAL INFORMATION

Definition of Parties

East Baltimore Development, Inc. will hereinafter be referred to as "EBDI." Respondents to the RFB shall be referred to as "Bidders." The successful bidder shall be referred to as the "Contractor."

Award

It is the intent of the EBDI to award this bid in its entirety to a single bidder. EBDI reserves the right to reject any or all bids, in whole or in part and is not necessarily bound to accept the lowest bid if that bid is contrary to the best interests of the EBDI. A bid may be rejected if it is in any way incomplete or unclear.

Evaluation

All bids submitted will be reviewed and evaluated. Award will be made based on the overall bid and not necessarily the lowest bidder.

Communication

It is the responsibility of the bidder to inquire about any requirements of this RFB that is not understood. Responses to inquiries will be made in a timely manner. All inquiries must be made to: Mitchell Coates, Office of Procurement, East Baltimore Development, Inc., 1809 Ashland Avenue, Baltimore MD 21205, (410) 234-0660 x294.

Payment Terms

Payment for all work will be made after the work has been completed and within 30 days of receipt of invoice.

Bid Understanding

By submitting a bid, the bidder agrees and acknowledges that the specifications are adequate, and the bidder accepts the terms and conditions herein. Any exceptions should be noted in the bid response.

Pre-Bid Conference

A MANDATORY pre bid conference which a tour and walk through of the noted addresses is scheduled for Wednesday, October 21, 2009 at 9:00 am at 1731 East Chase Street. Bidders will be allowed to inspect the project area buildings at this time. Bidders must pre-register for this pre-bid conference and tour. To pre-register, please send an email with the subject line heading: **Vacant Houses Boarding Project Pre Bid Conference Meeting** to mitchell.coates@ebdi.org no later than 3:00 pm on October 16, 2009.

Bid Submission

A signed original plus 2 copies of the bid must be received by October 28, 2009 at 11:00am at the Office of Procurement, East Baltimore Development, Inc., 1809 Ashland Avenue, Baltimore, MD 21205.

Bidders are strongly encouraged to submit bids in advance of the due date to avoid the possibility of missing the deadline due to unforeseen circumstances. EBDI assumes no responsibility for delays caused by any package or mail delivery service. **All proposal submissions must not exceed 10 pages!** Bids must be date and time stamped by the EBDI Procurement Office or its representative. In the event the EBDI office is closed due to inclement weather at the time a bid is due, the bid will be due and opened at the same time on the next day the EBDI is open. **Late submissions WILL NOT BE ACCEPTED for consideration!**

Additional time will not be granted to any single bidder, however, additional time may be granted to all bidders when the EBDI determines that circumstances require such.

Time is of the Essence

It is understood and agreed by the Contractor that time is of the essence in the delivery of supplies, services, materials or equipment of the quality of the work to be completed in this document. In the event these specified supplies, services, materials or equipment are not delivered by the deadlines the contract may be terminated. If the completion of work is delayed by acts of God, civil or military catastrophes, transportation delays, inability to obtain materials or parts from suppliers, or other force majeure events beyond the Contractor's reasonable control, an extension of time may be granted. Upon receipt of a written request and justification for an extension from the Contractor, EBDI may extend the time for performance of the contract for services herein specified, at its sole discretion, for good cause shown.

BID FORM

Vacant Houses Boarding Project - RFB

Description of Item/Service to Purchase (Please provide a bid for all options):

EBDI requires the boarding of vacant houses located in the 1700 and 1800 blocks of E. Chase St. All work is to be performed during normal business hours and completed in a timely manner.

Project requirements

Secure all front windows on the first, second and third floor levels with plywood boards at the identified addresses. The contractor must remove all broken glass where applicable before installing plywood boards and paint all boarded windows after installation with white paint. The addresses for the houses to be boarded are:

- (1700 block of E. Chase Street) Addresses 1706,1708,1718,1728,1730,1734
- (1800 block of E. Chase Street) Addresses 1802,1816,1818,1824, 1805 – 1842
- (1800 block of E. Chase Street) Addresses 1805 through 1839 (16 houses) needs front and rear of houses boarded

The chosen supplier must provide their own materials, paint, tools, and equipment required for boarding the windows.

Bid Price: _____

Bid Submitted by:

Name: _____

Title: _____

Phone: _____

E-Mail: _____

Signature: _____

Signed original plus 2 copies of the bid must be received by October 28, 2009 at 11:00am. Late submissions WILL NOT BE ACCEPTED for consideration!

***** All bidders must provide three references (Please see next page) *****

References

Three references are required to be submitted with your bid. These references should relate to projects of a similar scope completed by your firm for other companies.

Reference 1

Company Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Contact Person: _____

Phone Number: () _____ Email: _____

Job Description/Cost _____

Reference 2

Company Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Contact Person: _____

Phone Number: () _____ Email: _____

Job Description/Cost _____

Reference 3

Company Name: _____

Address: _____ City: _____ State: ____ Zip: _____

Contact Person: _____

Phone Number: () _____ Email: _____

Job Description/Cost _____