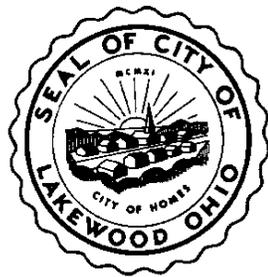


# Home Rehabilitation Design Build – 12217 Plover

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## Request for Proposals



City of Lakewood  
Division of Community Development  
12650 Detroit Avenue  
Lakewood, OH 44107  
216.529.4663

***Date Issued: September 29, 2014***



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## **I. INTRODUCTION**

The City of Lakewood, Ohio, is an inner-ring street car suburb of Cleveland. Nearly 52,000 people live within our 5.53 square mile community. Lakewood is the most densely populated city in Ohio, with a population density similar to Washington D.C. Lakewood consists of a variety of housing stock from single family to high rise condos and has invested heavily in its public school infrastructure. Housing has always been the economic engine for our community and we have committed to continual reinvestment to ensure the sustainability of our community.

The City of Lakewood, Division of Community Development (DCD) requests proposals from qualified firms or partnering firms to design and rehabilitate a single family home in the Birdtown neighborhood of Lakewood.

Developments teams are invited to submit a proposals Submissions should clearly address requirements spelled within.

The deadline for RFP responses is due by: **October 29, 2014 by 12:00pm**

## **II. STATEMENT OF PURPOSE**

The City of Lakewood prioritized the Birdtown neighborhood for housing assistance and infrastructure improvements. The Birdtown neighborhood was built as working housing for Union Carbide (now Graftech). This housing does not meet current housing styles, building code or energy efficiency standards. The reconstruction of this home can serve as a model on how to update these homes for modern times and maintain affordability for our working families. All homes rehabilitated by the City of Lakewood must be sold to low to moderate income households. Improvements to the should be appropriate for the future sales price not the exceed \$119,000.

## **III. PROPERTY OVERVIEW**

The property is located at 12217 Plover in the Birdtown neighborhood of Lakewood, Ohio. (PPN 315-22-083) The 1,048 sq. ft. single-family home is situated on a 3,080 square foot lot. The property is currently zoned R2-Single and Two Family. The property is surrounded by residential to the north, west, and east. The south portion of the parcel is bordered by the Greater Cleveland Regional Transit Authority and CSX railroad right of way.

<b>Year Constructed</b>	1901	<b>Approx. Sq. ft.</b>	1,048
<b>Number of Bedrooms</b>	2	<b>Lot Size (acres)</b>	0.0707
<b>Number of Bathrooms</b>	2 full (1 lower, 1 upper)	<b>Lot Front/Depth</b>	40x77
<b>Stories</b>	1.5	<b>Exterior</b>	Aluminum, Wood
<b>Roof</b>	Asphalt, Fiberglass	<b>Heating Type</b>	Forced Air





maintain affordability. Property improvements made to the property should reflect an eventual sales price not to exceed \$119,000, but should also reflect the local real estate market.

### **Disposition**

The property is currently owned by the City of Lakewood. The City will maintain ownership throughout the entire rehabilitation process. Upon completion, the City will solicit real estate services from qualified agents and sell the property in the open market. The City will net all proceeds from the sale and transfer property to the new owners.

### **Design Guidelines**

The subject property is located in the Birdtown National Historic District. Modifications to the structure should be respectful to the structure and adjacent structures. Exterior color choices should be recognized by historians as appropriate to the historic district. Any exterior modifications of the property will have to undergo Section 106 Historical Review and may need to be approved the City of Lakewood's Architectural Board of Review.

### **Required Modifications**

While the selected developer may propose a variety of improvements to the property to be approved by the City, there are several items that must be addressed and should be included in the developers cost estimate. The required improvements can be found in Appendix I – Scope of Work.

The property has also been inspected by City building officials for code compliance. Their report is attached as Appendix III – Correction Notice. All items featured in the correction notice must be addressed in your proposal and accounted for in the cost estimate.

### **Funding Guidelines**

- HOME/CDBG funds will be made available to support the rehabilitation of this structure.
- These funding sources carry their own set of requirements and may necessitate changes to proposed designs. The City will make every effort to identify potential issues during the design phase.
- The City's priority is to have the rehabilitated property to serve families at or below 80% AMI. The home shall remain restricted to affordable housing purposes for 30 years.

### **Energy Efficiency**

Division of Community Development has put an emphasis on increasing the energy efficiency of all the homes that received CDBG funding. As such, we have already conducted an energy audit of the property. Proposed improvements and cost estimates should include the improvements recommended by the energy audit. The required improvements can be found in Appendix II – Energy Audit.



## **VII. RFP SUBMISSION REQUIREMENTS**

Please place all required proposal materials to a digital storage device (USB drive, CD, etc.) and include ONE HARD COPY of all required items. The digital storage device must be clearly labeled with name and contact information of the proposer. All pages should include proposer's name and contact information. All submissions become property of the City of Lakewood and will not be returned.

1. **Statement** – A statement no longer than one page that explains your interest, qualifications and a comprehensive description of your project approach. (Save as a Word document or PDF onto the digital storage device)
2. **Conceptual Drawings** – Provide at least two conceptual interior floor plans for consideration and 1 exterior rendering of proposed improvements. Each floor plan should provide different interior layout options.
3. **Cost Estimate** – Provide a cost estimate for each floor plan proposed. Cost estimate should a complete cost breakdown of proposed improvements. Estimates should be inclusive of all design, construction, testing, and permit costs.
4. **Team Resume & Portfolio** – Current resume no longer than two pages that describes your education, experience and representative clients. Please include references on your resume. (Save as a Word document or PDF onto the CD)
5. **Deadline** – all submission must be received by the deadline. Late and incomplete submission may be rejected.

All submissions must be received no later than:

**October 29<sup>th</sup>, 2014 by 12:00 PM**

Please mail your submission or drop it off in person to:

City of Lakewood  
Department of Planning & Development  
RE: 12217 Plover Rehabilitation  
12650 Detroit Avenue  
Lakewood, Ohio 44107

### **Technical Specifications of Requirement**

Vendors must adhere strictly to all requirements of this RFP. No changes, substitutions or other alterations to the technical specifications of requirement stipulated in this Request for Qualifications, document will be accepted unless approved in writing by the City of Lakewood.



## **No commitment**

This RFP does not commit the City of Lakewood to award a contract or to pay any costs incurred in the preparations or submission of proposals, or costs incurred in making necessary studies for the preparation thereof or to procure or contract for services or supplies. The City of Lakewood reserves the right to reject any or all proposals received in response to this RFP and to negotiate with any of the vendors or other firms in any manner deemed to be in the best interest of the City of Lakewood. The City of Lakewood reserves the right to negotiate and award only a portion of the requirements; to negotiate and award separate or multiple contracts for the elements covered by this RFP in any combination it may deem appropriate, at its sole discretion to add new considerations, information or requirements at any stage of the procurement process, including during negotiations with vendors; and reject proposal of any vendor that has previously failed to perform properly or in a timely manner contracts of a similar nature, or of a vendor that, in the opinion of the City of Lakewood, is not in a position or is not sufficiently qualified to perform the contract.

This RFP contains no contractual proposal of any kind; any proposal submitted will be regarded as a proposal by the vendor and not as an acceptance by the vendor of any proposal by the City of Lakewood. No contractual relationship will exist except pursuant to a written contract document signed by the authorized procurement official of the City of Lakewood and by the successful vendor(s) chosen by the City of Lakewood.

## **Withdrawals and Modification of Proposals**

Proposals may be modified or withdrawn in writing, prior to the proposal closing time specified therein. Proposals may not be modified or withdrawn after that time.

## **Disclosure Statement**

Any and all information submitted may be subject to disclosure under public records law.



## **SELECTION PROCESS AND SCHEDULE**

All proposals will be evaluated in accordance with the provisions of the Financial Rules and Regulations of the City of Lakewood and the evaluation criteria as specified in this RFP.

The evaluation procedure will consist of a formal, substantive assessment of the proposals received. Detailed evaluation leading to a final selection or award may take several weeks.

Within 30 days of submission deadline a short list of proposers will be notified in writing and an in person interview with the selection committee will be scheduled. Selection for an interview will be based upon the following criteria and how well the RFP addresses these criteria:

***Does the RFP identify the proposer(s) credentials and the experience of the team that will be conducting the plan?***

***Does the response to the RFP adequately describe what the proposed development team will deliver as an end product to conclude the project?***

***How well does proposer's response fit with Lakewood's Community Vision?***

## **VIII. FURTHER INFORMATION**

This RFP is available on the City of Lakewood's webpage [www.onelakewood.com](http://www.onelakewood.com)

Please direct questions to:

Jason M. Russell, City Planner  
[jason.russell@lakewoodoh.net](mailto:jason.russell@lakewoodoh.net)  
(216) 529-5933



# 12217 Plover Rehabilitation Request for Proposals Appendix

- I - Scope of Work
- II - Building Department Correction Notice
- III - Energy Audit
- IV - Required Documentation

# APPENDIX I – SCOPE OF WORK



## Required Modifications

The following items must be addressed in any proposal presented for the rehabilitation of the subject property. Failure to not address one of the following items may disqualify your proposal.

### Exterior:

1. Replace roof, downspouts and gutters (*Specification attached – Appendix IV*)
2. Rebuild front stoop, stairs and railings. Remove existing vestibule and install front door on west facing wall.
3. Insulate exterior walls
4. Install energy efficiency upgrades selected from energy efficiency audit
5. Install curb and new insulated door at exterior basement door.
6. Raze and rebuild garage
7. Rebuild exterior stairs at kitchen door.
8. Landscape exterior by clearing overgrowth and tidying existing beds.
9. Remove existing honey locust tree in front yard.
10. Power wash and paint exterior siding and trim. (City to provide colors)
11. Replace/Install caulking at perimeter of existing windows.

### Interior:

1. Remove chimney to basement floor. Infill opening at floors and roof.
2. Remove east-west first floor wall and provide posts and header
3. Finish rear (south) half of basement as living space.
  - a. Install drywall walls
  - b. Install lay-in ceiling at max. height possible
  - c. Install “floating” laminate flooring over sealed existing slab on grade.
4. Renovate basement bathroom as a ½ bath.
  - a. Install drywall walls
  - b. Install lay-in ceiling at max. height possible
  - c. Install “floating” laminate flooring over sealed existing slab on grade.
5. Remodel kitchen
  - a. Revise layout as required.
  - b. Provide between 15 and 20 LF of base cabinets, countertop and upper cabinets
  - c. Provide built-in microwave/hood combination with vent to exterior
  - d. Replace existing flooring with laminate plank flooring
6. Renovate second floor bathroom.
  - a. Demolish east wall and expand room approximately one foot east.
  - b. Demolish existing tub surround
  - c. Reconfigure fixture layout
  - d. Provide built-in linen cabinet
  - e. Provide tile on one full wall
  - f. Install tile flooring
7. Replace carpeting throughout first



## APPENDIX I – SCOPE OF WORK

8. Paint all walls and ceilings

### Plumbing/Mechanical:

1. Snake and/or water jet clean existing sanitary and downspout connections. Camera lines and provide recording to owner.
2. Replace existing hot water heater with high efficiency unit (Energy Star certified)
3. Replace existing gas fired furnace with high efficiency unit and A/C coil (Energy Star certified)
4. Replace any lead or galvanized steel supply piping uncovered in the course of demolition.
5. As a component of renovations described elsewhere in this scope of work, cap existing lines to be abandoned in place and install new hot/cold supply and waste/vent piping and fixtures at the following locations:
  - a. Basement bathroom
  - b. Kitchen
  - c. Second floor bathroom

### Electrical

1. Update electrical panel as necessary
2. Replace any knob and tube wiring uncovered during the course of demolition
3. As a component of renovations described elsewhere in this scope of work, remove unused and install new circuits and devices at the following locations:
  - a. Finished portion of basement
  - b. Kitchen
  - c. First floor Living Room
  - d. Front door (exterior light)
  - e. Second floor bathroom
4. Install ceiling fan w/ light in each bedroom with separate control switches.
5. Replace light fixtures as directed by owner.



DIVISION OF HOUSING AND BUILDING  
 12650 DETROIT AVENUE • LAKEWOOD, OHIO 44107  
 (216) 529-6270 • FAX (216) 529-5930  
 www.onelakewood.com

# CORRECTION NOTICE



CITY OF LAKEWOOD  
 12650 DETROIT  
 LAKEWOOD , OH 44107

DATE: **9/22/2014**  
 ZONING DISTRICT: **R2**  
 AUTHORIZED OCCUPANCY: **1 DU**  
 PRESENT OCCUPANCY: **VAC**

RE: **12217 PLOVER ST**

GARAGE PARKING SPACES AVAILABLE: **1**  
 OPEN PARKING SPACES AVAILABLE: **1**

DATE OF INSPECTION: **9/19/2014**  
 TYPE OF INSPECTION: **Certificate of Occupancy – CN14-009995**

CONDITIONS ON DATE OF INSPECTION: **Sunny**  
 TEMPERATURE ON DATE OF INSPECTION: **68 °F**

Dear Sir/Madam:

A recent inspection of the above noted property disclosed the following corrections are necessary for safe, sanitary, and proper maintenance standards as required by the Codified Ordinances of the City of Lakewood (Ord. 85-78).

The personnel of the Division of Housing and Building want to cooperate with you in keeping this city a fine place to reside. Efforts in maintaining this property are appreciated. The enforcement of Lakewood’s Codes is critical to the future of the City and our department is prepared to work with you to make the following corrections.

If you have any questions on complying with the aforementioned correction(s), or if I may be of any assistance, do not hesitate to contact me. A re-inspection will occur on or about the above listed dates to verify compliance.

Property owners may qualify for financial assistance for major building corrections. Please contact the Division of Community Development at (216) 529-4663 for information about financial assistance.

This was a VISUAL INSPECTION. The city assumes no liability or responsibility for failure to report violations that may exist and makes no guarantee whatsoever that future violation(s) cannot or will not occur.

Correction Needed	Additional Information	Date to Comply
116. Provide/maintain CO detector within 24 hours. CO detector shall be hard wired or 110 v A.C.(plug in) (1331.01(d))		10/31/2014
202. Maintain lawn/landscaping (1306.31)		10/31/2014
204. Repair/Replace or remove retaining wall (1306.31)	Exterior entry to basement.	10/31/2014

212. Provide/maintain gutters/downspouts (1306.29(c))	Clean	10/31/2014
214. Maintain/provide lattice (1306.30(b)(1))	Front steps	10/31/2014
216. Provide/maintain porch ceiling/pillars/rails (1306.30(b)(1))	Maintain rear porch ceiling & siding at roof line.	10/31/2014
217. Maintain/provide doors/windows/screens (1306.25/29(d))	Maintain front window trim, basement windows throughout. Repair front door fit.	10/31/2014
218. Repair soffit/fascia (1306.30(b)(1))	Remove bird nest in east soffit, repair soffit. Maintain trim on dormer.	10/31/2014
219. Maintain Siding (1306.30(b)(1))	Clean & paint, maintain corners.	10/31/2014
220. Repair/Replace roof (1306.29(c))	House and garage.	10/31/2014
221. Maintain foundation/exterior walls (1306.29(a))	Maintain tuck point as necessary, paint to match and conform.	10/31/2014
222. Maintain chimney (1306.30(a))	Tuck point	10/31/2014
223. Repair/replace driveway/service walk (1306.31)	Level and maintain.	10/31/2014
225. Raze and rebuild/repair garage (1306.30(b))	Parapet wall is leaning, west wall out of plumb, replace rotted rafters and sheathing.	10/31/2014
226. Maintain garage/siding/trim/windows/doors (1306.30(a))	Replace OHD and man door. Repair/replace siding.	10/31/2014
227. Paint exterior surfaces where weathered/peeling (1306.30(c))	House and garage.	10/31/2014
229. Paint/stain steps/porch (1306.30(c))	Front and rear.	10/31/2014
235. Remove debris/unsightly material from yard area(s) (1306.31)	Bricks, blocks.	10/31/2014
243. Store firewood 8 inches above grade (1779.01(d))		10/31/2014
301. Provide approved installation of elec. conductors (NEC 300.4)	Romex under floor joist in basement.	10/31/2014

305. Replace broken/missing switch/receptacle covers (NEC 406.5/404.9(A))	Kitchen - South wall, Dining Room - East wall Living Room - Throughout North Bedroom	10/31/2014
307. Maintain receptacles/switches/fixtures (1306.22)	Kitchen - Light fixture over sink, clock receptacle, receptacle on North wall loose and painted over. Dining Room - Light fixture Living Room - Broken receptacle West wall, Secure receptacle South wall, open box in ceiling. Stairway (up) - Light switch loose, light fixture. North Bedroom - Light fixture South Bedroom - Light fixture	10/31/2014
308. Ground three-prong receptacle(s) (NEC 406.3(B))	Kitchen - South wall. Living Room - East and South walls. North Bedroom - East and North walls.	10/31/2014
309. Seal unused openings in all boxes/panels (NEC 110.12(A))	Cellar - panel, KO at ceiling rear of stairs, KO at light fixture near furnace.	10/31/2014
312. Maintain/provide G.F.C.I. receptacle(s) (NEC 210.8(A)and(B))	Kitchen counter, basement and garage.	10/31/2014
316. Provide grounded receptacle for appliances (NEC 250.114)	Kitchen	10/31/2014
402. Cap unused gas line terminal(s). (G2415.12)	Cap or remove abandoned gas pipe, provide shutoff and cap dryer outlet.	10/31/2014
404. Properly secure water distribution line(s). (1306.29(i))	Up bathroom sink.	10/31/2014
405. Provide / maintain floor drain strainer. (P412.2)	Basement	10/31/2014
409. Seal flue pipe at chimney (1306.29(i))		10/31/2014
412. Maintain plumbing fixture(s) (1306.29(g)(8))	Throughout (water turned-off)	10/31/2014
413. Replace waste pipes (1306.29(g)(7))	S-Traps in kitchen and basement bathroom.	10/31/2014

414. Repair/replace water supply pipes/valves (1306.29(g)(4))	Missing valve handles in basement. Water line on city side of water meter leaking. Missing shutoff valves at water heater.	10/31/2014
502. Provide / secure vent cover(s). (1306.29(i))	Diffuser's missing or loose throughout.	10/31/2014

PER THE REQUIREMENT OF LAKEWOOD CODIFIED ORDINANCES, FAILURE TO COMPLY BY THE SPECIFIED DATES MAY RESULT IN THIS MATTER BEING REFERRED TO THE LAKEWOOD MUNICIPAL COURT POSSIBLY RESULTING IN FINES AND/OR PROSECUTION.

**Prior to the start of work, permits are required for electrical, plumbing, heating, air conditioning, building, fencing, paving, and/or demolition work.**

Thank you for your anticipated cooperation.

**Joseph A. Meyers**  
**Building Inspector**  
**Phone: (216) 529-6293**  
**E-Mail Address: [Joseph.Meyers@lakewoodoh.net](mailto:Joseph.Meyers@lakewoodoh.net)**  
CC: Electronic File



# Energy Audit - 12217 Plover

## Home

Mary Leigh  
12217 Plover  
Lakewood , OH 44107  
216-529-5933

## Audited Date

01-01-2000  
12:00 AM

## Audited By

Martin Berry  
Berry Home Performance  
President  
*Certified Energy Auditor (CEA);  
BPI Certified Auditors*  
1600 East 25th Street  
Cleveland, Ohio , OH 44114  
Office: (216) 621-6289  
Mobile: 216-319-2468  
Mon - Fri. 7am - 7pm  
Saturday 7am - 2pm  
martinberry1@me.com



Dear Jason,  
Thank you for the opportunity to work with you on this project. I am confident these measures will have a significant impact on your comfort and efficiency. Of course call or write with any questions.

Sincerely,

Martin G. Berry

## Inside Your Report

- Cover
- Concerns
- Solutions for your home
- Upgrade Details
- Safety Tests
- Additional Notes
- Rebates & Incentives
- Tech Specs
- Glossary



## We listened to you!

As our client, we want to make sure we are addressing all of your concerns for your home. If we have missed any concerns in this report, please let us know right away.

# Concerns

## Uneven Heat Distribution

The upper floors are significantly warmer in the summer, and colder in the winter. This makes the house uncomfortable. We find ourselves turning the thermostat higher at night in the winter and lower in the summer to keep the second floor reasonable.

## Doors

The doors are leaky and drafty. The doors are also difficult to close and lock.

## Windows

Some of the windows are very drafty. They do not close properly and leak a lot of air. We use plastic over some in the winter. We cannot lock some of the windows.

## Basement

The basement is drafty and air is leaking in.

## Utility Bills

We suspect that based on the blower door numbers and furnace efficiency, that the heating bills are very high in the peak winter months. Cooling the house would also be expensive due to air leakage and the inefficiency of the unit.



# Solutions for your home

## Estimated Totals

### Approximate Cost

\$ 16,100

This is a ballpark guess. Ask your contractor for a detailed bid.

### Estimated Savings

\$ 2,410/yr

This is an estimate of how much you could save starting in Year 1. Savings will only increase as energy prices rise over the years.

### Impact of upgrades

Energy Reduction	71 %
Carbon (CO2) Savings	13 tons
Equivalent cars removed from the road	2.7/yr
Equivalent number of tree seedlings grown for 10 years	332

Details	Approximate installed cost	Approximate annual savings	SIR*
	-	-	-
CO Detector - 3 total	\$300	-	-
Smoke Detectors - 4 total	\$300	-	-
ASHRAE - Bath Exhaust Fan	\$600	-	-
Roof Venting -- Add 4 77 NFVA roof vents	\$300	-	-
Reduce Water Heater Temperature	\$0	\$10	>100
Program(mable) Thermostat	\$200	\$820	72.9
Replace Lighting with CFLs or LEDs	\$400	\$100	1.9
Insulate Basement Walls	\$400	\$220	11.3
Seal Air Leaks	\$800	\$140	3

\* SIR is the Savings to Investment Ratio. Simply put, if the SIR is 1 or greater, then the energy savings from the item will pay for itself before it needs to be replaced again. This metric is used to help prioritize the recommendations by financial merit.



# Solutions for your home

## Estimated Totals

### Approximate Cost

\$ 16,100

This is a ballpark guess. Ask your contractor for a detailed bid.

### Estimated Savings

\$ 2,410/yr

This is an estimate of how much you could save starting in Year 1. Savings will only increase as energy prices rise over the years.

### Impact of upgrades

Energy Reduction	71 %
Carbon (CO2) Savings	13 tons
Equivalent cars removed from the road	2.7/yr
Equivalent number of tree seedlings grown for 10 years	332

Details	Approximate installed cost	Approximate annual savings	SIR*
Replace Doors or Add Storm Doors	\$700	\$20	0.7
Insulate Walls	\$2,900	\$180	1.3
Upgrade Water Heater	\$1,400	\$150	1.3
Upgrade Your Heating System	\$6,900	\$600	1.3
Add Attic Insulation	\$900	\$170	3.8

\* SIR is the Savings to Investment Ratio. Simply put, if the SIR is 1 or greater, then the energy savings from the item will pay for itself before it needs to be replaced again. This metric is used to help prioritize the recommendations by financial merit.



## Benefits Estimate

### Estimated Cost

\$0



# CO Detector - 3 total

## Benefits Estimate

### Estimated Cost

\$300

### Why it matters

CO detectors will keep your home safe from gas leaks and detect back draft situations.

## Notes to Homeowners

Installl CO detectors with lithium batteries and also tamper proof. Install one (1) on all three levels of the home.

## Notes to Contractors

No plug in CO monitors.



# Smoke Detectors - 4 total

## Benefits Estimate

### Estimated Cost

\$300

### Why it matters

Safety and peace of mind.

## Notes to Homeowners

Install new smoke detectors in the home. Tamper proof with lithium batteries. Basement, kitchen and all bedrooms. Five total.



# ASHRAE - Bath Exhaust Fan

## Benefits Estimate

### Estimated Cost

\$600

### Why it matters

To allow home to exhaust moisture. The home will be well insulated and "tight" and fans should be used to expel moisture and humidity.

## Notes to Homeowners

Install ASHRAE rated, 80 CFM bath fan in full bath. Vent fan to the exterior with an insulated pipe. Sone - 1.0 or less.

Instal humidity switch on the fan and also a regular on/off switch. Fan should be able to operate without the light.



# Roof Venting -- Add 4 77 NFVA roof vents

## Benefits Estimate

### Estimated Cost

\$300

### Why it matters

After insulation, venting is required to expel moisture from the attic and to keep it cool in the summer.

## Notes to Homeowners

Install 5 - 77 NFVA roof vents on the main roof. Evenly spaced to allow for proper air flow.



# Lower Hot Water Temp

## Benefits Estimate

### Estimated Cost

\$0

### Energy Savings

Approx. \$10

### Why it matters

Set water heater to deliver at 122 F (use a cooking thermometer to test the temperature at the faucet) or the lowest practical setting for your preferences. A good measure is if you can take a shower using only hot water (not adding cold water), but still above 122 F. This will reduce standby energy loss and risk of scalding.

## Notes to Homeowners

Lower hot water temperature to less than 120 F.

### Now & Goal

Details	Now	Goal
DHW Temp	132°F	122°F



# Program(mable) Thermostat

## Benefits Estimate

### Estimated Cost

\$200

### Energy Savings

Approx. \$820

### Why it matters

Installing a programmable thermostat (or correctly setting the one you currently have) will help you to use less energy when you're not at home or when you're sleeping.



Install a programmable thermostat - Honeywell or equivalent - with setback capability.



## Notes to Homeowners

Using a digital thermostat with setback capability. This will help save energy once the house is well insulated and sealed.



# Program(mable) Thermostat

## Benefits Estimate

### Estimated Cost

\$200

### Energy Savings

Approx. \$820

### Why it matters

Installing a programmable thermostat (or correctly setting the one you currently have) will help you to use less energy when you're not at home or when you're sleeping.

## Now & Goal

Details	Now	Goal
Heating Setpoint: High (at home)	74°F	68°F
Heating Setpoint: Low (not at home/sleeping)	72°F	62°F
Cooling Setpoint: Low (at home)	72°F	78°F
Cooling Setpoint: High (not at home)	68°F	85°F



# Upgrade Lighting

## Benefits Estimate

### Estimated Cost

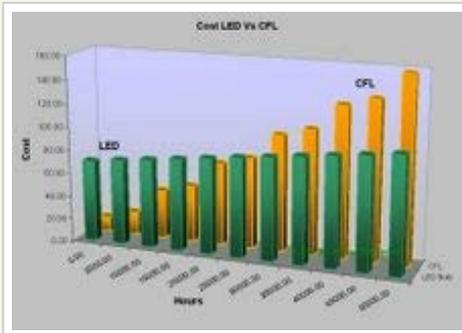
\$400

### Energy Savings

Approx. \$100

### Why it matters

Compact Fluorescent Lightbulbs (CFLs) use 1/4 of the energy of regular incandescent light bulbs and last 8 to 15 times as long. Light Emitting Diode (LED) bulbs use 12% of the energy of regular incandescent light bulbs and last up to 50 times as long. Replacing incandescent bulbs with CFLs or LEDs will save significant energy and replacement costs over time.





# Upgrade Lighting

## Benefits Estimate

### Estimated Cost

\$400

### Energy Savings

Approx. \$100

### Why it matters

Compact Florescent Lightbulbs (CFLs) use 1/4 of the energy of regular incandescent light bulbs and last 8 to 15 times as long. Light Emitting Diode (LED) bulbs use 12% of the energy of regular incandescent light bulbs and last up to 50 times as long. Replacing incandescent bulbs with CFLs or LEDs will save significant energy and replacement costs over time.

## Notes to Homeowners

There are 12 lighting fixtures in the house with a total of 16 incandescent bulbs ranging from 60-100 watts. Replace with incandescent equivalent fixtures. The house is vacant and we assume there will be other bulbs required with lamps and so forth once the unit is occupied.

## Now & Goal

Details	Now	Goal
% CFLs or LED	15%	90%
Number of Light Bulbs	20#	



# Insulate Basement

## Benefits Estimate

### Estimated Cost

\$400

### Energy Savings

Approx. \$220

### Why it matters

Insulating your basement walls will increase the overall temperature of your basement and make the floors above more comfortable. A fiberglass blanket with a vinyl backing can be installed along the basement walls. Or the walls can be framed out, insulated, and finished with drywall to make a "finished basement".



## Notes to Homeowners

Insulate and seal basement band joist with closed cell polyurethane expandable foam. Minimum 2 inches thick. Insulate from the top plate up to the rim and wrap around the foam.

## Now & Goal

Details	Now	Goal
Modeled Basement Wall Area	599ft <sup>2</sup>	
Cavity Insulation		13R Value
Continuous Insulation		



# Seal Air Leaks

## Benefits Estimate

### Estimated Cost

\$800

### Energy Savings

Approx. \$140

### Why it matters

Air sealing is typically the most cost effective improvement you can make to your home. To properly seal out air leaks, a large fan called a blower door is used to depressurize your house. This makes air leaks easy to find, so corrective measures can be taken. A good air sealing job will dramatically increase the comfort of your home and help you save significant energy.



Replane basement door.



Whole house, blower door driven air sealing -- basement, attic and window and door molding.





# Seal Air Leaks

## Benefits Estimate

### Estimated Cost

\$800

### Energy Savings

Approx. \$140

### Why it matters

Air sealing is typically the most cost effective improvement you can make to your home. To properly seal out air leaks, a large fan called a blower door is used to depressurize your house. This makes air leaks easy to find, so corrective measures can be taken. A good air sealing job will dramatically increase the comfort of your home and help you save significant energy.

## Notes to Homeowners

Using blower door testing it was found that the basement band joists, basement door, basement windows, and an open plumbing access are the main sources of air leakage and will be sealed using various methods and retested when the job is complete.

## Now & Goal

Details	Now	Goal
Air Infiltration	4425CFM50	3319CFM50
Equivalent NACH	2.31NACH	1.73NACH
Equivalent ACH50	34.5ACH50	25.9ACH50
Effective Leakage Area	246in <sup>2</sup>	185in <sup>2</sup>
Modeled Conditioned Air Volume	7685ft <sup>3</sup>	



# Replace Doors

## Benefits Estimate

### Estimated Cost

\$700

### Energy Savings

Approx. \$20

### Why it matters

Adding storm door(s) or replacing your current exterior door(s) with insulated ones will help save energy and help reduce drafts.



Replane basement door. Adjust other doors (front and rear).



Install new storm doors (2) - front and rear. Jeld Winn or equivalent.

## Notes to Homeowners

Front Door is a wood 2" door in good condition and requires weatherstripping, sweep and minor repairs. The wooden door to the walkout basement needs repairs and weatherstripping. Rear door from kitchen is new and requires no repairs. Add storm doors to the front and rear doors.

## Notes to Contractors

Repair bottom of basement door and plane bottom of front door. Weatherstrip and sweeps on both doors.



# Replace Doors

## Benefits Estimate

### Estimated Cost

\$700

### Energy Savings

Approx. \$20

### Why it matters

Adding storm door(s) or replacing your current exterior door(s) with insulated ones will help save energy and help reduce drafts.

## Now & Goal

Details	Now	Goal
Door 1 - U Value	0.46U Value	0.21U Value
Door 2 - U Value	0.16U Value	0.16U Value
Door 3 - U Value	0.46U Value	0.21U Value



# Insulate Walls

## Benefits Estimate

### Estimated Cost

\$2,900

### Energy Savings

Approx. \$180

### Why it matters

Insulating your walls can lead to a significant reduction in utility bills. This is done by drilling small holes in the wall cavities either from the inside or outside and filling the space with cellulose, fiberglass, or even foam insulation. If it's time to replace your exterior siding, then be sure to ask your contractor about adding a layer of rigid foam underneath the new sheathing of 1" or more.



Insulate walls and dense pack to 2.5 pounds per sf. Cellulose.





# Insulate Walls

## Benefits Estimate

### Estimated Cost

\$2,900

### Energy Savings

Approx. \$180

### Why it matters

Insulating your walls can lead to a significant reduction in utility bills. This is done by drilling small holes in the wall cavities either from the inside or outside and filling the space with cellulose, fiberglass, or even foam insulation. If it's time to replace your exterior siding, then be sure to ask your contractor about adding a layer of rigid foam underneath the new sheathing of 1" or more.



This interior vaulted ceiling will be drilled from the interior and insulated.

## Notes to Homeowners

Insulation will be installed by carefully removing a row of aluminum siding, drilling through the old woodlap siding, and then use a tube to densepack the walls to 3.5 pounds per cubic foot with cellulose insulation. The holes will be plugged and siding neatly replaced.

## Notes to Contractors

Aluminum over woodlap siding. Some existing fiberglass in walls. Fill slopes from attic.

## Now & Goal

Details	Now	Goal
Modeled Wall Area (including shared walls)	1404ft <sup>2</sup>	
Cavity Insulation		13R Value
Continuous Insulation		



# Replace Water Heater

## Benefits Estimate

### Estimated Cost

\$1,400

### Energy Savings

Approx. \$150

### Why it matters

Replace your water heater with a tankless model or a heat pump water heater to save energy and reduce the ability for dangerous Carbon Monoxide to leak into your home.




Install new, power vented hot water tank. 92% efficient or greater.

## Notes to Homeowners

1997 Craftmaster 34000 BTU hot water heater appears to be in poor condition and could not be tested due to the gas to house being shut off. It is likely a new chimney liner is necessary.

Replacing the HWT in conjunction with the furnace will negate the need for a new chimney liner. The chimney can then be sealed or abandoned.

## Now & Goal

Details	Now	Goal
DHW Energy Factor	50EF	90EF



# Upgrade Heating System

## Benefits Estimate

### Estimated Cost

\$6,900

### Energy Savings

Approx. \$600

### Why it matters

Install a more efficient furnace, boiler or heat pump. Depending on the age of the unit, substantial savings may be gained by replacing it with an Energy Star rated appliance. If you're heating with gas, look for a sealed combustion unit. They're much safer since the exhaust pathway from the unit is sealed and goes directly outside. If it doesn't quite make sense to replace your heating system now, be prepared to replace it with a high efficiency Energy Star unit when it finally wears out.



Install new 92% efficient furnace.

## Notes to Homeowners

The furnace is a 1000,000 BTU older model Armstrong and could not be tested because the gas to the house is shut off.

NOTE -- At the time of the audit, there was no gas service to the house. Could not test.

Recommend installing a new 925 efficient furnace.

Tie back and balance ducts as part of install. Seal all duct joint.

## Now & Goal

Details	Now	Goal
Forced Air Furnace - Basement - Fuel Type	gas	Gas
Forced Air Furnace - Basement - Equipment	furnace	Furnace
Forced Air Furnace - Basement - Heating System Efficiency	50AFUE	92AFUE
Forced Air Furnace - Basement - Output Capacity	100kBTU/h	100kBTU/h
Forced Air Furnace - Basement - Heating Load Percentage	100	100



# Insulate Attic

## Benefits Estimate

### Estimated Cost

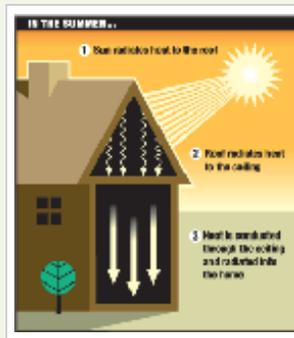
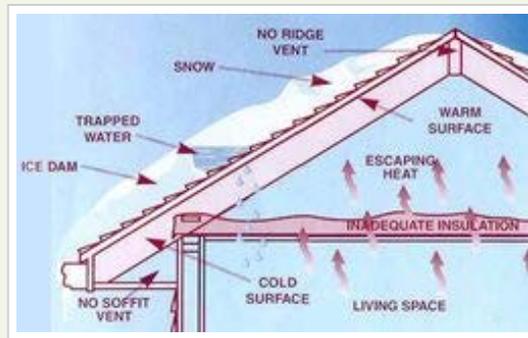
\$900

### Energy Savings

Approx. \$170

### Why it matters

Adding insulation to your attic can lead to a significant reduction in your utility bills. This process is often combined with careful air sealing of the ceiling from the attic side to ensure the new insulation perform at its maximum level.





# Insulate Attic

## Benefits Estimate

### Estimated Cost

\$900

### Energy Savings

Approx. \$170

### Why it matters

Adding insulation to your attic can lead to a significant reduction in your utility bills. This process is often combined with careful air sealing of the ceiling from the attic side to ensure the new insulation perform at its maximum level.



## Notes to Homeowners

Contractor will cut an opening approximately 2'x2' and install a hatch for access to the attic and blow in cellulose to achieve required R-value. There is a vaulted ceiling in the living room that will be drilled and filled from the interior and the holes will be plugged and spackled.

## Notes to Contractors

Cut opening and install hatch for access to crown. Interior drill small vaulted section in living room. Install (3) 77" roof vents to crown area.

## Now & Goal

Details	Now	Goal
Modeled Attic Area	349ft <sup>2</sup>	
Attic Insulation		49R Value



# Health & Safety

## What's This?

These tests are recommended by the Building Performance Institute (BPI). They can help identify potential health and safety concerns in your home.

## Test Summary

- Mold & Moisture ✓
- Asbestos ✓
- Lead ✓

✓ Passed | ✗ Failed | ⚠ Warning

## Notes to Homeowners

1) Smoke Detectors - The home has smoke detectors but they are outdated and do not meet the State of Ohio Standards. Replace smoke detectors per State standards (lithium batteries, tamper proof).

2) Carbon Monoxide (CO) - with natural gas combustion appliances, we recommend a CO detector on each level of the home. The CO detectors should be lithium battery powered and tamper proof. Plug in units are not acceptable (see State of Ohio Weatherization Standards).

NOTE - NOTE -- The house did NOT have gas service. Therefore we could not test the furnace or hot water tank or range for combustion issues.



# Health & Safety

## What's This?

These tests are recommended by the Building Performance Institute (BPI). They can help identify potential health and safety concerns in your home.

## Test Summary

- Mold & Moisture ✓
- Asbestos ✓
- Lead ✓

✓ Passed | ✗ Failed | ⚠ Warning

## Notes to Contractors

Install CO detectors on each level. Install per State Standards.

3) Ventilation Fan - The home does not have a bathroom exhaust fan. When the house is tightened up through by air sealing and insulation, the dynamics change. Excessive moisture is the enemy of a healthy home. is important to have proper ventilation and air exchanges to provide for a moisture free and healthy home. We recommend installing an ASHRAE rated, 100 CFM fan in the second floor bathroom.

4) Water Leakagae - There is some water seapge in the basement in the XXX rear corner.

5) Trips and Fall Hazards

6) Electrical -

7) Other water leaks -

8) Asbestos

9) CO leakage

10 ) Furnace Backdrafting --



# Tech Specs

## Property Details

Year Built:	1956
Conditioned Area:	1048 ft <sup>2</sup>
House Volume:	7685.333333333333 ft <sup>3</sup>
# of Stories:	2
# of Occupants:	1
Home Style:	Single Family Detached
Tuck Under Garage:	No
# of Cars:	

## Insulation & Air Leakage

Attic Insulation Type:	Fiberglass or Rockwool (batts or blown)
Attic Insulation Amount:	Don't Know
Foundation Type:	
Basement:	100 %
Crawlspace:	%
Slab on Grade:	%
Basement Wall Insulation:	None or Bare Walls
Crawlspace Insulation:	Don't Know
Exterior Wall Construction:	Frame
Exterior Wall Cladding:	Metal/vinyl siding
Wall Insulation:	No
Air Leakage:	4425 CFM50

## Heating & Cooling Equipment

Details:	Forced Air Furnace - Basement	Central Air Conditioning Unit	Window AC Unit
Type:	Heating	Cooling	Cooling
Primary Energy Source:	Natural Gas	-	-
% of Total Load:	100%	100%	%
Equipment:	Furnace	Central AC	Room AC
Age:	16-40 yrs	16-20 yrs	16-20 yrs
Capacity:	100 kBTU/h	50 kBTU/h	20 kBTU/h
Duct Location:	Intentionally Conditioned Space	Intentionally Conditioned Space	-
Duct Leakage:	30% - Very leaky	30% - Very leaky	-
Duct Leakage Value:	CFM25	CFM25	CFM25
Duct Insulation:	None	None	-

## Water Heating

Energy Source:	Natural Gas
Type:	Standard tank
Age:	16-20
Location:	Indoors and within heated area
Temperature:	Medium (130-140 F)

## Doors

Door 1 Type:	Wood
Door 2 Type:	Steel, insulated
Door 3 Type:	Wood

## Windows

Window Glazing:	Double pane
Window Frames:	Vinyl
North Window Area:	15 %
East Window Area:	30 %
South Window Area:	30 %
West Window Area:	15 %
North Overhang:	1 ft
East Overhang:	1 ft
South Overhang:	1 ft
West Overhang:	1 ft
Skylight Area:	ft <sup>2</sup>



# Tech Specs (cont)

## Refrigerators

Refrigerator 1::	
Size:	19-21 ft <sup>3</sup>
Age:	6-10 years old
Basement :	
Size:	19-21 ft <sup>3</sup>
Age:	0-5 years old

## Appliances

Number of Freezers:	0
Cooking Range Fuel:	Natural gas
Dryer Fuel:	Natural gas

## Lighting

Percent CFLs or LEDs:	1-25%
Approx # of light bulbs:	20

## Thermostat Setpoints

Programmable Thermostat Installed?:	No
High Heating Setpoint:	74 °F
Low Heating Setpoint:	72 °F
High Cooling Setpoint:	68 °F
Low Cooling Setpoint:	72 °F

## Utility Details

Electric Utility Name:	First Energy
Electric Utility Account Number:	—
Fuel Utility Name:	Dominion East Ohio Gas
Fuel Utility Account Number:	—

## Utility Bills

Primary Heating Fuel:	Natural Gas
Highest monthly summer electric bill:	\$225
Lowest monthly summer electric bill:	\$45
Highest monthly winter natural gas bill:	\$325
Lowest monthly natural gas bill:	\$25

## Auditor's Contact Information

**Martin Berry**  
 Berry Home Performance  
*President*  
*Certified Energy Auditor (CEA); BPI Certified Auditors*  
 1600 East 25th Street  
 Cleveland, Ohio , OH 44114  
 216-319-2468  
 Mon - Fri. 7am - 7pm  
 Saturday 7am - 2pm  
 martinberry1@me.com



# Glossary

**Annual Fuel Utilization Efficiency (AFUE)** The measure of seasonal or annual efficiency of a residential heating furnace or boiler. It takes into account the cyclic on/off operation and associated energy losses of the heating unit as it responds to changes in the load, which in turn is affected by changes in weather and occupant controls.

**Annualized Return** The return an investment provides over a period of time, expressed as a time-weighted annual percentage. This is the equivalent annual interest rate you would get if you put the same amount of money spent on the energy upgrade into a savings account.

**Asbestos** Asbestos is a mineral fiber that has been used commonly in a variety of building construction materials for insulation and as a fire-retardant, but is no longer used in homes. When asbestos-containing materials are damaged or disturbed by repair, remodeling or demolition activities, microscopic fibers become airborne and can be inhaled into the lungs, where they can cause significant health problems.

**British Thermal Unit (Btu)** The amount of heat required to raise the temperature of one pound of water one degree Fahrenheit; equal to 252 calories.

**Carbon Monoxide (CO)** A colorless, odorless but poisonous combustible gas with the formula CO. Carbon monoxide is produced in the incomplete combustion of carbon and carbon compounds such as fossil fuels (i.e. coal, petroleum) and their products (e.g. liquefied petroleum gas, gasoline), and biomass.

**Cashflow** When financing energy efficiency improvements, cashflow is the difference between the average monthly energy savings and the monthly loan payment.

**Combustion Appliance Zone (CAZ)** A contiguous air volume within a building that contains a combustion appliance such as furnaces, boilers, and water heaters; the zone may include, but is not limited to, a mechanical closet, mechanical room, or the main body of a house, as applicable.

**Compact Fluorescent Light bulb (CFL)** A smaller version of standard fluorescent lamps which can directly replace standard incandescent lights. These highly efficient lights consist of a gas filled tube, and a magnetic or electronic ballast.

**Cubic Feet per Minute (CFM)** A measurement of airflow that indicates how many cubic feet of air pass by a stationary point in one minute.

**Carbon Dioxide (CO<sub>2</sub>)** A colorless, odorless noncombustible gas that is present in the atmosphere. It is formed by the combustion of carbon and carbon compounds (such as fossil fuels and biomass). It acts as a greenhouse gas which plays a major role in global warming and climate change.

**Energy Efficiency Ratio (EER)** The measure of the energy efficiency of room air conditioners: cooling capacity in Btu/hr divided by the watts consumed at a specific outdoor temperature.

**Energy Factor (EF)** The measure of efficiency for a variety of appliances. For water heaters, the energy factor is based on three factors: 1) the recovery efficiency, or how efficiently the heat from the energy source is transferred to the water; 2) stand-by losses, or the percentage of heat lost per hour from the stored water compared to the content of the water; and 3) cycling losses. For dishwashers, the energy factor is the number of cycles per kWh of input power. For clothes washers, the energy factor is the cubic foot capacity per kWh of input power per cycle. For clothes dryers, the energy factor is the number of pounds of clothes dried per kWh of power consumed.

**Heating Seasonal Performance Factor (HSPF)** The measure of seasonal efficiency of a heat pump operating in the heating mode. It takes into account the variations in temperature that can occur within a season and is the average number of Btu of heat delivered for every watt-hour of electricity used.

**Heat Recovery Ventilator (HRV) / Energy Recovery Ventilator (ERV)**

A device that captures the heat or energy from the exhaust air from a building and transfers it to the supply/fresh air entering the building to preheat the air and increase overall heating efficiency while providing consistent fresh air.

**Light Emitting Diode (LED) Lighting** An extremely efficient semiconductor light source. LEDs present many advantages over incandescent light sources including lower energy consumption, longer lifetime, improved physical robustness, and smaller size.

**N-Factor** A factor of how susceptible your house is to wind, influenced by weather patterns, location, and the number of floors in the home. Used in the calculation of NACH.

**Natural Air Changes per Hour (NACH)** The number of times in one hour the entire volume of air inside the building leaks to the outside naturally.

**Payback Period** The amount of time required before the savings resulting from your system equal the system cost.

**R-Value** A measure of the capacity of a material to resist heat transfer. The R-Value is the reciprocal of the conductivity of a material (U-Value). The larger the R-Value of a material, the greater its insulating properties.

**Radon** A naturally occurring radioactive gas found in the U.S. in nearly all types of soil, rock, and water. It can migrate into most buildings. Studies have linked high concentrations of radon to lung cancer.

**Rim Joist** In the framing of a deck or building, a rim joist is the final joist that caps the end of the row of joists that support a floor or ceiling. A rim joist makes up the end of the box that comprises the floor system.

**Seasonal Energy Efficiency Ratio (SEER)** A measure of seasonal or annual efficiency of a central air conditioner or air conditioning heat pump. It takes into account the variations in temperature that can occur within a season and is the average number of Btu of cooling delivered for every watt-hour of electricity used by the heat pump over a cooling season.

**Savings to Investment Ratio (SIR)** A ratio used to determine whether a project that aims to save money in the future is worth doing. The ratio compares the investment that is put in now with the amount of savings from the project.



1600 East 25th Street  
 Cleveland, Ohio 44114  
 o- 216-621-6289; f- 216-621-4706  
[www.berryinsulation.com](http://www.berryinsulation.com)

**SPECIFICATIONS**

25-Sep-14

City of Lakewood - Mr. Jason Russell  
 12217 Plover  
 Lakewood, Ohio

ITEM	DESCRIPTION	QUANTITY	TOTAL PRICE
<b>ATTIC - INSULATION</b>			
	<b>MAIN ATTIC</b> - Insulate main attic with blown in celuloose. Add insulation to R-49. Seal and insulate attic access area. Approximately 550 sf. Verify measurements. Seal and insulate access points.	550	
	<b>MAIN ATTIC</b> - Insulate attic of front single story area. Blow cellulose to R-49. Approximately 100 sf. Verify measurements. Seal and insulate acces spoints.	100	
<b>SIDEWALL INSULATION</b>			
	Dense pack sidewalls from the EXTERIOR with blown cellulose. Dense pack to R-13 (approximately 3.5 cf per inch.). Remove siding, drill, fill and replace siding. Gross sf = 1850 Approximately	1,850	
<b>AIR SEALING</b>			
	Seal/Foam all attic bypasses	1	
	Seal/Foam basement bypasses		
	Weatherstrip exterior doors.		
	Install door sweep - exterior doors		
	Hi temp caulk chimney bypasses.		
	Seal attic hatch		
	Seal knee wall hatch		
	Seal basement band joist bypasses		
	Seal around attic fan and other attic penetrations.		
	Caulk around window and door molding		
	Other Blower Door driven measures		
<b>BASEMENT</b>			
	Insulate basement band joist with 2 part CLOSED CELL polyurethane foam.Two (2) I flashcoat (R-12.0)	110	
<b>LIGHTING &amp; SAFETY</b>			
	Install CO Detector - Tamper proof, lithium batteries.	3	
	Install Smoke detectors - Lithium batteries, tamper proof.	5	
	CFL Lighting -- Install new CFL lighting in all fixtures - ninside and out.	25	
<b>HVAC</b>			
	Install new 92% efficient forced air furnace. Tie back and seal all I duct wors. Perform Manual J calculation and size ducts. Tie back all ducts.	1	
	Install new AC unit. SEER 13 + .	1	
	Install new 50 gallon HWT. Power vented. 92% efficient minimum.	1	
	Seal chimney.	1	
	Install ASHARE rated bath fan. 80 cfm. Sone - 1.0 or less. Termnate to exterirop per State Weatherization Standards.	1	
	Install programmable thermostat - digital with setback capability.	1	
<b>DOORS</b>			
	Install new storm doors - front and rear. Jeld Winn or equivalent.	2	
	Adjust, plane and rehang door to basement cellar.	1	
<b>ATTIC VENTING</b>			
	Install 77 NFVA roof vents	5	



## Appendix IV Required Documentation

These forms must be completed and included with your RFP submission in order to be considered.

## Forms and Affidavits

Each proposer shall submit with their proposal (RFP) the following forms and affidavits:

### Affidavit of Non-Collusion

Each bidder is required to submit with their bid response an affidavit stating that neither he nor his agents, nor any other party for him has paid or agreed to pay, directly or indirectly, any person, firm or corporation, any money or valuable consideration for assistance in procuring or attempting to procure the contract herein referred to, and further agreeing that no such money or reward will be hereafter paid. This affidavit must be on the form, which is hereto attached & notarized

### Ethics Affidavit

Each bidder is required to submit with their bid/proposal a completed Affidavit in Compliance with Section 3517.13 of the Ohio Revised Code. This affidavit must be on the form, which is hereto attached & notarized.

### Personal Property Tax Affidavit

After the award of any contract let by the competitive proposal process and prior to the time the contract is entered into, the person making a proposal shall submit to the fiscal officer a statement affirmed under oath that the person with whom the contract is to be made was not charged at the time the proposal was submitted with any delinquent personal property taxes on the general tax list of personnel property of any county in which the taxing district has territory or that such person was charged with delinquent personnel property taxes on any such tax list, in which case the statement shall also set forth the amount of such due and unpaid delinquent taxes and any due and unpaid penalties and interest thereon. If the statement indicates that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the fiscal officer to the county treasurer within thirty days of the date it is submitted.

A copy of the statement shall also be incorporated into the contract and no payment shall be made with respect to any contract to which this section applies unless such statement has been so incorporated as apart thereof.

### MacBride Principles Disclosure Form

Each proposer is required to submit with their proposal a completed MacBride Disclosure Form indicating whether or not the proposer is engaged in any business or trading for profit in Northern Ireland.

### Insurance

In some cases, the proposer awarded the contract to supply materials, equipment or services will be required to provide an insurance certificate naming the City of Lakewood as an additional insured. Required coverage will be indicated on the "Insurance Requirements Checklist" which is enclosed.

**NON-COLLUSION AFFIDAVIT**

State of \_\_\_\_\_,

County of \_\_\_\_\_, SS

\_\_\_\_\_ (the "Affiant"), being first duly sworn according to law states:

1. Individual Only: That the Affiant is an individual doing business under the name of \_\_\_\_\_ in the City of \_\_\_\_\_, State of \_\_\_\_\_;

Partnership Only: That the Affiant is the duly authorized representative of a partnership doing business under the name of \_\_\_\_\_ in the City of \_\_\_\_\_, State of \_\_\_\_\_;

Corporation Only: That the Affiant is the duly authorized, qualified and acting \_\_\_\_\_, a corporation organized and existing under the laws of the State of \_\_\_\_\_; and that the Affiant of the partnership or corporation referred to above, as applicable, is filing herewith a bid to the City of Lakewood in conformity with the Contract Documents;

2. Individual Only: Affiant further states that the following is a complete and accurate list of the names and addresses of all persons interested in the contract for which the bid is being filed:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Affiant further states that the following attorneys represent Affiant:

Partnership Only: Affiant further states that the following is a complete and accurate list of the names and addresses of the members of the partnership:

---

---

---

---

Affiant further states that the following attorneys represent the partnership:

3. Corporation Only: Affiant further states that the following is a complete accurate list of the officers, directors and attorneys of the corporation:

President -

Vice President -

Secretary -

Treasurer -

Attorneys -

Directors -

and that the following officers are dully authorized to execute contracts on behalf of the corporation:

---

4. Affiant further states that the bid filed herewith is not made in the interest of or on behalf of any undisclosed person, partnership, company, association, organization or corporation; that such bid is genuine and not collusive or a sham; that the Bidder has not directly or indirectly, induced or solicited any other Bidder to file a false or sham bid, and has not, directly or indirectly, colluded, conspired, connived, or agreed with any Bidder or anyone else to file a sham bid or to refrain from bidding; that the Bidder has not in any manner directly or indirectly, sought by agreement, communication or conference with anyone to fix the bid price of the Bidder or of any other Bidder, or to fix any overhead, profit, or cost element of such bid price or that of any other Bidder, or to secure any advantage against the City or anyone interested in the contract for which the bid is filed; that all statements contained in the bid are true; that the Bidder has not directly or indirectly submitted the Bidder's bid price or any breakdown thereof of the contents thereof, or divulged information or data relative thereto, or paid or agreed to pay, directly or indirectly any money, or other valuable consideration for assistance or aid rendered or to be rendered in procuring or attempting to procure the contract above referred to, to any corporation, partnership, company, association, organization, or to any member or agent thereof, or to any other individual, except to such person or persons as herein disclosed to have a partnership or other financial interest with said Bidder; and that the Bidder will not pay or agree to pay, directly or indirectly, any money or other valuable consideration to any corporation, partnership, company, association, organization or to any member or agent thereof, or to any other individual, for aid or assistance in securing the contract above referred to in the event the same is awarded to

\_\_\_\_\_  
(Name of Bidder)

Further Affiant says not.

\_\_\_\_\_  
Affiant

Sworn to before me and subscribed in my presence this \_\_\_ day of \_\_\_\_\_,  
20\_\_\_.

\_\_\_\_\_  
Notary Public

AFFIDAVIT IN COMPLIANCE WITH SECTION 3517.13  
OF THE OHIO REVISED CODE

STATE OF OHIO

COUNTY OF \_\_\_\_\_ SS:

I, the undersigned, after being first duly cautioned and sworn, state the following with respect to compliance with Section 3517.13 of the Ohio Revised Code:

1. I am the representative of and have the authority to make certificates for

\_\_\_\_\_, which entity may be or has been selected as a  
(Name of Entity)  
contractor/consultant/vendor for the City of Lakewood.

2. None of the following has **individually** made within the previous twenty four months and, if awarded a contract or contracts for the purchase of goods or services aggregating in excess of \$10,000 in a calendar year, none of the following **individually** will make, beginning on the date of the contract is awarded and extending until one year following the conclusion of the contract, as an individual, one or more campaign contributions totaling in excess of \$1,000, to the Mayor or any City Council member of the City of Lakewood or their individual campaign committees:

- a. myself;
- b. any partner or owner or shareholder of the partnership (if applicable);
- c. any owner of more than 20% of the corporation or business trust (if applicable);
- d. each spouse of any person identified in (a) through (c) of this section;
- e. each child seven years of age to seventeen years of age of any person identified in division (a) through (c) of this section (only applicable to contributions made on or after January 1, 2007).

3. None of the following have **collectively** made since April 4, 2007, and, if awarded a contract or contracts for the purchase of goods or services that aggregate in excess of \$10,000 in a calendar year, none of the following **collectively** will make, beginning on the date of the contract is awarded and extending until one year following the conclusion of the contract, one or more campaign contributions totaling in excess of \$2,000, to the Mayor or any City Council member of the City of Lakewood or their individual campaign committees:

- a. myself;
- b. any partner or owner or shareholder of the partnership (if applicable);
- c. any owner of more than 20% of the corporation or business trust (if applicable);
- d. each spouse of any person identified in (a) through (c) of this section;
- e. each child seven years of age to seventeen years of age of any person identified in divisions (a) through (c) of this section.

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

Printed Name: \_\_\_\_\_

Title: \_\_\_\_\_

Sworn to before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_\_\_\_.

Notary Public: \_\_\_\_\_

My Commission Expires: \_\_\_\_\_

- I. The successful Bidder shall provide a properly executed statement which fulfills the requirements of Section 5719.042 of the Ohio Revised Code which provides as follows:

“After the award by a taxing district of any contract let by competitive bid and prior to the time the contract is entered into, the person making a bid shall submit to the district’s fiscal officer a statement affirmed under oath that the person with whom the contract is to be made was not charged at the time the bid was submitted with any delinquent personal property taxes on the general tax list of personal property of any county in which the taxing district has territory or that such person was charged with delinquent personal property taxes on any such tax list, in which case the statement shall also set forth the amount of such due and unpaid delinquent taxes and any due and unpaid penalties and interest thereon. If the statement indicates that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the fiscal officer to the county treasurer within thirty (30) days of the date it is submitted.

A copy of the statement shall also be incorporated into the contract, and no payment shall be made with respect to any contract to which this section applied unless such statement has been so incorporated as a part thereof.”

See attached personal property tax statements:

Statement “A”  
Bidder not charged with tax delinquency.

Statement “B”  
Bidder is charged with tax delinquency.

Either Statement “A” or Statement “B” should be reproduced on the Bidder’s letterhead stationary and enclosed with the Bid Form.

[Balance of this page intentionally left blank.]

Statement "A" - Bidder Not Charged with Tax Delinquency

BIDDER'S AFFIDAVIT  
PERSONAL PROPERTY TAX DELINQUENCY

Bid No. : \_\_\_\_\_

Personal Property Tax Certification  
Required by Ohio Revised Code  
Section 5719.042

Finance Director  
City of Lakewood  
12650 Detroit Avenue  
Lakewood, Ohio 44107

Dear Sir:

\_\_\_\_\_  
Bidder Name

The undersigned hereby certifies that the Bidder to whom contract award is being considered was not charged with any delinquent personal property tax on the general tax list of personal property for any county in the State of Ohio at the time the bid was submitted for the above-referenced contract.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

State of \_\_\_\_\_  
County of \_\_\_\_\_, SS:

SWORN TO before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_.

\_\_\_\_\_  
Notary Public

Note: This affidavit is to be reproduced on the Bidder's letterhead and signed by the appropriate signatory before a notary public.

Statement "B" - Bidder Charged with Tax Delinquency

BIDDER'S AFFIDAVIT  
PERSONAL PROPERTY TAX DELINQUENCY

Bid No. : \_\_\_\_\_

Personal Property Tax Certification  
Required by Ohio Revised Code  
Section 5719.042

Finance Director  
City of Lakewood  
12650 Detroit Avenue  
Lakewood, Ohio 44107

Dear Sir:

\_\_\_\_\_  
Bidder Name

The undersigned hereby certifies that the Bidder to whom contract award is being considered has been charged with a delinquency regarding personal property tax on the general tax list of personal property for at least one county in the State of Ohio at the time the bid was submitted for the above-referenced contract. The amount of the due and unpaid delinquent taxes, including any due and unpaid penalties and interest thereon, is \$ \_\_\_\_\_. It is understood that this statement is to be signed by the party whose bid has been tentatively accepted, and must be affirmed under oath. If the statement indicates that the taxpayer was charged with any such taxes, a copy of the statement shall be transmitted by the Treasurer to the County Treasurer within thirty days of the date it is submitted. The statement must be incorporated into the contract before any payment can be made under the contract.

Name: \_\_\_\_\_

Title: \_\_\_\_\_

State of \_\_\_\_\_  
County of \_\_\_\_\_, SS:

SWORN TO before me and subscribed in my presence this \_\_\_\_\_ day of \_\_\_\_\_,  
20\_\_.

\_\_\_\_\_  
Notary Public

Note: This affidavit is to be reproduced on the Bidder's letterhead and signed by the appropriate signatory before a notary public.

**MACBRIDE PRINCIPLES  
DISCLOSURE STATEMENT**

PRESCRIBED BY DIRECTOR OF PUBLIC WORKS PURSUANT TO ADMINISTRATIVE CODE SECTION 111.10

**INSTRUCTIONS:**

The information requested herein must be supplied by all contractors and any subcontractors having more than a fifty percent (50%) interest in the proposed contract prior to any contract being awarded by the City of Lakewood.

Any such contractor or subcontractor who fails to disclose the requested information shall not be eligible to provide any goods or services whatsoever for use by the City in return for payments, fees or commissions from City funds.

Any such contractor or subcontractor who is awarded a contract to supply goods or services for use by the City in return for payments, fees or commissions from City funds, and who is subsequently deemed to have made a false statement shall be declared to have acted in default of its contract and shall be excluded from bidding for the supply of any goods or services for use by the City for a period of two years.

**DISCLOSURE**

CHECK WHICHEVER IS APPLICABLE:

- ( ) A. The undersigned or any other controlling shareholder<sup>1</sup> subsidiary, or parent corporation of the undersigned is NOT ENGAGED IN ANY BUSINESS OR TRADING FOR PROFIT IN NORTHERN IRELAND. (If this paragraph applies, sign at bottom.
- ( ) B. The undersigned or any controlling shareholder, subsidiary, or parent corporation of the undersigned is ENGAGED IN ANY BUSINESS OR TRADING FOR PROFIT IN NORTHERN IRELAND. (If this paragraph applies, proceed to paragraph "C".)
- ( ) C. The undersigned and all enterprises identified in paragraph "B" are TAKING ALL LAWFUL AND GOOD FAITH STEPS TO ACTIVELY ENGAGE IN THE IMPLEMENTATION OF THE FAIR EMPLOYMENT PRACTICES KNOWN AS THE MACBRIDE PRINCIPLES FOR FAIR EMPLOYMENT IN NORTHERN IRELAND<sup>2</sup>. If requested by the City, the undersigned agrees to supply to the Investor Responsibility Research Center (IRRC), and independent research agency, all data deemed necessary by the IRRC to determine if the undersigned and all said enterprises are engaged in the implementation of the fair employment practices known as the Mac Bride Principles<sup>3</sup>.

\_\_\_\_\_  
Name of Contractor or Subcontractor

By: \_\_\_\_\_

Title: \_\_\_\_\_

<sup>1</sup> "Controlling Shareholder": Any shareholder owning more than fifty percent (50%) of the stock in the corporation, or more than twenty-five (25%) of the stock in the corporation if no other shareholder owns a larger share of the stock in the corporation.

<sup>2</sup> A copy of the MacBride Principles can be obtained from the Director of Public Works (216) 521-7580.

<sup>3</sup> An IIRC report shall provide a factual basis upon which the City may deem the undersigned or an enterprise in compliance with Section 111.10 of the Administrative Code of the City of Lakewood. Investor Responsibility Research Center, Inc., Suite 600, 1755 Massachusetts Ave., Washington, D.C. 20036, (202) 234-7500, Fax (202) 332-8570.

# INSURANCE REQUIREMENTS CHECKLIST

Items marked "X" must be provided.

COVERAGE REQUIRED

MINIMUM LIMITS REQUIRED

<p><u>  X  </u> GENERAL LIABILITY          (The following coverage must be included)              Premises-Operations              Independent Contractors/Subs              Broad Form Contractual              Broad Form Property Damage              Explosion (X)</p>	<p>\$ <u>1,000,000</u> Combined Single          Limit Per Occurrence          Collapse (C)          Underground (U)          Personal Injury          Products-Completed Operations          Fire Legal Liability          Employer's liability (Stop Gap)</p>
<p><u>  X  </u> UMBRELLA LIABILITY</p>	<p>\$ <u>2,000,000</u></p>
<p><u>  X  </u> AUTOMOBILE LIABILITY              Owned, Hired, and Non-Owned              Employee Non-Ownership</p>	<p>\$ <u>1,000,000</u> Combined Single          Per Occurrence</p>
<p><u>  X  </u> WORKER'S COMPENSATION              <u>  X  </u> Worker's Compensation                  coverage in compliance with the                  laws of the State of Ohio</p>	<p>Statutory</p>
<p><u>  X  </u> PROFESSIONAL LIABILITY          (includes Errors &amp; Omissions)</p>	<p>\$ <u>1,000,000</u></p>
<p>_____ BUILDER'S RISK</p>	<p>_____ 100% Completed Value</p>
<p>_____ INSTALLATION FLOATER</p>	<p>_____ 100% Installed          Replacement Value</p>
<p>_____ FLOOD INSURANCE</p>	<p>_____ 100% Completed Value or          Maximum of Flood Program</p>
<p>_____ ENVIRONMENTAL IMPAIRMENT LIABILITY</p>	<p>\$ _____</p>
<p>_____ EMPLOYMENT PRACTICES LIABILITY</p>	<p>\$ _____</p>

The certificate of insurance must show the "City of Lakewood" as an additional insured and give sixty- (60) days prior written notice of cancellation, non-renewal, or adverse change to the City of Lakewood.

\*\*\*\*\*

Statement of Bidder and Insurance Agent

We understand the requirements requested and agree to fully comply.

\_\_\_\_\_

Bidder

\_\_\_\_\_

Insurance Agency

\_\_\_\_\_

Authorized Signature

\_\_\_\_\_

Authorized Signature

A completed copy of this form with ORIGINAL signatures must accompany proposal.

# BIDDER QUALIFICATION STATEMENT

Must be submitted with Bid. Failure to comply can result in rejection of Bid.

All questions must be answered and the data given must be clear and comprehensive. If necessary, questions may be answered on separate attached sheets. The Bidder may submit any additional information he desires.

1. Bidder's Name \_\_\_\_\_  
Name of Company  
  
\_\_\_\_\_  
Business Address (Permanent Main Office)  
  
\_\_\_\_\_  
City, State, Zip Code
2. Date Business was organized: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_
3. If bidder is a corporation, indicate where business is incorporated:  
  
\_\_\_\_\_
4. Indicate years engaged in contracting business: \_\_\_\_\_
5. General character of work performed by your company:  
  
\_\_\_\_\_
6. Have you ever failed to complete any work awarded to you?  
\_\_\_\_\_ Yes \_\_\_\_\_ No If yes, indicate where and why:  
  
\_\_\_\_\_  
  
\_\_\_\_\_
7. Have you ever defaulted on a contract? \_\_\_\_\_ Yes \_\_\_\_\_ No

# REFERENCES

## GENERAL REFERENCES:

\$ \_\_\_\_\_  
Project Cost

\_\_\_\_\_  
Project Name or Description of Project

\_\_\_\_\_  
Project Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Contact Name Phone Number

\$ \_\_\_\_\_  
Project Cost

\_\_\_\_\_  
Project Name or Description of Project

\_\_\_\_\_  
Project Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Contact Name Phone Number

\$ \_\_\_\_\_  
Project Cost

\_\_\_\_\_  
Project Name or Description of Project

\_\_\_\_\_  
Project Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Contact Name Phone Number

**GOVERNMENT AGENCY REFERENCES:**  
(State, City, Public Schools, Park Systems)

\$ \_\_\_\_\_  
Project Cost

\_\_\_\_\_  
Project Name or Description of Project

\_\_\_\_\_  
Project Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Contact Name Phone Number ( )

\$ \_\_\_\_\_  
Project Cost

\_\_\_\_\_  
Project Name or Description of Project

\_\_\_\_\_  
Project Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Contact Name Phone Number ( )

\$ \_\_\_\_\_  
Project Cost

\_\_\_\_\_  
Project Name or Description of Project

\_\_\_\_\_  
Project Owner

\_\_\_\_\_  
Address

\_\_\_\_\_  
City State Zip

\_\_\_\_\_  
Contact Name Phone Number ( )